

COUNTY OF VICTORIA, TEXAS

INVITATION TO BID, BID SPECIFICATIONS AND BID FORMS

FOR

**ANNUAL SUPPLY CONTRACT FOR GASOLINE, DIESEL FUEL, AND DYED DIESEL FUEL**



BIDS WILL BE RECEIVED UNTIL

10:00 A.M. MONDAY, SEPTEMBER 25, 2017

AT THE OFFICE OF

BEN ZELLER, COUNTY JUDGE, ROOM 102

VICTORIA COUNTY COURTHOUSE

PUBLIC BID OPENING WILL BE  
CONDUCTED IN COMMISSIONERS' COURTROOM  
SECOND FLOOR, COURTHOUSE  
VICTORIA, TEXAS

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## INVITATION FOR BID

BY ORDER OF the Commissioners' Court of Victoria County, Texas, sealed bids will be received for:

GASOLINE, DIESEL FUEL AND DYED DIESEL FUEL FOR VICTORIA COUNTY PRECINCTS #1,  
#2, #3 & #4 & CITY/COUNTY ANIMAL SHELTER

SUBMISSION OF BIDS: Sealed bid shall be submitted to: Ben Zeller, County Judge, 101 N. Bridge, Room 102, Victoria, Texas 77901. Deadline for bid submission is:

10:00 AM, September 25, 2017

Sealed envelope containing bid should be marked:

GASOLINE, DIESEL FUEL AND DYED DIESEL FUEL FOR VICTORIA COUNTY PRECINCTS #1,  
#2, #3, #4 & CITY/COUNTY ANIMAL SHELTER

This INVITATION FOR BID and accompanying SPECIFICATIONS AND BID SHEET(S) are for your convenience in bidding the enclosed referenced products and/or services for Victoria County.

All bids must be received in the Victoria County Judge's Office before the opening date and time. Victoria County appreciates your time and effort in preparing a bid. Please note that all bids must be received at the designated location by the deadline shown. Bids received after deadline will be returned unopened and shall be considered void and unacceptable. Opening is scheduled to be held in Commissioners' Courtroom, Second Floor, Courthouse, Victoria, Texas.

Victoria County is always very conscious and extremely appreciative of the time and effort you must expend to submit a bid. We would appreciate you indicating on your "NO BID" response any requirements of this bid request, which may have influenced your decision to "NO BID."

If bids are awarded, awards may be made within 60 days after bid opening date. To obtain results, or if you have any questions, please contact the Victoria County Clerk's Office, 115 N. Bridge, Victoria, Texas 77901 at (361) 575-1478.

IT IS UNDERSTOOD that the Commissioners' Court of Victoria County, Texas reserves the right to accept or reject any and/or all bids for any or all products and/or services covered in this bid request and to waive informalities or defects in bids or to accept such bids as it shall deem to be in the best interest of Victoria County.

BIDS MUST BE submitted on enclosed Bid Documents in its entirety. Each bid shall be placed in a separate sealed envelope, manually signed in ink by a person having the authority to bind the firm in a contract, and marked clearly on the outside as outlined in specifications.

