



## City of Laredo Purchasing Division

### Notice to Bidders Addendum # 2

Sep 09, 2011

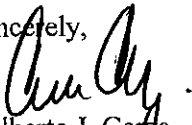
Ref: RFP- FY11-113  
**MANAGEMENT AND OPERATION OF TWO REFRIGERATED INSPECTION  
FACILITIES LOCATED ON THE FEDERAL IMPORT LOTS AT WORLD  
TRADE BRIDGE AND COLOMBIA SOLIDARITY BRIDGE**

To **All Interested Vendors:**

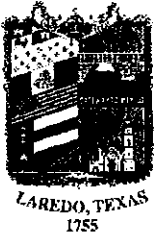
The proposal deadline for the above mentioned proposal has changed. Proposals will be received at the City Secretary's Office, 1110 Houston St. 3<sup>rd</sup> floor, Laredo, Texas 78040 until **3:00 P.M on September 26, 2011 and all proposals will be open and publicly acknowledged.**

Please use the attached document to submit your proposal. If there are any questions concerning this addendum or the specifications, please contact me at (956)-790-1804.

Sincerely,

  
Gilberto J. Garza  
Administrative Assistant II

CITY OF LAREDO  
PURCHASING DIVISION



CITY OF LAREDO  
REQUEST FOR PROPOSALS  
LAREDO INTERNATIONAL BRIDGE SYSTEM  
REFRIGERATED INSPECTION FACILITIES

*Revised Sep09, 2011*

PUBLIC NOTICE  
REQUEST FOR PROPOSALS

Notice is hereby given that the City of Laredo is now accepting sealed proposals, subject to the Terms and Conditions of this request for proposals and other contract provisions, for the management and operation of two refrigerated inspection facilities located within the federal import lots at World Trade Bridge and Colombia Solidarity Bridge. Copies of the bid specifications may be obtained from the Finance Department – Purchasing Division, 5512 Thomas Ave., Laredo, Texas 78041 or by downloading from our website: [www.cityoflaredo.com](http://www.cityoflaredo.com). Proposals will be received at the Office of the City Secretary, P.O. Box 579, 1110 Houston Street, Laredo, Texas 78042 until 3:00 p.m. on **September 26, 2011** and all proposals received will be opened and publicly acknowledged.

Six copies of this proposal are to be submitted in a sealed envelope clearly marked:

**RFP: MANAGEMENT AND OPERATION OF TWO REFRIGERATED INSPECTION FACILITIES  
LOCATED ON THE FEDERAL IMPORT LOTS AT WORLD TRADE BRIDGE AND  
COLOMBIA SOLIDARITY BRIDGE**

**FY11- 113**

<b>Proposals are to be mailed:</b> City of Laredo – City Secretary C/O Gustavo Guevara Jr. City Hall – Third Floor PO Box 579 Laredo, Texas 78042-0579	<b>Hand Delivered:</b> City of Laredo – City Secretary C/O Gustavo Guevara Jr. City Hall – Third Floor 1110 Houston Laredo, Texas 78040
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The City of Laredo reserves the right to reject any and all proposals, and to waive any irregularities.

***Please submit one original signature document and five copies***



**CITY OF LAREDO  
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**TERMS AND CONDITIONS OF INVITATIONS FOR PROPOSALS**

**GENERAL CONDITIONS**

Vendors are required to submit their proposals upon the following expressed conditions:

- (a) Vendors shall thoroughly examine the specifications, schedule instructions and other contract documents. Once the award has been made, failure to read all specifications, instructions, and the contract documents, of the City shall not be cause to alter the original contract or for a vendor to request additional compensation.
- (b) Vendors shall make all investigations necessary to thoroughly inform themselves regarding facilities and locations for delivery of materials and equipment as required by the RFP conditions. No pleas of ignorance by the vendor of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the vendor to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City or the compensation to the vendor.
- (c) Vendors are advised that City contracts are subject to all legal requirements provided for in the City Charter and/or applicable City Ordinances, State and Federal Statutes.

