

**Fort Bend County Tabulation  
 Bid 26-017  
 Term Contract for Abandoned Motor Vehicle Auction and Related Services**

**Term: through September 30, 2027**

**Recommendation: Texas Auto Title & Registration Consultants Inc.  
 (Revenue: S.O. Auto Vehicle Escrow)**

<b>Abandoned Motor Vehicle Auction and Related Services Fees</b>	<b>Texas Auto Title &amp; Registration Consultants Inc. Corpus</b>
a) Notification, Administration and Auction Fee per each item:	\$50.00
b) Buyer's Premium percentage charged by Vendor to the successful buyer at time of Auction:	5%
c) Percent of gross sale charged by Vendor per each item stored in County's impound yard processed for County:	10%



**COUNTY PURCHASING AGENT**  
Fort Bend County, Texas

**Vendor Information**

Brooke Lindemann  
Purchasing Agent

Office (281) 341-8640

Legal Company Name (top line of W9)	Texas Auto Title & Registration Consultants Inc.			
Business Name (if different from legal name)				
Type of Business	<input checked="" type="checkbox"/> Corporation/LLC	<input type="checkbox"/> Partnership	Age in Business?	
	<input type="checkbox"/> Sole Proprietor/Individual	<input type="checkbox"/> Tax Exempt	38	
Federal ID # or S.S. #	74-2417966	SAM.gov Unique Entity ID #		
SAM.gov CAGE / NCAGE				
Publicly Traded Business	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Ticker Symbol _____			
Remittance Address	PO BOX 18717			
City/State/Zip	Corpus Christi TX 78480			
Physical Address	9450 S Padre Island Dr Suite 10			
( ) /State/Zip	Corpus Christi TX 78418			
Phone Number	361-939-7547			
E-mail	donald@texasautotitle.com			
Contact Person	Donald McClure			
Check all that apply to the company listed above and provide certification number.	DBE-Disadvantaged Business Enterprise <input type="checkbox"/> SBE-Small Business Enterprise <input type="checkbox"/> HUB-Texas Historically Underutilized Business <input type="checkbox"/> WBE-Women's Business Enterprise <input type="checkbox"/>	Certification # _____ Certification # _____ Certification # _____ Certification # _____	Cert Date _____ _____ _____ _____	Exp Date _____ _____ _____ _____
Company's gross annual receipts	<\$500,000 _____	\$500,000-\$4,999,999 <input checked="" type="checkbox"/>	\$17,000,000-\$22,399,999 _____	>\$22,400,000 _____
NAICs codes (Please enter all that apply)	541990-2      423110-04			
Signature of Authorized Representative				
Printed Name	Donald McClure			
Title	President			
D	11/18/2025			

**THIS FORM MUST BE SUBMITTED WITH THE SOLICITATION RESPONSE**

November 18, 2025

# Fort Bend County, Texas

## Purchasing Department

Request for Bid

#B26-017

Term Contract for Abandoned  
Motor Vehicle Auction and  
Related Services

Texas Auto Title & Registration Consultants, Inc

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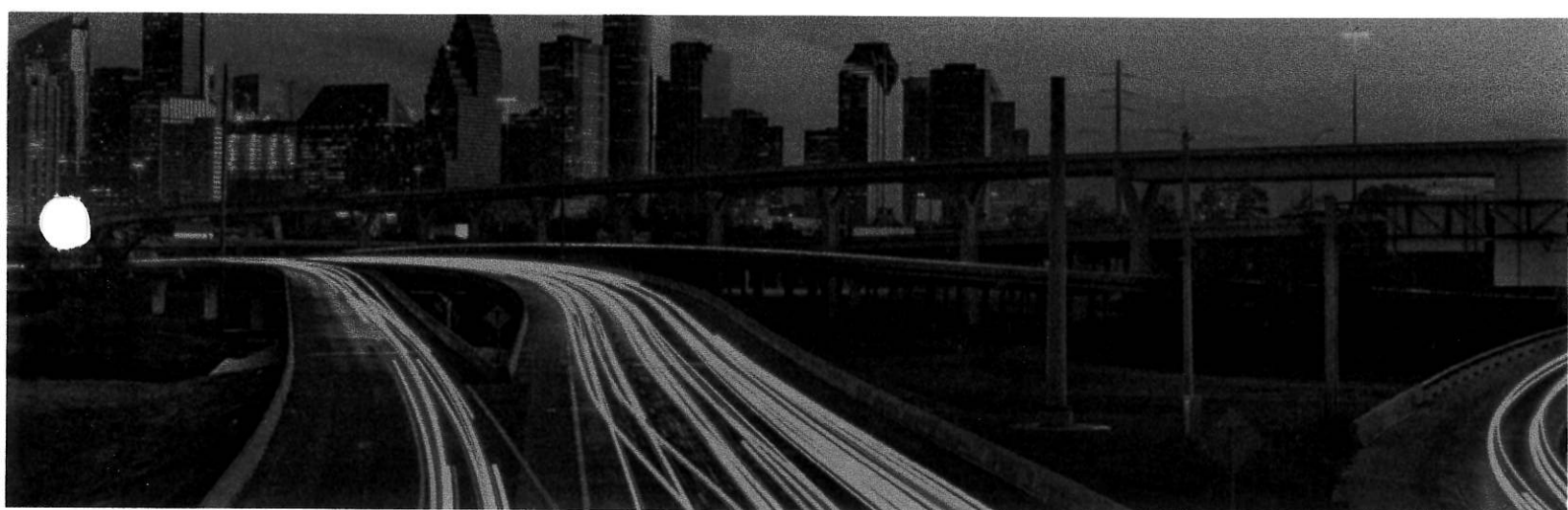
9450 S Padre Island Drive Suite 10

Corpus Christi TX 78418



# Texas Auto Title

[www.texasautotitle.com](http://www.texasautotitle.com)



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**1.0 GENERAL REQUIREMENTS:**

