



CITY OF HOUSTON
 HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND
 DELIVERY CORRESPONDENCE

PRINT PREVIEW PURCHASE ORDER NOT VALID

PURCHASE ORDER

Vendor Address Vendor Address Number 107206 GARY BROWN & ASSOCIATES, INC 1313 CAMPBELL ROBUILDING B HOUSTON TX 77055 USA	Information Purchase Order Number/Date 4500309066 / 09/03/2019 CoH Vendor Number 107206 Page 1 of 1 Buyer's Name Clarence Moton 454 Buyer's Telephone Number 832-394-6212 Buyer's Fax Number Buyer's E-mail Address clarence.moton@houstontx.gov <p style="text-align: center;">CONFIRM RECEIPT AND ACCEPTANCE OF PURCHASE ORDER TO BUYER'S E-MAIL ADDRESS</p>
Mail Invoice to COH HOUSING & COMMUNITY DEV FINANCIAL SERVICES SEC, ACCT PAY PO Box 1582 HOUSTON TX 77251-1582	

Shipping Address	HOUSING & COMMUNITY DEVELOPMENT PROCUREMENT SERVICES 2100 TRAVIS, 9TH FLOOR HOUSTON TX 77002 USA
Terms of payment :	Pay net 30 w/o deduction Currency USD
Shipping Terms	FOB(Free on board) /DESTINATION

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	94615 REAL ESTATE APPRAISA Appraisal - Hardy Yards Scope of Work: Appraiser will provide all labor and supplies needed to complete the assignment Appraisal of 4.732 acre tract of land, located in the John Austin Survey No.1, Harris County, Texas 77003.	1,950.00 / AU	1,950.00
	Gross Price		1,950.00 USD	1 AU	1,950.00
			Expected value of unplanned services:	1,950.00	
			Delivery Date: 10/03/2019		
Total ****					USD 1,950.00

Housing and Community Development



PROCUREMENT REQUEST FORM



Note: The Procurement Request form is to solicit quotes through an Informal (Small Purchase) bid process for purchasing transactions \$100,000 or less using Federal Funds (2 CFR 200.31 and \$3,000 to 49,000 using non-Federal funds (COH AP 5-8, Executive Order 1.14).
Signature of this document is still required.
* Required fields (must be completed)

Description of Purchase *	APPRAISAL	HCDD Division: *	Commercial - DR 85
Deadline Date of Request: *	8/2/2019	Purchase Type: *	Service Under <50K
Requester Name: *	Sen. Rupa - GSD	Created:	
Requester Phone Number: *	832-394-6217		

Brief Description of Scope of Work for Goods/Services:
The City of Houston request an estimate of the fee and delivery time for the appraisal of the following: 4.732-acres tract of land situated in the John Austin Survey No. 1 In Harris County Texas 77009 as described more particularly in Exhibit A. **HARVEY YARD**

Note: Please allow a minimum of three (3) days for bid responses.

FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: 5030 <input checked="" type="checkbox"/>	Status: Pending
Funding Source: DR-HARVEY	Purchase Order No#:
Cost Center: 82000 30002	Name of Vendor:
G/L Account: 520159	Date Processed:
Business Area: 3200	Date Received: 7/31/19
Internal Order: BI32000 77-19	Total Amount: 11,950
BFY: FY 20	Procurement Staff: <i>Chalene Adams</i>
Grant: 320000 77-2019	Priority:
Funds Reservation:	Notify Department: <input type="button" value="Procurement"/>
Funds Approval Mgr:	Notify Department: <input type="button" value="Finance"/>

Justification of Need for Goods/Services

The City of Houston request an estimate of the fee and delivery time for the appraisal of the following: 4.732-acres tract of land situated in the John Austin Survey No. 1 In Harris County, Texas 77009 as described more particularly in Exhibit A.

Procurement Notes:

PR# 10246586

FINANCIAL RECEIVED
 09 JUN 29 PM 12:53

Requestors Signature: <i>Dupont</i> Date: 7/29/2019	Supervising Manager (Purchase under \$5,000) Manager: <i>[Signature]</i> Date: 7-29-19
Buyer's Signature: <i>[Signature]</i> Date: 7/29/19	Funds Approval Signature: <i>[Signature]</i> Date: 8/28/19
Procurement DPU Signature: <i>Juanita L. Rhone</i> Date: 8/29/19	(Purchase over \$5,000) CFO Signature Date:
(Purchase over \$5,000) Assistant or Deputy Director: _____ Date:	Director Signature (Only Consultant Services) Director or Designee: Date:



Interoffice

Memorandum



To: Procurement Division

Rupa Sen
Date:

Rupa Sen
Real Estate Manager
August 26, 2019

Attention: Coryie J. Gilmore

Subject: **Appraisal Selection for land located at
Hardy Yards**

Justification

The selection of Gary Brown is based on previous appraisal experience in this market area. In addition, the Company has previous appraisal experience with complex improved and vacant properties for the City of Houston as well as the ability to deliver on time, history and knowledge of the city's procedures.

