



CITY OF LEANDER

**INVITATION FOR BID
FLEET VEHICLES**

PART I

GENERAL

1. **PURPOSE:** The City of Leander, herein after “City”, seeks to purchase from a qualified Individual, Firm or Corporation, (Respondent), three (3) Special Service Vehicle (SSV) Pick-Up Trucks and one (1) Police Pursuit Vehicle Sport Utility Vehicle (SUV) as specified herein.

Bid document also specifies additional lighting equipment and graphics for vehicles. Respondents are not required to bid these items, however, City may prefer to purchase turnkey vehicles with equipment and graphics installed.

Alternate equivalent makes and models will be considered.

The City will accept bids on new 2015 and 2016 vehicles.

The City seeks to maintain quality, reliability and efficiency within its vehicle fleet. With this goal in mind several manufacturer’s products have been specified herein to establish the City’s minimum critical requirements and performance standards of each vehicle. Any example shown is listed to show type and class of equipment desired only. Alternate equivalent items will be considered and are noted as “or equal” on item descriptions.

Respondents are cautioned that any vehicle specified or delivered which does not meet specifications in every aspect will not be considered or accepted.

2. **DEFINITIONS, TERMS AND CONDITIONS:** By submitting a response to this solicitation, the Respondent agrees that the City’s standard Definitions, Terms and Conditions, in effect at the time of release of the solicitation, shall govern but shall be superseded by those terms and conditions specifically provided for otherwise within this solicitation, in a separate agreement or on the face of a purchase order. The City’s Definitions, Terms and Conditions are herein made a part of this solicitation and can be found on the City’s website by visiting <http://www.leandertx.gov/finance/page/purchasing>.

2.1. Any exception to or additional terms and conditions attached to the response will not be considered unless respondent specifically references them on the front of the Solicitation Document. **WARNING:** Exception to or additional terms and conditions may result in disqualification of the response.

3. **ATTACHMENTS:** Attachments A through C herein made a part of this solicitation:

3.1. Attachment A: Bid Form

3.2. Attachment B: Graphics for SSV Trucks

3.3. Attachment C: CIQ Form

4. **CLARIFICATION:** For questions or clarifications of specifications, you may contact:

Joy Simonton
Purchasing Agent
City of Leander
P.O. Box 319
Leander, TX 78646
Telephone: 512-528-2730
jsimonton@leandertx.gov

The individual listed above may be contacted by telephone or visited for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to solicitation opening without written approval of the City of Leander through the Purchasing Department.

5. **RESPONDENT REQUIREMENTS:** The opening of a solicitation shall not be construed as the City's acceptance of such as qualified and responsive.
 - 5.1. Respondents shall be firms, corporations, individuals or partnerships normally engaged in the sale and distribution of the commodity specified herein.
 - 5.2. Respondent warrants and agrees that all materials supplied herein shall be manufactured and produced in compliance with the laws, regulations, codes, terms, standards, and requirements of Underwriters Laboratories Incorporated, all Federal, State, and local authorities, and all other authorities having jurisdiction, and that performance of goods shall be in accordance with the above laws, regulations, codes, terms, standards, and requirements, and agrees upon request, to furnish the City a certificate of compliance upon request.
6. **GOODS:** Respondent warrants and agrees that all materials supplied hereunder shall be **NEW** and manufactured and produced in compliance with the laws, regulations, codes, terms, standards, and/or requirements of all Federal, State, and local authorities, and all other authorities having jurisdiction, and that performance of goods shall be in accordance with the above laws, regulations, codes, terms, standards, and/or requirements, and agrees upon request, to furnish the City a certificate of compliance therewith in such forms as the City may require.
7. **ALTERNATE EQUIVALENT:** The City seeks to maintain quality, reliability and efficiency within its vehicle fleet. With this goal in mind several manufacturer's products have been specified herein to establish the City's minimum critical requirements and performance standards of each vehicle. Any example shown is listed to show type and class of equipment desired only. Alternate equivalent items will be considered and are noted as "Or equal". "Or equal" is intended to establish a level of quality and is not to be interpreted as a preference for a particular brand. The items offered must be equivalent as to function, basic design, type and quality of material, method of construction and any required dimensions.
8. **MODIFICATION AND WITHDRAWAL OF BID:** A bid may be modified or withdrawn written notice provided to the Purchasing Agent prior to the date and time for the opening of the bids.
 - 8.1. If within 24 hours after bids are opened any respondent files written notice with Purchasing Agent and promptly demonstrates to the reasonable satisfaction of Purchasing Agent that there was a material and substantial mistake in the preparation of the bid, that respondent may withdraw the bid. In this event, if the solicitation is re-issued, that respondent may be disqualified from rebidding the solicitation.
9. **AWARD:** The City reserves the right to enter into an Agreement or a Purchase Order with a single award, split awards, non-award, or use any combination that best serves the interest and at the sole discretion of the City. Award announcement will be made upon City Council approval of staff recommendation and executed agreement. Award announcement will appear on the City's website at <http://www.leandertx.gov/rfps>.

