



RFP2026-01

Temporary Staffing Service

Issue Date: 8/19/2026

Questions Deadline: 9/15/2026 03:00 PM (CT)

Response Deadline: 9/22/2026 10:00 AM (CT)

Contact Information

Contact: Susan Chevalier

Address: Purchasing Department

2nd Floor

Harris Central Appraisal District

13013 NW Freeway

Houston, TX 77040

Phone: 1 (713) 957.5260

Email: schevalier@hcad.org

Event Information

Number: RFP2026-01
Title: Temporary Staffing Service
Type: Request for Proposal for Services
Issue Date: 8/19/2026
Question Deadline: 9/15/2026 03:00 PM (CT)
Response Deadline: 9/22/2026 10:00 AM (CT)
Notes: The Harris Central Appraisal District is issuing a formal Request for Temporary Staffing Services.

Written or electronic sealed proposals to provide primary and secondary qualified temporary staffing personnel as described in this document will be accepted in the Purchasing department of the Harris Central Appraisal District, Second Floor, 13013 Northwest Freeway, Houston, Texas, and on the electronic bidding system by the stated close date and time of the bid event. If you submit using the Ionwave Technology software at <https://hcad.ionwave.net>, paper copies are not necessary.

Pre-Proposal Meeting

A meeting to explain the expectations of a temporary staffing service contract will be held at Harris Central Appraisal District, 13013 Northwest Freeway, Houston, TX 77040, 6th floor, Room 631 August 26th at 2:00 pm. The meeting is not mandatory.

Question Cut-off

Questions or comments regarding this bid package must be submitted electronically via the Harris Central Appraisal District's electronic bidding portal by the stated cut-off date and time. All bid documents, plans, questions, and addendum(s) will be posted in the electronic bidding system. Bidders must be registered to access the request for proposal.

This request for proposal does not commit the District to enter into any formal or informal arrangement, or to incur any costs related to the preparation of a response. All the costs for the preparation and submission of proposals are the responsibility of the proposer.

Bid Opening

All bids will be opened at 2 p.m on the close date as stated in this request for proposal. The public opening will be held at the District's headquarters located at 13013 NW Freeway, Houston, TX 77040. The meeting room is located on the 6th floor, room 635. Government Code Section 552.104 allows the District to hold all offerors' information confidential until the contract is awarded in a competitive situation.

Ship To Information

Contact: Susan Chevalier
Address: Purchasing Dept
2nd Floor

Billing Information

Contact: Accounts Payable Team
Address: 7th Floor
Harris Central Appraisal District

Harris Central Appraisal District
13013 NW Freeway
Houston, TX 77040
Phone: 1 (713) 957-5260
Email: schevalier@hcad.org

13013 NW Freeway
Houston, TX 77040
Phone: 1 (713) 957.5211
Email: accountspayable@hcad.org

Bid Activities

Request for Proposal to BOD for approval to solicit bids.

8/19/2026 9:30:00 AM (CT)

The RFP will go to the BOD for approval to go out for bid.

RFP Invitations Emailed

8/19/2026 1:00:00 PM (CT)

RFP invitations sent through Ionwave.

Public Notice to Newspaper

8/19/2026 4:00:00 PM (CT)

The public notice for the RFP is sent to Daily Court Review for proof and approval.

First Notice Published in Daily Court Review

8/21/2026 8:00:00 AM (CT)

First Notice Published in Daily Court Review

Second Notice Published in Daily Court Review

8/24/2026 8:00:00 AM (CT)

Second Notice Published in Daily Court Review

Pre-Proposal Meeting

8/26/2026 2:00:00 PM (CT)

Questions Cut-off

9/15/2026 3:00:00 PM (CT)

Questions will not be answered after cut-off to allow all vendors to prepare their proposals with the most up to date information.

Deadline for Submission of Bid

9/22/2026 10:00:00 AM (CT)

Proposals can be submitted at <https://hcad.ionwave.net>.

The bids are sealed within the system until the deadline. At that time, the bids are opened electronically. Bidders will receive an email addressed to the contact listed on the supplier account.

The written proposals are due before the noted deadline, in the Purchasing Department, Second Floor, HCAD Headquarters, 13013 NW Freeway, Houston, TX 77040.

Suppliers can unseal their bids, make changes, and resubmit their bids up to the bid closing time.

Public Bid Opening

9/22/2026 2:00:00 PM (CT)

The bids will be publicly opened on the 6th floor.