Funding to be used

CDGB DR 17

Any questions, please let me know.

Thank you,
Rupa

Cc: Ellen Eudy, Finance



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Vendor Address
Vendor Address Number 107206
GARY BROWN & ASSOCIATES, INC
1313 CAMPBELL RDBUILDING B
HOUSTON TX 77055
USA

Return Quote to:

CONFIRM RECEIPT OF REQUEST FOR QUOTATION TO BUYER'S E-MAIL ADDRESS

Information

THIS IS NOT A PURCHASE ORDER

RFQ Number/RFQ Date 6000087309 / 07/31/2019
CoH Vendor Number 107206
Page 1 of 2
Buyer's Name Coryle J. Gilmore 457
Buyer's Telephone No 832-394-6306
Buyer's Email Address Coryle.gilmore@houstontx.gov
Collective Number CJG 029
Requirement Number C.GILMORE

Quotes are due by close of business on: 08/08/2019
Quotes are valid until close of business on: 11/08/2019

Shipping Address City of Houston
HOUSTON TX 77002
USA

Delivery Date: 11/06/2019

Item	Quantity	UM	Material/Description	Net Unit Price	Extended Price
10	1.00	AU	94615 REAL ESTATE APPRAISA APPRAISAL- HARDY YARDS *See Attachment for SCOPE OF WORK* The item covers the following services:		<u>1,950</u>
			10 APPRAISAL FOR HARDY YARDS	1.00 AU <u>1950</u>	
DESCRIPTIVE LITERATURE MUST BE SUBMITTED IF QUOTING OTHER THAN WHAT IS SPECIFIED				Total	<u>1,950</u>

1 - Successful bidder/contractor shall produce proof of insurance (Certificate of Insurance) and all drug detection/deterrence documentation required to show compliance with the City of Houston Insurance and Drug Detection and Deterrence policies within three days of notification. (SERVICE / LABOR ONLY)

2 - If Item or Equipment Quoted, indicate manufacturer and submit part/model and specifications. (MATERIAL ONLY)"



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 2 of 2

RFQ number/date 6000087309 / 07/31/2019

The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.

Payment Term:

Bidder offers an early payment discount of 2%/10 days, 1%/20 days, net 30 days to apply after receipt of invoice or receipt of goods or services, whichever is later. If the bidder does not select "No" below, it will be deemed to have accepted the City's early payment discount term. Discount offer is not factored into award calculation.

No. Select "No" if the bidder chooses not to offer an early payment discount. If "No" is selected, bidder will be paid net 30 days after receipt of invoice or receipt of goods or services, whichever is later.

Supplier's Printed Name:

Gary S. Brown, MAI, AI-GAS

Supplier's Title:

President

Address:

1313 Campbell Rd Bldg B, Houston, TX 77055

Telephone Number:

713 468-1010

Fax Number:

713 468-2299

E-mail Address:

garyb@garybrown.com

Supplier's Signature:

Gary S. Brown

Date:

8-1-2019

**STATEMENT OF CAPABILITY
FOR
GARY S. BROWN, MAI, AI-GRS, ASA, CCIM**

Gary S. Brown, MAI, AI-GRS, ASA, CCIM has been an independent fee appraiser since 1978. He maintains offices at 1313 Campbell Road, Bldg. B, Houston, Texas 77055. He has been actively engaged in the valuation of commercial properties, the acquisition/sale of income properties, management of income properties, evaluation, consulting, feasibility studies, commercial lease negotiations, and primarily performs appraisal assignments involving all types of real estate. Expert testimony has been rendered for bankruptcy, condemnation, and ad valorem tax procedures. He has qualified as an expert in the State of Texas and U.S. District Courts of Texas, California, and Missouri. Mr. Brown is President of Gary Brown & Associates, Inc.

Gary Brown & Associates, Inc. is a full-service real estate appraisal and consulting firm based in Houston, Texas. Established in 1987 to specialize in appraisal, consultation, and feasibility analysis, the company is recognized for the quality of their service and their work in the field of property valuation and analysis. Clientele includes pension funds, advisors, financial institutions, trust funds, REIT's, attorneys, courts, governmental agencies, Fortune 500 companies and individuals. Expertise in real estate valuation includes a wide range of income producing and special purpose properties. The appraisal staff is highly qualified possessing considerable experience in appraisal of all types of properties at both the national and local levels. Gary Brown & Associates, Inc. utilizes the most sophisticated income valuation software currently available. The philosophy of business is results oriented distinguished by professionalism, expertise and integrity.