- 1.1 Read this entire document carefully. Follow all instructions. You are responsible for fulfilling all requirements and specifications. Be sure you understand them.
- 1.2 General Requirements apply to all advertised bids, however, these may be superseded, whole or in part, by the scope, special requirements, specifications, special specifications or other data contained herein.
- 1.3 Governing Law: Bidder is advised that these requirements shall be fully governed by the laws of the State of Texas and that Fort Bend County may request and rely on advice, decisions and opinions of the Attorney General of Texas and the County Attorney concerning any portion of these requirements.
- 1.4 Bid Document Completion: Fill out, initial each page, sign, and return ONE (1) complete bid document to the Fort Bend County Purchasing Department. An authorized representative of the bidder must sign the Contract Sheet. Do not complete the date at the top of the contract sheet. The bid document must be in a sealed envelope marked with the appropriate bid number and title. The contract will be binding only when signed by the County Judge, Fort Bend County and a purchase order authorizing the item(s) desired has been issued. The use of correction fluid is not acceptable and may result in the disqualification of bid. If an error is made, the bidder must draw a line through error and initial each change. All response, typed or written, information must be clear and legible.

If a pricing form in Excel is included and posted on the County's website amongst this bid document, the Vendor must download, complete and save the Excel file of the pricing form on a flash drive. The Excel file on the flash drive must be downloadable by the Purchasing Department in order to copy and paste the vendor's pricing to the County's tabulation. The flash drive must be labeled and included in the same sealed envelope with the respondent's completed bid document along with a printed copy of the completed pricing form.

- 1.5 Bid Returns: Bidders must return completed bid document to the Fort Bend County Purchasing Department at 301 Jackson, Suite 201, Richmond, Texas no later than 2:00 P.M. on the date specified. Late bids will not be accepted. Bids must be submitted in a sealed envelope, addressed as follows: Fort Bend County Purchasing Agent, Travis Annex, 301 Jackson, Suite 201, Richmond, Texas 77469.
- 1.6 Governing Document: In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall document, Fort Bend County's interpretation shall govern.
- 1.7 Addenda: No interpretation of the meaning of the drawings, specifications or other bid documents will be made to any bidder orally. All requests for such

Initials of Bidder: DM

interpretations must be made in writing addressed to Ms. Cheryl Krejci, Assistant Purchasing Agent, 301 Jackson, Suite 201, Richmond, Texas 77469, e-mail: [cheryl.krejci@fortbendcountytexas.gov](mailto:cheryl.krejci@fortbendcountytexas.gov). Any and all interpretations and any supplemental instructions will be in the form of written addenda to the contract documents which will be posted on Fort Bend County's website. Addenda will **ONLY** be issued by the Fort Bend County Purchasing Agent. It is the sole responsibility of each bidder to insure receipt of any and all addenda. All addenda issued will become part of the contract documents. Bidders must sign and include addendum in the returned bid package. Deadline for submission of questions and/or clarification is **Tuesday, November 11, 2025 at 9:00 a.m. (CST)**. Requests received after the deadline will not be responded to due to the time constraints of this bid process.

- 1.8 Hold Harmless Agreement: Contractor shall indemnify and hold Fort Bend County harmless from all claims for personal injury, death and/or property damage arising from any cause whatsoever, resulting directly or indirectly from contractor's performance. Contractor shall procure and maintain, with respect to the subject matter of this bid, appropriate insurance coverage including, as a minimum, public liability and property damage with adequate limits to cover contractor's liability as may arise directly or indirectly from work performed under terms of this bid. Certification of such coverage must be provided to the County upon request.
- 1.9 Waiver of Subrogation: Bidder and bidder's insurance carrier waive any and all rights whatsoever with regard to subrogation against Fort Bend County as an indirect party to any suit arising out of personal or property damages resulting from bidder's performance under this agreement.
- 1.10 Severability: If any section, subsection, paragraph, sentence, clause, phrase or word of these requirements or the specifications shall be held invalid, such holding shall not affect the remaining portions of these requirements and the specifications and it is hereby declared that such remaining portions would have been included in these requirements and the specifications as though the invalid portion had been omitted.
- 1.11 Bonds: If this bid requires submission of bid guarantee and performance bond, there will be a separate page explaining those requirements. Bids submitted without the required bid bond or cashier's checks are not acceptable. Bond/s or cashier's check must be complete with all required signatures.
- 1.12 Taxes: Fort Bend County is exempt from all federal excise, state and local taxes unless otherwise stated in this document. Fort Bend County claims exemption from all sales and/or use taxes under Chapter 20, Title 122a, Vernon's Texas Civil Statutes, as amended. Texas Limited Sales Tax Exemption Certificates will be furnished upon written request to the Fort Bend County Purchasing Department.
- 1.13 Fiscal Funding: A multi-year lease or lease/purchase arrangement (if requested by

Initials of Bidder: \_\_\_\_\_


the specifications), or any contract continuing as a result of an extension option, must include fiscal funding out. If, for any reason, funds are not appropriated to continue the lease or contract, said lease or contract shall become null and void. After expiration of the lease, leased equipment shall be removed by the bidder from the using department without penalty of any kind or form to Fort Bend County. All charges and physical activity related to delivery, installation, removal and redelivery shall be the responsibility of the bidder.

