



The City of El Lago

REQUEST FOR PROPOSAL

JOB ORDER CONTRACT

For Concrete Street, Curb, Driveway & Sidewalk Repair

Posting Date: **May 29, 2019**

Proposal Due Date: **June 14, 2019 at 4:00 p.m.**

Point of Contact

Ann Vernon, Mayor Pro Tem

281-615-0832

City of El Lago
411 Tallowood Dr.
El Lago, Texas 77586

TABLE OF CONTENTS

This proposal package includes the components listed below. Offerors are asked to review the documentation to be sure that all applicable parts are included when submitting a proposal. If required items and attachments are not included in your proposal, the proposal will be disqualified.

1. **Proposal Cover Sheet** - Complete this page, sign **IN INK** and return it with your proposal.
2. **Vendor Document Submittal Check List** – Use this form to ensure all proposal requirements are completed.
3. **Introduction**
4. **Specifications** - This section contains a detailed description of the goods/services sought by the City.
5. **Pricing/Delivery Information** - This form is used to solicit exact pricing of goods/services, delivery, and other costs.
6. **General Requirements** - It is offeror's responsibility to be thoroughly familiar with the General Requirements.
7. **Attachments** – The following attachments must be included with your proposal.
 - A. **Payment Bond**
 - B. **References**
 - C. **Contractor Qualifications**
 - D. **Contractor Questionnaire**
 - E. **IRS W-9 Form**
 - F. **Contractor Registration Form**

PROPOSAL COVER SHEET

PROPOSAL FOR JOB ORDER CONTRACT FOR: Repairs/Replacement of Concrete Pavement, Curbs, Driveways, Sidewalks and Related Items for the City of El Lago (For one (2) years beginning approximately June 15, 2019)

DUE DATE: June 14, 2019

RETURN PROPOSAL ELECTRONICALLY TO:

Ann Vernon, Mayor Pro Tem
avernon@ellago-tx.gov

OR RETURN HARD COPY TO:

Ann Vernon, Mayor Pro Tem
c/o City of El Lago
411 Tallowood Drive
El Lago, TX 77586

Company Name: _____

Company Address: _____

City, State, Zip Code: _____

Proposal Point of Contact _____

Taxpayer Identification Number (T.I.N.): _____

Telephone: _____ Fax: _____ e-mail: _____

Do you carry Health Insurance on your employees? Yes ___ No ___

If yes, what % of employees: ___%

Signature: _____ Print Name _____

Your signature attests to your offer to provide the goods and/or services in this proposal according to the published provisions of this Job Order Contract, and certifies that all statements made by you are true, complete and correct. When an award letter is issued, it becomes a part of this contract. Contract is not valid until award letter is issued.

Accepted by: _____ Date: _____

CITY OF EL LAGO MAYOR JOHN SKELTON

VENDOR DOCUMENT SUBMITTAL CHECK LIST

It is required that the following documents are completed and included with each proposal packet.

- Proposal Cover Sheet
- "Additional Information" as described under the section GENERAL REQUIREMENTS
- Payment Bond
- References Sheet
- Contractors Qualifications Form
- Contractors Questionnaire
- IRS I-9 Form
- Contractor Registration
- Certificate of General Liability Insurance listing the City of El Lago as the certificate holder
- Worker's Compensation Certificate (this can be either a copy of a certificate of insurance coverage, a certificate of authority to self-insure issued by the commission, or a coverage agreement, TWCC-81, TWCC-82, TWCC-83 or TWCC-84 showing statutory worker's compensation insurance coverage for the person's or entity's employees providing services for the duration of this Job Order Contract)

INTRODUCTION

The City of El Lago is located off Nasa Parkway between the City of Seabrook Texas and Taylor Lake Village, Texas and is bordered by Clear Lake and Taylor Lake. Primarily a bedroom community of 2,740 residents (per the 2010 census), the city boasts an approximate 1/4 mile of commercial corridor on Nasa Parkway. The city has a total area of .7 square miles and approximately 10 linear miles of roadways.

INVITATION FOR PROPOSAL

The City of El Lago invites and welcomes your proposal for concrete street, curb, driveway and sidewalk repair. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified below under Submission Deadline.

Bidders should note that any and all work intended to be subcontracted as part of the bid submittal must be accompanied by background materials and references for proposed subcontractor's) – no exceptions.

