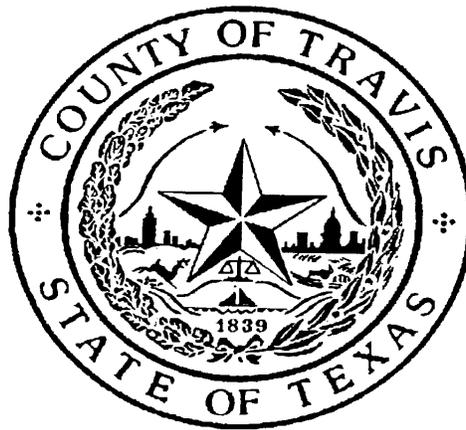


How to do Business with Travis County

Reference Manual



Office of the Travis County Purchasing Agent

**Travis County Purchasing
Administrative Building
700 Lavaca Street, Suite 800
Austin, Texas 78701
(512) 854-9700**

www.co.travis.tx.us/purchasing

Rev. April 2013

Travis County

Reference Manual



Cyd V. Grimes, C.P.M., CPPO
Purchasing Agent

Ms. Cyd V. Grimes has been the Purchasing Agent for Travis County since 1992. In Travis County, Ms. Grimes statutorily oversees all procurement processes for commodities, professional services, and construction. Her Office is also responsible for managing the County's Historically Underutilized Business (HUB) Program and accounting for and disposing of all County property. Ms. Grimes is a Past President of the Texas County Purchasing Association (TCPA) and served as the Legislative Chair for TCPA. She is currently Legislative Co-Chair for the newly formed Texas Public Purchasing Association (TxPPA). Ms. Grimes currently serves on the Committee for the Achievement of Excellence in Procurement Award® established by the National Purchasing Institute (NPI). Additionally, she serves as Chair of the Board on the Texas Association of School Boards, Local Government Purchasing Cooperative. Ms. Grimes is a frequent speaker at the University of Texas, LBJ School of Public Affairs, and other professional purchasing conferences. She holds a Bachelor of Business Administration degree from Stephen F. Austin State University and is a Certified Purchasing Manager and Certified Public Procurement Officer.

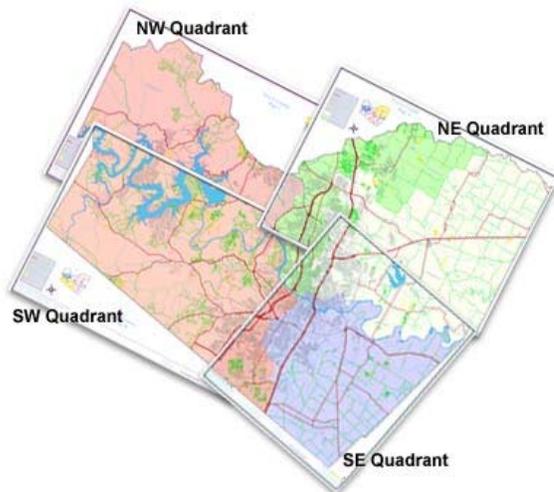


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Travis County Purchasing Office
700 Lavaca, Suite 800
Administrative Building
Austin, Texas 78701
Phone (512) 854-9700
Fax (512) 854-9185
www.co.travis.tx.us

The purpose of this manual is to provide a guide to Travis County vendors on the basic fundamental steps in **"Doing Business With Travis County."**

MISSION...

The Travis County Purchasing Office is committed to:

- ◆ Ensuring compliance with the County Purchasing Act as well as other state and federal laws applying to Purchasing.
- ◆ Providing equal access to all vendors, including HUBs, participating through competitive acquisition of goods and services.
- ◆ Providing an ongoing supply of quality goods and services to all County offices and the Hospital District.
- ◆ Accounting for all County assets through an effective fixed asset management system, and
- ◆ Protecting the interests of Travis County taxpayers without regard to any undue influence or political pressures.