- 1.14 Pricing: Prices for all goods and/or services shall be firm for the duration of this contract and shall be stated in the bid pricing form or section. Prices shall be all inclusive. No price changes, additions, or subsequent qualifications will be honored during the course of the contract. All prices must be written in ink or typewritten. Pricing on all transportation, freight, and other charges are to be prepaid by the contractor and included in the bid prices. If there are any additional charges of any kind, other than those mentioned above, specified or unspecified, bidder MUST indicate the items required and attendant costs or forfeit the right to payment for such items.
- 1.15 Silence of Specifications: The apparent silence of specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of specifications shall be made on the basis of this statement. The items furnished under this contract shall be new, unused of the latest product in production to commercial trade and shall be of the highest quality as to materials used and workmanship. Manufacturer furnishing these items shall be experienced in design and construction of such items and shall be an established supplier of the item bid.
- 1.16 Supplemental Materials: Bidders are responsible for including all pertinent product data in the returned bid package. Literature, brochures, data sheets, specification information, completed forms requested as part of the bid package and any other facts which may affect the evaluation and subsequent contract award should be included. Materials such as legal documents and contractual agreements, which the bidder wishes to include as a condition of the bid, must also be in the returned bid package. Failure to include all necessary and proper supplemental materials may be cause to reject the entire bid.
- 1.17 Material Safety Data Sheets: Under the "Hazardous Communication Act", commonly known as the "Texas Right To Know Act", a bidder must provide to County and using departments, with each delivery, material safety data sheets, which are, applicable to hazardous substances defined in the Act. Bidders are obligated to maintain a current, updated file in the Fort Bend County Purchasing Department. Failure of the bidder to maintain such a file will be cause to reject any bid applying thereto.

Initials of Bidder:                     




- 1.18 Name Brands: Specifications may reference name brands and model numbers. It is not the intent of Fort Bend County to restrict these bids in such cases, but to establish a desired quality level of merchandise or to meet a pre-established standard due to like existing items. Bidders may offer items of equal stature and the burden of proof of such stature rests with them. Fort Bend County shall act as sole judge in determining equality and acceptability of products offered.
- 1.19 Color Selection: Determination of colors of materials is a right reserved by the using department unless otherwise specified in the bid. Unspecified colors shall be quoted as standard colors, not colors, which require up charges or special handling. Unspecified fabrics or vinyl should be construed as medium grade. If bidder fails to get color/material approvals prior to delivery of merchandise, the using department may refuse to accept the items and demand correct shipment without penalty, subject to other legal remedies.
- 1.20 Evaluation: Evaluation shall be used as a determinant as to which bid items or services are the most efficient and/or most economical for the County. It shall be based on all factors, which have a bearing on price and performance of the items in the user environment. All bids are subject to tabulation by the Fort Bend County Purchasing Department and recommendation to Fort Bend County Commissioners Court. Compliance with all bid requirements, delivery and needs of the using department are considerations in evaluating bids. Pricing is NOT the only criteria for making a recommendation. The Fort Bend County Purchasing Department reserves the right to contact any bidder, at any time, to clarify, verify or request information with regard to any bid.
- 1.21 Inspections: Fort Bend County reserves the right to inspect any item(s) or service location for compliance with specifications and requirements and needs of the using department. If a bidder cannot furnish a sample of a bid item, where applicable, for review, or fails to satisfactorily show an ability to perform, the County can reject the bid as inadequate.
- 1.22 Testing: Fort Bend County reserves the right to test equipment, supplies, material and goods bid for quality, compliance with specifications and ability to meet the needs of the user. Demonstration units must be available for review. Should the goods or services fail to meet requirements and/or be unavailable for evaluation, the bid is subject to rejection.
- 1.23 Disqualification of Bidder: Upon signing this bid document, a bidder offering to sell supplies, materials, services, or equipment to Fort Bend County certifies that the bidder has not violated the antitrust laws of this state codified in section 15.01, et seq., Business & Commerce Code, or the federal antitrust laws, and has not communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business. Any or all bids may be rejected if the County believes that collusion exists among the bidders. Bids in which the prices are obviously unbalanced may be rejected. If multiple bids are submitted by a

Initials of Bidder: 

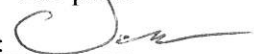
bidder and after the bids are opened, one of the bids is withdrawn, the result will be that all of the bids submitted by that bidder will be withdrawn; however, nothing herein prohibits a vendor from submitting multiple bids for different products or services.

- 1.24 Awards: Fort Bend County reserves the right to award this contract on the basis of lowest and best bid in accordance with the laws of the State of Texas, to waive any formality or irregularity, to make awards to more than one bidder, to reject any or all bids. In the event the lowest dollar bidder meeting specifications is not awarded a contract, the bidder may appear before the Commissioners Court and present evidence concerning his responsibility. An award is final only upon formal execution by the Fort Bend County Commissioners Court or the Fort Bend County Purchasing Agent. Fort Bend County reserves the right to withdraw any award until execution by the proper authority.
- 1.25 Assignment: The successful vendor may not assign, sell or otherwise transfer this contract without written permission of Fort Bend County Commissioners Court.
- 1.26 Term Contracts: If the contract is intended to cover a specific time period, said time will be given in the specifications under scope.
- 1.27 Maintenance: Maintenance required for equipment bid should be available in Fort Bend County by a manufacturer authorized maintenance facility. Costs for this service shall be shown on the bid sheet as requested or on a separate sheet, as required. If Fort Bend County opts to include maintenance, it shall be so stated in the purchase order and said cost will be included. Service will commence only upon expiration of applicable warranties and should be priced accordingly.
- 1.28 Contract Obligation: Fort Bend County Commissioners Court must award the contract and the County Judge or other person authorized by the Fort Bend County Commissioners Court must sign the contract before it becomes binding on Fort Bend County or the bidders. Department heads are not authorized to sign agreements for Fort Bend County. Binding agreements shall remain in effect until all products and/or services covered by this purchase have been satisfactorily delivered and accepted.
- 1.29 Title Transfer: Title and Risk of Loss of goods shall not pass to Fort Bend County until Fort Bend County actually receives and takes possession of the goods at the point or points of delivery. Receiving times may vary with the using department. Generally, deliveries may be made between 8:30 a.m. and 4:00 p.m., Monday through Friday. Bidders are advised to consult the using department for instructions. The place of delivery shall be shown under the "Special Requirement" section of this bid document and/or on the Purchase Order as a "Ship To:" address.
- 1.30 Purchase Order and Delivery: The successful bidder shall not deliver products or provide services without a Fort Bend County Purchase Order, signed by an

Initials of Bidder: 

authorized agent of the Fort Bend County Purchasing Department. The fastest, most reasonable delivery time shall be indicated by the bidder in the proper place on the bid sheet. Any special information concerning delivery should also be included, on a separate sheet, if necessary. All items shall be shipped F.O.B. inside delivery unless otherwise stated in the specifications. This shall be understood to include bringing merchandise to the appropriate room or place designated by the using department. Every tender or delivery of goods must fully comply with all provisions of these requirements and the specifications including time, delivery and quality. Nonconformance shall constitute a breach, which must be rectified prior to expiration of the time for performance. Failure to rectify within the performance period will be considered cause to reject future deliveries and cancellation of the contract by Fort Bend County without prejudice to other remedies provided by law. Where delivery times are critical, Fort Bend County reserves the right to award accordingly.