POINT OF CONTACT

All questions or concerns regarding this Request for Proposal should be directed to the following:

Ann Vernon
Mayor Pro Tem
City of El Lago, Texas, 77586
E-mail: avernon@ellago-tx.gov
Cellular – 281-615-0832

SPECIFICATIONS

The City of El Lago is seeking to award a contract for current and ongoing repair of various streets, curbs, driveways and sidewalks which may include the complete removal and replacement of sections of streets, curbs, driveways and sidewalks within the City of El Lago. An initial project for repairs to current concrete streets, curbs, driveways and sidewalks and all future repairs to concrete street, curbs, driveways and sidewalks as needed from time to time will be granted to the awarded contractor until such time as

- 1) the City is notified by the vendor that the awarded vendor's costs, terms or conditions are no longer valid;
- 2) the City of El Lago re-issues a Request for Proposal; or
- 3) the base term for the contract of a two-year period of time, and annual contract renewal for not more than 3 additional years, has passed.

OBJECTIVE

The objective for this Request for Proposal is to select a contractor to perform current and ongoing concrete street, curb, driveway and sidewalk repair services as needed and directed by the City of El Lago.

SCOPE OF WORK

Submit pricing for the repair of streets, curbs, driveways and sidewalks to be performed in the City of El Lago on concrete infrastructure. All pricing shall be inclusive of all labor, materials, components, clean-up and trash removal. Vendor must provide the unit price for all items specified. **Pricing must be all-inclusive. The City of El Lago will not allow for any other rates or charges.**

PRICING & DELIVERY INFORMATION

DIRECTIONS: Enter the PRICE for each of the 6 items listed below

LINE	SURFACE	ITEM	DETAIL	UNIT	PRICE
1	Streets	7 inch concrete	3500 psi or better (5.5 sack), expansion joint every 80 feet and control joints every 20 feet	Per square foot	
		6 inch base	Cement stabilized sand (1.5 sack) compacted to 95%		
		#4 rebar	Set on 18 inch centers		
2	Curbs	To match existing curb	3500 psi or better (5.5 sack)	Per linear foot	
		#4 rebar	Longitudinal and tied to street with #4 rebar on 3 foot centers		
3	Driveways	6 inch concrete	3500 psi or better (5.5 sack)	Per square foot	
		2 inch base	Bank sand compacted to 95% or better		
		#4 rebar	Set on 18 inch centers		
4	Sidewalks	4.5 inch concrete	3500 psi or better (5.5 sack), with expansion joint every 20 feet and control joints every 5 feet	Per square foot	
		2 inch base	Bank sand compacted to 95% or better		
		# 3 rebar	Set on 15 inch or less centers with a minimum of 4 along the length		
5	Saw cutting	concrete	6 to 7 inch depth	Per linear foot	
6	Saw cutting	Concrete	4 to 4 ½ inch depth	Per linear foot	

INCIDENTALS

1. All work to be done in compliance with current ADA standards
2. All work to be performed in accordance with City of El Lago's adopted IBC standards.
3. All saw cutting is to be cut at full concrete depth.
4. No sod required within 1 foot of work zone. Contractor is responsible for all sod damage beyond 1 foot.
5. Upon completion of concrete, all surrounding areas within 1 foot of work zone to be filled with bank sand to grade of concrete.
6. Contractor responsible for broken sprinkler heads and lines. You break it, you fix it.
7. Contractor not responsible to preserve tree roots within 1 foot of concrete surfaces in city easement.
8. Contractor responsible for the removal and disposal of existing concrete, subgrade and/or other debris resulting from work performed.
9. Traffic control must comply with Texas Manual Uniform Traffic Control Devices (TMUTCD).
10. Contractor to fill joints with joint sealing material.

MINIMUMS FOR CALL OUT

The following minimums to apply when contractor is called out for work:

Streets - \$5,000 minimum

Sidewalks - \$2,500 minimum

Curbs – 10 foot linear length

Driveways – only to be repaired when necessary and as attached to existing curb or street repair meeting minimum cost, unless the driveway is city property in which case it shall be a \$2,500 minimum

All call out work shall be within a ¼ mile radius to achieve minimum call out requirement

GENERAL REQUIREMENTS

Respondents should carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Proposals and any other information submitted by Respondents in response to this RFP shall become the property of the City of El Lago.

The City will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for proposal preparation or for any demonstrations that may be made unless otherwise expressly stated.

Respondent(s) submit proposals at their own risk or expense. Proposals, which are qualified with conditional clauses, or alterations, or items not called for the RFP documents, or irregularities of any kind, are subject to disqualification by the City.

Each proposal should be prepared simply and economically, providing a straightforward, concise description of your company's ability to meet the requirements of this RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the city's needs.

