



CITY OF LAS VEGAS

1700 N. GRAND AVE. • LAS VEGAS , NEW MEXICO 87701-4731 • 505-454-1401 • FAX 505-425-7335

ALFONSO E. ORTIZ, JR.

Mayor

**CITY OF LAS VEGAS
SPECIAL CITY COUNCIL AGENDA
July 9, 2015–Thursday– 5:00 p.m.
City Council Chambers
1700 N. Grand Ave**

(The City Council shall act as the Housing Authority Board of Commissioners on any matters on the Agenda concerning the Housing Department.)

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **MOMENT OF SILENCE**
- V. **APPROVAL OF AGENDA**
- VI. **PUBLIC INPUT (not to exceed 3 minutes per person)**
- VII. **BUSINESS ITEMS**

1. Approval/Disapproval to award Bid for Senior Center Remodel to the most qualified bidder.

Elmer J. Martinez, City Manager This is a CDBG project for the purpose of remodeling and expanding the Senior Center at 500 Sabino Street. Two bids were received, based on bid tabulations, Council is asked to award the project to the lowest qualified bidder Anissa Construction.

VIII. EXECUTIVE SESSION

THE COUNCIL MAY CONVENE INTO EXECUTIVE SESSION IF SUBJECT MATTER OF ISSUES ARE EXEMPT FROM THE OPEN MEETINGS REQUIREMENT UNDER § (H) OF THE OPEN MEETINGS ACT.

- A. Personnel matters, as permitted by Section 10-15-1 (H) (2) of the New Mexico Open Meetings Act, NMSA 1978.**
- B. Matters subject to the attorney client privilege pertaining to threatened or pending litigation in which the City of Las Vegas is or may become a participant, as permitted by Section 10-15-1 (H) (7) of the New Mexico Open Meetings Act, NMSA 1978.**
- C. Matters pertaining to the discussion of the sale and acquisition of real property, as permitted by Section 10-15-1 (H) (8) of the Open Meetings Act, NMSA 1978.**

IX. ADJOURN

ATTENTION PERSONS WITH DISABILITES: The meeting room and facilities are accessible to persons with mobility disabilities. If you plan to attend the meeting and will need an auxiliary aid or service, please contact the City Clerk's Office prior to the meeting so that arrangements may be made.

ATTENTION PERSONS ATTENDING COUNCIL MEETING: By entering the City Chambers, you consent to photography, audio recording, video recording and its/their use for inclusion on the City of Las Vegas Web-site, and to be televised on Comcast.

NOTE: A final agenda will be posted 72 hours prior to the meeting. Copies of the Agenda may be obtained from City Hall, Office of the City Clerk, 1700 N. Grand Avenue, Las Vegas, N.M 87701

CITY COUNCIL MEETING AGENDA REQUEST

DATE: July 2, 2015 **DEPT:** Executive **MEETING DATE:** July 9, 2015

ITEM/TOPIC: Bid award for the Senior Center Remodel Project, Community Development Grant Project #13-C-NR-I-03-G-002

ACTION REQUESTED OF COUNCIL: Approval/disapproval of bid award to the most qualified bidder.

BACKGROUND/RATIONALE: This is a CDBG project for the purpose of remodeling and expanding the Senior Center at 500 Sabino Street. The City of Las Vegas went out for bids for the Senior Center Remodel Project and received two bids. Based on bid tabulations, Council is asked to award the project to the lowest qualified bidder Anissa Construction.

STAFF RECOMMENDATION: Approval

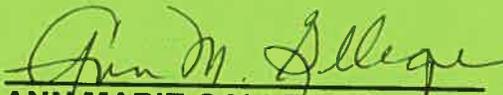
COMMITTEE RECOMMENDATION:

THIS REQUEST FORM MUST BE SUBMITTED TO THE CITY MANAGER'S OFFICE NO LATER THAN 5:00 P.M. ON FRIDAY ONE AND A HALF WEEKS PRIOR TO THE CITY COUNCIL MEETING.


