



**CITY OF ENNIS**

## Invitation to Bid

**Proposal Reference Number: 24-419-06**

**Project Title: 10"x 6" Self-Priming Trash Pump**

**Proposal Closing Date: January 5, 2024, 10:30 AM**



## **INVITATION TO BID**

### **24-419-06 10" x 6" Self-Priming Trash Pump**

## **SECTION I – ADVERTISEMENT AND INVITATION FOR BIDS**

The City of Ennis (City) will receive bids for a 10" x 6" Self-Priming Trash Pump with sound attenuated enclosure. Capable of 4400 GPM @50' TDH with 15' suction lift. The pump unit will be mounted to a 225HP FT4 Deisel engine with 170-gallon fuel tank, auto controls panel with aux connection for floats or telemetry, fuel gauge, enclosed battery box, lockable fuel cap, lifting bale, 12,000 lb. DOT rated trailer, and in accordance with the detailed specifications in Section II.

Specifications will be emailed to all interested vendors upon request and are also available from the City website at <https://www.ennistx.gov/PublicNotices>.

Bids will be received until 10:30 A.M. on Friday January 5, 2024.

Sealed bids should be addressed to City of Ennis Purchasing Manager and can be dropped off in person at Ennis City Hall, 107 N. Sherman St. Ennis, Texas 75119, or mailed to P.O. Box 220, Ennis, Texas 75120. The outside of the envelope should also be labeled: "Sealed Bid, Attention City of Ennis Purchasing Manager, 24-419-06 10" x 6" Self-Priming Trash Pump.

The bids will be publicly opened and read aloud at 11:30 A.M. on Friday, January 5, 2023, at 500 Lake Bardwell Dr., Ennis, TX 75119.

All questions should be fielded to Katrinia Roberson in writing, at [kroberson@ennistx.gov](mailto:kroberson@ennistx.gov) at least three (3) business days prior to bid opening. No bidder may withdraw his/her bid within ninety (90) days after the actual date of the opening thereof. The City reserves the right to reject any and all bids and to award the contract to the bidder who offers the best value to the City.

City of Ennis  
By: Katrinia Roberson  
Title: Purchasing Manager

Publish: Sunday December 17, 2023  
Sunday December 24, 2023

## SECTION II – SCOPE OF WORK/ITEMS & QUANTITIES

### Detailed Specifications

**Pump** - Oil lubricated run dry mechanical seal • 50 CFM Vacuum Pump priming system • Venturi or Compressor priming system not accepted • Cast iron casing • 16.25" Stainless Impeller (cast or ductile iron not accepted) • 3.38" Solids Handling • 2-year limited warranty • 6" swing check valve • 8" male camlock on suction & discharge •

**Engine** - Water cooled 225HP Diesel • 6 cyl Turbo Charge intercooled • Final Tier 4 • Muffler w /rain cap • Automatic control panel • 2 year OR 2000 hour limited warranty.

**Skid** - 170-gallon tubular fuel tank • Dual fuel pickups • 2" tank cleanout ports • Lockable fuel cap • Mechanical Fuel gauge • 54" skid width I 120" skid length • Lifting bale • Primer and Imron paint • Lifetime warranty on all structural welds • Tie downs on all 4 corners • Battery with enclosed battery box.

**Trailer** - 12,000 lb. GVWR • Torflex axle • Drop Leg Jack 7k • 235/80R 16 radial tires • Safety chains • 2 5/16" adjustable Bulldog hitch • Sound Attenuated Enclosure • 76DBA @ 23' • Lockable doors for access • Enclosure must be removable for maintenance • Vendor must provide warranty for both engine and pump within 50 miles of Ennis.

**Minimal Design Points** - Capable of 4500 GPM • Capable of 290' Shut off Head • Capable of 4400 GPM @ 50' TDH with 15' Suction Lift • Capable of 3000 GPM @ 195' TDH with 20' Suction Lift • Capable of 3750 GPM @ 165' TDH with 20' Suction Lift.

The assembly shall consist of a Cornell pump with Redi Prime 50 CFM vacuum priming system and 16.25" CA6nm stainless steel impeller model 6NHTB-RP-EM18 attached to a John Deere model 6068H-225-FT4 water cooled diesel within a sound attenuated FM12-140 enclosed skid mounted on a 12000 lb. trailer or approved equal.

## SECTION III - INSTRUCTIONS & GENERAL TERMS & CONDITIONS

### 1. **SUBMISSION OF BIDS AND DEADLINE:**

Bidders shall sign and date pages with signature lines. Incomplete bids or bids which are not signed and dated as stated may be rejected. Sealed bids shall be appropriately signed by a person having the authority to bind the firm into a contract.

