

**REQUEST FOR PROPOSALS (RFP)****New Construction Building Services - #2022-02****Invitation for Proposals**

The purpose of the Request for Proposal (RFP) is to obtain quotes and/or bids for providing new construction building services for a Public Works Administration Building located at 510 S. Avenue A, Freeport Tx. 77541.

All Communication regarding this RFP and for obtaining a complete RFP packet of information should be directed to;

Cathy Ezell  
Finance/Human Resource Director  
200 West 2<sup>nd</sup> Street  
Freeport TX. 77541  
[cezell@freeport.tx.us](mailto:cezell@freeport.tx.us)

To be considered, each contractor must submit a completed proposal bid form, certificate of liability insurance, and any additional information requested in the RFP with their proposal packet. The proposal bid form must be signed and include a statement as to the period during which the proposal remains valid.

Responses to this RFP will be evaluated based on a selection process consisting of:

- A review by the city of the contractor's response to the RFP, to determine if the proposal meets all criteria for consideration.
- Relevant experiences, project understanding, project requirements, strength of the proposal, and proposed fees.

Every effort will be made to adhere to the following schedule:

- |                                     |  |
|-------------------------------------|--|
| • Distribute RFP                    | Date: Thursday, December 23, 2021                  |
| • Pre-Bid site inspections with PWD | Date/Time: Wednesday, January 5, 2022 at 9:00 a.m. |
| • Proposal Submission Deadline      | Date/Time: Tuesday, January 18, 2022 at 10:00 a.m. |
| • Selection                         | Date: February 7, 2022                             |

Note: Pre-Inspection of locations must be scheduled with our Public Works Director Lance Petty at 979-709-5700 prior to bid acceptance.

Proposals will be accepted until 10:00 am on Tuesday, January 18, 2021.

Envelopes shall be clearly marked "Requests for Proposal – "New Construction Building Services – Public Works Administration Building-#2022-02" on the outside of the envelope.

## **Instructions for Bidders**

The City of Freeport is requesting bids to provide new construction building services for a Public Works Administration Building on City owned property located at 510 S Avenue A, Freeport Tx. 77541.

## **Scope of Work**

The City wants to construct a new Public Works Administrative facility on the property that the City owns. The City also wants to construct the facility as soon as practical. Engineering and design plans are attached as Exhibit A.

## **Project Construction Schedule**

When the City prepares a Request for Proposal, we state that we want Invitation to Bid documents prepared by a specific date and that we want project construction to start by a certain date. With this project we would like Public Works to be out of their existing building as soon as practical and to soon be occupying their new site, we are openly asking you to propose a project schedule that you believe is realistic.

## **Selection Process**

The City will take into account such matters it considers appropriate in selecting the successful contractor. The City reserves the right to contract with one or more vendors for new construction building services for a Public Works Administration Building and to reject, for any reason, any and all bids. Evaluation criteria will include:

- The contractor's understanding of the assignment and ability to follow bidding instructions
- The contractor's proposed fee for construction of a new Public Works Administration Building
- The experience and qualifications of the contractor
- References (provide a minimum of three account references)

## **Bidder Qualifications & Proposals**

The requirements of contractors interested in submitting proposals:

1. Clearly outline (on the provided bid form) the total price for New Construction Building Services
2. Submit summary of your experience and qualifications
3. Submit three account references that you currently service
4. Submit a certificate of liability insurance and automobile/equipment insurance (the contractor will need to name the City as additional insured and meet the following liability limits if awarded a contract; \$1.0 million per occurrence). Also, submit proof of statutory worker's compensation coverage under Texas law.
5. Specify the staff to be involved (primary contact, single proprietor, clerical contact, and owner's agent).

6. Submit two (2) copies of the proposal packet (failure to not submit two full copies of your proposal may result in your proposal not being considered).

The contractor should be aware of the following:

- The proposal should confirm that neither the contractor nor any employee would be in a conflict of interest with respect to the proposal if the contractor were to be selected to perform the services required.
- All proposals will be property of the City of Freeport TX.
- The lowest proposal will not necessarily be accepted. The City reserves the right to reject all bids, award the agreement, interview contractors, negotiate specific terms of the agreement, and make other adjustments as required in consultation with the successful contractor.
- Sealed envelopes marked "Request for Proposal – "New Construction Building Services – Public Works Administration Building" on the outside of the envelope with the proponent's name and address shown on the upper left-hand corner of the envelope, must be received at City Hall, Attn: Cathy Ezell, Finance/Human Resource Director, 200 West 2<sup>nd</sup> Street Freeport TX, 77541 prior to 10:00 am on Tuesday, January 18, 2021.

## Terms and Conditions

1. Bidders shall inform themselves of all the conditions under which the work is to be performed concerning the site of the work, the obstacles which may be encountered, and all other relevant matters concerning the work to be performed under this contract.
2. The contractor shall assume full responsibility for the actions of its employees or agents and shall repair or replace any damaged item or area of the City properties caused by the actions of its employees or agents unless said damage occurred under circumstances beyond their reasonable control as determined by the City.
3. Any damage of public or private property caused by the contractor's operations shall be resolved with the property owner within ten (10) days after damage occurs to the satisfaction of the City. The contractor shall inform the City of any damage caused by the contractor's operation on the day of such damage occurs. Should the damage not be rectified within the time frame agreed upon or to the satisfaction of the City, the City reserves the right to repair or replace that which was damaged or assess the contractor such cost as may be reasonable and related to damaged caused by the contractor, and deduct these costs from any payment due the contractor.
4. It is mutually agreed understood and agreed that the contractor shall not assign, transfer, convey, sublet, or otherwise dispose of this contract or his right, title, or interest therein, or his power to execute such contract, to any other person, firm, or corporation, without previous written consent of an authorized representative of the City of Freeport; but in no case shall consent relieve the contractor from his obligations or change the terms of the contract.

5. The contract may be canceled or annulled by the City in whole or in part by written notice of default to the contractor upon nonperformance or violation of contract terms. The City of Freeport reserves the right to terminate the service at any time during the term of the contract upon thirty (30) days written notice to the contractor. Failure of the contractor to deliver services within the time stipulated, unless extended in writing by the City of Freeport, shall constitute contract default.
  
6. Contractor shall supply cell phone numbers, daytime office numbers, fax numbers, and numbers of supervisors handling this contract. The contractor shall return all calls within one (1) hour of the City placing the call. On-site response time for complaints must be made within 24 hours of the initial call being made by the City. The contractor must assign a crew leader to monitor all work being performed on the project. Failure to comply with the accessibility requirements shall be deemed as substandard work and will be subject to the same penalties.
  
7. The undersigned hereby affirms and states that the prices quoted herein constitute total cost to the City for all work involved in the respective items. This cost also includes all proposal preparation costs, insurance, royalties, transportation charges, use of all tools and equipment, superintendent, overhead expense, inspection costs, all profits and all other services and conditions necessarily involved in the work to be done in accordance with the requirements of the contract documents considered collectively.
  
