PROPOSER'S AFFIDAVIT OF NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING

By submission of this proposal, the undersigned certifies that:

1. Neither the proposer nor any of proposer's officers, partners, owners, agents, representatives, employees, or parties in interest, has in any way colluded, conspired, or agreed, directly or indirectly with any person, firm, corporation or other proposer or potential proposer any money or other valuable consideration for assistance in procuring or attempting to procure a contract or fix the prices in the attached proposal or the proposal of any other proposer, and further states that no such money or other reward will be hereinafter paid.

2. No attempt has been or will be made by this company's officers, employees, or agents to lobby, directly or indirectly, the New Braunfels Independent School District Board of Trustees between proposal submission date and award by the New Braunfels ISD Board of Trustees.

3. No officer or stockholder of the proposer is a member of the staff, or related to any employee or Board of Trustees member of the New Braunfels Independent School District except as noted on Form CIQ (Conflict of Interest Questionnaire - attached).

4. The undersigned certifies that he/she is fully informed regarding the accuracy of the statements contained in this certification, and that the penalties herein are applicable to the proposer as well as to any person signing in his/her behalf.

Printed Name

Title

Signature

Date

REQUIRED FORM FOR BID CONSIDERATION
REFERENCES & SIMILAR PROJECTS

A minimum of three references or history of similar projects is required for bid consideration.

Reference/Project: ___________________________ 
Contact Person: ___________________________ 
Company Name: ___________________________ 
Telephone: ____________ 
Fax: ___________ 
Email Address: __________________________

Reference/Project: ___________________________ 
Contact Person: ___________________________ 
Company Name: ___________________________ 
Telephone: ____________ 
Fax: ___________ 
Email Address: __________________________

Reference/Project: ___________________________ 
Contact Person: ___________________________ 
Company Name: ___________________________ 
Telephone: ____________ 
Fax: ___________ 
Email Address: __________________________

Reference/Project: ___________________________ 
Contact Person: ___________________________ 
Company Name: ___________________________ 
Telephone: ____________ 
Fax: ___________ 
Email Address: __________________________

REQUIRED FORM FOR BID CONSIDERATION
CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

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

<table>
<thead>
<tr>
<th>Name of vendor who has a business relationship with local governmental entity.</th>
</tr>
</thead>
</table>

2. Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3. Name of local government officer about whom the Information is being disclosed.

<table>
<thead>
<tr>
<th>Name of Officer</th>
</tr>
</thead>
</table>

4. Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

- [ ] Yes
- [ ] No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

- [ ] Yes
- [ ] No

5. Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6. Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7. Signature of vendor doing business with the governmental entity

   Date

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

REQUICK FORM FOR BID CONSIDERATION

Revised 1/1/2021 20
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.
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 new rules (Chapter 46) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret House Bill 1295.

To complete the form online visit www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm and follow any and all instructions.

A signed, hard copy of the original, completed Form 1295 is required to be submitted with any bid submission.

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**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

1. Name of business entity filing form, and the city, state and county 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 and 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, County (place of business)

   Interests of Interest (check applicable)

   Controlling

   Intermediary

5. Check only if there is an Interested Party.

6. UNWARRANTED DECISION

   My name is __________________________ and my date of birth is _________.

   My address is __________________________

   I am under penalty of perjury that the foregoing is true and correct.

   Executed in __________________________, County, State of ______________ on the ______ day of ______, ______.

   Signature of authorized agent of contracting business entity

   (Signature)

ADD ADDITIONAL PAGES AS NECESSARY

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Rearranged 12/22/2017

REQUIRED FORM FOR BID CONSIDERATION
VENDOR INFORMATION REQUEST

Please include a W-9 with your completed form or use the one provided.

Vendor Name: ________________________________

PAYMENT INFORMATION
Contact Name: ________________________________
Address: ______________________________________
City, State, & Zip: ______________________________
Phone: _________________________________________
Fax: __________________________________________
Email: _________________________________________

ORDERING INFORMATION
Contact Name: __________________________________
Address: ______________________________________
City, State, & Zip: ______________________________
Phone: _________________________________________
Fax: __________________________________________
Email: _________________________________________

Is your company incorporated? □ Yes □ No
Are you a sole source vendor? □ Yes □ No (If yes, a Sole Source Affidavit will be requested by e-mail.)
If your company has an inter-local agreement with any of the cooperatives listed below, please provide the contract number(s) next to the respective cooperative.

<table>
<thead>
<tr>
<th>Cooperative</th>
<th>Contract Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>BuyBoard (<a href="http://www.buyboard.com">www.buyboard.com</a>)</td>
<td></td>
</tr>
<tr>
<td>Omnia Partners – former U.S. Communities/National IPA/TCPN (<a href="http://www.omniapartners.com">www.omniapartners.com</a>)</td>
<td></td>
</tr>
<tr>
<td>DIR (<a href="http://www.dir.texas.gov">www.dir.texas.gov</a>)</td>
<td></td>
</tr>
<tr>
<td>TIPS (<a href="http://www.tips-usa.com">www.tips-usa.com</a>)</td>
<td></td>
</tr>
<tr>
<td>TXMAS/TXSmartBuy (<a href="http://www.txsmartbuy.com/contracts">www.txsmartbuy.com/contracts</a>)</td>
<td></td>
</tr>
<tr>
<td>PACE (<a href="http://www.pacecoop.org">www.pacecoop.org</a>)</td>
<td></td>
</tr>
<tr>
<td>Choice Partners (<a href="http://www.choicepartners.org">www.choicepartners.org</a>)</td>
<td></td>
</tr>
<tr>
<td>PCA – Purchasing Cooperative of America (<a href="http://www.pcamerica.org">www.pcamerica.org</a>)</td>
<td></td>
</tr>
<tr>
<td>1GPA – 1 Government Procurement Alliance (<a href="http://www.1gpa.org">www.1gpa.org</a>)</td>
<td></td>
</tr>
<tr>
<td>E&amp;I Cooperative Services (<a href="http://www.eandi.org">www.eandi.org</a>)</td>
<td></td>
</tr>
<tr>
<td>Region 20 – 2013 Purchasing Cooperative (<a href="http://www.esc20.net">www.esc20.net</a>)</td>
<td></td>
</tr>
<tr>
<td>Sourcewell (<a href="http://www.sourcewell-mn.gov">www.sourcewell-mn.gov</a>)</td>
<td></td>
</tr>
</tbody>
</table>

Federal ID: ___________________________ or Social Security: ___________________________

REQUIRED FORM FOR BID CONSIDERATION
Are you currently employed by a TRS-covered employer? Yes No

Employer Name, if yes:

__________________________

Do you receive a monthly retirement check from TRS? Yes No

Verification of Vendor Information

Info. Provided By (print name):_____________________________________________________

Title: __________________________________________

Phone: _______________________________ Email: ____________________________________

Fax: _______________________________ Email: ____________________________________

Signature: ____________________________

Date: ________________________________

REQUIRED FORM FOR BID CONSIDERATION
**Part I. Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, estate, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

Note: If the account is in more than one name, see the Instructions for line 1. Also see What Name and Number To Give the Requestor for guidelines on whose number to enter.

**Part II. Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding; or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding because a report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**

Signature of U.S. person

Date

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

**Purpose of Form**

An individual or entity (Form W-9 requestor) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requestor with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Cat. No. 10231X

Form W-9 (Rev. 10-2018)

REQUIRED FORM FOR BID CONSIDERATION

25