### 2. **LATE BIDS:** Late Bids shall not be accepted.

### 3. **FUNDING:** Funds for payment have been provided through the City budget approved by the Ennis City Commission. Any anticipated orders or other obligations that may arise past the end of the current City fiscal year will be subjected to budget approval.

### 4. **ALTERING BIDS:** Bids shall not be altered or amended after the time of opening. Any alterations made before opening occurs must be initialed by the Bidder or his/her authorized agent. No bid may be withdrawn after opening without approval and based upon the submission of a written and acceptable reason.

### 5. **WITHDRAWAL OF BID:** A bid may not be withdrawn or canceled by the Bidder without the permission of the City for a period of ninety (90) days following the date designated for the receipt of bids, and the Bidder so agrees upon submittal of a bid. For the purpose of proper bid evaluation and approval, all prices, costs and conditions shall remain firm and valid for a ninety (90) day period, commencing on the day of the bid opening. Upon award of the Contract, all prices shall be firm and valid for the duration of the Contract.

### 6. **BID AWARD:** The City will review all bids for responsiveness and compliance with these specifications. Bids are awarded either to the bidder who submits the lowest and best bid based on the specifications published herein, or to the bidder who provides goods or services at the best value for the municipality.

In awarding the bid, the following criteria will be used:

- a. The purchase price;
- b. The reputation of the Bidder and of the Bidder's goods or services;
- c. The quality and extent to which the goods or services meet the City's needs;
- d. The Bidder's past relationship with the City;
- e. The impact on the ability of the City to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities.
- f. The criteria listed under the other sections of the Terms and Conditions of this Bid packet as well as the Specifications.

In selecting the bidder to whom the Contract will be awarded, the City also reserves the right to consider the location of the Bidder's principal place of business, as provided by Section 271.905 or Section 271.9051 (as applicable) of the Texas Local Government Code. The City may negotiate additional work, as deemed appropriate and consistent with State Law and with the intent and terms of the resulting contract.

The City reserves the right to award a separate contract to separate vendors for each item/group, or to award one contract for an entire bid. The City also reserves the right to award this Bid to alternate bidders should the primary vendor become unable or unwilling to complete the contract term. All terms and conditions of the original bid will remain in effect.

7. **CONTRACT:** This Bid, when properly accepted by the City, along with the City's standard terms and conditions shall constitute a binding contract between the successful Bidder and the City. The City may delay acceptance of bids for thirty (30) days from the date of opening. No additional terms will apply or become a part of this Contract except for Change Orders that are approved by the City.
8. **CHANGE ORDERS:** No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the Contract. All Change Orders must be approved in writing by the City.
9. **PRICES:** Bid prices must be firm for the duration of the contract. The City is exempt by law from payment of Texas Sales Tax and Federal Excise Tax; do not include tax in the Bid. Unit price should reflect all charges, including transportation or freight costs. Bidder shall bid Unit Price on quantity specified, extend, and show total. In case of errors in extension, UNIT prices shall govern. Bids subject to unlimited price increases will not be considered. Successful bidders shall be required to provide a W-9 Taxpayer Identification Number and Certification.
10. **REDUCED PRICES:** If during the term of the Contract, the successful Bidder's net prices to other customers for services provided hereunder are reduced below the contracted price, the successful Bidder understands and agrees that the price reduction shall be extended to the City. The City shall not be required to request the price reduction.
11. **DELIVERY:** All delivery charges are to be included in the Bid Price.
12. **CONFLICT OF INTEREST:** Refer to Attachment A.
13. **ETHICS:** The Bidder shall not offer/accept gifts or anything of value, nor enter into any business arrangement with any employee, official, or agent of the City.
14. **EXCEPTIONS/SUBSTITUTIONS:** Exceptions and substitutions to the specifications shall not be considered.
15. **ADDENDA:** The City reserves the right to revise or amend the specifications prior to the date set for opening bids. Such revisions or amendments, if any, will be announced by addenda or addendum to these specifications via the City website at <https://www.ennistx.gov/PublicNotices>. Check website for updates prior to submitting bids.
16. **LAWS:** Bids must comply with all federal, state, and local laws concerning types of products specified.
17. **MATERIALS:** The design, strength, and quality of materials must conform to the highest standards of manufacturing practice.
18. **MINIMUM STANDARDS FOR RESPONSIBLE BIDDERS:** A prospective bidder must affirmatively demonstrate responsibility and must meet the following requirements:
  - a. Have adequate financial resources, or the ability to obtain resources required;
  - b. Have the ability to comply with the required or proposed delivery schedule;

- c. Have a satisfactory record of performance;
- d. Have a satisfactory record of integrity and ethics; and
- e. Have the eligibility and qualifications to receive an award.