8. Provide a project budget proposal that identifies the following information:
  - a) Expected method of payment with a not to exceed cost
  - b) All direct and indirect costs you will assess for performing work

This Agreement entered into on \_\_\_\_\_.

Date

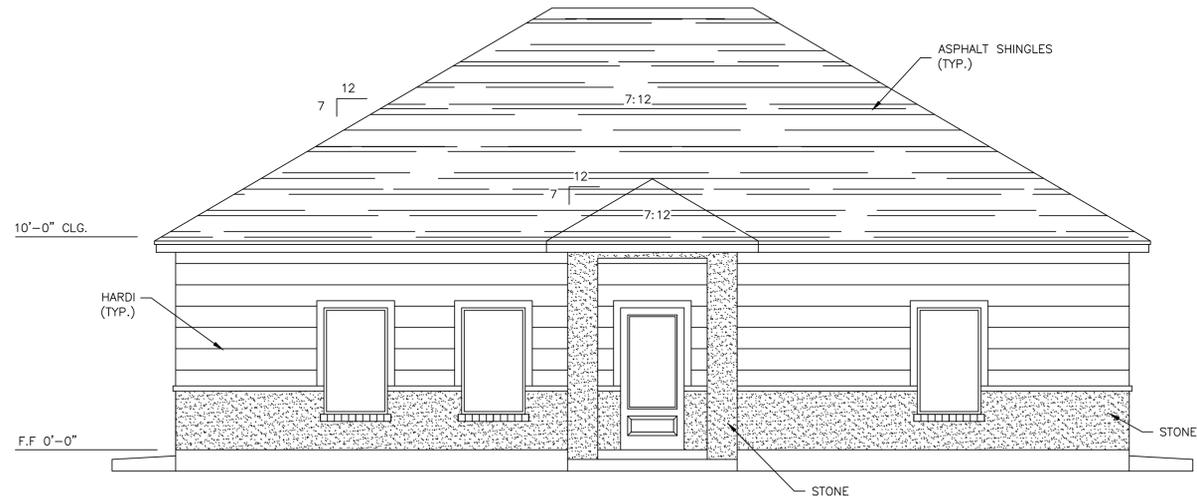
\_\_\_\_\_  
OWNER (Signature)

\_\_\_\_\_  
Contractor (Signature)

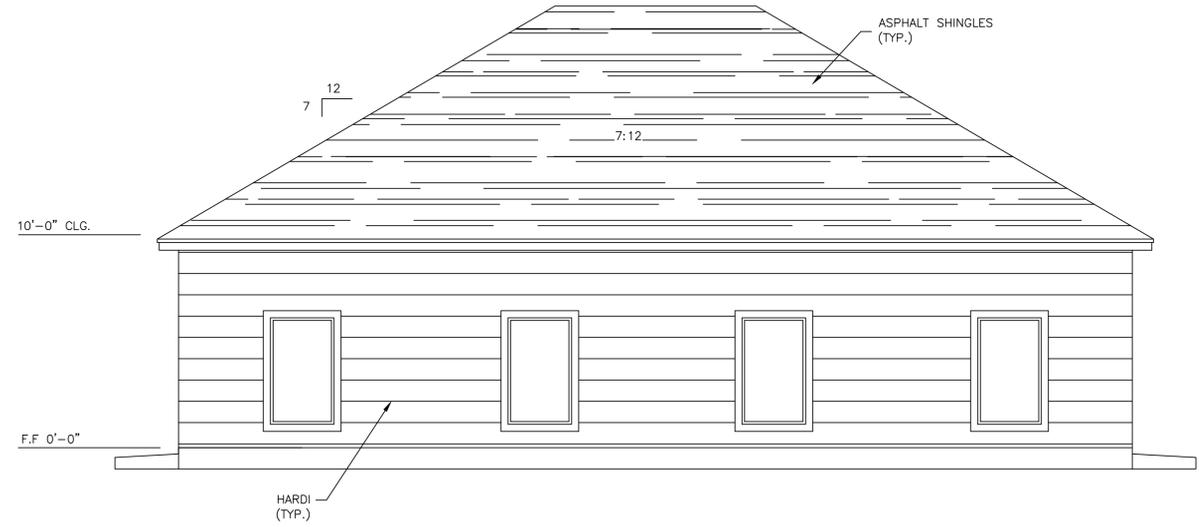
\_\_\_\_\_  
(Print Name and Title)

\_\_\_\_\_  
(Print Name and Title)