SUBMITTAL DEADLINE

All proposals shall be submitted in the designated manner by June 14th, 2019 no later than 4:00 p.m.

SUBMISSION METHODS

Please do NOT mail your proposal through the US postal system. Proposals may be submitted in the following manner:

Electronically

Proposals submitted electronically must be in a pdf format and sent to Ann Vernon, Mayor Pro Tem: avernon@ellago-tx.gov

Physically

Proposals submitted physically in hard copy, must include seven (7) copies and be delivered to:
The City of El Lago
Attention: Ann Vernon, Mayor Pro Tem
411 Tallowood Drive,
El Lago, Texas 77586

CONTRACT TERM

The base term for the contract will be for a two-year period of time and the City may renew the contract annually for not more than 3 additional years, subject to the City's right to terminate as described herein.

ADDITIONAL INFORMATION

Please include the following information which will be used in the selection to award the Job Order Contract:

- Brief description of the company, including establishment date, size and range of services offered
- Additional unspecified information such as price breakpoints or alternative products for consideration
- A description of Terms and Conditions of warranty, if any, shall also be noted as applicable to the entire scope or listed by line number as applicable for work to be performed

NO EXPECTATION OF PRIVACY

All information, documentation, and other materials submitted in response to this solicitation are subject to public disclosure under the Texas Public Information Act (Texas Government Code, chapter 552.001) after the solicitation is completed and upon successful contract award.

If a proposal includes proprietary data, trade secrets or information the respondent wishes to exempt from public disclosure, then respondent must specifically label such data, secrets, or information as follows: "PRIVILEGED AND CONFIDENTIAL – PROPRIETARY INFORMATION".

To the extent permitted by law, information labeled as such will be used by the City of El Lago only for the purposes related to the or arising out of:

- 1) evaluation of proposals;
- 2) selection of a Respondent pursuant to the RPF process; and
- 3) negotiation and execution of an awarded bid/contract with the selected Respondent.

FAILURE TO COMPLY WITH REQUIREMENTS

If Respondent fails to comply with any requirements contained in this RFP, Respondent's proposal will be considered non-responsive and will be rejected.

AWARDING THE PROPOASAL

The City of El Lago reserves the right to award the bid/proposal for all or any portion of the requirements proposed by reason for this request, or to reject any and all proposals if deemed to be in the best interests of the City and to temporarily or permanently abandon the procurement. If the City awards a bid, it will award the bid to the Respondent, whose proposal is the most advantageous to the City, considering price and evaluation factors set by the City.

The City of El Lago makes no guarantee that an award will be made as a result of the RFP, and reserves the right to reject any or all proposals, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFP or resulting contract when deemed to be in the city's best interest.

The contract to be entered into with the winning contractor will be governed by the laws and statutes of the State of Texas and all claims, disputes or other matters between the City and the contractor arising in any way out of the contract or the work to be performed thereunder shall be resolved only in the district courts of Harris County, Texas.

PAYMENT AND PERFORMANCE BOND

A Payment Bond in the amount of \$95,000 is required of the winning contractor as contained in Tex. Gov't Code Chapter 2253, said bond shall be substantially in the form attached hereto. Likewise, a performance bond will be required of the winning contractor should any individual job cost equal or exceed \$100,000.

WORKER'S COMPENSATION INSURANCE

The contractor shall provide the City with a certificate of worker's compensation insurance coverage (or other approved self-insurance or coverage agreement document) for itself and any person providing any service to the contract as required by Tex. Labor Code Chapters 401 and 406 and provisions of the Texas Government Code.

CONTRACTOR REGISTRATION

All contractors performing work in the City of El Lago must be registered with the city. This registration is required before the contractor begins any work, it is an annual registration and is due for renewal each January. The current annual Contractor Registration Form is included in the Attachments.

The \$50.00 registration fee, (which is required of all contractors working in the City of El Lago) is waived for contractors solely performing work for the City of El Lago. Should the contractor intend to perform work for any City of El Lago resident or business, the \$50 registration fee must be paid prior to the start of said work.

If the registering contractor is an electrician, plumber or irrigation installer, a copy of the valid master license must also be attached.

MINIMUM GENERAL LIABILITY INSURANCE REQUIREMENRS

A Certificate of Liability showing proof of comprehensive general liability insurance is required to be submitted with each proposal. The Certificate of Liability must state a minimum of three hundred

thousand dollars (\$300,000.00) liability and one hundred thousand dollars (\$100,000.00) per accident and list the City of El Lago as the Certificate Holder. The Certificate of Liability is required to be submitted with the initial proposal and thereafter annually to the City of El Lago City Secretary for the duration of the term of the Job Order Contract.