# COUNTY OF VICTORIA, TEXAS

## GENERAL TERMS AND CONDITIONS

1. **PURCHASE CONTRACT**  
The successful bidder will be asked to enter into a contract with the County of Victoria for gasoline and diesel for all Victoria County precincts. The contract will include the specifications herein listed and any other pertinent information.
2. **DESCRIPTION OF SUPPLIES**  
Bidders shall state exactly what they intend to furnish, otherwise they shall be required to furnish items as specified.
3. **DISCOUNTS**  
Bids submitted will be considered as competitive and should reflect any and all discounts offered to the County of Victoria.
4. **FIRM TIME OF BIDS**  
The Bidder shall state the length of time for which bid prices are firm. The County of Victoria requests a minimum of 90 days.
5. **LEAD TIME**  
Lead time must be specified on the Bid Sheet as to the number of calendar days from receipt to release. Bids submitted on the basis of "as required" may be rejected as being non responsive.
6. **PAYMENT**  
Payment will be made upon receipt and acceptance by the County of the item(s) ordered and receipt of a valid invoice, in accordance with the State of Texas Prompt Payment Act, V.T.C.A. Government Code § 2251.
7. **SALES TAX**  
Victoria County is, by statute, exempt from the State Sales Tax and Federal Excise Tax; therefore, the bid price shall not include taxes.
8. **DELIVERY CHARGES**  
The County of Victoria will pay no additional charges for the delivery of gasoline or diesel. All such charges must be calculated in the price differential and must include any freight charges. The County of Victoria will pay mandated State and Federal taxes and/or fees as required by law. Bids shall show number of days required to deliver bid items at the County's designated location. Failure to state delivery time may cause bid to be rejected. Successful bidder must keep Victoria County advised at all times of the status of the order.
9. **FUNDING SOURCE**  
The purchases will be funded by the County of Victoria.
10. **BID DOCUMENT**  
One complete Bid Document, which contains the Invitation to Bid, Bid Specifications, Bid Form, Residence Certification, and Conflict of Interest Questionnaire.

## 11. BID EVALUATION FACTORS

- A. The County retains the authority to award a bid based on findings in accordance with Texas Local Government Code (LGC) § 271.905. If the County awards a bid based on Section 271.905, the County may condition such award on the awarded bidder providing additional requested information from the bidder and indemnifying the County for all costs of litigation arising from the use of said statute.
- B. Partial Awards. Bidders may furnish pricing for all or any portion of the bid invitation. Unless the bidder specifies otherwise in his bid, the County may award the contract for any item or group of items shown on the bid invitation. The County reserves the right to award a contract based on the "low total bid" for all items.
- C. Reservations. The County expressly reserves the right to:
1. Waive as an informality minor deviations from specifications that do not impair overall functions;
  2. Waive any defect, irregularity or informality in any bid or bidding procedure;
  3. Reject or cancel any or all bids;
  4. Reissue a bid invitation;
  5. Extend the bid opening time and date;
  6. Procure any item by other means;
  7. Increase or decrease the quantity specified in the bid invitation, unless the bidder specifies otherwise;
  8. Consider and accept an alternate bid as provided herein when most advantageous to the County.
  9. Negotiate with any bidder after proposals have been made regarding price, warranty, or any other factor being considered in reference to this proposal.

## 12. INDEMNIFICATION

The successful bidder shall defend, indemnify and hold harmless the County of Victoria and its officers, agents and employees from all suits, actions, or claims of any character, name and description including attorney's fees/expenses brought for any injuries to persons or damages to property in connection with this contract including any claims for damages accruing during the delivery of the item supplied hereunder. Any money due the successful bidder under this Contract as shall be considered necessary to the County of Victoria may be retained for the use of the County to secure this indemnity. The successful bidder expressly agrees to defend, indemnify and hold harmless the County of Victoria and its officers, agents, and employees in accordance with this clause regardless of whether the injury or damage is caused in whole or in part by the acts of omissions, including negligence, of the County of Victoria, its officers, agents or employees.

# COUNTY OF VICTORIA, TEXAS

## PURCHASE SPECIFICATIONS

### FOR

## ANNUAL SUPPLY CONTRACT FOR GASOLINE, DIESEL FUEL AND DYED DIESEL FUEL

### 1.0 GENERAL PROVISIONS, CLASSIFICATIONS AND SPECIFICATIONS

The County of Victoria will accept sealed bids for approximately 30,000 gallons of unleaded gasoline, 60,000 gallons of diesel fuel and 30,000 gallons of dyed diesel fuel. The quantities are merely estimates of annual fuel usage – not actual order amounts. During the period of the purchase contract, the County will buy only the actual quantities of fuel required, and it will neither be obligated to the purchase of, nor limited to, the quantities listed above. Fuel will be ordered on an “as needed” basis throughout the term of the contract.