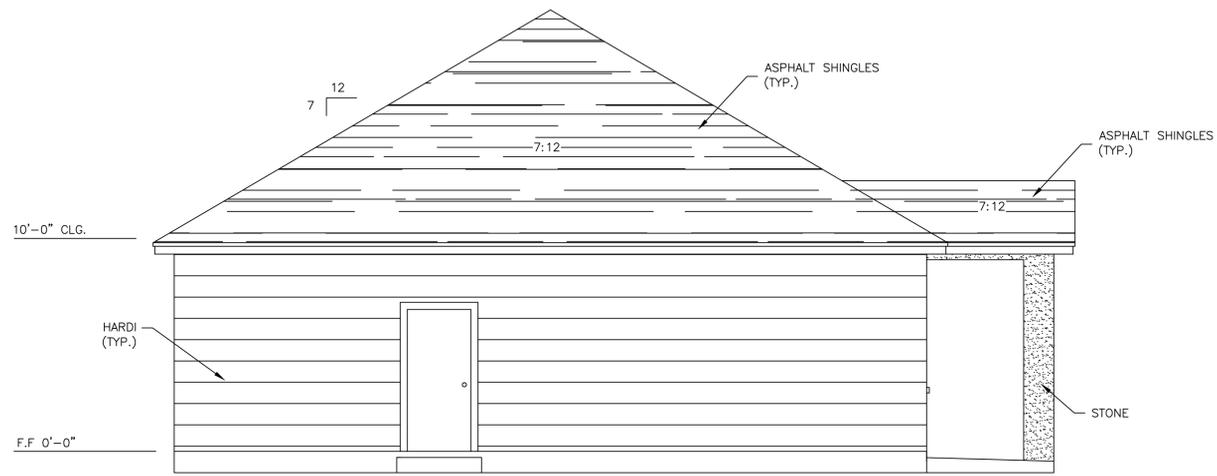
## **Exhibit A**



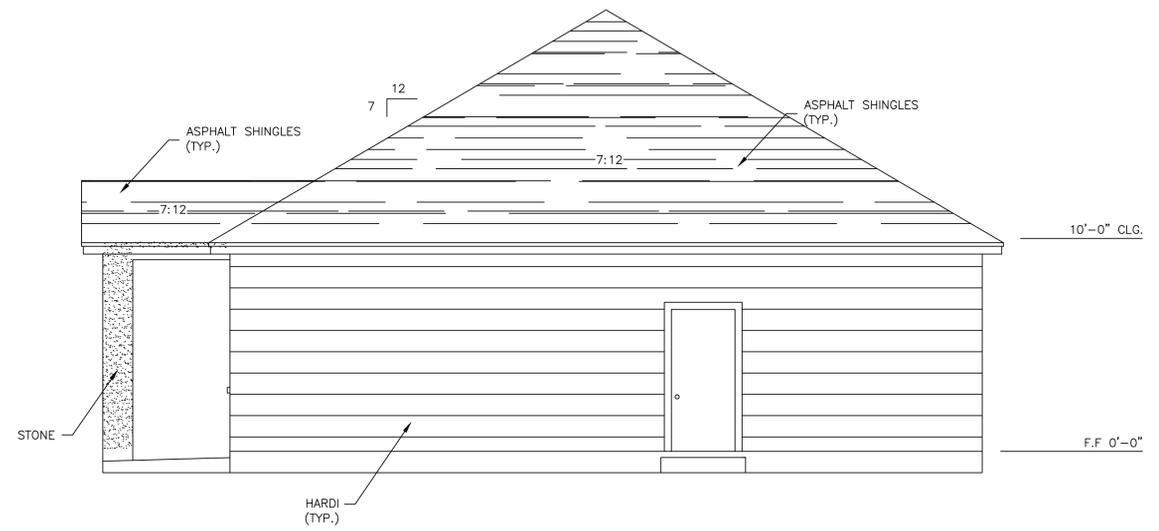
**FRONT ELEVATION**



**REAR ELEVATION**



**LEFT ELEVATION**



**RIGHT ELEVATION**

To the best of my knowledge, these plans, specifications and notes were prepared by me or under my direct supervision and I am a duly licensed professional architect in the State of Florida. I am not responsible for any errors or omissions in these plans, specifications and notes, nor for any consequences that may result from their use. I warrant that the plans, specifications and notes were prepared by me or under my direct supervision and I am a duly licensed professional architect in the State of Florida.



(979)-235-7108

**FREEPORT SERVICE CENTER  
EXTERIOR ELEVATIONS**

MyCasa DESIGNS  
JOB NO. 202114  
DRAWING NO.

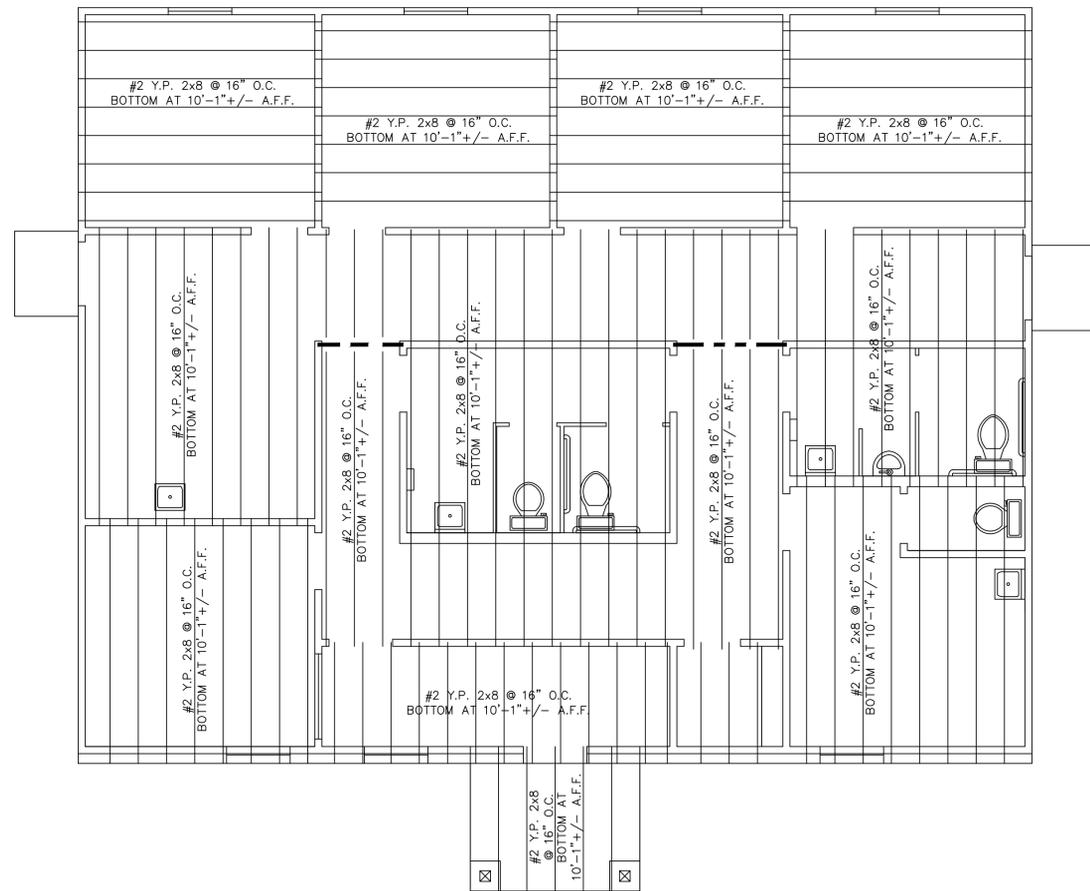
**1**

| REV. | DATE    | DESC.  |
|------|---------|--------|
| 0    | 12/2/21 | CONSTR |

|             |                         |
|-------------|-------------------------|
| PLAN:       | FREEPORT SERVICE CENTER |
| DRAWN BY:   | J.GALVAN                |
| CHECKED BY: |                         |
| REVISION:   | 0                       |
| SCALE:      | 1/4" = 1'-0"            |