The City may request clarification or other information sufficient to determine bidder's ability to meet these minimum standards listed above. Failure to respond to such requests shall be cause for removal from consideration

- 19. DOCUMENTATION.** Bidder shall provide with this bid response, all documentation required by this Specification. Failure to provide information specifically requested may result in rejection of the bid. If items being bid are of a vehicle or equipment nature, the Vendor shall complete all title paperwork and provide a complete set of repair manuals for each different type of vehicle or equipment.
- 20. INDEMNIFICATION:** The Contractor agrees to defend and shall indemnify and hold harmless the City, as well as, its officers, agents, employees, and elected officials from and against any and all claims, losses, damages, causes or action, suits, and liability of every kind, including all, but not limited to, any and all claims, actions, or lawsuits for property damage, personal injury, including death, involving patent right infringement or copyrights on goods supplied, expenses of litigation, court costs, and attorney's fees, for injury to or death of any person, or damage to any property, arising out of or in connection with the negligent acts and/or omissions of successful Bidder under this Contract.
- 21. TERM OF CONTRACT:** This Contract shall remain in effect until the end of the term of the Contract, until acceptance of performance or services ordered or until terminated by either party with thirty (30) days written notice to the other party. However, the successful Bidder must state the reasons for such termination.
- 22. DEFAULT:** The City reserves the right to enforce the performance of this Contract in any manner prescribed by law or deemed to be in the best interest of the City in the event the successful Bidder defaults on this Contract. Default includes:
- 1. Inability to meet schedules or requested delivery times;
  - 2. Defaults in the payment of any fees; or
  - 3. Failure to otherwise perform in accordance with these terms, conditions, or specifications of the Contract.
- No party shall be in default under the Contract until notice of the alleged failure of the party to perform has been given in writing and until the party has been given a reasonable time to cure the alleged failure (such reasonable time to be determined based on the alleged nature of the alleged failure, but in no event more than 30 days after written notice of the alleged failure has been given). If the successful Bidder fails to cure the alleged failure to perform with the time indicated in the written notice from the City, then the City may terminate the Contract.
- 23. NOTICE:** Any notice required by this Contract (or required by law at the address so provided) to be given to any party shall be deemed to have been received when personally delivered or 72 hours after such written notice has been deposited in the mail in Ennis, Texas by Registered or by Certified Mail with sufficient postage affixed thereto, addressed to the party at the address so provided.
- 24. PURCHASE ORDER:** A purchase order shall be generated by the City to the successful Bidder. The purchase order number must appear on all itemized invoices. The City will not be held responsible for any orders placed/delivered without a valid current purchase order number.

**25. EACH INVOICE** shall be numbered and shall show

- a. name and address of the successful Bidder,
- b. name and address of receiving department and/or delivery location,
- c. the City Purchase Order Number, and
- d. descriptive information as to the services delivered.

**26. PAYMENT** will be made upon receipt and acceptance by the City of the item(s) ordered and receipt of a valid invoice. The City's standard payment terms are net 30, i.e. payment is due in thirty (30) days.

**27. ITEMS**, if any, supplied under this Contract shall be subject to the City's approval. Items found defective or not meeting specifications shall be picked up and replaced by the successful Bidder at the next service date, at no expense to the City. If the item(s) is not picked up within one (1) week after notification, the item(s) may be removed at the Owner's expense at the discretion of the City.

**28. SERVICES AND SUPPLIES:** Services and supplies under this Contract shall be subject to the City's approval. Services or supplies found defective or not meeting specifications shall be promptly corrected at no expense to the City.

**29. SUPPORTING INFORMATION:** The successful Bidder shall warrant that all items/services shall conform to the Specifications.

When requested by the City, bidders are required to provide technical brochures or pre-published literature sufficient to verify that your products and/or services meet or exceed these Specifications. Failure to include supporting information specifically requested may be cause for rejection of the Bid.

- a) **Warranty** – Include warranty information with the Bid. Warranties may be a consideration of Bid Award. Only standard pre-published warranties will be considered.
- b) **Technical Literature** – Include pre-published drawings, brochures, or engineering data sufficient to ensure that the product meets or exceeds minimum specifications.