Board review and possible approval of a contract

10/21/2026 9:30:00 AM (CT)

Bid results will be presented at the monthly board of directors meeting.

Contract begins

1/1/2027 8:00:00 AM (CT)

Bid Attachments

VendorApplicationForm_09_2025.pdf

[Download](#)

Please download, complete and upload to bid.

Conflict of Interest.pdf

[Download](#)

Please complete and upload this form before submitting your proposal.

Conflict of Interest Questionnaire (Form CIQ) and Statutory Provisions: Texas Local Government Code, Chapter 176 requires a person or business and their agents who seek to contract or enter into an agreement with the District to file a conflict of interest questionnaire (Form CIQ), which is also found on the District's website in the Procurement section. In addition, Harris Central Appraisal District may not enter into a contract with a Proposer if the Board of Directors has a substantial interest in the entity. Texas Tax Code 6.036(b).

GC 2252.152.pdf

[Download](#)

Prohibition on Contracts with Certain Companies. Please download, complete and upload.

GC 2252.908 Form 1295.pdf

[Download](#)

GC2252.908 Certificate of Interested Parties.

This is an example of Form 1295 that must be completed if you enter into a contract with Harris Central Appraisal District that is (1) the contract requires an action or vote by the governing body of the entity or agency; or (2) the value of the contract is at least \$1 million.

This form will be completed once the award of the contract has been established.

Please visit <https://www.ethics.state.tx.us>

GC 2270.002 Agreement.pdf

[Download](#)

Please complete and upload this form before submitting your bid.

GC 2274.002.pdf

[Download](#)

Prohibition on Contracts with Companies that Discriminate Against Firearm and Ammunition Industries. Please download, complete and return.

GC 2276.002.pdf

[Download](#)

Prohibition on Contracts with Companies Boycotting Certain Energy Companies. Please download, complete and upload.

OFFICIAL BID FORM.pdf

[Download](#)

Please complete the form, have it notarized and deliver it to HCAD no later than five business days after the bid due date. You may also upload the form.

W-9 REV 2024.pdf

[Download](#)

Please complete and upload this form before submitting your proposal.

Scope of Work.pdf

[Download](#)

Scope of Work

Requested Attachments

Conflict of Interest Questionnaire (CIQ)

(Attachment required)

Please download the Conflict of Interest Questionnaire (CIQ) form, located on the "Attachments" tab, and upload the completed form here.

GC 2252.152

(Attachment required)

Please download the GC 2252.152 form from the "Attachments" tab and upload the completed form here.

GC 2252.908

Please download the GC 2252.908 1295 form from the "Attachments" tab. You will need to complete this form if you are awarded the bid.

THIS IS NOT REQUIRED AT THE TIME OF SUBMISSION OF BID.

GC 2270.022

(Attachment required)

Please download the GC 2270.022 form from the "Attachments" tab and upload the completed form here.

GC2274.002

(Attachment required)

Please download the GC 2274.002 form from the "Attachments" tab and upload the completed form here.

GC 2276.002

(Attachment required)

Prohibition on contracts with companies boycotting certain energy companies.

Vendor Application

(Attachment required)

Please download the Vendor Application, located on the "Attachments" tab, and upload the completed form here.

Proof of Liability Insurance

(Attachment required)

Please upload proof of liability insurance here.

Safety Letter

(Attachment required)

Please upload a letter of safety from your workers' compensation insurance provider. Or, a letter with the Experience Modification Rate for your company.

Disadvantaged Business Enterprise

Disadvantaged Business Enterprise, DBE, is a for-profit small business concern that is at least 51 percent owned and controlled by socially and economically disadvantaged individuals.

A Historically Underutilized Business, HUB, is a certification by the State of Texas Comptroller for Public Accounts Statewide program.

A Minority Owned Business, MOB, is 51 percent owned by one (1) or more people self-declaring their Race in accordance with the guidelines established by the U.S. Census Bureau ACS and Office of Management.

Statement of Work

(Attachment required)

Please upload your Statement of Work (SOW) which is a formal, legally binding document that defines the scope, deliverables, timeline, responsibilities, and terms of a project or service engagement. The RFP evaluation criteria are listed under the attributes tab. Our Scope of Work is documented under the attachments tab.

Current Property Tax Receipts

If you reside in Harris County, attach your most recent property tax receipt.