- 1.31 Contract Extension: Extensions may be made only by written agreement between Fort Bend County and the bidder. Any price escalations are limited to those stated by the bidder in the original bid.
- 1.32 Termination: Fort Bend County reserves the right to terminate the contract for default if Seller breaches any of the terms therein, including warranties of bidder or if the bidder becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies, which Fort Bend County may have in law or equity. Default may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all services required to Fort Bend County's satisfaction and/or to meet all other obligations and requirements. Contracts may be terminated without cause upon thirty (30) days written notice to either party unless otherwise specified.
- 1.33 Recycled Materials: Fort Bend County encourages the use of products made of recycled materials and shall give preference in purchasing to products made of recycled materials if the products meet applicable specifications as to quantity and quality. Fort Bend County will be the sole judge in determining product preference application.
- 1.34 Interlocal Participation: Additional governmental entities may purchase from this bid. Vendor agrees to accept purchase orders from those participating entities and to invoice each entity separately.
- 1.35 Escalation Clause: Successful bidder may apply for a price increase to the Fort Bend County Purchasing Agent. The County Purchasing Agent will review, and, if increase is deemed warranted, place the request on Fort Bend County's Commissioners Court agenda for their action of approval or disapproval. Approval by the County's Commissioner's Court is required. Any proposed price increase will only be the amount increased to the vendor from his/her supplier. The price


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increase request must be stated on the vendor's letterhead with the bid number and name in the subject including, in columns, for each item: item description, original bid price, percent of increase, and the total cost of the original bid price including the increased dollar amount. Written documentation from the vendor's supplier of the increase notice must be provided to the Purchasing Agent at time of increase request. No application for a price increase may be submitted within the first twelve (12) months of this contract. Increase requests of more than 25% of the original bid price will not be considered.

- 1.36 Modifications: This instrument contains the entire Contract between the parties relating to the rights herein granted and obligations herein assumed. Any oral or written representations or modifications concerning this instrument shall be of no force and effect excepting a subsequent written modification signed by both parties hereto.
- 1.37 Access to Records: County, upon reasonable notice and during normal business hours, is hereby granted access to review any books, account, and records kept by awarded vendor pertaining to the performance of awarded vendor's duties under this Agreement.


## **2.0 TERMS & CONDITIONS:**

- 2.1 Seller to Package Goods: Seller will package goods in accordance with good commercial practice. Each delivery container shall be clearly and permanently marked as follows (a) Seller's name and address; (b) Consignee's name, address and purchase order number and the bid number if applicable; (c) Container number and total number of containers (e.g. box 1 of 4 boxes); and (d) the number of the container bearing the packing slip. Seller shall bear cost of packaging unless otherwise provided. Goods shall be suitably packed to secure lowest transportation costs and to conform to requirements of common carriers and any applicable specifications. Fort Bend County's count or weight shall be final and conclusive on shipments not accompanied by packing list.
- 2.2 Shipment Under Reservation Prohibited: Seller is not authorized to ship goods under reservation and no tender of a bill of lading will operate as a tender of goods.
- 2.3 Title and Risk of Loss: The title and risk of loss of the goods shall not pass to the County until a County employee actually receives and takes possession of the goods at the point or points of delivery.
- 2.4 Delivery Terms: F.O.B. Destination Freight Prepaid, Inside Delivery, unless delivery terms are specified otherwise on Purchase Order.
- 2.5 No Replacement of Defective Tender: Every tender or delivery of goods must fully comply with all provisions of the Purchase Order as to time of delivery, quality and the like. If a tender is made which does not fully conform, this shall constitute a

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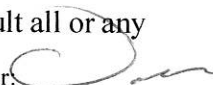
breach and Seller shall not have the right to substitute a conforming tender.

- 2.6 Place of Delivery: The place of delivery shall be that set forth in the block of the purchase order entitled "Ship To". Any change thereto shall be effective by modification as provided for in Clause number 2.20 "Modifications", hereof. The terms of this agreement are "no arrival, no sale", at the discretion of Fort Bend County.
- 2.7 Invoices and Payments:
- 2.7.1 Seller shall submit separate invoices, in duplicate. Invoices shall indicate the purchase order number and the bid number if applicable. Invoices shall be itemized and transportation charges, if any, shall be listed separately. A copy of the bill of lading, and the freight waybill when applicable should be attached to the invoice.
- 2.7.2 Fort Bend County's obligation is payable only and solely from funds available for the purpose of this purchase. Lack of funds shall render the order null and void to the extent funds are not available and any delivered but unpaid goods will be returned to Seller by the county.
- 2.7.3 Do not include Federal Excise, State, or City Sales Tax. Fort Bend County is a tax-exempt governmental entity.
- 2.8 Gratuities: Fort Bend County may, by written notice to the Seller, cancel any order without liability, if it is determined by the County that gratuities, in the form of entertainment, gifts, or otherwise were offered or given by the Seller, or any agent or representative of the Seller to any officer or employee of Fort Bend County with a view toward securing an order. In the event an order is canceled by the County pursuant to this provision, the County shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Seller in providing such gratuities.
- 2.9 Special Tools and Test Equipment: If the price stated on the face of an order includes the cost of any special tooling or special test equipment fabricated or required by Seller for the purpose of filing this order, such special tooling equipment and any process sheets related thereto shall become the property of the County and to the extent feasible shall be identified by the Seller as such.
- 2.10 Warranty/Price:
- 2.10.1 The price to be paid by the County shall be that contained in Seller's bid which Seller warrants to be no higher than Seller's current prices on orders by others for products of the kind and specification covered by an order for similar quantities under similar or like conditions and methods of purchase. In the event Seller breaches this warranty the prices of the items shall be

Initials of Bidder: 


reduced to the Seller's current prices on orders by others. Fort Bend County may cancel this contract without liability.