**1. PREPARATION OF STATEMENT OF PROPOSALS**

Submittals will be prepared in accordance with the following:

- (a) All information required by the proposal form shall be furnished. The vendor shall print or type the business name and manually sign the schedule.
- (b) Alternate proposals will not be considered unless authorized by the invitation for proposals or any applicable addendum

**2. DESCRIPTION OF SUPPLIES**

Any catalog or manufacturer's reference used in describing an item is merely descriptive, and not restrictive, unless otherwise noted, and is used only to indicate type and quality of material. Vendor is required to state exactly what they intend to furnish; otherwise the vendor shall be required to furnish the items as specified.

**3. SUBMISSION OF STATEMENT OF PROPOSAL**

- (a) Proposals and changes thereto shall be enclosed in sealed envelopes, properly addressed and to include the date and hour of the proposal opening and the material or services.
- (b) Unless otherwise noted on the Notice to Vendors cover sheet, all proposals must be submitted to the Office of the City Secretary, City Hall, 1110 Houston Street, Laredo, Texas 78040. The mailing address is Office of the City Secretary, PO. Box 579, Laredo, Texas 78042.
- (c) Telegraphic and facsimile proposals will not be considered.
- (d) The City shall pay no costs or other amounts incurred by any entity in responding to this RFP, or as a result of issuance of this RFP.

**4. REJECTION OF SUBMITTALS**

The City may reject a proposal if:

- (a) Vendor misstates or conceals any material fact in the RFP.
- (b) Proposal does not strictly conform to the law or the requirements of the RFP.
- (c) Vendor is in arrears on existing contracts or taxes with the City of Laredo.
- (d) If proposals are conditional. Vendor may qualify their submittal for acceptance by the City on an "ALL OR NONE" basis. An "ALL OR NONE " basis proposal must include all items in the specifications.
- (e) In the event that a vendor is delinquent in the payment of City of Laredo taxes on the day the proposals are opened, including state and local taxes, such fact may constitute grounds for rejection of the proposal or cancellation of the contract. A vendor is considered delinquent, regardless of any contract or agreed judgments to pay such delinquent taxes
- (f) No proposal submitted herein shall be considered unless the vendor warrants that, upon execution of a contract with the City of Laredo, vendor will not engage in employment practices such as discriminating against employees because of race, color, sex, creed, or national origin. Vendor will submit such reports as the City may therefore require assuring compliance with said practices.
- (g) The City may reject all proposals or any part of a proposal whenever it is deemed necessary.
- (h) The City may waive any minor informalities or irregularities in any proposal.

**5. WITHDRAWAL OF STATEMENT OF PROPOSAL**

Submittals may not be withdrawn after they have been publicly opened, unless approved by the City Council.

**6.0 LATE SUBMITTALS OR MODIFICATIONS**

Proposals and modifications received after the time set for the proposal opening will not be considered. Late proposals will be returned to the vendor unopened.

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**PURCHASING DIVISION**

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**7.0 AWARD OF CONTRACT**

- (a) The contract will be awarded to the firm or individual that provides the best value for the city based on the evaluation factors listed in the request for RFP document, in accordance to the provisions of the State of Texas - Local Government Code.

8.0 Proof: The vendor shall bear the burden of proof of compliance with the City of Laredo specifications.

**9.0 NON-COLLUSIVE AFFIDAVIT**

The City may require that vendors submit a Non-Collusive Affidavit. The vendor will be required to state that the party submitting a proposal or proposal, that such proposal or proposal is genuine and not collusive or sham; that said Vendor has not colluded, conspired, connived or agreed, directly or indirectly, with any vendor or person, to put in a sham proposal or to refrain from submitting a proposal, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price or affiant or of any other vendor, or to fix any overhead, profit or cost element of said proposal price, or of that of any other vendor, or to secure any advantage against the City of Laredo or any person interested in the proposed contract; and that all statements in said proposal or proposal are true.



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PURCHASING DIVISION**

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proposal from a person or firm that demonstrates financial stability and has an established track record of working within the trade industry. The premises shall not be used for any other purpose without the City's written consent.