GOALS OF PUBLIC PURCHASING...

Public purchasing has several goals including:

- ◆ purchasing the proper goods and services;
- ◆ obtaining the best possible price for the goods or services, without sacrificing the quality needed;
- ◆ ensuring goods and services are available where and when needed and there is a continuing supply available; and
- ◆ guarding against the misappropriation of assets that have been acquired through the procurement process.

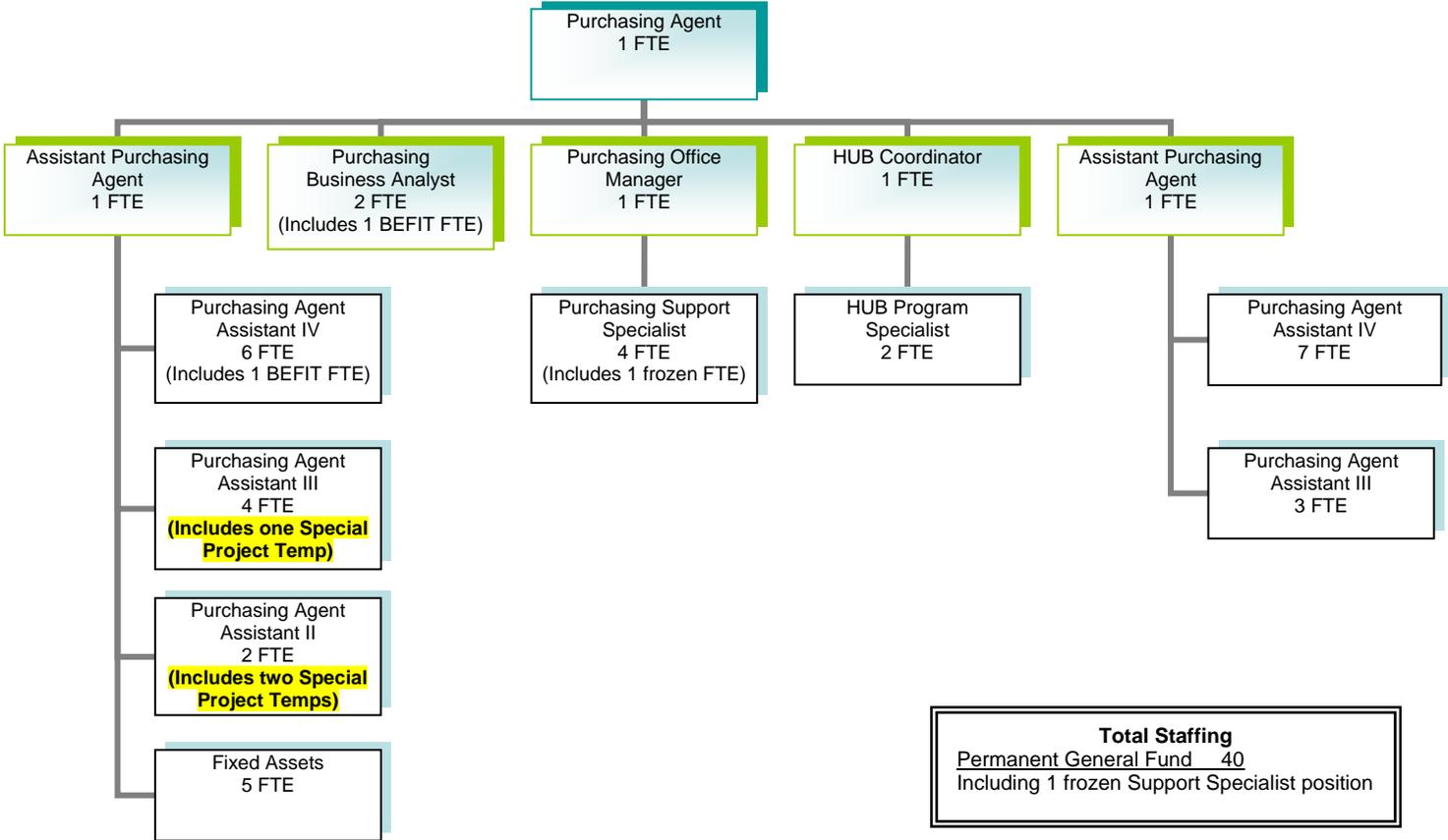
ETHICS POLICY...