- 9.1. The City reserves the right to reject any or all responses, or delete any portion of the response, or to accept any response deemed most advantageous, or to waive any irregularities or informalities in the response received that best serves the interest and at the sole discretion of the City.
- 9.2. Chapter 176, Texas Local Government Code requires that disclosures of certain relationships be made in relation to certain contracts with the City. Local government officers are the members of the City Council, the City Manager, and other City employees or agents who exercise discretion in planning, recommending, selecting and contracting of a vendor. Please contact the City Secretary for a list of additional City employees and agents who may qualify as local government officers. Click here **[Chapter 176, Texas Local Government Code](#)**, to review this requirement.
- 9.2.1. The Local Government Officers that may be involved in the selection and recommendation of this award are:
- Christopher Fielder, Mayor
 - Andrea Navarrette, Council Member Place 1
 - Michelle Stephenson, Council Member Place 2
 - Shanan Shepherd, Council Member, Place 3
 - Ron Abruzzese, Council Member Place 4
 - Jeff Seiler, Council Member Place 5
 - Troy Hill, Council Member Place 6
 - Kent Cagle, City Manager
 - Tom Yantis, Assistant City Manager
 - Joy Simonton, Purchasing Agent
 - Paige Saenz, City Attorney
 - Bill Gardener, Fire Chief
 - Stuart Heater, Assistant Fire Chief
 - Greg Minton, Police Chief
- 9.2.2. A completed CIQ Form, herein Attachment C, is required with each response.
- 9.2.3. Once a selection is made and the City has the intent to award, the successful respondent will be required to submit Form 1295 to the State of Texas electronically prior to executing the agreement or purchase order.
- https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm
10. **DELIVERY AND ACCEPTANCE:** Acceptance inspection should not take more than fifteen (15) working days. The vendor will be notified within this time frame if the goods delivered are damaged or not in full compliance with the specifications. Successful respondent shall repair any minor damages noted during this inspection period. If any agreement or purchase order is canceled for non-acceptance, the needed good may be purchased elsewhere and the vendor may be charged full increase, if any, in cost and handling.
11. **QUANTITIES:** The quantities shown on the solicitation are estimates only. No guarantee of any minimum or maximum volume is made or implied. The City shall only order the goods needed to satisfy operating requirements within budgetary constraints, which may be more or less than indicated.
12. **PROMPT PAYMENT POLICY:** Payments will be made in accordance with the Texas Prompt Payment Law, Texas Government Code, Subtitle F, Chapter 2251. The City will pay Vendor within thirty days after the acceptance of the supplies, materials, equipment, or the day on which the performance of services was completed or the day, on which the City receives a correct invoice for the supplies, materials, equipment or services, whichever is later. The Vendor may charge a late

fee (fee shall not be greater than that which is permitted by Texas law) for payments not made in accordance with this prompt payment policy; however, this policy does not apply to payments made by the City in the event:

- 12.1. There is a bona fide dispute between the City and Vendor concerning the supplies, materials, services or equipment delivered or the services performed that causes the payment to be late; or
- 12.2. The terms of a federal agreement, grant, regulation, or statute prevent the City from making a timely payment with Federal Funds; or
- 12.3. There is a bona fide dispute between the Vendor and a subcontractor or between a subcontractor and its suppliers concerning supplies, material, or equipment delivered or the services performed which caused the payment to be late; or
- 12.4. The invoice is not mailed to the City in strict accordance with instructions, if any, on the purchase order or agreement or other such contractual agreement.