11.3.1 The facility user is responsible for payment of the facility use fee for each truck that utilize the refrigerated facility during inspection by CBP or a monthly facility use fee. It is the sole responsibility of the user to allow other users (stevedores) to use the refrigerated facilities to load and unload.

11.4 The City shall, at its' sole cost, deliver to the person or firm the following:

- 11.4.1 Refrigerated facilities;
- 11.4.2 Exterior walls and roof;
- 11.4.3 Complete plumbing and refrigeration system;
- 11.4.4 Complete electrical lighting and outlets;
- 11.4.5 Emergency and exit lighting as specified for space;
- 11.4.6 All exterior doors and hardware;
- 11.4.7 Concrete floors;
- 11.4.8 Security surveillance equipment

11.5 The person or firm shall be responsible for the operation of the facilities, including but not limited to, payment of facility use fee, obtaining approval to operate in federal facilities from Customs and Border Protection (CBP), personnel including obtaining proper security clearance, obtaining necessary equipment to provide service of unloading and loading (Example: electrical forklifts, batteries for forklifts, battery rechargeable system, dock plates, etc), and insurance.

11.6 The person or firm shall be responsible for maintaining the premises in a clean manner and equipment (example: forklifts) in good repair and operating condition throughout the term.

11.7 The City shall maintain, repair or replace at its sole cost any facility equipment failure including the refrigeration system, plumbing system, lighting and electrical wiring. Any damages caused to facilities by the facility user(s) will be restored to the original condition by the facility user(s).

11.8 The person or firm is responsible for all taxes, special assessments and governmental charges during the term of the contract on the furniture, equipment, trade fixtures, appliances, and other personal property placed by the person or firm.

11.9 The contract vendor will be responsible to secure and pay for all utility costs for these facilities.

11.10 Top commodities at the Colombia Solidarity Bridge would be avocado, chinese vegetables, cut flowers, broccoli, and mango

11.11 Top commodities at the World Trade Bridge would be broccoli celery, lettuce, flowers and mushrooms.

11.12 Listed below are the number of loads inspected by the Customs and Border Protection officers at the Colombia Solidarity and World Trade Bridges. There is an anticipation that the numbers of loads will increase once the refrigerated facilities are operational.

**Colombia Solidarity Bridge:**

<u>Month</u>	<u>Trucks Inspected</u>
Jan	1813
Feb	1433
Mar	1492
April	1223
May	956
June	691

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July	483
Aug	792
Sept	N/A
Oct	819
Nov	1241
Dec	1196

**World Trade Bridge**

<u>Month</u>	<u>Trucks Inspected</u>
Jan	706
Feb	533
Mar	592
April	596
May	521
June	564
July	422
Aug	324
Sept	N/A
Oct	578
Nov	717
Dec	708

**12.0 Insurance Requirements**

The successful bidder(s) shall furnish the City with original copies of valid insurance policies herein required upon execution of the contract and shall maintain said policies in full force and effect at all times during the term of this contract.

- (a) Commercial General Liability insurance at minimum combined single limits of \$1,000,000\_per-occurrence and \$2,000,000 general aggregate for bodily injury and property damage, Coverage must be amended to provide for an each-project aggregate limit of insurance. An alternative would be to have separate limits for all lines of General Liability coverage for each project.
- (b) Workers Compensation insurance at statutory limits, including Employers Liability coverage a minimum limits of \$1,000,000 each-occurrence each accident/\$1,000,000 by disease each-occurrence/\$1,000,000 by disease aggregate.
- (c) Commercial Automobile Liability insurance at minimum combined single limits of \$1,000,000\_per-occurrence for bodily injury and property damage, including owned, non-owned, and hired car coverage.
- (d) Any Subcontractor(s) hired by the Contractor shall maintain insurance coverage equal to that required of the Contractor. It is the responsibility of the Contractor to assure compliance with this provision. The City of Laredo accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor.
- (e) A Comprehensive General Liability insurance form may be used in lieu of a Commercial General Liability insurance form. In this event, coverage must be written on an occurrence basis, at limits of \$1,000,000 each-occurrence, combined single limit, and coverage must include a broad form Comprehensive General Liability Endorsement.
- (f) With reference to the foregoing insurance requirement, Contractor shall specifically endorse applicable insurance policies as follows:
  1. The City of Laredo shall be named as an additional insured with respect to General Liability and Automobile Liability.
  2. All liability policies shall contain no cross liability exclusions or insured versus insured restrictions.
  3. A waiver of subrogation in favor of the City of Laredo shall be contained in the Workers compensation, and all liability policies.
  4. All insurance policies shall be endorsed to require the insurer to immediately notify The City of Laredo of any material change in the insurance coverage.
  5. All insurance policies shall be endorsed to the effect that The City of Laredo will receive at least sixty- (60) days' notice prior to cancellation or non-renewal of the insurance.
  6. All insurance policies, which name The City of Laredo as an additional insured, must be endorsed to read as primary coverage regardless of the application of other insurance.
  7. Required limits may be satisfied by any combination of primary and umbrella liability insurances.