The Travis County Purchasing Office strictly adheres to ethical principles in that the conduct of every employee involved in the County procurement process must be legal, ethical, and defensible.

The following is adapted from the American Bar Association's 2000 Model Procurement Code for State and Local Governments:

- ◆ Public employment is a public trust. It is the policy of Travis County to promote the objective of protecting government integrity and the objective of facilitating the recruitment and retention of personnel needed by the County. Such policy is implemented by prescribing essential standards of ethical conduct without unnecessary obstacles to entering public service.
- ◆ Public employees must discharge their duties impartially so as to assure fair competitive access to County procurement by responsible contractors. Moreover, public employees should conduct themselves in such a manner that fosters public confidence in the integrity of the Travis County procurement process.
- ◆ To achieve the purpose of this policy, it is essential that those doing business with the Travis County Purchasing Office also observe the ethical standards prescribed in this policy.

TRAVIS COUNTY PURCHASING OFFICE ORGANIZATIONAL CHART



Types of Commodities & Services Purchased

Travis County purchases a sizeable variety of goods and services. Below is a sampling of these goods and services:

-COMMODITIES-

<i>Office Supplies</i>	<i>Computer Hardware</i>	<i>Employee assistance programs, etc.)</i>
<i>Uniforms</i>	<i>Software</i>	<i>Plastic Containers</i>
<i>Temporary Employment Services</i>	<i>Paper Products</i>	<i>Floor Covering Material</i>
<i>Printing of Forms</i>	<i>Computer Cables</i>	<i>Building Material</i>
<i>Paper</i>	<i>Vehicle Parts & Accessories</i>	<i>HVAC</i>
<i>Surveillance Equipment</i>	<i>Playground Equipment</i>	<i>Publications</i>
<i>Fuel</i>	<i>Security Guard Services</i>	<i>Bathroom Accessories</i>
<i>Car Washing Services</i>	<i>Telephone Equipment</i>	<i>Plumbing Fixtures</i>
<i>Inmate Clothing</i>	<i>Printing Services</i>	<i>Classified Advertising</i>
<i>Wall Repair Services</i>	<i>Moving Services</i>	<i>Copier Rentals</i>
<i>Trap Rock</i>	<i>Road Materials</i>	<i>Surface Aggregates</i>
<i>High-Tech Equipment</i>	<i>Pest Control</i>	<i>Car Washing Services</i>
<i>Maintenance Contracts</i>	<i>Furniture</i>	<i>Records Storage</i>
<i>Maintenance of Hardware/Software</i>	<i>Modular Systems Furniture</i>	<i>Erosion Control</i>
<i>Software Licenses</i>	<i>Refuse Collection</i>	<i>Hardware Store Items</i>
<i>Communication Systems</i>	<i>Pharmaceuticals</i>	<i>Asphaltic Road Materials</i>
<i>Camera Systems</i>	<i>Helicopter Maintenance</i>	<i>Janitorial Services</i>
<i>Voting Equipment</i>	<i>Electronic Monitoring</i>	
	<i>Insurance (health, dental, life AD&D, workers comp.</i>	

-CONSTRUCTION-

Procurement and Administration of Architectural/Engineering Services
Procurement and Administration of Construction Contracts

-SERVICES-

Procurement and Administration of Professional Services for County Attorney, County Clerk, Criminal Court, Medical Examiner, Sheriff's Office, Auditor's Office, and City of Austin Interlocal
Development of Juvenile Probation Department Contracts

The Purchasing Office, as well as Officials, Executive Managers, and employees, provide an equitable and competitive access to the County procurement process to all responsible vendors.