PART II

SCHEDULE

1. **SOLICITATION SCHEDULE:** It is the City's intention to comply with the following solicitation timeline:

- | | |
|---|----------------------|
| 1.1. Solicitation released | July 7, 2016 |
| 1.2. Deadline for questions | July 19, 2016 |
| 1.3. City responses to all questions or addendums | July 21, 2016 |
| 1.4. Responses for solicitation due at or before 3:00 PM | July 28, 2016 |

All questions regarding the solicitation shall be submitted in writing at or before 5:00 PM on the due date noted above. A copy of all the questions submitted and the City's response to the questions shall be posted on our webpage, <http://www.leandertx.gov/rfps>. Questions shall be submitted to the City contact named herein.

The City reserves the right to modify these dates. Notice of date change will be posted to the City's website.

2. **SOLICITATION UPDATES:** Respondents shall be responsible for monitoring the City's website at <http://www.leandertx.gov/rfps> for any updates pertaining to the solicitation described herein. Various updates may include addendums, cancelations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.
3. **RESPONSE DUE DATE:** Signed and sealed responses are due at or before **3:00 PM**, on the date noted above to the Purchasing Department. Ship via FedEx, UPS or other carrier or carry sealed responses to:

Shipping Address (FedEx, UPS or hand delivery):

**Joy Simonton
City of Leander
Purchasing Department
200 W. Willis Street
Leander, TX 78641**

Mailing Address:

**Joy Simonton
Purchasing Agent
City of Leander
P.O. Box 319
Leander, TX 78646**

- 3.1. Responses received after this time and date shall not be considered.
 - 3.2. Sealed responses shall be clearly marked on the outside of packaging with the Solicitation title, number, due date and **“DO NOT OPEN”**.
 - 3.3. Facsimile or electronically transmitted responses are **not acceptable**.
 - 3.4. Late responses will be returned to Respondent unopened if return address is provided.
 - 3.5. Responses cannot be altered or amended after opening.
 - 3.6. No response can be withdrawn after opening without written approval from the City for an acceptable reason.
 - 3.7. The City will not be bound by any oral statement or offer made contrary to the written specifications.
4. **COSTS INCURRED:** Respondent shall acknowledge that the issuance of a solicitation shall in no way obligate the City to award a contract or to pay any costs associated with the preparation of a response to said solicitation. The costs in developing and submitting proposals, preparing for and participating in oral presentations or any other similar expenses incurred by a Respondent are the sole responsibility of the Respondent and shall not be reimbursed by the City.

PART III

SPECIFICATIONS

1. **SCOPE:** The intent of these specifications is to secure the purchase of three (3) Special Service Vehicle (SSV) Pick-Up Trucks and one (1) Police Pursuit Vehicle Sport Utility Vehicle (SUV) as specified herein.
2. **YEAR OF MANUFACTURE:** The City will accept bids on new 2015 and 2016 model vehicles.
3. **SHIPPING:** Shipment will be made FOB to City of Leander, Attention Purchasing Agent, 200 W. Willis Street, Leander, TX 78641.
4. **DELIVERY:** Delivery of vehicle(s) shall be made to City of Leander no later than ninety (90) calendar days after receipt of Purchase Order.
5. **VEHICLE CONDITION:** Respondent certifies that the vehicle purchased under this solicitation shall be new and unused. In the event the vehicle requires two (2) or more repairs in the first 30-day period, except those caused by negligence or through the fault of City employees, the successful respondent agrees to remove and replace the defective vehicle without delay and at their expense.
6. **WARRANTY:** **Manufacturer’s standard warranty shall apply. Warranty documentation shall be included with each item bid.** The successful respondent shall warrant that vehicle will conform to the specifications and/or all warranties as stated in the Uniform Commercial Code and be free from all defects in material, workmanship and title. All warranty repairs will be performed without accessing the City’s warranty deductibles. The successful respondent shall be responsible for any warranty deductibles required for warranty repairs.