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8. Contractor may maintain reasonable and customary deductibles, subject to approval by The City of Laredo.
  9. Insurance must be purchased from insurers that are financially acceptable to the City of Laredo. Insurer must be rated A- or greater by AM Best Rating with an admitted carrier licensed by the Texas Department of Insurance.
- (g) All insurance must be written on forms filed with and approved by the Texas Department of Insurance. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting the following:
1. Sets forth all endorsements and insurance coverage's according to requirements and instructions contained herein.
  2. Shall specifically set forth the notice-of-cancellation or termination provisions to The City of Laredo.
- (h) Upon request, Contractor shall furnish The City of Laredo with certified copies of all insurance policies.

**13.0 Proposal Structure**

- 13.1 A detailed proposal shall be submitted to the City of Laredo for the management and operation of both facilities. The proposal shall list the compensation to the City of Laredo by the selected firm. The City is requesting proposals whereas the contractor agrees to pay the City the following:
- option 1 - a contract with a per truck fee;
  - option 2 – a contract that is based on an agreed monthly user fee.

**13.2 Required Submittals**

The City of Laredo will be utilizing best value evaluation criteria to select the contract vendor (s). You are asked to respond to the following questions and provide concise responses to these questions. Do include boilerplate marketing brochures or informational documents with your responses.

**13.3 Tab A - Overview of Company Experience *Maximum Evaluation Points Assigned 25***

It is City of Laredo's desire to establish a strong, lasting relationship with a firm to operate these facilities. In order to demonstrate your ability to be a strategic partner, provide responses to the following information requests and questions that address your company's operations, organization, financial viability and structure.

- 13.3.1 Provide an overview of your company.
- 13.3.2 Describe your company's business strategy and mission.
- 13.3.3 Describe any significant strategic changes your company has undertaken in recent years, such as businesses acquired or divested, reorganizations or major initiatives undertaken that would benefit our relationship.
- 13.3.4 Has your company been disqualified or debarred from participating in any RFP's/Proposals in the last 5 years? If yes, please provide details.
- 13.3.5 Provide a letter from your legal counsel setting forth any litigation within the last ten (10) years that proposer is, or has been involved in, that relates to this type of operation.
- 13.3.6 Provide at least three (3) operational references and/or customer references that have knowledge of your experience and ability working with the trade industry.
- 13.3.7 Submit the applicable corporation, partnership, or joint venture statement.

**13.4 TAB B Financial Ability to Operate this facility - *Maximum Evaluation Points Assigned 20***

- 13.4.1 In order to determine the financial ability of your firm to operate these facilities, the following information is requested:
- 13.4.2 Include financial statements for your company for the last two years. These financial statements shall be submitted in a separate sealed envelope and shall be identified as such. If you wish to have your financial statements returned after our evaluation please include a letter stating such.
- 13.4.3 Provide a recent audited financial statement, including Profit and Loss Statement. Include a narrative detailing the method of financing for this project. A commitment letter from a financial institution may be requested if you intend to borrow funds to operate these facilities.