Further, County procurement is conducted in a manner that promotes and fosters public confidence in the integrity of the County procurement process.

How to Do Business with Travis County



Thank you for visiting the Travis County Purchasing Office. Please Expand your search by visiting Travis County's third-party procurement and bid notification system vendor, www.bidsync.com.



There is NO FEE to register as a Travis County vendor, or to participate in the County's solicitation process. However, other government agencies using BidSync may pass that fee to the vendor. There will never be a fee with Travis County bids!



The purchasing agent is the chief procurement officer for Travis County. By statute, the purchasing agent is responsible to direct and oversee the county procurement process for all elected and appointed officials and commissioners court departments. Your Purchasing Office is the "single point of contact" for doing business with Travis County.

Registration is Free

Select BidSync Links

Navigate to www.bidsync.com, select the BidSync Links™ icon for Suppliers, then select the "Register Now" button.

Your Information

Enter information for the Main Contact on the account, as well as your Company Information.

Goods & Services

Select your primary industry and narrow down your results by specific keywords. Select where you do business and how you wish to receive notifications.

Thank you for registering with BidSync

Your information will be saved and your account will be activated within 24 hours. For quicker activation, please call BidSync directly at 1-800-990-9339, ext. 1.

For Additional Information:

BidSync Vendor Support
vendorsupport@bidsync.com
1-800-990-9339 Ext. 1
629 E. Quality Drive, Suite 101
American Fork, UT 84003

**Want to learn how to use BidSync
as a valuable research tool?
Flip over to learn more!**

Placing an Offer

Login to www.bidsync.com

Locate the bid to which you are responding.

- Click the "Search" tab on the top left page
- Enter keyword or bid number and click "Search"

Click on the "Bid Title/Description" to open the Bid Information Page

View and Accept all documents in the document section

Select "Place Offer" found at the bottom of the page.

Enter your pricing, notes, and upload attachments to this page.

Click "Submit" at the bottom of the page

Review Offer(s)

Enter your password

Your offer has been received!

Travis County Purchasing Office
700 Lavaca, Suite 800
Austin, Texas 78701

(512) 854-9700
(512) 854-9185 Fax

<http://www.co.travis.tx.us/purchasing/default.asp>

How to Do Business with Travis County

BidSync is a useful research tool for vendors!

As a registered user, you can locate bid tabs for previous bids:

Click on **“Bids”** on the gray menu bar, then click on **“History”**.

Use the **“Search”** function to find previous bids by typing in keywords or bid number.

Click on **“Bid Tabs”** to see winning vendor and contact information.

If a bid tabulation report is not available, please contact the Purchasing Office at (512) 854-9700 to request. You may also contact the **Point of Contact** listed in the bid description via e-mail or phone. Please have the bid number or title ready when you contact the office.

You can locate names of vendors who have viewed current bids:

Click on **“Bids”** on the gray menu bar, then click on **“Bids of Interest”** or,

Click on **“Search”** and enter information such as bid title or bid number.

In the first box with the bid number and title, look for Notifications to the right of the screen, then click on **“Report.”**

Vendor names and State location only will be listed. BidSync does not provide detailed contact information on open bids. You can copy the names and use any popular internet Search Engine to get their contact information. (NOTE: Some vendor names may be truncated.)

NOTE: For construction bids, other plan holders may be listed with other plan rooms. See the project specification book for a list of plan rooms.

BidSync benefits for Vendors:

Upon logging into BidSync, vendors are provided a list of all current bid requests for products or services in the self-selected classifications and geographical areas.

Vendors also have the option to receive notifications via e-mail whenever a public agency submits a bid or proposal for products or services, or makes a change in a previously sent request for a bid or proposal.

Vendors may submit questions and/or request additional clarification on bids or proposals, thus maintaining a fair and competitive solicitation process.