1	Contract Start Date Temporary Staffing Services for the period from January 1, 2027. This agreement is subject to annual renewal of fiscal funding. If the District fails to appropriate funds to provide for annual renewal, the District may cancel without a termination charge, provided that the successful proposer receives written notice at least 30 days before the effective date stating the lack of funds as the reason for termination. <i>(Required)</i>
2	Expected Contract End Date The term of the contract is 1 year. This contract would end on December 31, 2027. The District may renew the contract for three additional one-year terms, from January 1 through December 31 for years 2028,2029 and 2030. <i>(Required)</i>
3	Introduction There are attributes, including this one, associated with this proposal. Some are notes and require no response, but most have a required response. **Please select each page on the right-hand side of the blue bar below (at the bottom of this list of attributes) to view the next page of Bid Attributes* ☐ I have read and agree. <i>(Required: Check if applicable)</i>
4	Communication Statement Contact between vendors and Harris Central Appraisal District personnel during the proposal process or evaluation process is prohibited. Any attempt by vendors during the proposal process to contact Harris Central Appraisal District personnel may result in disqualification. All communication shall go through the Purchasing Department during this competitive process. All questions received and the corresponding answers will be distributed to all bidders. No verbal responses will be provided. It is highly recommended to submit your questions through the electronic bid system. ☐ I have read and agree. <i>(Required: Check if applicable)</i>

5 Proposal Requirements

1. Bidders are encouraged to register through HCAD'S electronic bidding system. An official bid must be signed in ink by an authorized officer of the company and acknowledged by a Notary Public. Obligations assumed by the signature must be fulfilled. (You must print the signature page sign & notarize it then deliver to HCAD no later than five business days after the bid due date and time.)
2. Paper bids require one copy. The statement "RFP2026-01 Enclosed" must be indicated on all bid packages. If a bid is not adequately identified, it will be opened to establish identification and will be processed as any other bid.
3. TIME and DATE: Bids must be physically in the Purchasing Manager's office, 13013 NW Freeway, Second Floor, by 10:00A.M. on the date bids are due; an early postmark will not suffice. The electronic system, lonwave, allows submission until the date and time set for the bid. lonwave will not allow a bid submittal after the stated due date and time.
4. RETRACT A BID: A bidder may retract their proposal before the due date. Retracting a bid response does not delete the information in the response that is currently entered. A bidder can find instructions on how to make changes to a submitted bid in the HELP section of the software. Search for "retract a bid."
5. The proposal must not be altered.
6. Bidders are invited to be present at the Bid Opening. After a contract has been awarded, bid details may be requested through the Purchasing Office, 13013 Northwest Freeway, Houston, Texas, by bidders.
7. All bids must show the FULL NAME of the firm bidding.
8. Bidders who have delinquent PROPERTY TAXES will not be considered for the award.
9. Bidders are required to submit a properly completed VENDOR APPLICATION FORM with the proposal. It is the responsibility of the bidder to inform the District's Purchasing Office of any changes/deletions to this form as deemed appropriate.
10. REFERRALS from three clients are needed.
11. Chapter 2270.002 of the Government Code provides that any government entity may not enter into contract with a company for goods or services unless the contract contains a written verification from the company that it:
 - a. Does not boycott Israel; and
 - b. Will not boycott Israel during the term of the contract.
12. Chapter 2252.152 of the Government Code -- Contracts with companies engaged in business with Iran, Sudan, or Foreign Terrorist Organizations. A government entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Section 806.051, 8807.051, or 2252.153. Therefore, if this proposal is signed by the Bidder, this serves as an agreement with the statement.
13. Chapter 2252.908 section (b) of the Texas Government code states a governmental entity may not enter into a contract described with a business entity unless the business entity, in accordance with the Texas Ethics Commission, and rules adopted under this chapter and section submits a disclosure of interested parties to the government entity at the time the business entity submits the signed contract. The disclosure of interested parties must be submitted on form 1295 as prescribed by the Texas Ethics Commission.
14. Chapter 2274.002 Requires certain government contracts to include written verification that the company will not discriminate against firearm entities or trade associations.
15. Chapter 2276.002 Requires certain contracts between Texas governmental entities and companies to include written verification that the company does not boycott energy companies.

☐ I have read and agree.

(Required: Check if applicable)

6 Proposal Opening

Any proposal received later than the specified date and time, whether delivered in person or postmarked prior to the deadline, shall be disqualified. Any questions regarding the submission process shall be addressed through the lonwave bidding system. Answers will be made through lonwave to all vendors actively participating in this bid. Questions made after the opening of the bid can be addressed to Susan Chevalier, Purchasing Specialist at schevalier@hcad.org.