**30. APPLICABLE LAW AND VENUE:** This Agreement will be governed and construed according to the Laws of the State of Texas. This Agreement is performable in Ennis, Texas. Venue for actions arising under this Agreement in federal courts shall lie exclusively in the Northern District of Texas, Dallas Division, and for State courts shall lie exclusively in Ellis County, Texas.

**31. EQUAL EMPLOYMENT OPPORTUNITY:** The successful Bidder shall comply with all applicable provisions of regulations of the U.S. Department of Commerce (Part A of Subtitle 15 or the Code of Federal Regulations) issued pursuant to the Civil Rights Act of 1964, in regard to nondiscrimination in employment because of race, religion, color, sex, handicap, or national origin. The Bidder shall comply with all applicable Federal, State, and local laws, rules, and regulations concerning equal opportunity employment.

**32. ASSIGNMENT:** The successful Bidder shall not sell, assign, transfer, or convey this Contract, in whole or in part.

**33. SILENCE OF SPECIFICATION:** The apparent silence of specifications, terms, and conditions to any detail, or to the apparent omission of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. Interpretations of these specifications shall be made on the basis of this Statement.

- 34. BID BOND:** Required when stated in Advertisement.
- 35. PERFORMANCE BOND:** Required when stated in Advertisement.
- 36. INSURANCE:** The City requires vendor(s) to carry the minimum insurance coverage set forth in Attachment B.
- 37. PROPRIETARY INFORMATION:** The responders to any inquiry or bid request shall state any restrictions on the use of data contained in their responses. Proprietary information will be handled in accordance with applicable state and federal laws, regulations, and policy of this jurisdiction.
- 38. NONRESIDENT BIDDERS:** Texas State Law requires that the City give preference to Texas Resident Bidders at an amount that a Texas Resident Bidder would be required to underbid a Nonresident Bidder in order to obtain a comparable contract in the State in which the Nonresident's principal place of business is located. Preferences may or may not apply, but will be enforced as prescribed in Texas Government Code Chapter 2252, Subchapter A. Bidders must certify that they are resident or nonresident in order to meet specifications. Failure to do so on the provided response forms will disqualify that Bidder. Certification is included in the Bid Affidavit to follow.
- 39. SUBCONTRACTING:** The awarded vendor shall not subcontract without the written approval of the City.
- 40. INDEPENDENT CONTRACTOR:** The successful Bidder is and shall be deemed an independent contractor of the City. The Contract shall not be deemed as creating a joint venture between the parties.
- 41. INCLEMENT WEATHER:** In case of inclement weather or any other unforeseen event causing the City to close for business on the date a bid/proposal submission deadline, the bid closing will automatically be postponed until the next business day the City is open. If inclement weather conditions or any other unforeseen event causes delays in carrier service operations, the City may issue an addendum to all known vendors interested in the project to extend the deadline. It will be the responsibility of the vendor to notify the City of their interest in the project if these conditions are impacting their ability to turn in a submission within the stated deadline. The City reserves the right to make the final judgement call to extend the deadline.
- 42. STANDARD VERIFICATIONS:** The successful Bidder shall comply with the standard verification required by state law, if applicable, in Attachment C.
- 43. INTERLOCAL AGREEMENTS AND PIGGYBACKING:** The City acknowledges the existence of interlocal agreements with other government entities and is committed to fostering collaborative efforts to streamline procurement processes. The City recognizes the benefits of piggybacking on contracts that have been competitively bid on and awarded by other jurisdictions. In accordance with applicable laws and regulations, The City of Ennis hereby provides explicit consent to piggyback on existing contracts with your company, subject to the terms and conditions outlined in the respective interlocal agreements and with the written approval of your organization as the vendor.



## BID OPENING SHEET

### Scope of Fees

ITEM	QUANTITY	UNIT	DESCRIPTION & UNIT PRICE	TOTAL
1.	1	LS	<b>10" x 6" Self-Priming Trash Pump with sound attenuated enclosure.</b> The pump shall be in accordance with the detailed specifications.	
			<div><div></div><div><b><u>DOLLARS &amp; CENTS</u></b></div><div></div></div> <div>Per Unit</div> <div>(\$ )</div>	

Total Bid (Sum of Item 1) \$ \_\_\_\_\_

Total Bid Amount written in words:

\_\_\_\_\_  
\_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

# Attachment A – Form CIQ

## **INFORMATION REGARDING VENDOR CONFLICT OF INTEREST QUESTIONNAIRE**

**WHO:** The following persons must file a Conflict of Interest Questionnaire with the City if the person has an employment or business relationship with an officer of the City that results in taxable income exceeding \$2,500 during the preceding twelve – month period, or an officer or a member of the officer’s family has accepted gifts with an aggregate value of more than \$250 during the previous twelve – month period and the person engages in any of the following actions:

