REQUEST FOR PROPOSAL #167

Blinn College District invites qualified firms to submit Competitive Sealed Proposals for:

GENERAL CONTRACTOR SERVICES
Interior Finish Replacements for Buildings A & G, Blinn Bryan Campus

Proposals will close on:

March 24, 2020 @ 2:00 PM C.D.T.

Sealed Proposals must be submitted to the following location with the RFP # in the lower left corner of the envelope.  
Faxed and e-mailed qualifications will not be accepted.

Mail Proposals to:
Blinn College District Purchasing
902 College Avenue
Brenham, Texas 77833

Deliver Proposals to:
Blinn College District Purchasing
806 College Avenue – Old Main Room 207
Brenham, Texas 77833

RFP # 167
Competitive Sealed Proposals for General Contractor Services - Interior Finish Replacements for Buildings A & G, Blinn Bryan Campus

Proposals that arrive after the closing date and time will be rejected. Time/date stamp clock in the Purchasing Department shall be the official time of receipt. Responses received in the Purchasing Department after submission deadline shall be returned unopened and will be considered void and unacceptable. Mailing of a Proposal does not ensure that the RFP will be delivered on time or delivered at all. The proposer (not the college mail system) is solely responsible for ensuring the RFP is received prior to the closing date and time. Delivery at any other campus location or any other department is unacceptable.

Blinn College District reserves the right to reject any and/or all RFP’s, to award contracts as may appear advantageous to the Blinn College District, and to waive all formalities in offering.

Ross Schroeder – Director of Purchasing
Blinn College District, a Junior College District of Washington County is receiving competitive sealed proposals Interior Finish Replacements for Building A & G, Blinn Bryan Campus. The selection of the General Contractor will be in compliance with the provisions of the Texas Educational Code Section 44.031 and consist of the one-step process set forth in Section 2269 of the Texas Government Code.

1. Response to Request for Competitive Sealed Proposals

Respondents are required to provide detailed written responses to this RFP no later than **March 24, 2020 @ 2:00 PM C.D.T.** Responses must be delivered to the Blinn College District, Purchasing Department, Old Main Building, Rm. 207, Brenham, Texas 77833. Responses received after this date will not be considered or accepted.

Written responses shall address each requirement identified in this RFP. Failure to provide all requested information will be considered an incomplete response. Blinn College District reserves the right to reject any or all proposals and to accept any proposal deemed as providing the best value to the Blinn College District. Blinn College District shall rank the respondents in the order that they provide the “best value” for the College based on the published selection criteria and on the ranking evaluations. Interviews of General Contractor firms may follow at the Owner’s option.

Respondents are required to submit one (1) bound (8 ½” x 11” format) copies and one (1) electronic copy (USB flash drive or Disk) of the proposal statement.

Questions regarding the project and this Request for Proposals are to be directed to:

Ross Schroeder  
Blinn College District  
Director of Purchasing  
902 College Ave.  
Brenham, Texas 77833  
Phone: 979-830-4118  
Email: Ross.Schroeder@Blinn.edu
### RFP #167 Calendar

<table>
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<tr>
<th>Date/Time</th>
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<tbody>
<tr>
<td>Tuesday, February 25, 2020</td>
<td>Advertisement #1</td>
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<td>Tuesday, March 3, 2020</td>
<td>Advertisement #2</td>
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| Tuesday, March 17, 2020, 10:00 am  | Pre-Proposal Meeting  
Bryan Campus  
Room 120, Student Center  
2423 Blinn Blvd  
Bryan, TX 77802 |
| Tuesday, March 17, 2020, 5:00 pm   | Last day and time to submit email inquiries  
Submit to: ross.schroeder@blinn.edu |
| Thursday, March 19, 2020           | Addenda issued, if any, communicated by e-mail                                                                                       |
| Tuesday, March 24, 2020, 2:00 p.m. | Deadline for Submission, RFP #167  
Blinn College District Purchasing  
Attn: Mr. Ross Schroeder, Director of Purchasing  
806 College Ave., Old Main Room 207  
Brenham, Texas 77833 |
| Thursday, April 2, 2020            | Submit Agenda Item to Administration                                                                                               |
| Tuesday, April 21, 2020            | Recommendation of selected firm to the Board of Trustees for approval                                                              |

### 2. Scope of Work

A. The scope of work for the project will include the following, as illustrated and described within the Contract Documents prepared by The Arkitex Studio, Inc.: Replacement of flooring, painting, wall protection, and acoustical panel ceilings in Buildings A and G.