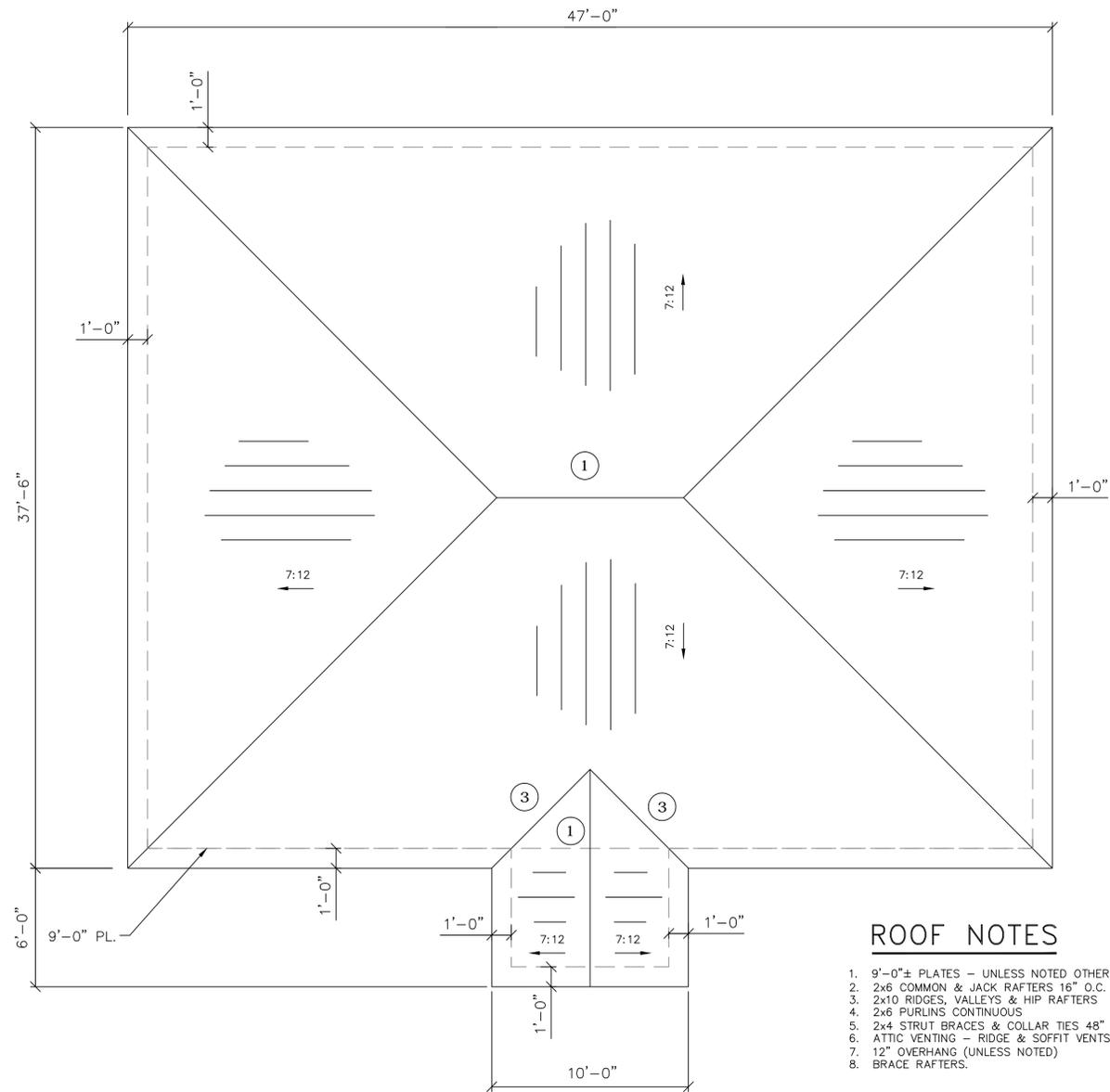


**CEILING FRAMING PLAN NOTES**

1. SEE FLOOR PLAN FOR DIMENSIONS NOT SHOWN.
2. SEE PLAN FOR JOIST LOCATIONS.
- 2"x6" HANGER HU26 (16d NAILS)
- 2"x8" HANGER HU28 (16d NAILS)
- 2"x12" HANGER HU212 (16d NAILS)

**CEILING FRAMING PLAN**

SCALE: 1/4" = 1'-0"



**ROOF NOTES**

1. 9'-0"± PLATES - UNLESS NOTED OTHERWISE
2. 2x6 COMMON & JACK RAFTERS 16" O.C. #2 YP
3. 2x10 RIDGES, VALLEYS & HIP RAFTERS
4. 2x6 PURLINS CONTINUOUS
5. 2x4 STRUT BRACES & COLLAR TIES 48" O.C.
6. ATTIC VENTING - RIDGE & SOFFIT VENTS
7. 12" OVERHANG (UNLESS NOTED)
8. BRACE RAFTERS.

**LEGEND**

|   |        |
|---|--------|
| ① | RIDGE  |
| ② | HIP    |
| ③ | VALLEY |

**ROOF FRAMING PLAN**

SCALE: 1/4" = 1'-0"

In the best of my knowledge these plans, specifications, details, and all other information herein are true and correct to the best of my ability and belief. I am not responsible for any errors or omissions, or for any consequences arising from the use of these plans, specifications, details, and other information. My liability is limited to the professional services I have provided. I am not an architect, engineer, or contractor. My services are limited to the design of the roof framing system. I am not responsible for any other construction or for any other trades. My liability is limited to the professional services I have provided.