SUBMITTER'S SIGNATURE

REVIEWED AND APPROVED BY:


ALFONSO E. ORTIZ, JR.
MAYOR


ANN MARIE GALLEGOS
FINANCE DIRECTOR
(PROCUREMENT)


ELMER J. MARTINEZ
CITY MANAGER

PURCHASING AGENT
(FOR BID/RFP AWARD)

DAVE ROMERO
CITY ATTORNEY
(ALL CONTRACTS MUST BE
REVIEWED)

July 2, 2015

Re: Senior Center Remodel
CDBG : 13-C-NR-I-03-G-002
Bid Recommendation

Mr. Elmer Martinez, City Manager
City of Las Vegas
1700 N. Grand Avenue
Las Vegas, New Mexico 87701

Dear Mr. Martinez:

We opened bids on June 30 at 2:00 p.m. for the remodel to the Senior Center. The bids were read aloud to the bid opening attendees. (See attachment).

The bids are as follows:

| Bidder | Amount (does not include GRT) |
|--------|-------------------------------|
| Anissa | \$638,000 |
| TFC | \$834,990 |

The low bidder, Anissa Construction of Albuquerque complies with the bid requirements, specifically:

- active SAM registration, Duns #827865671
- acknowledgment of addendum #1 dated 6/23/15
- has an active GB-98 registration
- registered with NM Workforce Solutions
- submitted a 5% bid bond
- the surety company, North American Specialty Insurance is authorized to conduct business in New Mexico
- completed the power of attorney
- has a completed subcontractor listing
- completed the Equal Employment Opportunity certificate
- completed Certification of Section 3 and Segregated Facilities

Bid Recommendation Page 1 of 2

- completed Section 3 Plan Format
- completed Table A - Proposed Subcontracts Breakdown
- completed Table B - Estimated Project Workforce Breakdown
- completed the Campaign Disclosure Form
- completed City of Las Vegas affidavit for filing with competitive bid

Anissa Construction completed the Lobby Addition for Las Vegas City Hall in 2011 and remodeling to the Waste Transfer Station in 2012.

The low bid, is within the available funding.

We are recommending that a construction contract be awarded to Anissa Construction for the amount of \$638,000 plus tax of \$53,565.20 for a total amount of \$691,565.20.

Sincerely,



Kevin R. Balciar, AIA

CITY OF LAS VEGAS
PROPOSAL/BID OPENING

DATE: 30-Jun-2015

OPENING NO.: 2015-30

TIME: 2:00PM

DEPARTMENT: COMM. SERVICES

LOCATION: City Council Chambers
1700 N. Grand Ave.
Las Vegas, NM 87701

ITEM(S): LAS VEGAS SENIOR CENTER REMODEL CDBG 13-C-NR-I-03-G-002

| RECEIVED FROM: | AMOUNT | addendum | BID BOND | AFFIDAVIT NOTARIZED | CAMPAIGN DISC. FORM |
|-----------------------|------------|----------|----------|---------------------|---------------------|
| 1 TFC Construction | 834,990.00 | ✓ | ✓ | ✓ | ✓ |
| 2 Anissa Construction | 638,000.00 | ✓ | ✓ | ✓ | ✓ |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |

| COMPANY REPRESENTATIVE | COMPANY NAME |
|------------------------------|-----------------------|
| 1 <i>Jerry King</i> | WK Plumbing & Heating |
| 2 <i>Sam Medina</i> | North Eastern Const. |
| 3 <i>Sam Medina</i> | City of Las Vegas |
| 4 <i>Anissa Construction</i> | ANISSA CONSTRUCTION |
| 5 <i>Debbie Tafona</i> | TFC Construction |
| 6 <i>Jennifer Hooper</i> | NEC |
| 7 <i>Donna King</i> | WK Plumbing & Heating |
| 8 <i>Karin Balota</i> | Soleil West |
| 9 | |
| 10 | |

(use other side of form when full)
ORIGINAL PROPOSALS TAKEN BY:
Ulyse North
DATE: 6-30-15