- 2.10.2 The Seller warrants that no person or selling agency has been employed or retained to solicit or secure any County order based upon any agreement or understanding for commission, percentage, brokerage, or contingent fee excepting bona fide employees of bona fide established commercial or selling agencies maintained by the Seller for the purpose of securing business. A breach or violation of this warranty gives the County the right, in addition to any other right or rights, to cancel this contract without liability.
- 2.11 Warranty Product: Seller shall not limit or exclude any implied warranties and any attempt to do so shall render an order voidable at the option of the County. Seller warrants that the goods furnished will conform to the specifications, drawings, and description listed in the bid invitation and purchase order as applicable, and to the sample(s) furnished by Seller if any. In the event of a conflict between the specifications, drawings, and descriptions, the specifications shall govern.
- 2.12 Safety Warranty: Seller warrants that the product sold to Fort Bend County shall conform to the standards promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970. In the event the product does not conform to OSHA standards, the County may return the product for correction or replacement at the Seller's expense. In the event Seller fails to make the appropriate correction within 10 days, correction made by the County will be at Seller's expense.
- 2.13 No Warranty by Fort Bend County Against Infringements: As part of a contract for sale Seller agrees to ascertain whether goods manufactured in accordance with the specifications will give rise to the rightful claim of any third person by way of infringement. Fort Bend County makes no warranty that the production of goods according to the specification will not give rise to such a claim and in no event shall Fort Bend County be liable to Seller for indemnification in the event the Seller is sued on the grounds of infringement or the like. If Seller is of the opinion that an infringement will result, he will notify Fort Bend County to this effect in writing within two days after the receiving Purchase Order. If the County does not receive notice and is subsequently held liable for the infringement, Seller will defend and save the County harmless. If Seller in good faith ascertains that production of the goods in accordance with the specifications will result in infringement, this contract shall be null and void except that the County will pay Seller the reasonable cost of his search as to infringements.
- 2.14 Right of Inspection: The County shall have the right to inspect the goods at delivery before accepting them.
- 2.15 Cancellation: Fort Bend County shall have the right to cancel for default all or any

Initials of Bidder: 

part of the undelivered portion of an order if Seller breaches any of the terms hereof including warranties of Seller, or if the Seller becomes insolvent or files for protection under the bankruptcy laws. Such rights of cancellation are in addition to and not in lieu of any other remedies, which Fort Bend County may have in law or equity.


- 2.16 Termination: The performance of work under a Purchase Order may be terminated in whole or in part by the County in accordance with this provision. Termination of work there under shall be effected by the delivery to the Seller of a "Notice of Termination" specifying the extent to which performance of work under the order is terminated and the date upon which such termination becomes effective. Such right of termination is in addition to and not in lieu of rights of Fort Bend County set forth in Clause 15 herein.
- 2.17 Force Majeure: Force Majeure means a delay encountered by a party in the performance of its obligations under this Agreement, which is caused by an event beyond the reasonable control of that party. Without limiting the generality of the foregoing, "Force Majeure" shall include but not be restricted to the following types of events: acts of God or public enemy; acts of governmental or regulatory authorities; fires, floods, epidemics or serious accidents; unusually severe weather conditions; strikes, lockouts, or other labor disputes; and defaults by subcontractors.
- In the event of a Force Majeure, the affected party shall not be deemed to have violated its obligations under this Agreement, and the time for performance of any obligations of that party shall be extended by a period of time necessary to overcome the effects of the Force Majeure, provided that the foregoing shall not prevent this Agreement from terminating in accordance with the termination provisions. If any event constituting a Force Majeure occurs, the affected party shall notify the other parties in writing, within twenty-four (24) hours, and disclose the estimated length of delay, and cause of the delay.
- 2.18 Assignment-Delegation: No right or interest in an order shall be assigned or delegation of any obligation made by Seller without the written permission of Fort Bend County. Any attempted assignment or delegation by Seller shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.
- 2.19 Waiver: No claim or right arising out of a breach of any contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waived or renunciation is supported by consideration and is in writing signed by the aggrieved party.
- 2.20 Modification: A Purchase Order can be modified or rescinded only by a writing signed by both of the parties or their duly authorized agents.

Initials of Bidder: 

- 2.21 Parol Evidence: This writing is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of this agreement. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any terms rendered under this agreement and shall not be relevant to determine the meaning of this agreement even though the accepting or acquiescing party has knowledge of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in this agreement, the definition contained in the Code is to control.
- 2.22 Applicable Law: This agreement shall be governed by the Uniform Commercial Code. Whenever the term "Uniform Commercial Code" is used it shall be construed as meaning the Uniform Commercial Code as adopted in the State of Texas and in effective on the date of the purchase order.
- 2.23 Advertising: Seller shall not advertise or publish, without the County's prior consent the fact that Fort Bend County has entered into any contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state, or local government.
- 2.24 Right to Assurance: Whenever the County in good faith has reason to question the other party's intent to perform. The County may demand that the other party give written assurance of his intent to perform. In the event that a demand is made and no assurance is given within five (5) days, the County may treat this failure as an anticipatory repudiation of the contract.
- 2.25 Venue: Both parties agree that venue for any litigation arising from this contract shall lie in Richmond, Fort Bend County, Texas.
- 2.26 Prohibition Against Personal Interest in Contracts: No officer or employee of the County shall have a financial interest, direct or indirect, in any contract with the County, or shall be financially interested, directly or indirectly, in the sale to the County of any land, materials, supplies, or service, except on behalf of the County as an officer or employee. Any willful violation of this section shall constitute malfeasance in office, and any officer or employee guilty thereof shall be subject to disciplinary action under applicable laws, statutes and codes of the State of Texas. Any violation of this section, with the knowledge, expressed or implied of the person or corporation contracting with the County shall render the contract involved voidable by the County Commissioners Court.