☐ I have read and agree.

(Required: Check if applicable)

7 Evaluation and Award

1. The District will evaluate proposals and award the contract based on the criteria listed below. The amount of discussion to be applied to each listed topic is an individual choice of the Offeror; however, discussion should be

detailed enough to inform and educate the Evaluation Committee Members.

2. All proposals will be reviewed for compliance with the mandatory specifications stated within the request.

Proposals deemed non-responsive will be eliminated from further consideration.

3. Lowest bid, most responsible, best value, and most advantageous to the District are other criteria the bid evaluation committee will use to determine the best proposal.

4. Responsive proposals will be evaluated on the factors listed below. If further evaluation is needed, the responsive Offerors with the best scores will be selected as finalists. The finalists will receive a short list of written questions to further explain their offer. The answers will then be scored by the committee.

Bid Evaluation	
Mandatory Criteria (Pass or Fail)	
GC 2252.908 Certificate of Interested Parties	
GC 2270.002 Agreement was uploaded or attached to the bid	
GC 2274.002 Agreement was uploaded or attached to the bid	
GC 2276.002 Agreement was uploaded or attached to the bid	
Bidder's Application was submitted	
W-9 Form was received	
Certificate of Liability Insurance was received	
Conflict of Interest Form was received	
Harris County Taxes are current	
Official Bid Form Was Received Within 5 Business Days of Due Date	
Criteria	
Markup (cost)	50
Quality Assurance/Control	15
Account Manager Role	5
Replacement Process/Duration	10
Background & Pre Employment Screening	5
Skills Testing Process	5
Candidate Placement Lead-time	5

Employee Orientation	5
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☐ I have read and agree.

(Required: Check if applicable)

8 Patents

The contractor agrees to indemnify and hold harmless the District, the purchasing agent, and his assistants from all suits and actions of every nature and description brought against them, for on account of the use of patented appliances, products or processes and he shall pay royalties and charges which are legal and equitable.

☐ I have read and agree.

(Required: Check if applicable)

9 Cancellation

a. Cancellation of the agreement by the vendor must be submitted in writing to the District's Purchasing Office 60 calendar days prior to the effective date of the agreement.

b. Cancellation of the agreement by the District must be submitted in writing to the vendor 30 calendar days prior to the effective date of the agreement.

☐ I have read and agree.

(Required: Check if applicable)

10 Conflict of Interest

Please check the box to acknowledge the Conflict of Interest form is uploaded.

☐ Yes, the form has been uploaded.

(Required: Check if applicable)

11 Bidder Application

Please check the box to acknowledge the Bidder Application form is uploaded.

☐ Yes, the form has been uploaded.

(Required: Check if applicable)

12 W-9

Please check the box to acknowledge the W-9 form is uploaded.

☐ Yes, the W-9 form is attached.

(Required: Check if applicable)

13 Bid Form

Please check the box to acknowledge the bid form is uploaded.

☐ Yes, the Bid Form is attached.

(Required: Check if applicable)

1
4**The business submitting this bid is a Disadvantaged Business Enterprise (DBE), a HUB or a Minority Owned Business.**

A Disadvantaged Business Enterprise, **DBE**, is a for-profit small business concern that is at least 51 percent owned and controlled by socially and economically disadvantaged individuals.

A Historically Underutilized Business, **HUB**, is a certification by the State of Texas Comptroller for Public Accounts Statewide program.

A Minority Owned Business, **MOB**, is one that is 51 percent owned by one (1) or more people self-declaring their Race in accordance with the guidelines established by the U.S. Census Bureau ACS and Office of Management and Budget. Any person with origins in any of the original people of the following are considered to be minority.

- **Black Africa**
- **Europe, the Middle East, North Africa**
- **North America, Central America, South America**
- **Far East, Southeast Asia, the Indian Subcontinent**
- **Hawaii, Guam, Samoa, other Pacific Islands**
- **Two or More Races**

The company must be registered in the state of Texas and upload their certificate that gives them this title.

☐ Bidder is a DBE

☐ Bidder is a HUB

☐ Bidder is a MOB

☐ Bidder is none of the above.

(Required: Check all that apply)

1
5**Statement of Work**

I have read the Bid Lines section of this bid. I have uploaded my company's Statement of Work for your review. It will define our company's processes related to placing temporary staffing at Harris Central Appraisal District.