OPENED BY: FINANCE DEPARTMENT
Jane Yafar Cordova
DATE: 6-30-15

COPIES TAKEN BY:

**CITY OF LAS VEGAS
PROPOSAL/BID OPENING**

DATE: 30-Jun-2015

OPENING NO.: 2015-30

TIME: 2:00PM

DEPARTMENT: COMM. SERVICES

LOCATION: City Council Chambers
1700 N. Grand Ave.
Las Vegas, NM 87701

ITEM(S): LAS VEGAS SENIOR CENTER REMODEL CDBG 13-C-NR-1-03-G-002

| RECEIVED FROM: | AMOUNT | <i>addendum</i> | BID BOND | AFFIDAVIT NOTARIZED | CAMPAIGN DISC. FORM |
|-----------------------|------------------------|-----------------|----------|---------------------|---------------------|
| 1 TFC Construction | 834,990. ⁰⁰ | ✓ | ✓ | ✓ | ✓ |
| 2 Anissa Construction | 638,000. ⁰⁰ | ✓ | ✓ | ✓ | ✓ |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |

COMPANY REPRESENTATIVE

COMPANY NAME

| | |
|---|-----------------------|
| 1 <i>Tommy King</i> | WK Plumbing & Heating |
| 2 <i>Sean Medrano</i> | North Eastern Const. |
| 3 <i>El Mar</i> | City of Las Vegas |
| 4 <i>Anissa Construction (Anissa Hernandez)</i> | ANISSA CONSTRUCTION |
| 5 <i>Debbie Tafona</i> | TFC Construction |
| 6 <i>Jennifer Hooper</i> | NEC |
| 7 <i>Donna King</i> | WK Plumbing & Heating |
| 8 <i>Karin Balota</i> | Soleil West |
| 9 | |
| 10 | |

(use other side of form when full)

ORIGINAL PROPOSALS TAKEN BY:

Mike [Signature]
DATE: 6-30-15

OPENED BY: FINANCE DEPARTMENT

Jane Tafona Cordova
DATE: 6-30-15

COPIES TAKEN BY:

Blonnie

NOTICE OF INVITATION FOR BID

PRE-BID INFORMATION
Section 00021

Competitive sealed bids will be received by the Owner: City of Las Vegas, SENIOR
CENTER REMODEL CDBG 13-C-NR-I-03-G-002

At LAS VEGAS CITY HALL, 1700 N. GRAND AVENUE, LAS VEGAS, NM 87701,
until June 30, 2015 2:00/p.m. at which time bids will be opened and publicly read
aloud.

Complete sets of the bidding documents may be obtained at the office of the

Architect/Engineer Soleil West, 2625 Pennsylvania St. NE, Suite 600,

Albuquerque, NM 87110 505-293-1477. Prospective bidders must attend a Pre-Bid

Conference which will be held at the project site on June 18, 2015 at 2:00/p.m.

This Project is funded in whole or in part by a grant from the state of New Mexico Small
Cities' Community Development Block Grant Program and is subject to requirements of
the United States Department of Housing and Urban Development and the funding
agency.

Purchasing Agent:

 Date: 6/5/15

(FOR OWNER USE ONLY)

| | | | |
|------------|----------------------------|----------|----------------------|
| Newspaper: | <u>Las Vegas Optic</u> | Publish: | <u>June 8, 2015</u> |
| Newspaper: | <u>Albuquerque Journal</u> | Publish: | <u>June 8, 2015</u> |
| Newspaper: | <u>Las Vegas Optic</u> | Publish: | <u>June 15, 2015</u> |

(Note: This Notice is issued pursuant to the requirements of 13-1-104 NMSA 1978)

REQUEST FOR BIDS

The City of Las Vegas, New Mexico will open Sealed Bids at 2:00 p.m., June 30, 2015, at the City Council Chambers, 1700 North Grand Avenue, Las Vegas, New Mexico, or other designated area at the City Offices; ON THE FOLLOWING:

LAS VEGAS SENIOR CENTER REMODEL CDBG 13-C-NR-I-03-G-002

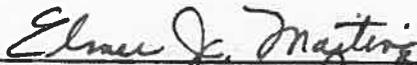
The BIDDING FORMS AND TECHNICAL SPECIFICATIONS may be examined at the following location: SOLIEL WEST, 2625 PENNSYLVANIA ST. NE SUITE 600, ALBUQUERQUE, NM 87110 PHONE 505.293.1477

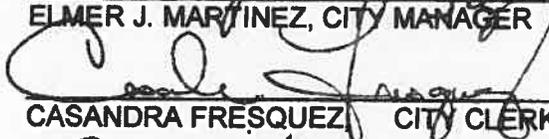
Copies of the BIDDING FORMS AND TECHNICAL SPECIFICATIONS may be obtained at the office of : SOLIEL WEST, 2625 PENNSYLVANIA ST. NE SUITE 600, ALBUQUERQUE, NM 87110 PHONE 505.293.1477

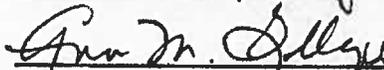
Mailed Bids should be addressed to the City Clerk, 1700 N. Grand Ave., Las Vegas, New Mexico 87701; with the envelope marked: SENIOR CENTER REMODEL, Opening No.2015-30; on the lower left-hand corner of the submitted envelope. It shall be the responsibility of the bidder to see that their bid is delivered to the City Clerk by the date and time set for the bid request. If the mail or delivery of bid request is delayed beyond the opening date and time, bid thus delayed will not be considered. A public opening will be held and any bidder or their authorized representative is invited to attend.

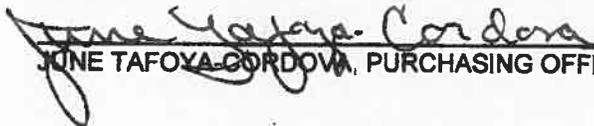
The City of Las Vegas reserves the right to reject any/or all bids submitted.

CITY OF LAS VEGAS,


ELMER J. MARTINEZ, CITY MANAGER


CASANDRA FRESQUEZ, CITY CLERK


ANN M. GALLEGOS, FINANCE DIRECTOR


JUNE TAFOYA-CORDOVA, PURCHASING OFFICER

Opening No. 2015-30

Date Issued: June 5, 2015

Date Issued: Published:

Albuquerque Journal
Las Vegas Optic
City website: www.lasvegasnm.gov

June 8, 2015
June 8 & 15, 2015

BIDDER INFORMATION

BIDDER: _____

AUTHORIZED AGENT: _____

ADDRESS: _____

TELEPHONE NUMBER (____) _____

FAX NUMBER (____) _____

DELIVERY: _____

STATE PURCHASING RESIDENT CERTIFICATION NO.: _____

NEW MEXICO CONTRACTORS LICENSE NO.: _____

BID ITEM (S): Las Vegas Senior Center Remodel CDBG 13-C-NR-I-03-G-002

ITEM (S) UNDER THIS BID ARE TO BE F.O.B. LAS VEGAS, NEW MEXICO 87701. THE CITY OF LAS VEGAS RESERVES THE RIGHT REJECT ANY OR ALL BIDS AND TO WAIVE ANY TECHNICAL IRREGULARITY IN THE FORM OF THE BID.

AFFIDAVIT FOR FILING WITH COMPETITIVE BID

STATE OF _____ }

COUNTY OF _____ }

I _____, of lawful age, being of first duly sworn in oath, say that I am the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any city official or employee as to the terms of said prospective contract, or any other terms of said prospective contract; or in any discussion between bidders with any city official concerning an exchange of money or any other thing of value for special consideration in the letting of a contract.

Subscribed and sworn to before me, this _____ day of _____, 20____.