B. Bid Item 1: The scope of the Bid Item 1 includes removal of old flooring and existing chair rails, installation of new flooring, new chair rails, and painting, in all classrooms on the first and second floor of Building A.

C. Bid Item 2: The scope of the Bid Item 2 includes removal of old flooring, existing vinyl wall covering, and existing chair rails, and the installation of new flooring, new chair rails, and painting, in all corridors of the first and second floor of Building G.

D. Bid Item 3: The scope of the Bid Item 3 includes removal of the existing acoustical panel ceiling systems and installation of new acoustical panel ceiling systems in the first and second floor corridors and all classrooms, first and second floor, of Building A.

E. Bid Item 4: The scope of the Bid Item 4 includes removal of the existing acoustical panel ceiling systems and installation of new acoustical panel ceiling systems in the first and second floor corridors, first and second floor, of Building G.

### Project Schedule:
The anticipated construction schedule will allow construction to commence on May 1, 2020 with the execution of the construction contract. The success of this project relies on completion of all construction by August 3, 2020.
3. Evaluation Criteria and Selection Process

Proposal Evaluation Criteria and Requirements

All proposals will be evaluated based on the criteria listed below by the evaluation committee. The committee shall consist of individuals who have knowledge or experience of the subject matter in the RFP; or beneficiaries and/or users of the RFP’s subject matter.

1. Qualifications, Experience, & Reputation (30 pts.)
   A. Provide your company profile including history, company principals, number of employees, annual revenues, date the company was established, and any lawsuits/liens within the past five years in accordance with the format included in this RFP.
   B. Provide a list of five (5) completed projects within the last five (5) years, which are similar/relevant to the project under this RFP in accordance with the format included in this RFP.
   C. Relevant Client References – Provide three (3) references of completed projects within the last five (5) years, which are similar/relevant to the project under this RFP in accordance with the format included in this RFP.
   D. Quality of Goods/Services:
      i. Provide your Quality Control Plan that will be implemented and utilized on this project to ensure the delivery of quality goods and services, the schedule/timeline and budget are met and that all issues will be handled in a prompt, professional manner.
   E. Safety Record & Plan
      i. Provide your OSHA (Occupational Health and Safety Administration) safety logs for the last three (3) years.
      ii. Provide a loss analysis from your insurance carrier
      iii. Provide your loss history covering all lines of your insurance coverage

2. Proposed Lead Personnel (20 pts.)
   A. Provide a list of all your proposed personnel indicating the position they will hold within the project and their years of experience as it relates to this project.
   B. Provide an organization chart that depicts all of your lead personnel. Include current domicile location for each person and employment duration with the firm.
   C. Provide resumes for all your lead personnel.
   D. Indicate where the office providing the services under this RFP is located.
   E. Indicate if any of the lead personnel are located in a different office and the location of that office.
   F. List any current projects that your lead personnel are currently participating.

3. Ability to meet Project Completion Timeline (15 pts.)
   A. Indicate in a brief paragraph whether your company can meet the project timeline as specified under this RFP.
   B. Provide an overview of the approach and methodology that will be followed to accomplish the project’s timeline.
   C. Provide a detail schedule of how the project will be accomplished.

4. Completeness and Thoroughness of Qualifications Package (5 pts.)
   A. RFP submittal packet must be clear, concise and easy to follow. Provide materials in tabs that correspond with all requested information on the criteria factors.

5. Proposal Cost: Provide on Bid form included in the project specifications (30 pts.)

4. TERMS, CONDITIONS AND AGREEMENTS

1.000 ANNULMENTS AND RESERVATIONS:
1.001 Blinn College District reserves the right to reject any and all bids and waive any and all formalities and conditions. The College reserves the right to retain all bids received for 30 days prior to taking any action and vendors shall not withdraw their bid at any time thereafter. Blinn College shall accept the bid determined by the College to be in its best interest. It is not the intent of any condition or specification in the RFB to prohibit any responsible vendor from submitting a bid.

1.002 This Request for Bid is not construed as a CONTRACT or a COMMITMENT of any kind. The request for bid does not commit Blinn College to pay for any costs incurred in the preparation and submission of specifications or for any costs incurred prior to the execution of a final offer.

1.003 Blinn is not obligated to purchase any item or service, if funds are not allocated by the Grant, legislative session or the Board of Trustees.

2.000 VENDOR'S OBLIGATIONS:
2.001 Substitutions will not be allowed after a bid has been submitted for review, and will not be delivered instead of the item bid, unless the item is of a higher quality than the item specified and approved by the Director of Purchasing.