☐ Yes, the Statement of Work is attached/uploaded..

(Required: Check if applicable)

1
6**Texas Government Code 2270.002**

Please check the box to acknowledge the Texas Government Code 2270.002 is uploaded.

☐ Yes, the agreement is attached.

(Required: Check if applicable)

1
7**GC 2252.152 Prohibition On Contracts With Certain Companies**

Chapter 2252.152 of the Government Code - Contracts with companies engaged in business with Iran, Sudan, or Foreign Terrorist Organizations. A government entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Section 806.051, 8807.051, or 2252.153. Therefore, if this proposal is signed by the Bidder, this serves as an agreement with the statement.

☐ Bidder agrees to follow 2252.152 ☐ Bidder does not agree to follow 2252.152

(Required: Check only one)

1
8**GC 2270.002 Prohibition Of Contracts Pertaining to Boycotting Israel**

Chapter 2270.002 of the Government Code provides that any government entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the vendor that it:

- a. does not boycott Israel and
- b. will not boycott Israel during the term of the contract.

☐ Bidder agrees to follow 2270.002 ☐ Bidder does not agree to follow 2270.002

(Required: Check only one)

1
9**GC 2274.002 Prohibition On Contracts With Companies That Discriminate Against Firearm and Ammunition Industries**

Chapter 2274.002 Prohibition on Contracts with Companies that Discriminate Against Firearm and Ammunition Industries.

(a) This section applies only to a contract that:

(1) is between a government entity and a company with at least 10 full-time employees; and

(2) has a value of at least \$100,000 that is paid wholly or partly from public funds of the governmental entity.

(b) Except as provided by Subsection (c) and Section 2274.003, a governmental entity may not enter into a contract with a company for the purchase of goods or services unless the contract contains a written verification from the company that it:

(1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and

(2) will not discriminate during the term of the contract against a firearm entity or firearm trade association.

(c) Subsection (b) does not apply to a governmental entity that:

(1) contracts with a sole-source provider; or

(2) does not receive any bids from a company that is able to provide the written verification required by that subsection.

☐ Bidder Agrees to follow GC 2274.002 ☐ Bidder does not agree to follow GC 2274.002

(Required: Check only one)

2
0**GC 2276. Prohibition On Contracts With Companies Boycotting Certain Energy Companies**

Section 2276.002 Provision Required in Contract

(a) This section applies only to a contract that:

(1) is between a governmental entity and a company with 10 or more employees; and

(2) has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity.

(b) Except as provided by Subsection (c), a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

(1) does not boycott energy companies; and

(2) will not boycott energy companies during the term of the contract.

(c) Subsection (b) does not apply to a governmental entity that determines the requirements of Subsection (b) are inconsistent with the governmental entity's constitutional or statutory duties related to the issuance, incurrence, or management of debt obligations or the deposit, custody, management, borrowing, or investment of funds.

☐ Bidder agrees to follow 2276.002 ☐ Bidder does not agree to follow 2276.002

(Required: Check only one)

2
1**Reference Number One**2
2**Company Name**

(Required: Maximum 250 characters allowed)

2
3**Contact Name**

Name of person you conducted business with at this company.

(Required: Maximum 1000 characters allowed)

2 4	Business Address
<i>(Required: Maximum 1000 characters allowed)</i>	

2 5	Business Phone Number
	(____) ____ - _____ ext: <i>(Required)</i>

2 6	Business Email
	For contact person you conducted business with at this company. <i>(Required: Email address)</i>

2 7	Reference Number Two
--------	-----------------------------

2 8	Company Name
<i>(Required: Maximum 250 characters allowed)</i>	

2 9	Contact Name
	Name of person you conducted business with at this company.
<i>(Required: Maximum 250 characters allowed)</i>	

3 0	Business Address
<i>(Required: Maximum 1000 characters allowed)</i>	

3 1	Business Phone Number
	(____) ____ - _____ ext: <i>(Required)</i>

3 2	Business Email
	For contact person you conducted business with at this company. <i>(Required: Email address)</i>

3 3	Reference Number Three
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3
4**Company Name**

*(Required: Maximum 250 characters allowed)*3
5**Contact Name**

Name of person you conducted business with at this company.