(979)-235-7108

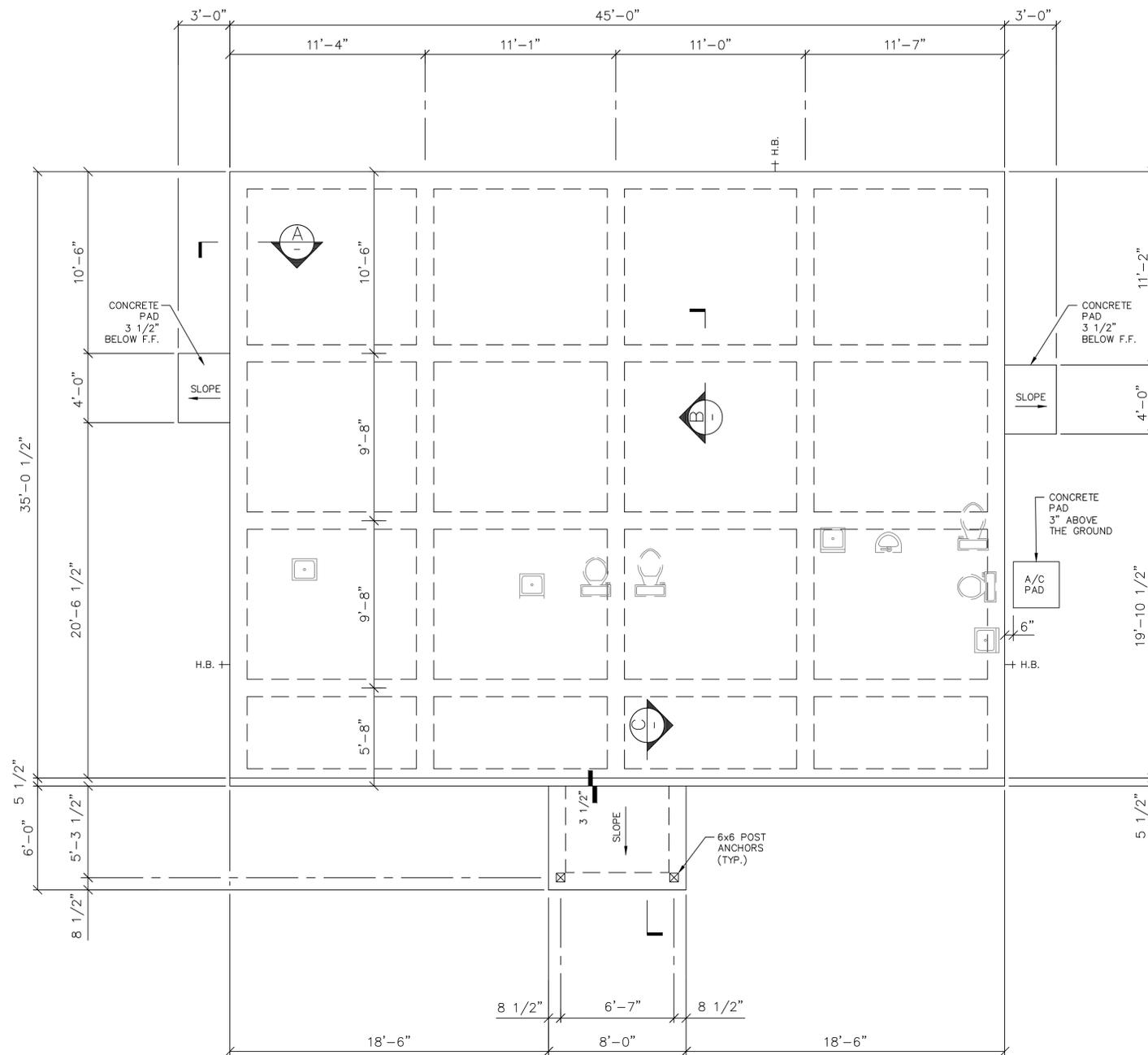
**FREEPORT SERVICE CENTER  
CEILING + ROOF FRAMING PLAN**

MyCasa DESIGNS  
JOB NO. 202114

DRAWING NO.



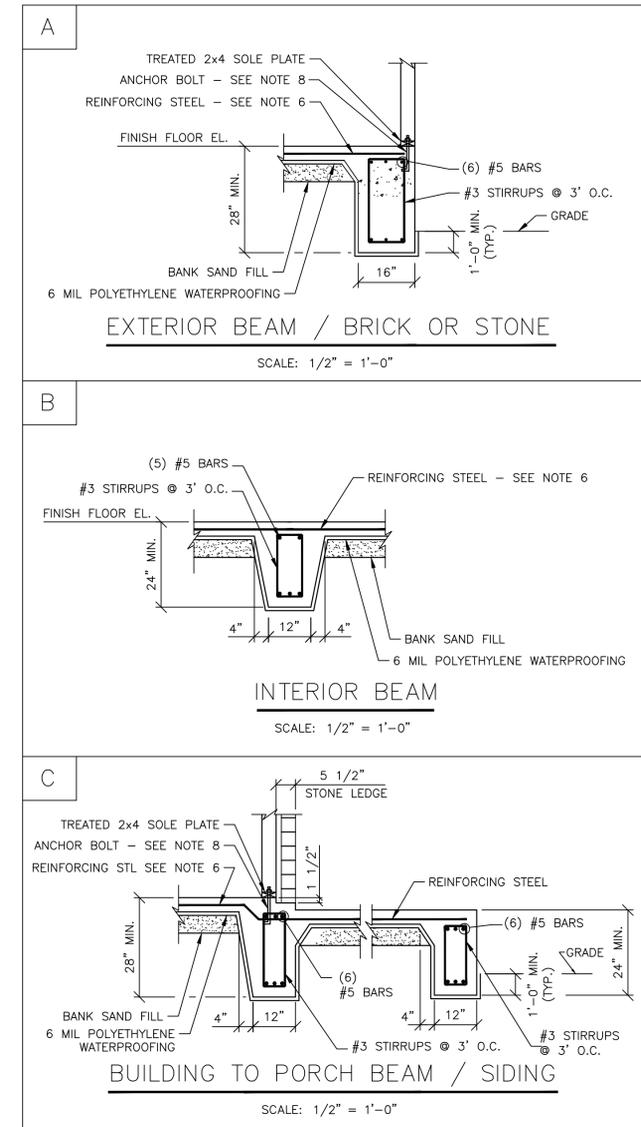
| PLAN:       | FREEPORT SERVICE CENTER | REV. | DATE    | DESC.  |
|-------------|-------------------------|------|---------|--------|
| DRAWN BY:   | J.GALVAN                | 0    | 12/2/21 | CONSTR |
| CHECKED BY: |                         |      |         |        |
| REVISION:   |                         | 0    |         |        |
| SCALE:      | 1/4" = 1'-0"            |      |         |        |



**FOUNDATION PLAN**  
SCALE: 1/4" = 1'-0"

**FOUNDATION NOTES**

- 6 MIL POLYETHYLENE OVER 4" SAND CUSHION.
- LAP BAR STEEL 40 DIAMETERS AT SPLICES.
- BEAM STEEL TO BE TIED AND SUPPORTED EVERY 3'-0"
- ALL BEAMS TO EXTEND 12" MIN. INTO UNDISTURBED SOIL.
- REINFORCING STEEL COVERAGE SHALL BE:  
SLAB-ON-GRADE - 2" FROM SOIL  
GRADE BEAM - 3" BOTTOM, 2" TOP & SIDES  
FOOTINGS - 3" BOTTOM, 2" SIDES
- 4" THK. 3000# CONCRETE SLAB, REINFORCED W/ #4 REBARS, 16" O.C. BOTH WAYS.
- ALL CONCRETE TO HAVE AN ULTIMATE COMPRESSIVE STRENGTH AT 28 DAYS OF 3000 P.S.I.
- ANCHOR BOLTS - 10" LG.; 5/8"Ø; 32" O.C.; IMBED 7" INTO SLAB; MINIMUM 2 PER PLATE; ONE MAX. 6" FROM EACH END AND EACH PIECE, UNLESS WINDSTORM ENGINEERING DETAILS DEPICT OTHERWISE.



| REV. | DATE    | DESC.  |
|------|---------|--------|
| 0    | 12/2/21 | CONSTR |

| PLAN:       | FREEPORT SERVICE CENTER |
|-------------|-------------------------|
| DRAWN BY:   | J. GALVAN               |
| CHECKED BY: |                         |
| REVISION:   | 0                       |
| SCALE:      | 1/4" = 1'-0"            |



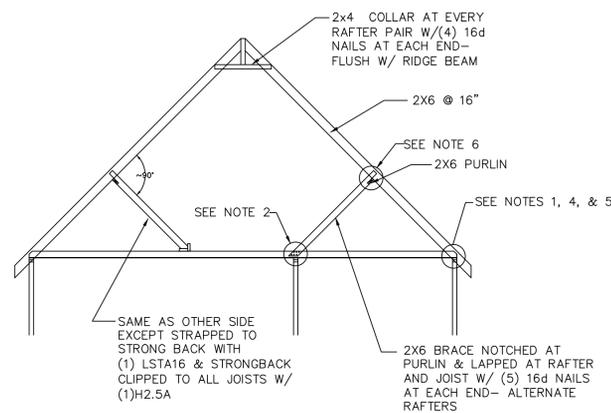
**FREEPORT SERVICE CENTER**  
**FOUNDATION PLAN**



MyCasa DESIGNS  
JOB NO. 202114  
DRAWING NO.