2.002 Any item that does not perform or meet the specifications or warranty, or as claimed by the vendor, will be replaced at no cost to the College.

2.003 Any specification a vendor may not agree with must be submitted in writing to the Purchasing Office four (4) days in advance of the bid closing date.

2.004 Prompt payment discounts shall be listed on the bid form.

2.005 In bidding, give complete information in spaces provided; otherwise your bid offer may not be given consideration. All bid offers must be signed to be considered.

3.000 AWARD DETERMINATION / OBLIGATIONS BY THE COLLEGE:
3.001 Blinn College will award this service to the vendor providing the best value as it deems to be in the best interest of the college.

3.002 In determining to whom to award a contract, the district shall consider:
A. the price(s) bid.
B. the quality of the vendor’s goods or services.
C. delivery of services in a timely manner.
D. the reputation of the vendor and of the vendor’s goods or warranty services.
E. the extent to which the goods or services meet the district’s needs.
F. the vendor’s past relationship with the district.
G. the total long-term cost to the district to acquire the vendor’s goods or services; and
H. any other relevant factor that a private business entity would consider in selecting a vendor.

3.003 The College may make such investigations, as it deems necessary, to determine the ability of the vendor to provide satisfactory performance in accordance with the specifications. The vendor shall furnish to the College all such information and data for this purpose as the College may request.

4.000 INTERPRETATIONS OF THE SPECIFICATIONS:
4.001 Only the interpretation or correction so given by the College, in writing, shall be binding and prospective vendors are advised that no other source, outside of the college, is authorized to give information concerning, explain or interpret, the bid document.

4.002 Every request for such interpretation or correction must be in writing to the Director of Purchasing. All such interpretation and supplemental instructions will be in the form of written addenda to the bidding documents prior to the bid opening. Your questions concerning the bid specifications must be submitted in writing. We will return a written answer to your company.
5.000 **DELIVERY:**
5.001 Delivery of equipment and services must be made by the successful vendor to:
  Blinn College District
  2423 Blinn Blvd
  Bryan, Texas 77802

5.002 No allowance for loss, breakage, damage or difficulties shall be made.

6.000 **BILLING AND PAYMENT/DISCOUNTING:**
6.001 All invoices are to be submitted and mailed to:
  Blinn College District
  902 College Avenue
  Brenham, Texas 77833

6.002 Unless otherwise stated on the purchase order, payment will be net thirty (30) days after receipt of a correct invoice. If a cash discount is allowed for prompt payment, please indicate on the invoice. Partial payments may be paid if partial shipments have been made. Any penalty for delayed payment must be stated on the invoice.

7.000 **TAX EXEMPTIONS:**
7.001 Prices bid shall not include federal excise or state sales and use taxes as the college is exempt from the payment of these taxes. Exemption certificates for the federal excise tax and state of Texas sales tax will be furnished upon request.

8.000 **PRICE QUOTATIONS:**
8.001 Lump sum price. The unit price shall include all costs of labor, profit, insurance, FOB freight, etc to make operational and cover all work outlined in the specifications of this project.

8.002 Bids must be submitted on the forms provided to insure complete uniformity of wording of all bids. Bids may be rejected if they show any omissions, alterations in wording, conditional clauses, or irregularities of any kind.

9.000 **RIGHT OF VENDOR SELECTION:**
9.001 You are notified that although the college is required to submit purchases of all contracts of $50,000 to competitive bidding, it is not required to accept the lowest bid. In such purchasing the lowest bid may be rejected if the college, in the exercise of its best judgment, feels that the bid of one other than the low bidder will best serve the interest of the college.

9.002 Blinn College District reserves the right to accept or reject any or all bids in its entirety and/or waive all formalities. This inquiry implies no obligation on the part of the buyer, nor does the buyer’s silence imply any acceptance or rejection of any quotation offer.

10.000 **REFERENCES:**
10.001 Please provide educational references in addition to non-educational references.

11.000 **CONFLICT OF INTEREST:**
11.001 No public official shall have interest in this contract, in accordance with Vernon’s Texas Codes Annotated, Local Government Code Title 5, Subtitled C, Chapter 171 and Chapter 176.

12.000 **ETHICS:**
12.001 The vendor shall not accept or propose gifts or anything of value nor enter into any business arrangement with any employee, official or agent of Blinn.