- 8.1. City seeks to evaluate the value of a 5-year, 100,000 mile Power Train Warranty. Respondents shall provide alternate pricing, if necessary, to provide this warranty level.
7. **REPLACEMENT PARTS:** Replacement parts shall be available for vehicles for no less than ten (10) years. City reserves right to purchase replacement parts from any source.
8. **PRE-DELIVERY SERVICE:** The following services will be performed by successful respondent before the vehicles are delivered to the City:
- 8.2. All fluid levels checked and maintained with the proper grade and type of fluids;
- 8.3. Pre-delivery inspection and service on chassis;
- 8.4. Interior and exterior of each vehicle shall be cleaned;
- 8.5. Fuel tank shall be full.
9. **DELIVERY DOCUMENTATION:** Successful respondent shall provide the following documents with each vehicle delivered:
- 9.1. One (1) owner's manual;
- 9.2. One (1) operator's manual;
- 9.3. One (1) shop repair manual.
- 9.4. Manufacturer's Statement of Origin (MSO). The successful respondent shall furnish the City with a MSO and the Certificate of Title. MSO will be furnished at the time of vehicle delivery or within forty-eight (48) hours of vehicle delivery to the City. MSO will be made out in the name of the City of Leander, providing the following information:
- 9.4.1. GVWR for the particular model specified, or;
- 9.4.2. GVWR required for the entity's written exception, or;
- 9.4.3. A greater GVWR required by extra equipment;
- 9.4.4. Nominal weight rating (in tons), and
- 9.4.5. Odometer Disclosure Statement.
10. **TECHNICAL SPECIFICATIONS:** Unless otherwise specified, all units will be furnished complete with standard equipment and factory-installed accessories as listed in the manufacturer's printed literature for the models specified. The following items are minimum requirements for the models specified.

The City seeks maintain quality, reliability and efficiency within its vehicle fleet. With this goal in mind several manufacturer's products have been specified herein to establish the City's minimum critical requirements and performance standards of each vehicle. Any example shown is listed to show type and class of equipment desired only. Alternate equivalent items will be considered and are noted as "Or equal". "Or equal" is intended to establish a level of quality and is not to be interpreted as a preference for a particular brand. The items offered must be equivalent as to function, basic design, type and quality of material, method of construction, and any required dimensions.

Respondents are cautioned that any vehicle specified or delivered which does not meet specifications in every aspect will not be considered or accepted.

- **TRANSMISSIONS on each vehicle specified shall be automatic.**
- **A/C, heat and power windows and locks shall be included with each vehicle.**

ITEM # 1, 2 & 3: ½ Ton Pick-Up Truck Special Service Vehicle (SSV) Package

Make/Model example specified: Dodge Ram 5.7L, 4x4, V8 Or Equal Or Equal

Year: 2015 or 2016 model is acceptable;

Exterior Color: Red

Interior Color: Grey

Cab: 4-Door, Crew Cab, 4x4

Engine: Gasoline

Complete specification containing minimum critical requirements can be viewed at the following link:

<https://www.fleet.chrysler.com/FleetHome/Pages/Vehicle.aspx?vehicleID=ram-ssv>

Additional options requested:

- Special Service Group - 5.7L HEMI V8 with 6-speed automatic transmission, 220-amp alternator, cloth bucket front seats with rear vinyl bench seat, engine oil cooler, additional key fob, remote keyless entry, color-keyed instrument panel bezel, special certified instrument cluster, fixed rear window and auxiliary switches
- Parkview Rear Back-Up Camera
- Fuel Tank - 32 Gallon
- Ram Box Cargo Management System - Includes two locking, lighted, drainable bins, a cargo bed extender/divider and cargo rails with adjustable tie down cleats.