NOTE: USE DETAILS THAT APPLY TO A PARTICULAR PROJECT

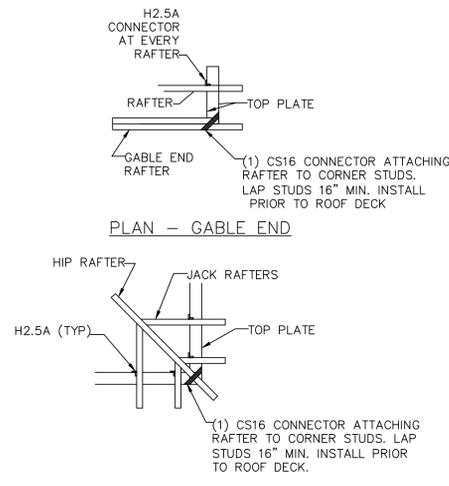


NOTES:

- (1) H2.5A CONNECTOR AT EACH RAFTER
- (1) H2.5A CONNECTOR AT EACH BRACE ATTACHING JOIST TO WALL
- MAXIMUM RAFTER SPAN W/O BRACE = 12'
- RAFTERS MUST REST UPON DOUBLE TOP PLATE OF WALL
- WALL MUST HAVE CONTINUOUS STUDS (NO PONY WALLS)
- RAFTERS W/O BRACE TO BE CONNECTED TO PURLIN W/ H2.5A

RAFTER BRACING AND HOLD-DOWN SYSTEM (2X6 RAFTERS @ 16"O.C.)

DETAIL 622030

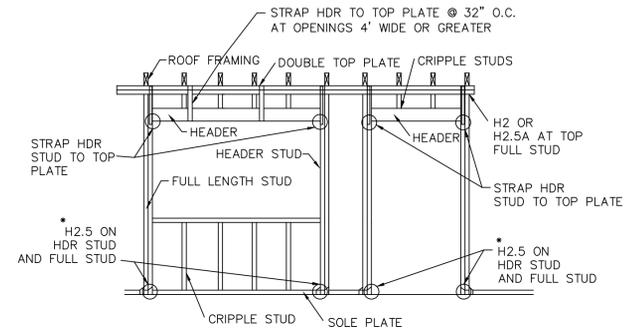


NOTE: SIMILAR INSTALLATION AT VALLEYS

PLAN - HIP AT CORNER

CORNER RAFTER TO PLATE CONNECTION FOR BOTH GABLE AND HIP CORNERS

DETAIL 625150



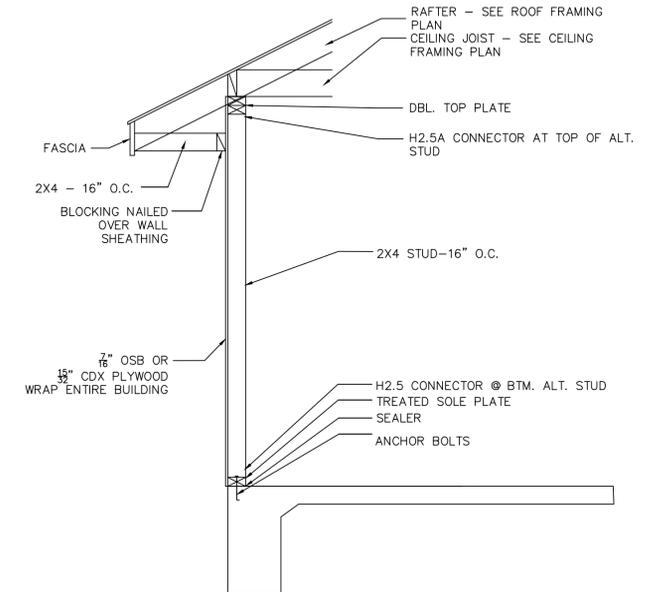
NOTE:

- ALL EXT. WALLS TO HAVE H2.5A @ TOP AND H2.5 @ BTM OF EACH STUD (EXCEPT CRIPPLE STUDS).
- ALL EXT. WALLS MUST HAVE FULL-LENGTH STUDS (NO PONY WALLS)

MAY USE SSP OR DSP INSTEAD

FRAMING CONNECTIONS FOR WALLS AND OPENINGS

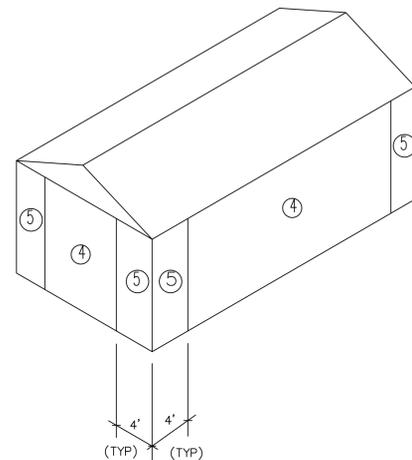
DETAIL 625110



TYPICAL EXTERIOR WALL

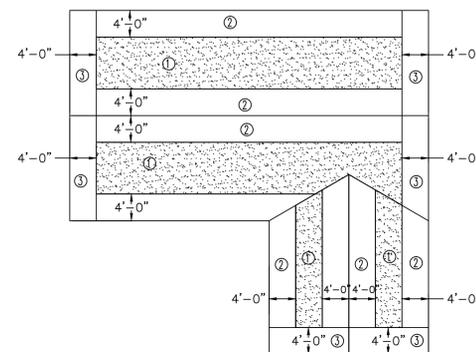
DETAIL 625112

NOTE: ONLY USE DETAILS THAT APPLY.