ACCEPTANCE OF PRODUCTS AND SERVICES

All products furnished and all services performed under this RFP shall be to the satisfaction of the City and in accordance with the specification, terms and conditions of the RFP. The City reserves the right to inspect the products furnished or the services performed, and to determine the quality, acceptance, and fitness of such products or services.

WARRANTIES

All warranties must be in writing, signed by the awarded contractor and submitted to the City of El Lago upon completion of work.

PAYMENT BOND

STATE OF TEXAS §
COUNTY OF HARRIS §

KNOW ALL MEN BY THESE PRESENTS: That _____ of the City of _____, County of _____, and State of _____, as principal, and _____ authorized under the laws of the State of Texas to act as surety on bonds for principals, are held and firmly bond unto the City of El Lago (Owner), in the penal sum of **Ninety-Five Thousand Dollars (\$ 95,000)** for the payment whereof, the said Principal and Surety bind themselves and their heirs, administrators, executors, successors and assigns, jointly and severally, by these presents:

WHEREAS, the Principal has entered into a certain written contract with the Owner, dated the _____ day of _____, 2019, for the **REPAIR OR REPLACEMENT OF VARIOUS STREETS, CURBS, DRIVEWAYS AND SIDEWALKS**, located in the City of El Lago, Texas 77586, which contract is hereby referred to and made a part hereof as fully and to the same extent as if copied at length herein.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the said Principal and its subcontractors shall well and faithfully make payment to each and every claimant (as defined in Chapter 2253, Texas Government Code, as amended) supply labor or materials in the prosecution of the work under the contract, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that this bond is executed pursuant to the provisions of Chapter 2253 of the Texas Government Code, as currently amended, and all liabilities on this bond shall be determined in accordance with the provisions of said statute to the same extent as if it were copied at length herein.

Surety, for value received, stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract, or to the work performed thereunder, or the plans, specifications or drawings

accompanying the same, shall in anyway affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract, or to the work to be performed thereunder.

IN WITNESS WHEREOF, the said Principal and Surety have signed and sealed this instrument this _____ day of _____, 2019.

_____ Principal

_____ Surety

By: _____

By: _____

_____ Print or Type Name

_____ Print or Type Name

Title: _____

Title: _____

Address: _____

Address: _____

The name and address of the Resident Agent of Surety is: _____

REFERENCES

Reference #1

Organization Name: _____

Address: _____

Contact Name: _____

Telephone No.: _____ E-mail Address: _____

Services provided: _____

Reference #2

Organization Name: _____

Address: _____

Contact Name: _____

Telephone No.: _____ E-mail Address: _____

Services provided: _____

REFERENCES (continued)

Reference #3

Organization Name: _____

Address: _____

Contact Name: _____

Telephone No.: _____ E-mail Address: _____

Services provided: _____

Reference #4

Organization Name: _____

Address: _____

Contact Name: _____

Telephone No.: _____ E-mail Address: _____

Services provided: _____

CONTRACTOR QUALIFICATIONS

Experience Record

List projects bidder has successfully completed within past two (2) years:

Amount of Contract Award	Type of Work	Date Accepted	Name & Address of Owner
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

List of projects bidder is now engaged in completing:

Amount of Contract Award	Type of Work	Est. Date of Completion	Name & Address of Owner
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

List of Surety Bonds in Force on the above incomplete work:

Amount of Contract Award	Amount of Bond	Name of Surety Company
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

CONTRACTOR QUALIFICATIONS (continued page 2 of 3)

Equipment Schedule

List of equipment owned by bidder that is in serviceable condition and available for use:

1. _____
2. _____
3. _____
4. _____

Portions of work bidder proposes to sublet in case of award of contract, including amount and type:

1. _____
2. _____
3. _____

Dated this day _____ of _____ 2019

_____ (Name of Organization)

By: _____ (Name)

Title: _____

Signature: _____

CONTRACTOR QUALIFICATIONS (continued page 3 of 3)

Certification of Experience Record/Equipment Schedule

Submitted by _____ an individual
_____ a partnership
_____ a corporation
with principal office at _____

To be filled in by Corporation:

Date incorporated _____
Under the laws of _____ State.