Additional lighting and graphics to be installed:

IW42UFX	1	Whelen DUO INNER EDGE XLP 12LT RAM
CCSRN3	1	Whelen CENCOM SAPPHIRE SIREN SYSTEM
SA315P	2	Whelen SA315P SPEAKER BLACK PLASTIC
SAK9	2	Whelen SA315 SIREN MT KIT UNIV SWIVEL
AVN2RB	2	Whelen DUAL AVENGER LED
UFM8	1	Whelen 8 OUTLET UNIVERSAL FLASHER
WIONSMR	4	Whelen NFPA SURFACE MT ION LT RED
WIONSMR	4	Whelen NFPA SURFACE MT ION LT RED
MCRNSR	2	Whelen SURFACE MT MICRON RED BLACK
GRAPHICS	1	GRAPHICS per pictures
2007-DPU	1	Plastix Plus Poly Console – Joto Brackets for Moto APX 7500, Whelen CenCom, Arm Rest Pad, 2 Single 12V power plugs with covers, 2 Dual USB Charger 12V input 5V / 2.1 A output, Mounting Hardware
		Installation kit. Includes all wire, loom, fuses, breakers, relays, heat shrink and wire ties.

ITEM # 4: : Police Pursuit Vehicle (PPV) Sport Utility Vehicle (SUV)

Make/Model example specified: Chevy Tahoe C91 2WD, Rear Wheel Drive PPV Or Equal

Year: 2015 or 2016 model is acceptable;

Exterior Color: White

Interior Color: Grey

Engine: Gasoline

Complete specification containing minimum critical requirements can be viewed at the following link:

<http://www.gmfleet.com/police/chevy-tahoe-ppv.html>

City also requires options required by state to include: G80 – Rear locking differential

Additional options requested:

- 5.3 L, V-8 Engine
- Flex Fuel, SIDI Active Fuel Management
- Power Windows and Locks
- ZAK: Full Size Spare
- K4B: Dual Battery
- 1LR: Police 'City Brakes' Package
- 5T5: Seat Trim Override, Front Cloth/Rear Vinyl (SEO)
- 7X6: Spotlamp, Left Hand
- 9C1: Police Pursuit Package
- 9G8: Daytime Running/Headlamp Control Delete (SEO)
- UT7: Ground Studs, Auxillary, Rear Compartment
- UTQ: Content Theft Alarm Disable
- V76: Recovery Hooks
- VK3: License Plate Front Mounting Hardware

PART IV

RESPONSE REQUIREMENTS

The City of Leander makes no warranty that this checklist is a full comprehensive listing of every requirement specified in the solicitation. This list is only a tool to assist participating Respondents in compiling their final responses. Respondents are encouraged to carefully read the entire solicitation.

Respondent shall submit one (1) executed (signed) original and three (3) copies of each response.

For your bid to be responsive, all required attachments identified below shall be submitted with your proposal. The Samples and/or copies shall be provided at the Respondent's expense, and shall become the property of the City.

1. Responses shall be submitted on itemized, signed Solicitation Document provided herein. Failure to itemize or sign solicitation may result in disqualification. Submission of responses on forms other than the City's Solicitation Document may result in disqualification of the response.
 - 1.1. ALL FEES shall be included in price to include delivery to Leander, Texas. No additional fees shall be permitted.
 - 1.2. Line item price sheet and specification sheet shall accompany each item bid.
2. CIQ Form
3. Warranty documentation.
4. Specification documentation and brochures.

PART V

1. **CONFIDENTIALITY OF CONTENT:** All documents submitted in response to a solicitation shall be subject to the Texas Public Information Act. Following an award, responses are subject to release as public information unless the response or specific parts of the response can be shown to be exempt from the Texas Public Information Act. Pricing is not considered to be confidential under any circumstances.
 - 1.1 Information in a submittal that is legally protected as a trade secret or otherwise confidential must be clearly indicated with stamped, bold red letters stating "CONFIDENTIAL" on that section of the document. The City will not be responsible for any public disclosure of confidential information if it is not clearly marked as such.
 - 1.2 If a request is made under the Texas Public Information Act to inspect information designated as confidential, the Respondent shall, upon request from the City, furnish sufficient written reasons and information as to why the information should be protected from disclosure. The matter will then be presented to the Attorney General of Texas for final determination.
2. **ETHICS ORDINANCE AND DISCLOSURE STATEMENTS:** The City's Ethics Ordinance requires persons seeking to enter discretionary contracts with the City or appearing before the City Council or another City board or body to disclose certain conflicts of interest. The relevant sections of the Ethics Ordinance are set forth below. The Ethics Ordinance can be found in Article 9.05, Chapter 9 of the City's Code of Ordinances at the following link:
<http://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=leanderset>