### **3.0 SCOPE:**

It is the intent of Fort Bend County to contract with one (1) vendor to provide abandoned motor vehicle auctions and related services as specified herein.

Initials of Bidder: 



be performed under this request, to agree to indemnify Fort Bend County and to hold it harmless from all claims for bodily injury and property damage that may arise from said Respondent's operations. Such provisions shall be in form satisfactory to Fort Bend County.

- 5.7 Loss Deduction Clause - Fort Bend County shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of deductibles shall be the sole responsibility of Respondent and/or trade contractor providing such insurance.

## **6.0 TEXAS ETHICS COMMISSION FORM 1295:**

- 6.1 Effective January 1, 2016 all contracts executed by Commissioners Court, regardless of the dollar amount, will require completion of Form 1297 "Certificate of Interested Parties", per the new Government Code Statute §2272.908. All vendors submitting a response to a formal Bid, RFP, SOQ or any contracts, contract amendments, renewals or change orders are required to complete the Form 1297 online through the State of Texas Ethics Commission website. Please visit: <https://www.ethics.state.tx.us/filinginfo/1295/>

- 6.2 On-line instructions:

6.2.1 Name of governmental entity is to read: Fort Bend County.

6.2.2 Identification number used by the governmental entity is: B26-017.


6.2.3 Description is the title of the solicitation: Abandoned Vehicle Auction.

- 6.3 Apparent low bidder(s) will be required to provide the Form 1297 within three (3) calendar days from notification; however, if your company is publicly traded you are not required to complete this form.

## **7.0 STATE LAW REQUIREMENTS FOR CONTRACTS:**

The contents of this section are required by Texas Law and are included by County regardless of content.

- 7.1 Agreement to Not Boycott Israel Chapter 2270 Texas Government Code: By signature on vendor form, Contractor verifies Contractor does not boycott Israel and will not boycott Israel during the term of this Contract.
- 7.2 Texas Government Code Section 2251.152 Acknowledgment: By signature on vendor form, Contractor represents pursuant to Section 2252.152 of the Texas Government Code, that Contractor is not listed on the website of the Comptroller of the State of Texas concerning the listing of companies that are identified under Section 806.051, Section 807.051 or Section 2253.153.

Initials of Bidder: 

**8.0 HUMAN TRAFFICKING:**

By acceptance of this contract, Contractor acknowledges that Fort Bend County is opposed to human trafficking and that no County funds will be used in support of services or activities that violate human trafficking laws.

**9.0 BACKGROUND AND DEFINITIONS:**

Motor vehicles, outboard motors, and/or watercrafts are abandoned throughout the County occasionally. Chapter 683 of the TEXAS TRANSPORTATION CODE, authorizes a law enforcement agency to take custody of an abandoned motor vehicle, outboard motor, and/or watercraft and sets out certain mandatory notification and procedures for the public auction of an abandoned motor vehicle, outboard motor, and/or watercraft permit transfer to the purchaser of an abandoned motor vehicle, outboard motor, and/or watercraft free and clear of all liens and claims of ownership. The County wishes to contract with one (1) responsible vendor to send out the required notices and administer and conduct public auctions of abandoned motor vehicles, outboard motors, and/or watercrafts, in accordance with the provisions of Chapter 683.


*Abandoned Motor Vehicle, Outboard Motors, &/or Watercrafts* shall mean the following:

- (1) a motor vehicle, outboard motor, &/or watercraft that is inoperable and more than five years old and left unattended on public property for more than 48 hours;
- (2) a motor vehicle, outboard motor, &/or watercraft that has remained illegally on public property for a period of more than 48 hours;
- (3) a motor vehicle, outboard motor, &/or watercraft that has remained on private property without the consent of the owner or person in control of the property for more than 48 hours;
- (4) a motor vehicle, outboard motor, &/or watercraft left unattended on the right-of-way of a designated county, state, or federal highway within this state for more than 48 hours or for more than 12 hours on a turnpike project constructed and maintained by the Texas Turnpike Authority or a controlled access highway as defined by Section 541.302 of the TEXAS TRANSPORTATION CODE or as it may be amended; or
- (5) a motor vehicle, outboard motor, &/or watercraft that has been reported abandoned to County or its agent by a garagekeeper, as set forth and provided in Section 683.031 of the TEXAS TRANSPORTATION CODE.

*Garagekeeper* shall mean an owner or operator of a storage facility, set forth in Section 683.001 (2) of Chapter 683, or as it may be amended.

*County* shall mean Fort Bend County and Fort Bend County Sheriff's Office.

*Motor Vehicle* shall mean a vehicle that is subject to registration under Chapter 501 of the TEXAS TRANSPORTATION CODE, or as it may be amended.

Initials of Bidder: 

*Storage Facility* shall mean a garage, parking lot, or establishment of the servicing, repairing, and parking of motor vehicles, as set forth in Section 683.001(7) of Chapter 683 or as it may be amended.

*Outboard motor* means an outboard motor subject to registration under Chapter 31, Parks and Wildlife Code.

*Watercraft* means a vessel subject to registration under Chapter 31, Parks and Wildlife Code.

## **10.0 SPECIFICATIONS AND REQUIREMENTS:**

### 10.1 County Sheriffs Office Requirements:

10.1.1 Determine that an automobile, outboard motor, and/or watercraft are "abandoned" as defined in Chapter 683 or as it may be amended.