Signature

(SEAL)

Notary Public Signature
My Commission Expires: _____

STANDARD BID CLAUSES

AWARDED BID

Awarding of Bid shall be made to the responsible Bidder whose Bid meets the required specifications. The City of Las Vegas (City) reserves the right to reject or accept any of all Bid specifications and to waive any insubstantial irregularity in the form of the Bid.

The City of Las Vegas may make multiple awards of the bid, to those bidding in law enforcement related services. The City Reserves the right to award the bid to the most advantageous Bidder to the City.

TIMETABLE

Bids pursuant to this request must be received at the City Clerk's Office at 1700 North Grand Avenue, Las Vegas, New Mexico, on or before 2:00pm, June 30, 20 15 at which time all bids received will be opened. An opening will occur at the City's Council Chambers or other designated area at the City Offices. Awarding of Bid is projected for July , 20 15. The successful Bidder will be notified by mail.

ENVELOPES

Sealed Bid envelopes shall be clearly marked on the lower left-hand corner, identified by the Bid Name and Opening Number. Failure to comply with this requirement may result in the rejection of your submitted Bid. Enclose one (1) original and three (3) copies of Bid.

BRIBERY AND KICKBACK

The Procurement Code of New Mexico; (Section 13-1-28 through 13-1-99 N.M.S.A. 1978), impose a third degree felony penalty for bribery of a public official or public employee. In addition the New Mexico Criminal Statutes (Section 30-4-1, N.M.S.A. 1978): state that it is a third degree felony to commit the offense of demanding or receiving a bribe by a public official of public employee. And (Section 30-24-2, N.M.S.A. 1978): it is a fourth degree felony to commit the offense of soliciting or receiving illegal kickbacks. Also (Section 30-41-1 through 30-41-3, N.M.S.A. 1978): states that it is a fourth degree felony to commit the offense of offering or paying illegal kickbacks.

NON-COLLUSION

In signing their Bid and Affidavit, the Bidder certifies that he/she has not, either directly or indirectly entered into action of restraint of free competition, in the connection with the submitted bid.

RESPONSIBILITY OF BIDDER

At all times it shall be the responsibility of the Bidder to see their bid is delivered to the City Clerk by the Date and Time scheduled for opening. If the mail or delivery of said Bid is delayed beyond the scheduled opening date and time set, bid this delayed will not be considered.

CLARIFICATION OF BID

Bidder requiring clarification or interpretation of Bid specifications shall make a written request to the Department involved in this bid request at least five (5) days prior to the scheduled bid opening date with a copy forwarded to the Finance Department. Any interpretation, corrections or changes of said Bid Specifications, Opening Date, or Time Change will be made by Addendum only. Interpretations, Corrections or changes of said bid made in any other manner will not be binding and the Bidder shall not rely upon such interpretation, corrections and changes.

MODIFICATION OF BID

Bids may be withdrawn upon receipt of written request prior to the scheduled bid opening for the purpose of making any corrections or changes. Such corrections must be properly identified and signed or initialed by the Bidder. Resubmission must be prior to the scheduled bid opening time in order to be considered. After bid opening, no price modifications of submitted bids or other provisions shall be permitted.

WITHDRAWAL OF BID

A low Bidder alleging a material mistake of fact, after bids have been opened may request their bid be withdrawn upon receipt of a written request to the Finance Department prior to the scheduled awarding date.

INSPECTION

Final inspection and acceptance will be made at the City's destination. Products rejected for nonconformance with the specifications shall be removed by the Bidder, at his/her risk and expense promptly after notice of rejection.

FEDERAL TAX IDENTIFICATION NUMBER

Pursuant to IRS requirements, Bidder shall provide their Federal Tax ID Number if Bidder is incorporated. If Bidder is a sole proprietorship or partnership then they shall provide their Social Security Number.

FEDERAL TAX ID NUMBER: _____
SOCIAL SECURITY NUMBER: _____

NEW MEXICO TAX IDENTIFICATION NUMBER

Payment may be withheld under (Section 7-10-5, N.M.S.A. 1978) if you are subject to New Mexico Gross Receipts Tax and have not registered for a New Mexico (CRS) Tax Identification Number. Contact the New Mexico Taxation & Revenue Department at (505) 827-0700 for registering instructions.