Sec. 9.05.007 Persons doing business with the city**(a) Persons seeking discretionary contracts.**

- (1) For the purpose of assisting the city in the enforcement of provisions contained in this article, an individual or business entity seeking a discretionary contract from the city is required to disclose in connection with a proposal for a discretionary contract any conflict of interest. This is set forth in [sections 9.05.004](#) and [9.05.005](#) of this article. Further, the individual or business entity agree to abide by the same ethical standards as set forth for public servants in this article.
- (2) Subsection (a) of this section will become a permanent footnote on documents contained in city bid packets for discretionary contracts.

(b) Disclosure of conflicts of interest by persons appearing before a board or city body. A person appearing before any city board or other city body for the purpose of doing business with the city shall disclose to that board or body any facts known to such person which may show or establish that:

- (1) An employee or officer of the city that advises or makes presentations to the board or city body; or
- (2) Any member of the board or city body; has or may have a conflict of interest pursuant to chapter 171, Tex. Loc. Gov't. Code, or an interest which would violate the ethical standards set forth in this article, if he or she were to participate in the processing or consideration of the subject matter.

Sec. 9.05.009(f) Disclosure by persons appearing before a city body. Any person who appears before any city body who has had business dealings within the preceding 12-month period involving one or more transactions of five hundred dollars (\$500.00) or more each quarter, or for a total of twenty-five hundred dollars (\$2,500.00) or more, within the preceding 12-month period with a councilmember, commissioner, or business entity in which a councilmember or commissioner has a substantial interest, shall disclose such business dealings at the time of the appearance. Any person who shall intentionally or knowingly fail to make the aforesaid disclosure shall be guilty of a misdemeanor and shall be fined in accordance with this article.



**CITY OF LEANDER BID FORM – ATTACHMENT A
PURCHASING DEPARTMENT
200 W. Willis Street • Leander, Texas 78641**

SOLICITATION INFORMATION	Quote Number:	#S16-028 FD Vehicles	RESPONDENT INFORMATION	Tax ID Number:	
	Due Date:	July 28, 2016		Business Name:	
	Time:	On or Before 3:00 PM CST		Address:	
	Submit to:	City of Leander Purchasing Division 200 W. Willis Street Leander, TX 78641 jsimonton@leandertx.org		Address:	
				Contact:	
				Telephone:	
				Entity Type:	
				E-mail:	

HOW DID YOU HEAR ABOUT THIS SOLICITATION?	<input type="checkbox"/> Newspaper <input type="checkbox"/> City's Website <input type="checkbox"/> E-mail Announcement <input type="checkbox"/> ESBD <input type="checkbox"/> Other _____
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FIRST TIME RESPONDING TO CITY OF LEANDER?	<input type="checkbox"/> Yes <input type="checkbox"/> No	IS YOUR BUSINESS REGISTERED WITH TEXAS BID SYSTEM?	<input type="checkbox"/> Yes <input type="checkbox"/> No Register at: http://www.texasbidsystem.com
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ITEM #	DESCRIPTION	MAKE	MODEL	YEAR ('14, '15 or '16)	DAYS TO DELIVER	VEHICLE PRICE
1	1/2 TON Pick-Up Truck SSV Per Specification					\$
ITEM #	DESCRIPTION	PRICE PER VEHICLE				
2	Lighting and Equipment Installation Per Spec	\$				
ITEM #	DESCRIPTION	PRICE PER VEHICLE				
3	SSV Graphics Application Per Attachment B	\$				
ITEM #	DESCRIPTION	MAKE	MODEL	YEAR ('14, '15 or '16)	DAYS TO DELIVER	VEHICLE PRICE
4	Police Pursuit (PPV) SUV Per Specification					\$

**AUTHORIZED
SIGNATURE**

Print Authorized Individual Name:

Authorized Signature:

Date:

ATTACHMENT B – GRAPHICS



ATTACHMENT C

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

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 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 in this section is being disclosed.

Name of Officer

This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section 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 named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by 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?

Yes No

D. Describe each employment or business and family relationship with the local government officer named in this section.

4

Signature of vendor doing business with the governmental entity

Date