



Annise D. Parker

Mayor

Carlecia D. Wright
Director
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Tejas Office Products, Inc.
1225 W. 20th Street
Houston, TX 77008

Dear Stephen Fraga:

CONGRATULATIONS! Your application for designation as a City/Local Business (CB/LB) under the Hire Houston First program is approved. The approval is contingent upon your firm maintaining designation eligibility.

We have designated Tejas Office Products, Inc. as eligible to participate in the Hire Houston First program with an effective HHF approval date of 10/1/2014. The designation covers only the company that is listed in this letter, not any other company with which you may be associated.

You can view the details of your designation online at <https://houston.mwdbe.com/?GO=1153>, and your firm is listed in the Hire Houston First directory at <https://houston.mwdbe.com/registry.asp>.

Please be sure to report company changes such as principal place of business, company headquarters, address, phone number, workforce changes, etc. to us immediately, as any subsequently discovered material misrepresentation in the designation application and affidavit form will be reason for revocation of designation, revocation of a contract awarded on the basis of an advantage gained by submitting false information or even debarment per Section 15-1203(1)(c) of the Houston City Code.

For more information about the requirements of the Hire Houston First program and Chapter 15, Article XI of the City of Houston's Code of Ordinances, please refer to the following link:

<http://www.houstontx.gov/obo/Hire-Houston-First>

All suppliers and contractors interested in submitting on-line bids for products and services procured by the City of Houston must first register for a Web Site Account. Once your firm is registered as a vendor with the City of Houston, you may then proceed to place bids and update your company's profile. If you have not yet registered as a supplier, vendor or contractor, please refer to the following link for assistance.

http://purchasing.houstontx.gov/files/Supplier_Guide.pdf

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

Very truly yours,

A handwritten signature in black ink that reads "Carlecia D. Wright".

Carlecia D. Wright, Director
Office of Business Opportunity



Annise D. Parker, Mayor



CITY OF HOUSTON

Office of Business Opportunity
www.houstontx.gov/obo

Tejas Office Products, Inc.

is duly designated as a

HIRE HOUSTON FIRST City/Local Business (CB/LB)

Carlecia D. Wright

Director, Office of Business Opportunity

Note: This certificate is the property of the City of Houston Office of Business Opportunity, and may be revoked should the above named firm no longer satisfy the Principal Place of Business requirements of the City of Houston's Hire Houston First program. This certificate is valid as long as this company is listed in the City of Houston's Hire Houston First online directory.