To be filled in by Partnership:

Date formed _____
State whether partnership is
_____ general,
_____ limited, or
_____ associated

Executive Officer _____

List Members:

State of _____

County of _____

_____, being duly sworn, deposes and says that he is

_____ of _____
(title) (Name of Organization)

and that the answers to the foregoing questions on the attached forms and all statements therein are correct: that the experience record and the schedule of equipment are made a part of this affidavit as though written in full herein, and all statements and answers to questions given in the above mentioned experience record and schedule of equipment are true and correct.

Sworn to before me this _____ day of _____ A.D. 2019

My Commission expires:

_____ Notary Public

(SEAL)

CONTRACTOR QUESTIONNAIRE

Please respond to the following questions regarding your firm’s financial status:

1. Has your firm been denied credit within the last sixty (60) days? Yes ___ No ___

2. Indicate if your firm has been involved or a party to any of the following actions (within the last seven to ten years):

a. Judgments: Yes ___ No ___

If yes, attach proof and provide an explanation of current status below:

b. Satisfied judgments: Yes ___ No ___

If yes, attach proof and provide an explanation of current status below:

c. Tax Liens: Yes ___ No ___

If yes, attach proof and provide an explanation of current status:

If no, provide completed affidavit as attachment to this application.

d. Bankruptcy Proceedings:

Dismissals Yes ___ No ___

Discharges Yes ___ No ___

If yes, provide a copy of all current documentation to support the current status and a copy of the current plan.

3. Does your firm have certificates of insurance with the following minimum coverage amounts:

a. \$300,000 for property damage coverage? Yes ___ No ___

b. \$100,000 for liability coverage (bodily injury)? Yes ___ No ___

4. Does your firm have a current worker’s compensation insurance policy within the statutory limits as required by law? Yes ___ No ___

5. In the last five (5) years, has your firm ever failed to complete a contract? Yes ___ No ___

If yes, why? _____

6. At any time in the last five (5) years, has your firm, or any of its owners or officers been convicted of a crime involving the awarding of contract of a government construction project, or the bidding or performance of a government contract? Yes ___ No ___

7. In the last five (5) years has your firm, or any firm which your company’s owners, officers, or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency project for any reason? Yes ____ No ____
8. Has your firm, or any of its owners, officers, or partners ever been convicted of a crime involving any federal, state or local law related to construction? Yes ____ No ____

THE UNDERSIGNED CERTIFIES THAT ALL INFORMATION IN THIS STATEMENT AND ALL INFORMATION FURNISHED IN SUPPORT OF THIS STATEMENT IS TRUE AND COMPLETE TO THE BEST OF THE UNDERSIGNED’S KNOWLEDGE AND BELIEF.

Signature

Title

Date

Signature

Title

Date

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number												
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

City of El Lago

411 Tallowood Drive
El Lago, TX 77586
City Hall 281-326-1951 Fax 281-326-2134

2019 CONTRACTOR REGISTRATION

Company Information

Company Name to List on Registration _____

List any d.b.a.(s) _____

(If this company does business under more than one name, a separate registration must be obtained for each name under which the contractor is doing business)

Physical Address _____

Mailing Address _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Phone _____

Fax _____

After Hours Emergency Contact _____ Phone _____

Federal ID # _____ - _____

If a sole proprietorship, social security number is required:

SS# _____ - _____ - _____

Personnel Authorized to Obtain a Permit Under this Business Name

(use company letterhead for additional names):

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Products or Services Sold _____

THE REGISTRATION FEE OF \$50.00 MUST BE PAID BEFORE A REGISTRATION NUMBER WILL BE ISSUED

Owner/Officer Name _____ Title _____

(Officer – i.e., President, Vice President, CEO: This person will be held responsible for seeing that all work being performed under this registration is completed and in compliance with City and State Code)

I hereby affirm that I am duly authorized to execute this document on behalf of this employer. All information contained in this application is true and correct. I understand that if this company does business under more than one name, a separate registration must be obtained for each name under which the contractor is doing business.

Signature _____ Date _____

DO NOT WRITE IN THIS BOX, FOR OFFICE USE ONLY	
Date of Application	____ / ____ / 20____
Certificate of Liability Insurance: Date Received	____ / ____ / 20____ Expiration ____ / ____ / 20____
Master Licenses Required:	____ Plumbing ____ Electrical ____ HVAC {SEAL}
\$50 Fee (N/A for Plumbers): Date Rec'd	____ / ____ / 20____ PAID BY: Cash ____ Credit ____ Ck # ____
Registration Authorized By	_____
City Secretary / Deputy City Secretary	
EXPIRATION-12/31/2018	REGISTRATION NO. CR-18- _____