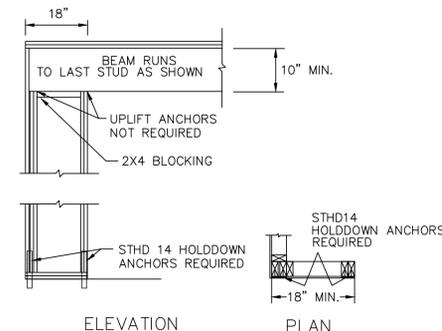
WALL SHEATHING ATTACHMENT

DETAIL 631010

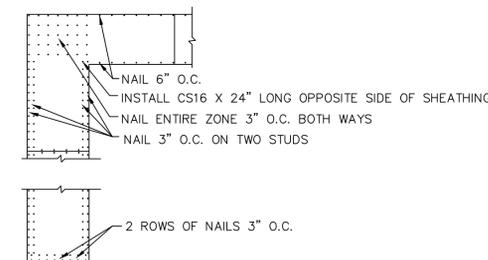


ROOF SHEATHING ATTACHMENT

DETAIL 631012



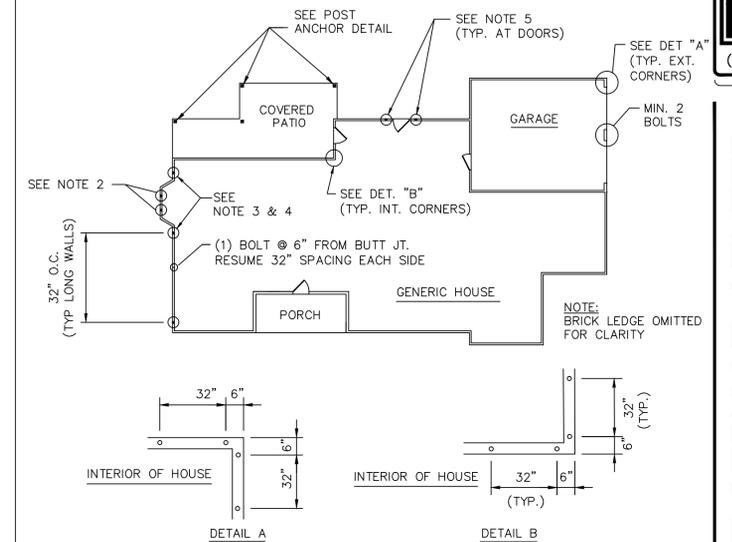
CORNER FRAMING DETAIL WITH AN 18 INCH MINIMUM RETURN



CORNER SHEATHING DETAIL WITH AN 18 INCH MINIMUM RETURN

STRUCTURAL DETAIL

DETAIL 631020



NOTES:

- A.B. TO BE A307 5/8" DIA x 10" (MIN.) WITH A 7" EMBEDMENT, WITH A 2 1/4" PROJ. & A 2x2x1/8" WASHER.
- A.B. AT 32" MAX O.C. & WITHIN 6" OF JOINT, MIN OF 2 EACH PIECE OF SILL PL.
- A.B. AT 32" MAX, WITHIN 6" OF JOINT, MIN. OF 2 EACH PIECE OF SILL PL.
- A.B. @ 6" FROM JT.
- A.B. @ 6" FROM DOOR OPENING

ANCHOR BOLT LOCATION PLAN

DETAIL 625280



| PLAN:       | FREEPORT SERVICE CENTER | REV:  | DATE         | DESC.  |
|-------------|-------------------------|-------|--------------|--------|
| DRAWN BY:   | J.GALVAN                | DATE: | 11/15/21     | CONSTR |
| CHECKED BY: |                         | DATE: |              |        |
| REVISION:   | 0                       |       |              |        |
| SCALE:      |                         |       | 1/4" = 1'-0" |        |

MyCasa



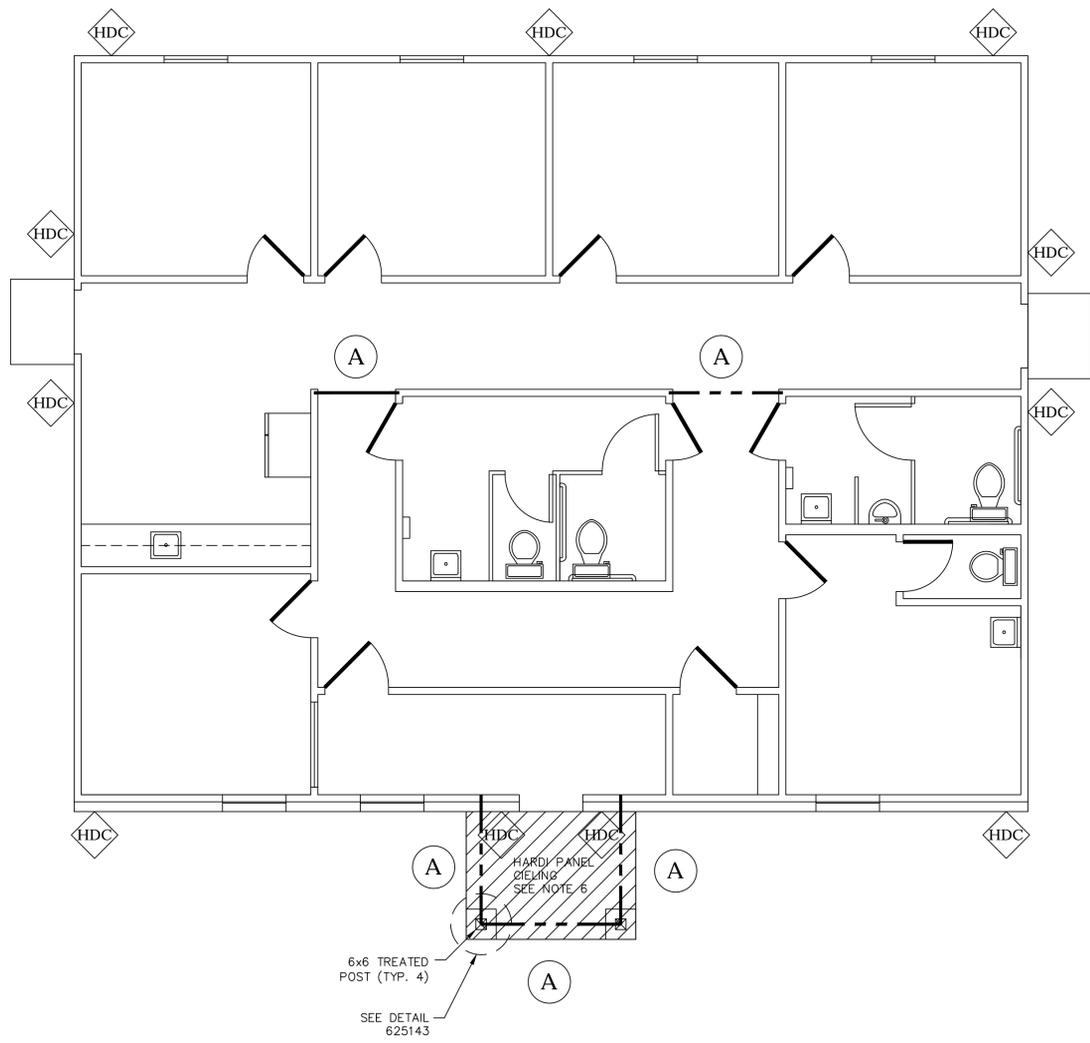
(979)-235-7108

FREEPORT SERVICE CENTER  
FRAMING DETAILS

MyCasa DESIGNS  
JOB NO. 202114

DRAWING NO.