10.1.2 Verify whether a vehicle, outboard motor, and/or watercraft is reported stolen and maintain records in their office for two years.

10.1.3 Provide a copy of the policies listed below, that set out certain obligations County shall require of a garagekeeper to perform to each garagekeeper within the County.


10.1.3.1 Garagekeepers who hold, store, or possess a motor vehicle, outboard motor and/or watercraft that is deemed to be abandoned, as set forth in Sec. 683.031 of Chapter 683, shall notify the awarded vendor, with copy to County.

10.1.3.2 All abandoned motor vehicles, outboard motor, and/or watercraft reported to County shall be considered to be in the custody of County whether the abandoned motor vehicle is stored at the garagekeeper's storage facility or removed by County in accordance with the provisions of Chapter 683.

10.1.4 Notify awarded vendor within 24 hours after County has taken custody of abandoned motor vehicles, outboard motor, and/or watercraft abandoned someplace other than at a garagekeeper's facility.

10.1.5 Provide a supply of Auction Sales Receipts (VTR7 I-1) before auction day to Awarded Vendor. The 71-1 Forms are obtained from your regional Texas Dept of Transportation Office (VTR Division) located at:

Texas Dept of Motor Vehicles - Houston Regional Office 7721  
Washington Ave Houston TX 77007  
Ofc: 713-802-4300 Fax: 713-866-7302

Initials of Bidder: 

10.1.6 Provide the name, address and telephone number of Wrecker Service if County contracts with any party to tow, preserve and store an abandoned vehicle, outboard motor, and/or watercraft, and County shall advise the Wrecker Service to contact the awarded vendor to administer all of the procedures required by Chapter 683. Any contract, agreement, or document of hire between County and the Wrecker Service shall protect the awarded vendor's rights and interests under this agreement, as an intended third party beneficiary.

10.2 Vendor's Duties:

10.2.1 Provide such notice as is required by Chapter 683 to the last known registered owner of the motor vehicle, outboard motor, and/or watercraft and all lienholders of record.

10.2.2 Sell the motor vehicles, outboard motor, and/or watercrafts at a public auction if the abandoned motor vehicle, outboard motor, and/or watercraft is not reclaimed before or on the date stated in the notice as the last day to reclaim.


10.2.3 Provide required notice of the auction to the public and the garagekeeper including but not limited to the time and place of the auction.

10.2.4 Deposit any proceeds in an escrow account and maintain for 90 days after reimbursement of expenses of auction, preservations, towing, storage, notices and publications of the vehicles, outboard motor, and/or watercraft.

10.2.5 Notify FBC Sheriff's Office when discrepancies are found and submit them to the Sheriff's Office for review and investigation. The vendor would also need to deny or refuse payment to towing companies if they are attempting to obtain unlawful funds.

10.3 The auction sales proceeds for each abandoned motor vehicle, outboard motor, and/or watercraft sold shall be distributed in the following order:

- (1) Awarded Vendor shall be entitled to all fees owed to Awarded Vendor.
- (2) County shall be entitled any towing, storage, and notification fees owed to County.
- (3) Garagekeeper shall be entitled any towing, storage, and notification fees owed to the garagekeeper.
- (4) For each abandoned motor vehicle, outboard motor, and/or watercraft stored in a garagekeeper's facility all remaining proceeds shall be deposited in an escrow account for ninety days for owner or lienholder to claim. After 90 days any unclaimed proceeds shall be paid to law enforcement general

Initials of Bidder: 

**14.0 PROPERTY OF AWARDED VENDOR:**

Any and all buyers and customer lists composed, generated, or used by Texas Auto Title are and shall remain the property of Texas Auto Title. County agrees that at the conclusion of the term of this Agreement that County will not use or employ said buyers and customer lists for any purpose related to the auctioning or disposing of abandoned motor vehicles, outboard motors, and/or watercrafts. County further agrees that County will not disseminate or divulge said buyers and customer lists to any third party or entity during the term of this Agreement or following the expiration of this Agreement.

**15.0 REQUIRED FORMS:**

All vendors submitting are required to complete and/or provide with submission:

- 15.1 State of Texas Auctioneer License
- 15.2 Vendor Form
- 15.3 W9 Form
- 15.4 Tax Form/Debt/Residence Certification

Initials of Bidder: \_\_\_\_\_



**Contract Sheet  
Bid 26-017**

**THE STATE OF TEXAS  
COUNTY OF FORT BEND**

This memorandum of agreement made and entered into on the 18 day of December, 2025,  
by and between Fort Bend County in the State of Texas (hereinafter designated County), acting herein  
by

County Judge KP George, by virtue of an order of Fort Bend County Commissioners  
Court, and **Texas Auto Title & Registration Consultants. Inc.** (hereinafter designated Contractor).

WITNESSETH:

The Contractor and the County agree that the bid and specifications for the **Abandoned Motor Vehicle Auction and Related Services** which are hereto attached and made a part hereof, together with this instrument and the bond (when required) shall constitute the full agreement and contract between parties and for furnishing the items set out and described; the County agrees to pay the prices stipulated in the accepted bid.

It is further agreed that this contract shall not become binding or effective until signed by the parties hereto and a purchase order authorizing the items desired has been issued.

Executed at Richmond, Texas this 22 day of December 2025.

**Fort Bend County, Texas**

By: KP George  
County Judge, KP George

By: [Signature]  
Signature of Contractor

By: DONALD MCCLUNE, PRESIDENT  
Printed Name and Title

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

<b>Print or type.</b> See <i>Specific Instructions</i> on page 3.	<b>1</b>	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>Texas Auto Title &amp; Registration Consultants Inc.</b>	
	<b>2</b>	Business name/disregarded entity name, if different from above.	
	<b>3a</b>	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input checked="" type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions)	<b>4</b>
			Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)
	<b>3b</b>	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. <input type="checkbox"/>	
	<b>5</b>	Address (number, street, and apt. or suite no.). See instructions. <b>9450 S Padre Island Drive Suite 10</b>	<b>Requester's name and address (optional)</b>
	<b>6</b>	City, state, and ZIP code <b>Corpus Christi TX 78418</b>	
	<b>7</b>	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. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>																									
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7	4	-	2	4	1	7	9	6	6																

## 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.

<b>Sign Here</b>	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](http://www.irs.gov/FormW9).