NEW MEXICO TAX IDENTIFICATION NO. (CRS): _____

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

The Bidder shall submit a completed Campaign Contribution Disclosure Form Pursuant to Chapter 81, Laws of 2006.

COMMERCIAL WARRANTY

The Bidder agrees that the products or services furnished under a Purchase Order shall be covered by the most favorable commercial warranties that the Bidder gives to any customer for such products or services. And that the rights and remedies provided therein shall extend to the City and are in addition to and do not limit any rights afforded to the City by any other clause of its Purchase Order. Bidder agrees not to disclaim warranties of fitness for any particular purpose or merchantability.

Furthermore, Bidder agrees that its warranty for all products furnished under a Purchase Order pursuant to this Call for Bids shall be for a period of one year following the installation of said products by others. Also a receipt of a notice by the City's Engineer the products have been installed correctly and have been demonstrated to be capable of performing their intended function.

SPECIAL NOTICE

To preclude possible errors and/or misinterpretations, bid prices must be affixed in ink or typewritten legibly. Enclose one (1) original and three (3) copies of Bid documents.

DEFAULT

The City reserves the right to cancel all or any part of an order without cost to the City if the Bidder fails to meet the provisions of the City's Purchase Order or the product specifications and to hold the Bidder liable for any excess costs occasioned due to the Bidder's default. The Bidder shall not be liable for any excess costs if failure to perform on an order arises out of cause beyond the control and without fault or negligence of the Bidder. Such causes include, but are not restricted to, acts of God or public enemy; acts of State or Federal Government; fires, floods, epidemics, quarantine restrictions, strikes, embargoes, unusually severe weather, or defaults of subcontractors. Due to any of the above unless the City shall determine that the supplies or services to be furnished by the subcontractor are obtainable from other sources in the City in this paragraph shall not be exclusive and are in addition to any other rights now being provided by law.

BID PROTESTS

If any Bidder is of the opinion that the specifications as written preclude him/her from submitting a bid. His/her opinion should be made known to the Department involved in this bid request at least twelve (12) days prior to the scheduled bid opening date with a copy forwarded to the Finance Department. Bid protests will not be considered from parties which do not also furnish satisfactory documentation with their protest that their proposed system fully meets the functional intent of the TECHNICAL SPECIFICATIONS which accompany a Call for Bids.

NON-EXCLUSION

Specifications of the bid request are not meant to exclude any Bidder or Manufacturer. Where a brand name or equal is indicated, it is for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to restrict competition. "No Substitute" specifications may be authorized, only if required to match existing equipment.

If any Bidder is of the opinion that the specifications as written preclude him/her from submitting a bid. His/her opinion should be made known to the Department involved in this bid request at least five (5) days prior to the scheduled bid opening date; with a copy forwarded to the Finance Department.

Brand names and numbers are for reference only and equivalents will be considered. If bidding "EQUIVALENT" Bidder must be prepared to furnish complete data upon request, preferably with the bid to avoid awarding delay.

CONTRACT

When the City issues a Purchase Order in response to an awarded Bid a binding contract is created (unless a specified contract has been created).

TERMINATION

This Price Agreement may be terminated by either party upon signing a written notice to the other party at least thirty (30) days in advance of the date of termination. Notice of termination of this Price Agreement shall not affect any outstanding orders.

TAXES

Bidder must pay all applicable taxes.

NOTE:

If bidder is from outside the City of Las Vegas, the successful bidder must pay Gross Receipts in the City of Las Vegas.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Contract" means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

"Family member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

"Pendency of the procurement process" means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

"Person" means any corporation, partnership, individual, joint venture, association or any other private legal entity.

"Prospective contractor" means a person who is subject to the competitive sealed

proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

"Representative of a prospective contractor" means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(The above fields are unlimited in size) _____

Signature

Date

Title (position)

-OR-

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)