



**CITY OF HOUSTON**  
 OFFICE  
 of  
**BUSINESS OPPORTUNITY**

**Sylvester Turner**

**Mayor**

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May 16, 2017

Melinda Penney  
 Lindon Group, Inc.  
 28 Sutton Avenue  
 East Providence, RI 02914-3414

Certification # 17-5-12871

Dear Melinda Penney:

**CONGRATULATIONS!** Your application for certification as a City of Houston **Disadvantaged Business Enterprise (DBE)** is approved. The approval is contingent upon your firm maintaining certification eligibility and cooperation with the annual update process on each anniversary date.

We have certified **Lindon Group, Inc.**, only for **Supplier of Geotechnical, Erosion Control, & Environmental Construction Material; Supplier of Piping, Pipe Remediation Products, Storm Water & Sewer Control Products, Precast Products, & Rain Water Tanks; Supplier of Steel Wire Mesh, Rolls & Mats, Straight Steel Rebar, and Steel Tie Wire; Manufacturer of REC Bags, Manufacturer & Supplier of Security Products Including Explosive Testing Kits, Consumer Product Designer & Developer.** You are being listed in the Directory of certified M/W/S/DBE, in the following Directory Capability listing:

**NAICS: NAICS 423320: BRICK, STONE, AND RELATED CONSTRUCTION MATERIAL  
 MERCHANT WHOLESALERS  
 NAICS 423390: OTHER CONSTRUCTION MATERIAL MERCHANT WHOLESALERS  
 NAICS 424990: OTHER MISCELLANEOUS NONDURABLE GOODS MERCHANT  
 WHOLESALERS  
 NAICS 444190: BUILDING MATERIALS SUPPLY DEALERS  
 NAICS 541420: INDUSTRIAL DESIGN SERVICES  
 NAICS 541490: OTHER SPECIALIZED DESIGN SERVICES**

The certification covers only the company, that is listed in this letter and on the attached certificate, not any other company with which you may be associated, and only for those specific functions mentioned herein.

Now that you are certified, the adventure begins. You will also receive emails on upcoming contracting opportunities, networking events, and free training. Check our website at [www.houstontx.gov/obo/index.html](http://www.houstontx.gov/obo/index.html) for valuable resource information.

Here is important information that you need to know:

Each year, one month prior to the anniversary date of your certification, you will receive instructions on how to

complete the Annual Update Form and Affidavit. This form must be completed and returned along with a signed copy your Business Income Tax (Form 1120, 1065 or 1040 All Schedules including Schedule C). Please note that for Tax Returns not yet filed under an extension of time to file, a copy of the extension will suffice. If you do not complete and return the above items, your certification may be revoked.

Also, failure to report company changes to us such as (ownership changes, address, phone number, business structure changes, etc.), or any subsequently discovered material misrepresentation in the certification application or in the execution of a contract, will be reason for revocation of certification for up to a five-year period.

**It is your responsibility to periodically monitor the online M/W/S/DBE Directory at <https://houston.mwdb.com/VendorSearch.asp> to ensure the accuracy of your contact information and profile. Attached is a copy of your firm's certification profile. If there are any changes to your firm's contact information (name, address, phone, fax, email), please contact our office immediately at (832) 393-0600 so that the appropriate adjustments can be made.**

I want to emphasize several important facts for your consideration:

First, we are here to assist you with any question or problems about how the City's M/W/S/DBE program works. We are also here to assist you with any problems on a City contract.

Second, never allow a company to submit your name unless you will, through your own efforts, be doing the work. The following practices are violations of the City's M/W/S/DBE program and will result in the revocation of certification for a five-year period.

1. Allowing your company's name to be submitted toward satisfying the M/W/S/DBE goal for a scope of work for which you are not certified;
2. Brokering or passing-through supply orders, wherein your contract includes dollars for supplies which you would only order from distributor or manufacturer;
3. Hiring members of the prime contractor's workforce;
4. Allowing your company's name to be submitted toward satisfying the M/W/S/DBE goal, but not actually performing, through your own workforce, the exact scope of work submitted in the prime's contract documents;
5. Requesting or allowing the prime contractor to "advance" dollars or otherwise meet payroll for your employees.

Third, after you sign a Letter of Intent or contract with a prime contractor to provide services or supplies on a City contract, should you experience ANY problems with actually getting or completing the contract, or being paid, please call us immediately to file a complaint. We cannot know whether you have actually been given the contract, or working on a project as reported to City Council, unless you tell us.

Fourth, the M/W/S/DBE Directory is available online at [www.houstontx.gov](http://www.houstontx.gov). It is used internally by City Procurement Representation, externally by prime contractors and vendors as they attempt to meet M/W/S/DBE goals assigned to City contracts. Our directory is also used by several other agencies and corporations in their search for legitimate M/W/S/DBE companies. You must maintain an accurate mailing address, a working telephone number, and a person or device for accepting your messages. It is essential that you return solicitation calls immediately. The accomplishment of the spirit and intent of our program is seriously affected when MWBE's cannot be reached. Those interested in contracting must be able to reach you quickly and consistently.

Fifth, please notify us immediately if you are ever, by action or inaction, discouraged from bidding on any City project, by a prime contractor or subcontractor, or any employee of the City. Our program requires that all information on a contract be given to you in a time frame, which will give you an opportunity to develop your bid.

Sixth, your certification has value, so your Certification Number should be guarded carefully. We suggest that

you not give your Certification Number to people who call and those who express an interest in doing business with you. Rather, we suggest you wait until your bid is accepted and you have a contract or signed Letter of Intent before releasing your Certification Number. They may call us for verification.

Seventh, Be advised that the percentage of M/W/S/DBE goal credit for Material Supply will depend on the method used on each particular project. If you do not alter the product or use your firm's storage facilities/distribution equipment, then the M/W/S/DBE goal credit will be reduced.

The City M/W/S/DBE program's focus is to open the competitive process, and to afford you an opportunity to actually perform work or provide services/goods related to City taxpayers' projects. This program is working! Our FY 2015 figures are among the highest in the nation—\$288.0 million earned by minority and women owned companies. We hope that in next year's figures we can count contracts you have received.

Finally, be sure to register as a vendor. All suppliers and contractors interested in registering with the City of Houston and/or bidding on products and services procured by the City of Houston, must first register with the City's Strategic Procurement Division for an online web account by accessing the following web-link:  
[http://purchasing.houstontx.gov/registration\\_form.aspx](http://purchasing.houstontx.gov/registration_form.aspx)

Once a user name and a password are obtained, you may then proceed to place bids, update your company profile and complete and submit a Supplier Registration Form to enroll on the City of Houston's registered supplier list. New supplier registration is incomplete until an IRS W-9 form is sent via email to [houstonpurchasing@houstontx.gov](mailto:houstonpurchasing@houstontx.gov). The information on this form must be the same as listed on the request for Taxpayer Identification Number as required by the Internal Revenue Service.

Again, congratulations. We welcome your participation, and wish you every success.

Very truly yours,



Carlecia D. Wright, Director  
Office of Business Opportunity

**Please note: If you received this approval letter due to the completion of your firm's ACDBE/DBE annual certification update and you have also received a proposed ACDBE/DBE decertification notification, this approval letter does not void or overrule that notification.**