### What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they





Texas Department of Licensing and Regulation  
Result Listing

Name and Location	Other Information
MCCLURE, DONALD LYMAN  County: NUECES	<b>Auctioneer</b> License #: 12482 Expiration Date: 06/24/2026 Type: N/A License Status: Active Original License Issue Date: 10/26/1993

[Search Again](#) | [Back](#)

**Texas Department of Licensing and Regulation**  
Result Listing

Name and Location	Other Information
BUHIDAR, JESSICA CHRISTINE  County: NUECES	<b>Auctioneer</b> License #: 18080 Expiration Date: 08/09/2026 Type: N/A License Status: Active Original License Issue Date: 08/09/2019

[Search Again](#) | [Back](#)



**Texas Auto Title & Registration Consultants, Inc.**

**Po Box 18718 Corpus Christi TX 78480**

**1-888-TX-TITLE**

donald@texasautotitle.com [www.texasautotitle.com](http://www.texasautotitle.com)

B26-017 Term Contract for Abandoned Vehicle Auction and Related Services

Dear Ms. Krejci,

I am pleased to submit this bid on behalf of **Texas Auto Title & Registration Consults Inc.** for the **Abandoned Vehicle Auction & Related Services** contract with **Fort Bend County**. Our company has proudly served public agencies across Texas — including **over 25 years of experience working with the Fort Bend County Sheriff's Office** — providing professional title processing, notification, and auction management services **pursuant to Texas Transportation Code §683**, as well as escrow fund administration for abandoned vehicles.

Over the course of our operations, **Texas Auto Title & Registration Consults Inc.** has successfully processed and managed more than **100,000 vehicles in Fort Bend County, producing over \$425,000 of escrow funds, of which over \$375,000 was paid to Fort Bend County in the last three years**, ensuring that each vehicle was handled in full compliance with all state and local laws. Our long-standing experience demonstrates our commitment to efficiency, transparency, and the highest standards of public service.

**Texas Auto Title & Registration Consultant, Inc.** agrees to a **10%** escrow management fee.

**Our Qualifications and Capabilities Include:**

- Over 25 years of continuous service to the Fort Bend County Sheriff's Office and other local and county agencies across Texas.
- Proven record of processing and auctioning more than 350,000 vehicles
- Two full-time licensed auctioneers.
- Fully licensed, bonded, and insured for vehicle auction and title operations
- Expertise in owner and lienholder notifications and auctions conducted pursuant to Texas Transportation Code §683.
- Accurate calculation, management, and disbursement of escrow funds.
- Experienced personnel trained in lien processing, title transfers, and auction management
- Reputation for professionalism, integrity, and dependable service.

Our company takes pride in maintaining a smooth, compliant, and efficient process from vehicle intake to auction sale. We understand the importance of accurate documentation, timely reporting, and clear communication with agency representatives and the public.

We value our long-standing relationship with the **Fort Bend County Sheriff's Office** and look forward to continuing our tradition of dependable, professional service.

Sincerely,

**Donald L. McClure**

President

Texas Auto Title & Registration Consults Inc.

fund minus ~~15%~~ 10% administration fee.

- 10.4 Any abandoned motor vehicle, outboard motor, and/or watercraft not sold at the public auction shall be considered sold to garagekeeper for the towing, storage, and notification fees owed to the garagekeeper. A "not sold" vehicle is one for which the auctioneer announced as available, offered for sale, attempted to solicit bids, but did not sell because the minimum bid was not offered and/or accepted, for whatever, and any reason. In such an event, the garagekeeper shall owe the Awarded Vendor any notification, administrative, or auction fees.
- 10.5 Awarded Vendor shall look solely to the proceeds from the auction sale revenue for payment of all the aforementioned fees. In no event shall County be liable to Awarded Vendor for any fees, if the auction sale revenue is not sufficient to cover its fees.

**11.0 AWARD:**

This contract will be awarded to the overall lowest bidder meeting specifications.

**12.0 BID PRICING:**

Service	Bid Price
a) Notification, Administration and Auction Fee per each item:	\$ 50
b) Buyer's Premium percentage charged by Vendor to the successful buyer at time of Auction:	% 5
c) Percent of gross sale charged by Vendor per each item stored in County's impound yard processed for County:	% 10

**13.0 FORMULA:**


The following formula will be used to determine the overall lowest and best bidder for this contract. Quantities are estimates only.

Notification, Administration and Auction Fee a) \$50 per each X 50 each = \$ 2500

Buyer's Premium percentage b) 5% charged by Vendor to the successful buyer at time of Auction X \$2,000.00: = \$ 2100

Percent c) 10 % of gross sale charged by Vendor per each item stored in County's impound yard processed for County X \$2,000.00: = \$ 200

**TOTAL: \$ 4800**

Initials of Bidder: 

# CERTIFICATE OF INTERESTED PARTIES

FORM **1295**

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY  
 CERTIFICATION OF FILING**

**Certificate Number:**  
 2025-1396088

**Date Filed:**  
 12/04/2025

**Date Acknowledged:**  
 12/18/2025

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**  
 Texas Auto Title & registration Consultants Inc  
 Corpus Christi , TX United States

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**  
 Fort Bend County

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**  
 B26-017  
 : Abandoned Vehicle Auction

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	McClure, Donald	Corpus Christi, TX United States	X	

**5 Check only if there is NO Interested Party.**

**6 UNSWORN DECLARATION**

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(month) (year)

\_\_\_\_\_  
 Signature of authorized agent of contracting business entity  
 (Declarant)