12.002 House Bill 1295
Effective January 1, 2016, Blinn College shall comply with the “Disclosure of Interested Parties” requirements mandated by HB 1295, as implemented by the Texas Ethics Commission. Briefly stated, contracts for goods or services which require an action vote by Blinn’s governing body may not be executed by the college until the awarded vendor presents a signed and notarized form disclosing the interested parties to the contract. The awarded vendor will be required to complete the form prior to execution of the contract. If the awarded vendor does not comply, the award may be revoked. The filing application and information can be accessed at:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

13.000 **STATE LAW REQUIREMENTS:**

13.001 This agreement will be governed and construed according to the laws of the State of Texas.

**VENUE** The parties agree that regarding any dispute or litigation that may arise in the execution and performance of this contract, that venue for all proceedings, judicial or otherwise shall be in “Washington County”, Texas

13.002 All equipment and services furnished under this contract shall comply with applicable laws, ordinances and regulations. The bidder shall give all notices and comply with all laws, ordinances, rules and regulations, and without such notice to the authorized Owner’s representative, the bidder shall bear all costs arising therefrom.

13.003 On May 30, 1995, Governor, George Bush, signed Senate Bill 1. It became effective on the day he signed it. The following is a requirement included in this law. It is mandatory that the College must include this in all Bids. Each vendor must respond to this section of the law.

**Section 44.034 TEC. Notification of Criminal History of Contractor.** (This section does not apply to a publicly held corporation).

(a) A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The school district must have advance notice that a person, owner, or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

(b) A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

13.004 **State of Texas Government Code Chapter 176** –

Vendors submitting a response to a Blinn College RFB/RFP are responsible for complying with all applicable laws, ordinances and regulations including the provisions of the State of Texas Government Code Chapter 176. As applicable, the person submitting a response to a RFB/RFP must complete and submit a Conflict of Interest Questionnaire form CIQ, in a format approved by the Texas Ethics Commission. This form is to be included with your bid. A copy of the CIQ form can be found at the Texas Ethics Commission Web site.
14.000 **UNIFORM & COMMERCIAL CODE:**

14.001 This writing and subsequent interview information given and forward to the College shall be a sole and final expression of the agreement between the College and the vendor, and is intended also as a complete and exclusive statement of the terms of their agreement. Whenever a term defined by the Uniform Commercial Code is used in this agreement, the definition contained in the Code is controlling.

14.002 This agreement shall be governed by the laws of the State of Texas. By submitting a signed bid, the vendor certifies that the company does not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, and certifies that the company complies with equal employment opportunity regulations.

15.000 **ENTIRE AGREEMENT**

15.001 This bid document, the authorized purchase order, and/or a signed contract constitute the entire agreement. No other document will prevail.

16.000 **CANCELLATION**

16.001 Blinn College District shall have the right to cancel for default all or any part of the undelivered portion of this contract if the Awarded Vendor breaches any of the terms hereof including warranties as bid or if the Awarded Vendor becomes insolvent or commits acts of bankruptcy. Such right of cancellation is in addition to and not in lieu of any remedies which Blinn College District may have in law or equity.

Bidding questions should be referred to:

ROSS SCHROEDER, DIRECTOR OF PURCHASING
Blinn College District
902 College Ave
Brenham, TX 77833
(979) 830 4118
e-mail: ross.schroeder@blinn.edu
Felony Conviction Notification

State of Texas Legislative Senate Bill No. 1, Section 44,034, Notification of Criminal History, Subsection (a), states a person or business entity that enters into a contract with a College must give advance notice to the College if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

(I) (We), the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

COMPANY NAME: ____________________________________________

AUTHORIZED PRINTED NAME: ________________________________

Title: _________________________________________________________

Check the appropriate box and sign the form.

☐ My firm is a publicly-held corporation, therefore, this reporting requirement is not applicable.

AUTHORIZED SIGNATURE: ______________________________________

☐ My firm is not owned nor operated by anyone who has been convicted of a felony.

AUTHORIZED SIGNATURE: ______________________________________

☐ My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felony: ________________________________________________

Details of Conviction(s) _________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

AUTHORIZED SIGNATURE: ______________________________________
1. Vendor hereby acknowledges that it is unlawful to offer, give, agree to give to any person, or solicit, demand, accept, or agree to accept from another person, a bribe, or unlawful gift, benefit, advantage, gratuity, payment or an offer of employment in connection with or arising from this RFP or subsequent contract.