S2



**FLOOR WINDFORCE RESISTANCE PLAN**  
SCALE: 1/4" = 1'-0"

**NOTES: LATERAL FORCE RESISTING SYSTEM PLAN**

1. FULL HT. STUDS AT ALL EXTERIOR WALLS (NO PONY WALLS).
2. ROOFING:
  - 2.1. ROOFING PRODUCTS SHALL BE LISTED AS APPROVED PRODUCTS IN THE PRODUCT EVALUATION INDEX AND LIST OF ASPHALT SHINGLES MAINTAINED BY THE TEXAS DEPARTMENT OF INSURANCE.
  - 2.2. THREE-TAB SHINGLES: APPLY ROOFING FOR "HIGH WIND AREA" WITH 6 NAILS PER SHINGLE AND STARTERS EXACTLY AS PRESCRIBED BY MANUFACTURER.
  - 2.3. SINGLE-TAB SHINGLES: APPLY SHINGLES AND STARTERS EXACTLY AS PRESCRIBED BY MANUFACTURER FOR HIGHEST WIND WARRANTY.
  - 2.4. FOR LOW PITCH COMPOSITION ROOF (FROM 2:12 TO 4:12) DOUBLE UNDERLAYMENT IS REQUIRED AND INSTALLED PER CODE REQUIREMENTS.
  - 2.5. METAL ROOFING PRODUCTS SHALL BE TESTED AND APPROVED PRODUCT SUITABLE FOR ROOF PITCH
3. INSTALL INTERIOR SHEARWALLS (IN LOCATIONS INDICATED) PER DETAIL 633111. INSTALL ABUTTING WALL SEGMENTS AFTER INSTALLATION OF INTERIOR SHEAR WALLS.
4. INSTALL SHEATHING IN A CONTINUOUS MANNER ON INDICATED WALL SEGMENT PRIOR TO INSTALLING ABUTTING WALL SEGMENT.
5. INSTALL 7/16" SHEATHING ON UNDERSIDE OF CEILING JOISTS IN AREA INDICATED, NAIL 3" O.C. (PERIMETER) AND 6" O.C. (FIELD).
6. FOR PORCH AREAS, HARDIE PANEL TO BE USED. PANELS TO BE INSTALLED AS FOLLOWS: PANELS SHALL BE INSTALLED WITH LONG AXIS ACROSS JOISTS WITH ALL PANEL EDGES BLOCKED WITH MIN. 3.5" WIDE FRAMING, NAIL 4" O.C. AT PANEL EDGES AND 6" O.C. IN FIELD USING 8d NAILS.
7. PLYWOOD MIN. 19/32 NAILED @ 3" O.C. AT EDGES WITH 10d COMMONS, MIN. 3 STUDS AT SIDES OF PANEL.
8. WINDOWS AND DOORS TO MEET PRESSURE REQUIREMENTS FOR 120 MPH WINDS.
  - 8.1. WINDOWS AND DOORS MUST BE LISTED AS AN APPROVED PRODUCT IN THE PRODUCT EVALUATIONS LIST MAINTAINED BY THE TEXAS DEPARTMENT OF INSURANCE AND INSTALLED ACCORDING TO DIRECTIONS IN PRODUCT EVALUATION.
  - 8.2. INSTALL MULTIPLE WINDOW UNITS WITH 6" MINIMUM FRAMING (MIN. OF 2 FULL LENGTH KING STUDS) BETWEEN UNITS OR USE TESTED AND APPROVED FACTORY MULLED ASSEMBLIES. (UNLESS NOTED OTHERWISE ON THE DWGS.)
  - 8.3. ALL GLAZED OPENINGS REQUIRE WINDBORNE DEBRIS PROTECTION. USE IMPACT RATED PRODUCTS OR USE AN APPROVED IMPACT COVER SYSTEM.

NOTE: THIS DESIGN MEETS THE REQUIREMENTS OF THE 2006/2015 INTERNATIONAL RESIDENTIAL CODE. DESIGN WIND VELOCITY = 149 MPH, EXPOSURE C (2018 IRC)

HOLDDOWNS AND CONNECTORS SHOWN ARE SIMPSON - STRONG TIE MODEL NO.'S  
SEE ARCHITECTURAL DRAWINGS FOR DIMENSIONS NOT SHOWN

WIND PRESSURES:

|             |                          |
|-------------|--------------------------|
| ROOF ZONE 1 | = +16.65, -27.71 PSF     |
| ZONE 2&3    | = +16.65, -34.19 PSF     |
| WALL ZONE 4 | = +26.91 PSF, -29.37 PSF |
| WALL ZONE 5 | = +26.91 PSF, -34.57 PSF |

DOORS AND WINDOWS SHALL MEET WALL WIND PRESSURES LISTED ABOVE & TDI REQUIREMENTS.

**LEGEND**

**HTT5** HTTS HOLDDOWN IN 5090 LB. CONFIGURATION AS PER MGF. INSTR. (TWO STUDS)



**HDC** ANCHOR STHD14 EMBEDDED IN CONC. AS PER MGF. INSTR. (TWO STUDS)



— = SHEAR WALLS  
- - - = BEAMS

**BEAM SCHEDULE**

|   |  |
|---|--|
| A | (2) #2 SYP 2x12 w/ 1/2" PLYWOOD IN BETWEEN |
|   |  |
|   |  |

**HEADER NOTES:**  
1ST FLOOR  
2x6 WALLS (3) 2x12 w/ 1/2" PLYWOOD BETWEEN  
2x4 WALLS (2) 2x12 w/ 1/2" PLYWOOD BETWEEN  
ALL HEADER SPANS FROM 2'-0" TO A MAX. OF 8'-0"  
TABLE R502.5



| PLAN:       | FREEPORT SERVICE CENTER | REV. | DATE     | DESC.  |
|-------------|-------------------------|------|----------|--------|
| DRAWN BY:   | J. GALVAN               | 0    | 12/12/21 | CONSTR |
| CHECKED BY: |                         |      |          |        |
| REVISION:   | 0                       |      |          |        |
| SCALE:      | 1/4" = 1'-0"            |      |          |        |

To the best of my knowledge these plans, specifications and notes were prepared by me or under my direct supervision and I am a duly licensed professional engineer in the State of Texas. I am not providing any warranty, expressed or implied, for the use of these plans, specifications and notes for any purpose other than that intended by me. My license number is 99496.



**FREEPORT SERVICE CENTER  
WINDFORCE RESISTANCE PLAN**

## BIDDER REFERENCES

| Name/Business | Address | Contact Person & Phone # |
|---------------|---------|--------------------------|
| 1.            |         |                          |
| 2.            |         |                          |
| 3.            |         |                          |

**\*\*\* Must be clients that have a current contract for services with your company \*\*\***

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

## FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

### OFFICE USE ONLY

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

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(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;  
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.