Vendors have the ability to attach photos, descriptive material, written documents, etc., in response to most bids.

BidSync provides **FREE** training during normal business hours by calling 1-800-990-9339, Ext. 1.

Invoice/Payment Process

The general purchasing process as outlined below contains several stages with responsibilities that are often designated by statute. It begins with requirements planning and identification and culminates with the receipt of and payment for goods and services.

Step	Performed By:
Identify requirements and obtain budget	User Department ("Department") <i>(Note: Purchasing Office may assist)</i>
Define/finalize requirements	Department and Purchasing Office
Submit electronic requisition outlining requirements to Purchasing	Department
Solicit, advertise, and generate Purchase Orders and Contracts from requisition and send to vendor	Purchasing
Deliver good/service as outlined in contract and submit invoice	Vendor
Receive good/service and verify completeness against contract	Department <i>(Note: Purchasing Office coordinates, especially for fixed assets)</i>
Electronically receive item in SAP system and submit original invoice to Auditor's Office	Department
Match received amount with invoice and audit	Auditor
Submit payment claim to Commissioners Court for approval	Auditor
Approve payment of claim	Commissioners Court
Disburse payment of claim	County Treasurer

Prepayments and Advance Payments

Generally, prepayment is not authorized for any purchase of supplies, materials, equipment or services. Exceptions are:

- ◆ Library materials
- ◆ Merchandise purchased from federal and state agencies
- ◆ Realty rental
- ◆ Subscriptions
- ◆ Rental fee for meeting rooms
- ◆ Annual maintenance agreements for information technology
- ◆ Tuition to an institution of higher education
- ◆ Training and travel expenses per budget rules
- ◆ Other prepayments as authorized by the County Auditor

**HOW TO FILE AN ASSUMED NAME
IN TRAVIS COUNTY INFORMATION**

**DOING BUSINESS AS
(DBA)**



DANA DeBEAUVOIR
Travis County Clerk
(512) 854-9188
P. O. Box 149325, Austin, Texas 78714-9325
5501 Airport Blvd, Austin, Texas 78751
www.co.travis.tx.us

How To File An Assumed Name (DBA) In Travis County

1. Come to 5501 Airport Blvd to conduct a search of the records to determine if the name you wish to use has been filed by someone else. We will conduct the search for you for \$10.00 (**PAYABLE IN ADVANCE**).
2. Complete the Assumed Name form. For a fee of \$2.00 our office will certify the form as Clerks of the Court. For a fee of \$5.00, Notary Services are available in the Tax Office.
3. The form is filed in our office. The fee for filing the Assumed Name is \$14.00 with one owner and an additional 50¢ for any other names listed.

**Payable in cash, cashier's check, or money order.
For an additional \$3 fee, you may pay by credit
card. NO CHECKS!!!!!!**

4. The original Assumed Name form will be mailed back to the return address in about 10 days from date of filing.
5. The Assumed Name is good for 10 years. If any changes are made during the 10 year period, you will need to file a new form. If you wish to continue to use the name at the end of 10 years, you will need to file a new Assumed Name form.
6. If you discontinue using the business name you will need to file an Abandonment. The fees are the same as the Assumed Name.

**OFFICE HOURS 8:00am-5:00pm, Monday-Friday
LOCATION: Travis County Clerk's Office 5501 Airport Blvd
QUESTIONS: (512) 854-9188**

Recording, Elections, Accounting,
and Administration Divisions
5501 Airport Blvd
Austin, Texas 78751

Misdemeanor Records, Civil/Probate,
and Records Management Divisions
Travis County Courthouse
1000 Guadalupe
Austin, Texas 78701

BUSINESS START-UP CHECK LIST

Listed below is information that should be helpful when starting a new business in Texas.

INCORPORATION/LIMITED LIABILITY COMPANY/LIMITED PARTNERSHIP/CERTIFICATE OF AUTHORITY

To conduct business in the State of Texas, please contact the Office of The Secretary of State, 1019 Brazos, Rudder Bldg., 78701, (512) 463-5555.