EDUCATION

Bachelor of Arts Degree - University of Texas (1978)

University of Texas courses:

Principles of Real Estate, Business Law, Real Estate Finance

Appraisal Institute (AI) courses:

Appraisal Principles; Basic Valuation Procedures; Capitalization Theory and Techniques Part 1, Part 2, and Part 3; Standards of Professional Practice, Part A & B (97/2001); Industrial Valuation; Case Studies in Real Estate Valuation; Valuation Analysis & Report Writing; Instructor Leadership & Development Conference; Chapter Leadership Conference; Quantitative Analysis; Review Theory; 15-hour USPAP

International Right of Way Association (IRWA) Courses:

Ethics and the Right of Way Professional

Appraisal Institute (AI) Seminars:

Cash Equivalency; Electronic Spreadsheet; Report Perfect; Depreciation Analysis; Instructor Seminar; Subdivision Analysis; Uniform Standards of Professional Practice - Update; HP 12C Seminar; Comprehensive Appraisal Workshop; Principles and Procedures Overview; Americans With Disabilities Act Seminar; Understanding Limited Appraisals & Appraisal Reporting Options; Advanced Appraisal Modeling; Advanced Concepts Excel for Appraisal; Advanced Spreadsheet Modeling; Agreement of Services; Downtown Houston; Houston Multifamily; Yellow Book Changes-overview for Appraisers; Real Estate Trends Memorial City/I-10 Corridor; Broker Responsibility

Texas Association of Property Tax Professionals: Principles of Property Tax Consulting 1994

Rice Management Seminars: Leadership Skills for Managers; Effective Business Writing; Enhancing Quality in Your Organization; Local Area Network for PC's; Marketing Strategy and Techniques

Commercial Investment Real Estate Institute (CCIM) Courses

CI 101 - Financial Analysis for Commercial Real Estate

CI 201 - Market Analysis for Commercial Real Estate

CI 301 - Decision Analysis for Commercial Real Estate

CI 401 - Course Concepts Review

Other Seminars: Valuations in Litigation; Environmental Issues in Real Estate; Fourth Eminent Domain Conference; Property Tax Consulting; Attacking & Defending an Appraisal in Litigation; Statistics Review with Appraisal Applications; Market Analysis and the Site to Do Business; Secrets of a Successful Litigation Practice; FEMA Guidelines; Commercial Real Estate Forecast Competition, 2013, 2014, 2015, 2016; 1031 Tax Deferred Exchange 2016; Appraisal of DOT & Government Projects; Partial Acquisitions II; Supervisor-Trainee Course for Texas

Computer Programs:

Microsoft Office Suite 2016, WordPerfect 12; Windows 2010; Argus 13.21 LAN and Argus Enterprise 11.6.2; MSAccess; MSSeql Server 2012; Adobe Acrobat X; Excel; Quatro Pro; Paradox 12.1; Microsoft Server 2012; Edge Report Builder; DataComp Database; The Residential Appraiser Systems; MCS Appraisal Systems; Apex

PROFESSIONAL DESIGNATIONS, LICENSES, AND MEMBERSHIPS

Appraisal Institute

MAI, 1986

AI-GRS, 2017

Region 8-Public Relations Chairman - 2007

Houston Chapter Appraisal Institute -

Chairman of Chapter By Laws Committee- 2008-09

Chairman of Commercial Comparables Exchange- 2008

Houston Chapter President- 2006

Board of Directors - 1998-2007

Regional Representative - 1999-2000, 2003-2007

Technology Committee - Chairman 2003

Communication Committee - Chairman 1999-2002

Admissions Committee, Chairman 1997, Co-Chairman 1995-1996, Sub-Committee Chairman

Houston Chapter 33, AI, 1991- 1994

Appraisal Institute Regional Admissions 1994-1997, Regional Screener 1997-2004

Public Relations Committee, Member, Houston Chapter AI, 1992- 1994

Regional Review and Counseling Committee, Region VIII of Houston Chapter, AI, 1991-1994

Admissions Committee, Member, Houston Chapter AIREA 1987-1990

Candidate Guidance Committee, Member, Houston Chapter AIREA 1986-1988

American Society of Appraisers - Designated Senior Member – **ASA**, 1984

Commercial Investment Real Estate Institute - Designated Member **CCIM**, 1997

International Right of Way Association - Member, Candidate for SR/WA

National Association of Realtors, Member

Texas Association of Realtors, Member

Houston Association of Realtors, Member

Licensed State of Texas Real Estate Broker (#258973-36)