*(Required: Maximum 250 characters allowed)*3
6**Business Address**

*(Required: Maximum 1000 characters allowed)*3
7**Business Phone Number** ext: *(Required)*3
8**Business Email**

For contact person you conducted business with at this company.

*(Required: Email address)*3
9**Payment**

Payment will be made on invoices billed for services no later than the fourth Friday after approval of the invoice. Invoices should be issued once per week and supervisors will approve the invoices and receive them within the week delivered to HCAD. All invoices must reference the purchase order number provided by the district.

a. The District's obligation will be payable solely from funds appropriated in the District's budget for the year in which such obligations may be due and payable. If no funds or insufficient funds are appropriated for payment of obligations the contract shall be terminated without liability to the District, its officers, agents, or employees.

b. All invoices should be submitted to the following PO Box or email address:

AccountsPayable@hcad.org

or

HCAD
Attn: Accounts Payable
PO Box 924208
Houston TX 77292-4208

Insurance Requirements

Staffing Agency shall be fully responsible for its employees including meeting all local, state and federal requirements for workers' compensation coverage. Staffing Agency shall procure, at its own expense, workers compensation coverage at the statutory limits under state and applicable federal law.

Staffing Agency shall procure and maintain, at its own expense, for the duration of any contract entered into with HCAD, employer's liability insurance with a minimum per occurrence policy limit not less than \$500,000 each accident, \$500,00 each employee and \$500,000 general policy limit. All coverage shall be underwritten by companies authorized to do business in the State of Texas. Staffing Agency shall provide HCAD with proof of insurance and immediately notify HCAD in writing of any coverage limit change on the insurance and/or any cancelation of the policy or any other change in the insurance coverage. HCAD shall be named as an additional insured on the policy. Staffing Agency is not relieved of any liability or other obligations assumed by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

☐ I have read and agree.

(Required: Check if applicable)

Bid Lines

1 Services Needed

The intent of this Request for Proposal (RFP) is to obtain fixed markup rate proposals from vendors to provide temporary staffing services on an as-needed basis. The objective is to establish a primary and secondary contractor to provide qualified temporary personnel as may be required by HCAD throughout the contract period. The needs of the District shall govern the number of services requested during the contract period.

HCAD is seeking qualified Temporary Staffing Services with expertise in expeditiously sourcing, screening, and providing quality candidates to fill temporary personnel needs for a diverse range of job categories, including but not limited to the following.

NOTE: HCAD establishes the hourly pay rate based on current compensation market data.

Item Notes: **Administrative /Clerical**

Individuals assigned to this position shall perform routine and repetitive clerical duties independently and in accordance with established procedures. Duties may include opening and distributing mail, photocopying, preparing, scanning, and indexing documents, data entry, maintaining electronic records, and other general office support functions related to property appraisal operations.

Temporary Clerk

Individuals assigned to this position shall assist with researching, reviewing, indexing, and modifying applications. Responsibilities include accurate data entry, reviewing documents for completeness, maintaining electronic records, documenting research findings, and performing other administrative support duties. Candidates shall demonstrate strong attention to detail, organizational skills, and proficiency in computer applications.

Exemption Specialist

Individuals assigned to this position shall process property tax exemption applications by reviewing, researching, approving, denying, or modifying applications in accordance with applicable laws, policies, and procedures. Duties include providing customer service to property owners and the public, researching exemption records, entering data into the appraisal system, maintaining accurate records, and assisting other divisions as needed.

2 2027 markup percentage

Total: %

Supplier Notes: _____

☐ No bid
☐ Additional notes
(Attach separate sheet)

3 2028 markup percentage for Option Year 1

Total: %

Supplier Notes: _____

☐ No bid
☐ Additional notes
(Attach separate sheet)

4 2029 markup percentage for Option Year 2

Total: %

Supplier Notes: _____

☐ No bid
☐ Additional notes
(Attach separate sheet)

5 2030 markup percentage for Option Year 3

Total: %

Supplier Notes: _____

☐ No bid
☐ Additional notes
(Attach separate sheet)

Supplier Information

Company Name:

Contact Name:

Address:

Phone:

Fax:

Email:

Supplier Notes

The undersigned hereby offers to furnish and deliver the goods and/or services as specified at the prices and terms herein stated and in accordance with the Invitation to Bid, Clarification Letters, and General Conditions of Bidding, all of which are made a part of this offer. All pages of the HCAD form, including but not limited to the conditions of bidding and page one of this bid invitation are incorporated into this bid for all purposes.

Print Name

Signature