ASSUMED NAME CERTIFICATE/DBA (DOING BUSINESS AS)

Unincorporated businesses must file an assumed name certificate in the County Clerk's Office in the County where the business is located.

LOCAL REQUIREMENTS

Contact the City Clerk of the city where the business will be located.

SALES TAX PERMIT

For sales tax permit and information, contact the State Comptroller of Public Accounts, 1711 San Jacinto Blvd, Central Services Building, Ste 180, Austin, Texas 78701-1416, (512) 463-4600, or (800) 248-4900.

FEDERAL TAX ID

For a federal tax identification number and any other federal information, please contact the Internal Revenue Service (800) 829-4933.

EMPLOYER REQUIREMENTS

To obtain an employer identification number, contact the Texas Workforce Commission/Tax Department, 101 E. 15th St., Austin, Texas, 78778, (512) 463-2731. The Commissioner's Office representing employers provides an information package for employers. Please fax your request for the package to (512) 463-3196.

WORKERS' COMPENSATION

For information on workers' compensation classifications, contact the Texas Department of Insurance, 333 Guadalupe, Austin, Texas, 78701, (512) 322-3493. To become more familiar with basic requirements for worker's compensation in Texas or for a new law guide, a quarterly news letter, and other information, contact Texas Workers' Compensation Commission, 400 S. IH 35, Austin, Texas, 78704, (512) 804-4000.

Definitions of Types of Business

Proprietorship

Business, usually unincorporated, and owned and controlled exclusively by one person. Such a business is commonly designated a "sole proprietorship."

Sole Practitioner

One who is engaged in the exercise or employment of any art or profession as contrasted with one who teaches such. (A lawyer who is engaged in the practice of his profession; a physician who is similarly engaged. Any person who is practicing a profession." Ballantine's Law Dictionary).

Partnership

A voluntary contract between two or more competent persons to place their money, effects, labor, and skill, or some or all of them, in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them.

General Partnership

A partnership in which the parties carry on all their trade and business, what ever may be, for the joint benefit and profit of all parties concerned, whether the capital stock be limited or not, or the contributions thereto be equal or unequal. One in which all the partners share the profits and losses as well as the management equally, though their capital contributions may vary.

Limited Partnership

A partnership consisting of one or more general partners, jointly and severally responsible as ordinary partners, and by whom the business is conducted, and one or more special partners, contributing in cash payments a specific sum as capital to the common stock, and who are not liable for the debts of the partnership beyond the fund so contributed.

Real Estate Investment Trust

(A partnership formed by a group of people pooling their capital for the purpose of investing in real estate. Ballantine's Law Dictionary)

Joint Stock Company

An unincorporated business enterprise with ownership interests represented by shares of stock. It was recognized at common law and by statute is generally treated as an entity for certain purposes.

Joint Venture

A legal entity in the nature of a partnership engaged in the joint prosecution of a particular transaction for mutual profit. An association of persons jointly undertaking some commercial enterprise. It requires a community of interest in the performance of the subject matter, a right to direct and govern the policy in connection therewith, and duty, which may be altered by agreement, to share both in profit and losses.

All definitions by Black's Law Dictionary unless otherwise noted. Travis County accepts no responsibility, and this is not meant to replace the advise of an attorney.



DANA DeBEAUVOIR
 Travis County Clerk
 (512) 854-9188
 P. O. Box 149325, Austin, Texas 78714-9325
 5501 Airport Blvd, Austin, Texas 78751
 www.co.travis.tx.us

Assumed Name Records Certificate of Ownership For Unincorporated Business or Profession

Notice: "Certificates of Ownership" are valid only for a period not to exceed 10 years from the date filed in the County Clerk's Office (Chapter 36, Section 1, Title 4 of the Business and Commerce Code). This Certificate properly executed is to be filed immediately with the County Clerk.