2. Persons submitting a response to this RFP must comply with all applicable laws, ordinances and regulations including the provisions of the State of Texas “Local Government Code Chapter 176. As applicable, the person submitting a response to this RFP must complete and submit a Conflict of Interest Questionnaire form CIQ, in a format approved by the Texas Ethics Commission. A copy of the form can be found below or at the Texas Ethics Commission web site [http://www.ethics.state.tx.us/forms/CIQ.pdf](http://www.ethics.state.tx.us/forms/CIQ.pdf)

3. Texas Resident Information: Chapter 2252, Subchapter A, of the Texas Government Code, establishes certain requirement applicable to proposers who are not Texas Residents. Under the Statute, a “Resident” vendor is one whose principal place of business is in Texas, including one whose ultimate parent company or majority owner has its principal place of business in Texas or employs at least 500 persons in the State of Texas:

   Location of Principal Place of Business (City / State) and or Number of employees based in Texas:
   Address__________________________________________________________
   Or, Number of Employees that reside in Texas: ________________

4. **Debarment Certification:** Vendor certifies neither the owner or principal owner has been debarred, suspended or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549 “Debarment and Suspension” as described in the Federal Register and Rules and Regulations:

   ___ No, Vendor is not currently debarred, suspended or otherwise ineligible.
   ___ Yes, Vendor is currently debarred, suspended or otherwise ineligible.

5. In accordance with Chapter 2270 of the Texas Government Code, by accepting this contract, you verify that your firm does not Boycott Israel, and agree that during the term of this agreement will not Boycott Israel as that term is defined in the Texas Government Code, Section 808.001 as amended.

6. Texas Government Code, Subchapter F, Prohibition on Contracts with Certain Companies, Section 2252.152, Vendor certifies they do not do business with companies engaged in business with Iran, Sudan, or Foreign Terrorist Organization that is identified on a list prepared and maintained under Section 806.051, 807.051, or 2252.153.

**VENDOR CERTIFICATION.** The undersigned, on behalf of Vendor, certifies that this proposal is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a proposal on the same project, and is in all respects fair and without collusion, fraud or unlawful acts.

It is further certified that the person whose signature appears below is legally empowered to bind the Company in whose name the proposal is entered.

Submitted this _____ day of ________________, 2020 by and for the Company identified as follows:

Signature: __________________________________________________________

Printed Name: __________________________

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**VENDOR CERTIFICATION:** The undersigned, on behalf of Vendor, certifies that this proposal is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a proposal on the same project, and is in all respects fair and without collusion, fraud or unlawful acts.

It is further certified that the person whose signature appears below is legally empowered to bind the Company in whose name the proposal is entered.

Submitted this _____ day of ________________, 2020 by and for the Company identified as follows:

Signature: __________________________________________________________

Printed Name: __________________________
CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

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 179.008, Local Government Code. An
offense under this section is a misdemeanor.

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

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 11/30/2015
The Texas Government Code §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Sections 46.1, 46.3 and 46.5 of the Texas Administrative Code, require a business entity to Complete and print Form 1295, which will include a certification of filing that will contain a unique certification number. The completed Form 1295 with certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

Form 1295 must be completed online. In Box 3 of the form, provide the solicitation number, contract number or contract name. The form is available from the Texas Ethics Commission by accessing the following web address:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

Print your completed Form 1295 showing the Certification Number and Date Filed in the Certification of Filing box at the upper right corner. Sign Form 1295 in front of a notary and submit it with your response to this solicitation.

The following definitions found in the statute and Texas Ethics Commission rules may be helpful in completing Form 1295.

“Business entity” includes an entity through which business is conducted with a governmental entity or state agency, regardless of whether the entity is a for-profit or nonprofit entity. The term does not include a governmental entity or state agency.

“Controlling interest” means: (1) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent; (2) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or (3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers.

“Interested party” means: (1) a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts; or (2) a person who actively participates in facilitating a contract or negotiating the terms of a contract with a governmental entity or state agency, including a broker, intermediary, adviser, or attorney for the business entity.

“Intermediary”, for purposes of this rule, means a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:

(1) receives compensation from the business entity for the person’s participation;
(2) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and
(3) is not an employee of the business entity.
CERTIFICATE OF INTERESTED PARTIES

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.

1 Name of business entity filing form, and the city, state and country of the business entity’s place of business.

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

3 Provide the identification number used by the governmental entity or state agency to track or identify the contact, and provide a description of the services, goods, or other property to be provided under the contact.

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<th>Name of Interested Party</th>
<th>City, State, Country (place of business)</th>
<th>Nature of Interest (check applicable)</th>
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5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is ___________________________ and my date of birth is ___________________________.

My address is ___________________________ ___________________________ ___________________________.

(street) (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 (Declarat)