



# City of Austin

*Small & Minority Business Resources Department, 4201 Ed Bluestein Boulevard, Austin, TX 78721*  
*Mailing Address: PO Box 1088, Austin, Texas 78767, Telephone (512) 974-7645 Fax (512) 974-7609*

July 18, 2014

Ms. Mary Scaggs  
Houston Chem Safe, Inc.  
11430 Slash Pine Place  
The Woodlands, TX 77380

**Congratulations!** Your firm has been certified as a **Women-Owned Business Enterprise (WBE)** to participate in the City of Austin's Minority and Women-Owned Business Enterprise (MBE/WBE) Procurement Program.

The certification status of all MBEs and WBEs shall be reviewed on an annual basis by the City of Austin's Small & Minority Business Resources Department (SMBR). The annual review may be conducted through examination of a sworn affidavit of continuing eligibility submitted by the firm seeking continued certification. MBEs and WBEs are required to seek recertification upon the third anniversary of their initial certification and upon the third anniversary of all subsequent certifications.

Prior to reaching your annual certification anniversary you will be asked to submit the MBE/WBE Annual Update Affidavit including any supporting documentation. It is important that you report any change(s) in circumstances that affect your firm's size, social/economic disadvantage status, management, ownership/or control to SMBR within 30 calendar days. Failure to report such change(s) may result in the denial of continued certification or recertification.

**As a reminder, you are responsible for maintaining accurate contact information including the specific scopes of work (commodity codes) in which you have the ability and expertise to manage and control. Any contact information and/or to commodity code changes must be made by you in the City of Austin's Vendor Connection system at [https://www.austintexas.gov/financeonline/vendor\\_connection/index.cfm](https://www.austintexas.gov/financeonline/vendor_connection/index.cfm). You can perform these changes daily from 7:00 a.m. to 7:00 p.m. If you need assistance making changes, please contact Vendor Registration at (512) 974-2018 or by email at [vendorreg@austintexas.gov](mailto:vendorreg@austintexas.gov).**

If you have any questions, please feel free to call the Certification Office at (512) 974-7645.

Sincerely,

Veronica Briseño Lara  
Director  
Small & Minority Business Resources Department

Enclosure – Certificate

VBL: db

*The City of Austin  
Small & Minority Business Resources Department affirms that*

## **Houston Chem Safe, Inc.**

meets all the criteria established by the City of Austin Minority-Owned and Women-Owned Business Enterprise Procurement Program and is certified as a

## **Women-Owned Business Enterprise**

by the City of Austin.



Veronica Briseño Lara, Director  
Small & Minority Business Resources Department

VENDOR CODE: V00000921272

EXPIRATION DATE:  
07/18/2017

Certification is valid for three years, contingent upon the City receiving an affidavit of continued eligibility each year. Verification of certification status can be obtained by calling (512) 974-7645.