1. contracts or seeks to contract for the sale or purchase of property, goods or services with the City, including any of the following:
  - a. written and implied contracts, utility purchases, purchase orders, credit card purchases and any purchase of goods and services by the City;
  - b. contracts for the purchase or sale of real property, personal property including an auction of property;
  - c. tax abatement and economic development agreements;
2. submits a bid to sell goods or services, or responds to a request for proposal for services;
3. enters into negotiations with the City for a contract; or
4. applies for a tax abatement and/or economic development incentive that will result in a contract with the City

### **THE FOLLOWING ARE CONSIDERED OFFICERS OF THE CITY:**

- 1 Mayor and City Commission Members;
- 2 City Manager;  
Board and Commission members and appointed members by the Mayor and City Commission;  
Directors of 4B development corporations;  
The executive directors or managers of 4B development corporations; and  
Directors of the City of Ennis have authority to sign contracts on behalf of the City.

**EXCLUSIONS:** A questionnaire statement need not be filed if the money paid to a local government official was a political contribution, a gift to a member of the officer’s family from a family member; a contract or purchase of less than \$2,500 or a transaction at a price and subject to terms available to the public; a payment for food, lodging, transportation or entertainment; or a transaction subject to rate or fee regulation by a governmental entity or agency.

**WHAT:** A person or business that contracts with the City or who seeks to contract with the City must file a “Conflict of Interest Questionnaire” (FORM CIQ) which is available online at [www.ethics.state.tx.us](http://www.ethics.state.tx.us) and a copy of which is attached to this guideline. The form contains mandatory disclosures regarding “employment or business relationships” with a municipal officer. Officials may be asked to clarify or interpret various portions of the questionnaire.

**WHEN:** The person or business must file:

1. the questionnaire – no later than seven days after the date the person or business begins contract discussions or negotiations with the municipality, or submits an application, responds to a request for proposals or bids, correspondence, or other writing related to a potential contract or agreement with the City; and
2. an updated questionnaire – within seven days after the date of an event that would make a filed questionnaire incomplete or inaccurate.

It does not matter if the submittal of a bid or proposal results in a contract. The statute requires a vendor to file a FORM CIQ at the time a proposal is submitted or negotiations commence.

**WHERE:** The vendor or potential vendor must mail or deliver a completed questionnaire to the Finance Department.  
*The Finance Department is required by law to post the statements on the City’s website.*

**ENFORCEMENT:** Failure to file a questionnaire is a Class C misdemeanor punishable by a fine not to exceed \$500. It is an exception to prosecution that the person files a FORM CIQ not later than seven business days after the person received notice of a violation.

# 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 H.B. 1491, 80th Leg., Regular Session.

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 7th 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.

## OFFICE USE ONLY

Date Received

1 Name of person 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 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 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 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 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 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

Adopted 06/29/2007

## ATTACHMENT B - MINIMUM INSURANCE REQUIREMENTS

Vendor agrees to maintain and require its subcontractors to maintain at all times during the agreement/contract term the following coverages at no less than the limits indicated:

### Worker's Compensation Insurance

Statutory

Employers Liability

\$100,000

### Automobile Liability

(Including Owned and Non-Owned autos)

\$500,000 each occurrence  
Combined Single Limits or Equivalent

### Commercial General Liability

Combined Single Limits for Bodily Injury and Property Damage:  
Each occurrence for premises/operations:

Broad form CGL liability coverage	\$1,000,000
Products/Operations aggregate	\$1,000,000
Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000

### Umbrella Liability

\$1,000,000 each occurrence  
\$1,000,000 annual aggregate  
\$ 25,000 self-insured retention

Vendor's coverage must be written on an Occurrence (not claims made) basis with companies acceptable to the City, must stipulate that no take-out endorsements are included on the General Liability policy, and each policy providing coverage hereunder shall contain provisions that no cancellation or material reduction in coverage in the policy shall become effective except upon thirty (30) days prior written notice thereof to the City who shall be named as additional insured with respect to liability imposed upon it resulting from the performance of Work under this Agreement/Contract. There shall be no right of subrogation against the City and this waiver of subrogation shall be endorsed upon the policies. Prior to the commencement of services, Vendor shall furnish certificates evidencing compliance with all requirements herein. **The limits of such insurance shall in no way be construed as limiting Vendor's obligation to completely defend, indemnify and hold harmless the City.**

**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 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  
(Declarant)

**ADD ADDITIONAL PAGES AS NECESSARY**