- 1.1 Bidders agree to supply and deliver as ordered, No. 2 Diesel Fuel, Low Sulfur, Clear (undyed) with a minimum Cetane Rating of 42.
- 1.2 Bidders agree to supply and deliver as ordered, regular unleaded gasoline with a minimum octane rating of RM/2 method to be 87. There will also be an air “intake system deposit control” detergent that helps keep vehicle intake valves clean for the County of Victoria.
- 1.3 Bidders agree to supply and deliver as ordered, Off Road, High Sulfur Dyed Diesel.
- 1.4 Bidders agree to supply and deliver as ordered, Off Road, Low Sulfur Dyed Diesel.

The bid price will be plus or minus the fixed differential in excess of the following formula:

1. The lowest available branded daily rack prices posted for No. 2 Diesel fuel, low sulfur (undyed), Off Road High Sulfur Dyed Diesel fuel, Off Road Low Sulfur Dyed Diesel and regular unleaded as listed in the Oil Price Information Service, PADD 3 Report for Victoria/Placedo, Texas Rack Price issued daily.
2. The daily published report will provide the formula for product to be delivered.
3. Contractor agrees to furnish the County of Victoria a faxed copy of said report for the term of this contract.
4. Bid price will include all transportation costs.
5. Successful Bidder shall include a list of fuel vendors available for the term of this contract.
6. Bidder must show number of days required to place material at designated locations under normal conditions from the time order is placed.

## 2.0 SERVICE AND DELIVERY REQUIREMENTS

- 2.1 Tank truck deliveries must be metered and must be verified by County of Victoria personnel.
- 2.2 All fuel tanks will be measured with a stick before and after fuel off loading by County of Victoria personnel.
- 2.3 All fuel deliveries must conform to all Stage I Vapor Recovery practices.
- 2.4 Extreme care must be taken to avoid spills. The delivery vehicle must be attended at all times during fuel off loading. Any costs incurred as a result of fuel spills due to negligence or equipment malfunction on the part of the successful bidder, its agents or employees will be borne by the successful bidder and may be grounds for termination of the contract at the County's option. Copy of the bidder's spill containment policy may be requested.
- 2.5 The County of Victoria will be a priority over other contracts the successful bidder may have during emergency situations.
- 2.6 Successful bidder(s) of gasoline and diesel fuel will provide fully loaded tankers to the specified location within eight (8) hours of notification or request during emergency situations.
- 2.7 Deliveries will be between the hours of 7:30 a.m. and 5:30 p.m. Central Standard Time, Monday through Thursday.
- 2.8 The County of Victoria may order less than transport tanker loads of 10,000 gallons of diesel and unleaded fuel. Minimum delivery quantities must be stated below or disqualification of bid may result:
  - a. Minimum Transport Truck Load. \_\_\_\_\_
  - b. Minimum Bobtail Truck Load. \_\_\_\_\_

## 3.0 Prices

Gasoline and Diesel prices must include State Excise Tax, but should exclude Federal Excise Tax.

- 3.1 Pricing for Standard Gasoline is to be based on Victoria/Placedo O.P.I.S. daily rack price plus or minus differential.
- 3.2 Pricing for No. 2 Diesel fuel, low sulfur (undyed) is to be based on Victoria/Placedo O.P.I.S. daily rack price plus or minus differential.
- 3.3 Pricing for Off Road, High Sulfur Dyed Diesel is to be based on Victoria/Placedo O.P.I.S. daily rack price plus or minus differential.
- 3.4 Pricing for Off Road, Low Sulfur Dyed Diesel is to be based on Victoria/Placedo O.P.I.S. daily rack price plus or minus differential.

#### **4.0 DESIGNATED DELIVERY SITE FOR COUNTY FACILITIES:**

All bids must include the cost of transportation, F.O.B.:

4.1 Precinct #1 – 16043 FM 1686 in Dacosta, Victoria County, Texas

3,000 gallon - Diesel above ground tank  
3,000 gallon - Gasoline above ground tank

4.2 Precinct #2 – 13323 Nursery Dr., Nursery, Victoria County, Texas

4,000 gallon - Diesel above ground tank  
9,000 gallon - Gasoline above ground tank

4.3 Precinct #3 – 301 Quail Creek Dr., Victoria, Victoria County, Texas

3,000 gallon - Diesel above ground tank  
3,000 gallon - Gasoline above ground tank