State of Texas Certified General Real Estate Appraiser - Cert. No. TX-1321360-G

HUD Approved Appraiser - CHUMS #6063

Associate Member, Urban Land Institute

Registered:

Resolution Trust Corporation

Federal Deposit Insurance Corporation

Federal Home Loan Bank of Dallas

Federal Asset Disposition Association

APPRAISAL EXPERIENCE

Retail

- Regional Malls
- Power Centers
- Community Centers
- Neighborhood Centers
- Convenience Stores
- Service Stations
- Automotive
- Car washes (all types)
- Restaurant

Multi-Family

- High Rise
- Garden Apartments
- Condominium Projects
- Retirement Housing projects
- HUD Section 8 HAP for Rehabilitation
- FNMA, FHLMC 71A & B
- LIHTC/Tax Credits

Industrial

- Large Heavy Manufacturing
- Light Manufacturing
- Office/Warehouse
- Office/Service
- Distribution Facilities
- Auto Service Facilities
- Recycling Facility
- Pipe Treating Facilities
- Pipe Yards

Office

- Downtown High Rise and Historical
- Suburban Mid Rise and Single Tenant

Hotels/Motels

- National and Regional Chains
- Independents
- Resort Hotels

Recreation

- Country Clubs
- Golf Courses
- Tennis/Racquet Clubs
- Bowling Alley
- Marinas
- Local Airports
- Amusement Parks
- Water Parks
- Baseball Parks

Condemnation

- Partial Takings
- Whole Takings
- Road Widening Projects
- Pipeline Easements
- Railroad Easements

- Right-of-Way Easements
- Air Rights

Land

- Vacant Urban (developed/undeveloped)
- Vacant Suburban
- Vacant Agricultural
- Farms and Ranches

Subdivisions

- Commercial
- Single Family Residential
- Mobile Home Parks
- Planned Communities

Residential

- Single Family
- Condominiums - Low and High Rise

Special Purpose

- Airport Hangars
- Churches
- Billboards
- Nursing Home/Convalescence Hospitals
- Hospitals
- Mortuary/Funeral Home/Cemeteries
- State Historical Landmarks
- Day Care Centers
- Cold Storage Facilities
- Landfill
- Salt Domes
- Truck Stops
- Timber Rights
- Mineral Rights & Royalty Interests
- Partial Interests
- Leased Fee
- Leasehold Interest
- Encumber and Restricted Use

Machinery & Equipment

- Heavy Industrial Cranes
- Restaurant & Motel Fixtures,
Furnishing & Equipment
- Truck Stop Equipment
- Convenience Store Equipment

Intangibles

- Business Value
- Going Concern
- Patents and Trademarks
- Tax Credits

Environmental

- Leaking Underground Storage Tanks
- Soil Contamination
- Transmission Lines
- Fault Lines
- Wet Lands & Conservation Easements

Client#: 9515

BROWNGAR

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 8/01/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: The Nitsche Group, 708 Sul Russ Street, Houston, TX 77006. CONTACT NAME: Randy Croix, PHONE: 713-522-6956, FAX: 713-522-5543, E-MAIL ADDRESS: RandyC@TheNitscheGroup.com. INSURER(S) AFFORDING COVERAGE: INSURER A: Travelers Indemnity Company of CT (25682), INSURER B: Travelers Indemnity Company (25658), INSURER C: Service Lloyds Insurance Company (43389).

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Certificate holder information: City of Houston, Housing and Community Development Department, Finance-Procurement, 2100 Travis Street, 9th Floor, Houston, TX 77002. Cancellation notice: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: R.J. Nitsche.

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ATTACHMENT A

DRUG POLICY COMPLIANCE AGREEMENT

I, Gary S. Brown as an owner or officer of
(Name) (Print/Type)
(Title)
Gary Brown & Associates, Inc. (Contractor)
(Name of Company)

have authority to bind Contractor with respect to its bid, offer or performance of any and all contracts it may enter into with the City of Houston; and that by making this Agreement, I affirm that the Contractor is aware of and by the time the contract is awarded will be bound by and agree to designate appropriate safety impact positions for company employee positions, and to comply with the following requirements before the City issues a notice to proceed.