Business Name														
Business Address														
City					State					ZIP Code				

This Assumed Name will be used for 10 years unless indicated here: _____

Business is to be conducted as (check one):

- Proprietorship
 Joint Venture
 Real Estate Investment Trust
 Joint Stock Company
 Limited Partnership
 Sole Practitioner
 General Partnership
 Other (name type) _____

I/WE, the undersigned, are the owner(s) of the above business and my/our name(s) and address(es) given is/are true and correct and There is/are no ownership(s) in said business other than those listed herein below. Names of owners:

Name _____	Signature _____
Residence Address _____	City _____ State _____ ZIP _____
Name _____	Signature _____
Residence Address _____	City _____ State _____ ZIP _____
Name _____	Signature _____
Residence Address _____	City _____ State _____ ZIP _____

FOR USE BY NOTARY AND CLERK OF THE COURT, DEPUTY. The State of Texas and County of Travis:

Before me, the undersigned authority, on this day personally appeared: _____
 known to me to be the person(s) whose name(s) is/are subscribed to the foregoing instrument and acknowledged to me that he/she/they signed the same purpose and consideration therein expressed. Given under my hand and seal of office, on _____, 20 _____.

Signature of Notary Public in and for the State of Texas or Clerk of the Court, Deputy

Seal of the Notary Public or Clerk of the Court, Deputy

INFORMATION WHERE DOCUMENT SHOULD BE RETURNED
 (to be completed by applicant):
 In the spaces below, clearly print the name, address, city, state, and ZIP code where this document should be returned:

Form of identification presented: _____

Helpful Hints

“Doing Business with Travis County”

Since the County’s Purchasing function is governed by Section 262 of the Texas Local Government Code, known more commonly as *The County Purchasing Act*, there are some unique aspects to County purchasing.

The foremost item of importance to remember is that the County Purchasing Office is the agency authorized to perform Purchasing on the County’s behalf. The County is not responsible for orders that are placed outside of the Purchasing Office.

Do

- ✓ Request and obtain a Purchase Order Number from the County prior to delivering items or performing services.
- ✓ Reference the Purchase Order Number on your invoice.
- ✓ Obtain a legible signature, the name and telephone number from the individual receiving the goods/services on behalf of the ordering department.
- ✓ Follow-up with user department staff to make sure items and services delivered have been received in the system.

Don't

- ✓ Accept verbal orders placed by an employee outside the Purchasing Office.
- ✓ Accept orders without a Purchase Order Number and/or Purchase Order (faxed by the Purchasing Office).
- ✓ Modify orders unless the Purchasing Office has issued an amendment to the Purchase Order.
- ✓ Invoice for items that have not been delivered.

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM

Travis County does not certify HUB vendors. HUB vendors must complete the certification process with the State of Texas Comptroller of Public Accounts, the City of Austin, or Texas Unified Certification Program. The vendor must hold a current valid certification from one of these entities.

The policy of the Travis County Purchasing Office is to ensure a good faith effort is made to assist certified HUB vendors and contractors in receiving contracts in accordance with the HUB Program policies and the Minority and Woman-Owned Business (M/WBE) goals adopted by the Travis County Commissioners Court.

The HUB Program policies and Minority and Woman-Owned Business goals shall be applicable to the eligible procurement dollars spent in the following areas:

- ◆ Purchase of supplies, materials, products, services, and equipment.
- ◆ Maintenance or service of County assets and property
- ◆ Contracts for professional and non-professional services
- ◆ Contracts for commodities, equipment, supplies or materials
- ◆ Contracts for repair or alteration of real property
- ◆ Contracts for the construction of real property
- ◆ Contracts for the repair or construction of roads, bridges, or other related structures and surfaces.