Patriot Park location – 1867 Fordyce Rd. Victoria, Victoria County, Texas

500 gallon - Diesel above ground tank  
500 gallon - Gasoline above ground tank

4.4 Precinct #4 – 155 Corpus Christi Dr., Victoria Regional Airport  
Victoria, Victoria County, Texas

3,000 gallon - Diesel above ground tank  
3,000 gallon - Gasoline above ground tank

4.5 Victoria City/County Animal Shelter – 122 Perimeter Road, Victoria, Victoria County  
Texas

1,000 gallon – Diesel above ground tank

#### **5.0 INSURANCE REQUIREMENTS**

Successful bidder shall provide certificates of Liability Insurance for General Liability, Automobile/Vehicle Liability for owned, non-owned and hired vehicles, and Workers Compensation Insurance in amounts as required by law.

#### **6.0 RENEWAL**

This contract shall be for a period of one (1) year with an option for renewal for an additional three-one (1) year periods, if agreeable with both the successful bidder and the County of Victoria.



**7.0 BIDDER INFORMATION**

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE No.: \_\_\_\_\_ FAX No.: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PRINT NAME OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

SIGNATURE OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

# COUNTY OF VICTORIA, TEXAS

## INVITATION TO BID AND BID QUOTATION FORM

THIS IS A QUOTATION FORM ONLY AND DOES NOT REPRESENT AN ORDER FOR A PURCHASE BY VICTORIA COUNTY

VENDOR'S NAME AND ADDRESS:

DATE:

September 25, 2017

BID PROPOSAL FOR:

Annual Supply Contract for Gasoline  
Diesel and Dyed Diesel Fuel

DATE OF BID OPENING:

10:00 a.m. Monday, September 25, 2017

DELIVERY LOCATION	DIFFERENTIAL PLUS OR (MINUS) VICTORIA/PLACEDO DAILY OPIS PRICE	ESTIMATED TIME FOR DELIVERY
PRECINCT #1 - 16043 FM 1686, DACOSTA	GASOLINE	_____ DAYS
	DIESEL	_____ DAYS
	LOW SULFUR OFF ROAD DYED DIESEL	_____ DAYS
	HIGH SULFUR OFF ROAD DYED DIESEL	_____ DAYS
PRECINCT #2 - NURSERY DR, NURSERY	GASOLINE	_____ DAYS
	DIESEL	_____ DAYS
	LOW SULFUR OFF ROAD DYED DIESEL	_____ DAYS
	HIGH SULFUR OFF ROAD DYED DIESEL	_____ DAYS
PRECINCT #3 - 2 LOCATIONS QUAIL CREEK DR, VICTORIA	GASOLINE	_____ DAYS
	DIESEL	_____ DAYS
	LOW SULFUR OFF ROAD DYED DIESEL	_____ DAYS
	HIGH SULFUR OFF ROAD DYED DIESEL	_____ DAYS
1867 FORDYCE RD, VICTORIA	GASOLINE	_____ DAYS
	DIESEL	_____ DAYS
	LOW SULFUR OFF ROAD DYED DIESEL	_____ DAYS
	HIGH SULFUR OFF ROAD DYED DIESEL	_____ DAYS
PRECINCT #4 - CORPUS CHRISTI DR, VICTORIA	GASOLINE	_____ DAYS
	DIESEL	_____ DAYS
	LOW SULFUR OFF ROAD DYED DIESEL	_____ DAYS
	HIGH SULFUR OFF ROAD DYED DIESEL	_____ DAYS
CITY/COUNTY ANIMAL SHELTER - 122 PERMITER DR., VICTORIA	GASOLINE	_____ DAYS
	DIESEL	_____ DAYS
	LOW SULFUR OFF ROAD DYED DIESEL	_____ DAYS
	HIGH SULFUR OFF ROAD DYED DIESEL	_____ DAYS

**TERMS** \_\_\_\_\_% \_\_\_\_\_ DAYS, F.O.B. VICTORIA

The County of Victoria reserves the right to reject any and/or all bids and to waive any and/or all formalities and to award purchase on individual item basis.