1. Develop and implement a written Drug Free Workplace Policy and related drug testing procedures for the Contractor that meet the criteria and requirements established by the Mayor's Amended Policy on Drug Detection and Deterrence (Mayor's Drug Policy) and the Mayor's Drug Detection and Deterrence Procedures for Contractors (Executive Order No. 1-31).
2. Obtain a facility to collect urine samples consistent with Health and Human Services (HHS) guidelines and a HHS certified drug testing laboratory to perform the drug tests.
3. Monitor and keep records of drug tests given and the results; and upon request from the City of Houston, provide confirmation of such testing and results.
4. Submit semi-annual Drug Policy Compliance Declarations.

I affirm on behalf of the Contractor that full compliance with the Mayor's Drug Policy and Executive Order No. 1-31 is a material condition of the contract with the City of Houston.

I further acknowledge that falsification, failure to comply with or failure to timely submit declarations and/or documentation in compliance with the Mayor's Drug Policy and/or Executive Order No. 1-31 will be considered a breach of the contract with the City and may result in non-award or termination of the contract by the City of Houston.

8-1-2019

Date

Contractor Name

Gary S. Brown

Signature

Gary Brown

Title

President

**ATTACHMENT B
DRUG POLICY COMPLIANCE DECLARATION**

I, Gary S. Brown President as an owner or officer of
 (Name) (Print/Type) (Title)
Gary Brown & Associates, Inc. (Contractor)
 (Name of Company)

have personal knowledge and full authority to make the following declarations:

This reporting period covers the preceding six months from 2-1-2019 to 8-1 20 19

MB Initials A written Drug Free Workplace Policy has been implemented and employees notified. The policy meets the the criteria established by the Mayor's Amended Policy on Drug Detection and Deterrence (Mayor's Policy).

MB Initials Written drug testing procedures have been implemented in conformity with the Mayor's Drug Detection and Deterrence Procedures for Contractors, Executive Order 1-31. Employees have been notified of such procedures.

MB Initials Collection/testing has been conducted in compliance with federal Health and Human Services (HHS) guidelines.

MB Initials Appropriate safety impact positions have been designated for employee positions performing on the City of Houston contract. The number of total employees on safety impact positions during this reporting period is 2

MB Initial From 1-1-2019 to 8-1-2019 the following testing has occurred:
 (start date) (end date)

	<u>Reasonable</u>	<u>Post</u>	
	<u>Random</u>	<u>Suspicion</u>	<u>Accident</u>
			<u>Total</u>

Number of Employees Tested

Number of Employees Positive

Percent Employees Positive

0	0	0	0
0	0	0	0
0	0	0	0

MB Initials Any employee who tested positive was immediately removed from the City worksite consistent with the Mayor's Policy and Executive Order No. 1-31.

MB Initials I affirm that falsification or failure to submit this declaration timely in accordance with established guidelines will be considered a breach of contract.

I declare under penalty of perjury that the affirmations made herein and all information contained in this declaration are within my personal knowledge and are true and correct.

8-1-2019
Date

Contractor Name Gary S. Brown
 Signature Gary Brown
 Title President

ATTACHMENT C

Contractor's Certification of No Safety Impact Positions
In Performance of a City Contract

I, Gary S. Brown President as an owner or officer of
(Name) (Print/Type) (Title)

Gary Brown & Associates, Inc. (Contractor) have authority to bind the Contractor with respect to its bid, and I hereby certify that Contractor has no employee safety impact positions as defined in §5.18 of Executive Order No. 1-31 that will be involved in performing this City Contract. Contractor agrees and covenants that it shall immediately notify the City's Director of Personnel if any safety impact positions are established to provide services in performing this City Contract.

8-1-2019

Date

Contractor Name

Gary S. Brown

Signature

Gary S. Brown

Title

President

ATTACHMENT D

CONTRACTOR'S CERTIFICATION OF NON-APPLICATION OF
CITY OF HOUSTON DRUG DETECTION AND DETERRENCE PROCEDURES
FOR CONTRACTORS

I, Gary S. Brown President as an owner or officer of
(Name) (Print/Type) (Title)

Gary Brown & Associates, Inc. (Contractor) have authority to bind the Contractor with respect to its bid, and I hereby certify that Contractor has fewer than fifteen (15) employees during any 20-week period during a calendar year and also certify that Contractor has no employee safety impact positions as defined in 5.18 of Executive Order No. 1-31 that will be involved in performing this City Contract. Safety impact position means a Contractor's employment position involving job duties that if performed with inattentiveness, errors in judgment, or diminished coordination, dexterity, or composure may result in mistakes that could present a real and/or imminent threat to the personal health or safety of the employee, co-workers, and/or the public.

8-1-2019

Date

Contractor Name

Gary S. Brown

Signature

Gary S. Brown

Title

President