HUB GOALS AND SUB-GOALS (Minority and Woman Business Enterprise)

HUB Category	Construction	Commodities	Professional Services	Services
Overall (MBE) Goal	13.7%	3.5%	15.8%	14.1%
Sub-Goals:				
African-American	1.7%	0.3%	1.9%	2.5%
Hispanic	9.7%	2.5%	9.0%	9.9%
Native/Asian American	2.3%	0.7%	4.9%	1.7%
Overall (WBE) Goal	13.8%	6.2%	15.8%	15.0%

Each buyer shall, to the maximum extent practical, ensure the HUB goals are met through the award of purchase orders and contracts, in each area defined above, to certified HUBs. This is achieved through a systematic approach of soliciting quotes, bids and proposals from certified HUBs.

For solicitations up to \$2,499, the Purchasing Office solicits a quote from a certified HUB, if possible. For a solicitation from \$2,500 to 24,999, the Purchasing Office requires at least three informal quotes, one of which must be from a certified HUB.

The Purchasing Office uses a third party vendor to maintain the Bidders List. All registered vendors within a specific commodity and sub-commodity category are solicited.

The Travis County Construction Plan Rooms are compiled of various trade and chamber organizations that have partnered with Travis County to receive construction plans and specifications at no cost.

CONSTRUCTION PLAN ROOMS	
AMTEK Planrooms & Engineering Reports 7801 N Lamar Blvd., Ste A137 Austin, TX 78752 phone 323-0508 fax 323-0920	Builders Exchange 4047 Nacoperrin Ste 100 San Antonio TX 78217 phone 210-564-6900 fax 210-564-6901
Associated Builders and Contractors (ABC) 3006 Longhorn Blvd., Suite 104 Austin, Tx. 78758 phone 719-5263 fax 719-3278	CDCNEWS (CDC Publishing, LLC) 4201 W Parmer Ln, Ste. A200 Austin, TX 78727 phone 219-5150 fax 219-5155
Associated General Contractors (AGC) Building Branch 609 South Lamar Austin, Tx. 78704 phone 442-7887 fax 442-3503	City of Austin - Business Solutions Center One Texas Center 505 Barton Springs Road, 1st Floor Austin, Tx. 78704 phone 974-7781 fax 974-9150
Associated General Contractors (AGC) Highway, Heavy, Utilities and Industrial Branch Division 300 Barton Springs Rd. Austin, Tx. 78704 phone 478-4691 fax 478-7936	City of Austin Construction & Technology Center 4201 Ed Bluestein Blvd., Ste. 2103 Austin, Tx. 78721 phone 974-7620 fax 974-7622 (974-7745 Hemet M.)
Austin Area Black Contractors Assoc. (ABCA) 6448 Hwy. 290 East, Ste. E-107 Austin, Tx. 78723 phone 467-6894 fax 467-9808 http://www.abcatx.com	Reed Construction Data (RCD) Document Processing 30 Technology Pkwy South, Ste 500 Norcross, GA 30092 phone 800-424-3996 fax 800-303-8629
Austin Metropolitan United Black Contractors phone 784-1891 <i>NOTE: Delivered to COA Construction & Tech Center</i>	U. S. Hispanic Contractors Assoc. de Austin 319 Congress Ave., 2nd Floor, Suite 250 Austin, Tx. 78701 Phone: 512-922-0507 Fax: 512-374-1421 e-mail: info@ushca-austin.com http://www.ushca-austin.com
Asian Construction Trade Association (ACTA) 4201 Ed Bluestein Blvd., Ste. 2105 Austin, Tx. 78721 phone 926-5400 fax 926-5410 http://www.acta-austin.com	Whitley & Siddons PO Box 164047 Austin, TX 78716 phone 477-9491 fax 481-1983

Travis County Recognizes these certifications	
State of Texas	http://www.window.state.tx.us/procurement/prog/hub/
City of Austin	www.austintexas.gov/department/small-and-minority-business/about
Texas Unified Certification Program (TUCP) City of Austin certifies, request DBE form	http://austintexas.gov/department/disadvantaged-business-enterprise-dbe-program