Acceptance of the successful bid shall obligate the bidder to provide up to the amount bid at the bid terms and conditions stated herein. Acceptance of the successful bid shall only obligate the County to purchase some of the items from that bidder. The County reserves the right to require any successful bidder to enter a separate written contract containing the terms herein and other reasonable conditions.

PER: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## RESIDENCE CERTIFICATION

Pursuant to Texas Government Code §2252.001 *et seq.*, as amended, Victoria County requests Residence Certification. §2252.001 *et seq.* of the Government Code provides some restrictions on the awarding of governmental contract; pertinent provisions of §2252.001 are stated below:

“Nonresident bidder” refers to a person who is not a resident

“Resident bidder” refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

I certify that \_\_\_\_\_ is a Resident Bidder of Texas as  
(Company Name)  
defined in Government Code §2252.001

I certify that \_\_\_\_\_ is a Nonresident Bidder of Texas  
(Company Name)  
as defined in Government Code §2252.001 and our principal place of business is

\_\_\_\_\_  
(City and State)

## REQUIREMENT FOR DISCLOSURE OF CONFLICT OF INTEREST

The 79<sup>th</sup> Texas State Legislature enacted H.B. 914, creating Chapter 176 of the Local Government Code. This act, Disclosure of Certain Relationships with Local Government Officers, takes effect January 1, 2006. As required by the act, the Texas Ethics Commission has created a draft disclosure questionnaire to be completed by vendors. This disclosure requirement applies to a person who contracts or seeks to contract for the sale or purchase of property, goods or services with a local governmental entity.

1. The CONFLICT OF INTEREST QUESTIONNAIRE (FORM CIQ) is required to be filed within 7 business days of:
  - A. Beginning contract discussions or negotiations with Victoria County; or
  - B. Responding to a Request for Proposal, Invitation to Bid, or a correspondence or other writing related to a potential agreement with Victoria County.

COMPLETION AND SUBMISSION OF FORM CIQ ARE THE SOLE RESPONSIBILITY OF THE PROSPECTIVE VENDOR.

**CONFLICT OF INTEREST QUESTIONNAIRE**

**FORM CIQ**

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by HB 1492, 80<sup>th</sup> Leg, Regular Session.

**OFFICE USE ONLY**  
Date Received

This questionnaire is being filed in accordance with chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001 (1-a) with a local governmental entity and the person 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 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

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

1) Name of person doing business 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 7<sup>th</sup> business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3) **Name of local government officer with whom filer has employment or business relationship.**

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

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

A. Is the local governmental officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes       No

B. Is the filer of the questionnaire 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 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 of 10 percent or more?

Yes       No

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

4) \_\_\_\_\_  
Signature of person 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:

\*\*\*

(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.

## Implementation of House Bill 1295

### Certificate of Interested Parties (Form 1295):

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted rules (Chapter 46) to implement the law. The commission does not have any additional authority to enforce or interpret House Bill 1295.

### Filing Process:

Starting on January 1, 2016, the commission will make available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the governing body or state agency receives the Form 1295. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency.

Information regarding how to use the filing application will be available on this site starting on January 1, 2016.

### Additional Information:

HB 1295

Certificate of Interested Parties (Form 1295)\*\*

**\*\*This is a sample form for illustration purposes only. DO NOT FILL OUT THIS SAMPLE FORM. Form 1295 MUST BE FILED ELECTRONICALLY! Paper copies and PDF copies of this sample form are not accepted!**

Chapter 46, Ethics Commission Rules (new rule 46.4, regarding changes to contracts, is in effect as of January 1, 2017)

*Last Revision: January 12, 2017*



# CERTIFICATE OF INTERESTED PARTIES

**FORM 1295**

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

**OFFICE USE ONLY**

**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 contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

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

**6 AFFIDAVIT** I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

\_\_\_\_\_  
 Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said \_\_\_\_\_, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to certify which, witness my hand and seal of office.

\_\_\_\_\_  
 Signature of officer administering oath      Printed name of officer administering oath      Title of officer administering oath

**ADD ADDITIONAL PAGES AS NECESSARY**