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**13.5 TAB C – Management Plan – *Maximum Evaluation Points Assigned 20***

- 13.5.1 Provide a management plan that includes projected number of monthly loading and unloading volume, proposed customer fees, number of forklifts and spare batteries to be available, staffing levels and any other information that may pertain to the management and operation of the refrigerated facilities
- 13.5.2 Describe any added value specifications/features/proposals that will be advantageous to the City of Laredo if we selected your company to operate these facilities.

**13.6 TAB D – Compensation to the City of Laredo to operate the Refrigerated facilities *Maximum Evaluation Points Assigned 25***

- 13.6.1 A detailed proposal shall be submitted to the City of Laredo for the management and operation of both facilities. The proposal shall list the compensation to the City of Laredo by the selected firm. The City is requesting proposals whereas the contractor agrees to pay the City the following:
  - option 1- a contract with a per truck fee;
  - option 2 – a contract that is based on an agreed monthly user fee.
- 13.6.2 Attach a five year forecast or estimated of volume of trailers unloaded and loaded per refrigerated facility

**13.7 Customer Fee Structure Maximum Evaluation Points assigned 10**

- 13.7.1 Provide a fee schedule to be charged to the Custom Brokers to unload and load trailers for inspection by Customs and Border Protection (CBP) personnel.
- 13.7.2 Provide a pro-forma customer fee structure for the ten year period.

**14.0 Award of Contract**

14.1 The contract will be awarded to the most qualified proposal based on the evaluation factors listed in the request for proposal document, in accordance to the provisions of Chapters 252 and 271 of the State of Texas - Local Government Code. However, the City, may in its sole discretion, award a contract without interviews, based solely on information supplied in the proposal responses A selection committee will review all completed proposals.

14.2 The following evaluation factors will be considered by the selection committee when evaluating each proposal:

- 4.2.1 Experience (25 points)
- 4.2.2 Financial ability to operate these facilities (20 points)
- 4.2.3 Management plan (20 points)
- 4.2.4 Compensation to the City of Laredo to operate the facilities (25 points)
- 4.2.5 Customer fee structure (10 points)

14.3 The City of Laredo reserves the right to reject any and all proposals and to waive any irregularities. All expenses incurred by the proposer in preparing its response to this RFP and in seeking award of this contract shall be borne solely by the proposer.

14.4 The City does not guarantee that a contract (or contracts) will be awarded as a result of the RFP. In the event that a contract award is made, but the contract is not executed, the City does not guarantee that the contract will be re-awarded City staff will review all proposals for compliance and thoroughness. The proposals found to be in compliance will then be distributed to the members of an Evaluation Committee

**15.0 Termination of Contract:**

In the event that user shall violate any part of this contract, or shall default in the payment of facility use fee or in the performance of any obligation or duty herein imposed on facility user, and if said violation or default is not cured or

**CITY OF LAREDO  
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made within thirty (30) days after written notice thereof from City of Laredo, the City of Laredo has the right to terminate contract.

**16.0 Questions and Inquiries**

Written questions and inquiries about this Request for Qualifications should be submitted in writing to Francisco Meza at [fmeza@ci.laredo.tx.us](mailto:fmeza@ci.laredo.tx.us) or by fax 956-790-1805 no later than August 29, 2011.

**17.0 Reservations**

The City reserves the right to accept or reject any or all submittals as a result of this request, to negotiate with all qualified sources, or to cancel, in part or in its entirety this Request for Proposals if found in the best interest of the City. All submittals become the property of the City of Laredo.

**18.0 Reimbursements**

There is no express or implied obligation for the City of Laredo to reimburse responding firms for any expenses incurred in preparing proposals in response to this Request for Proposal. The City of Laredo will not reimburse responding firms for these expenses, nor will City pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

**19.0 Communication**

The City shall not be responsible for any verbal communication between any employee of the City and any potential firm. Only written requirements and qualifications will be considered.

**20.0 Management**

Should there be a change in ownership or management; the contract shall be canceled unless a mutual agreement is reached with the new owner or manager to continue the contract with its present provisions and prices. This contract is nontransferable by either party.

**21.0 Negotiations**

Negotiations may be conducted with responsible offeror(s) who submit proposals that are reasonably susceptible of being selected. All firm(s) reasonably susceptible of being selected based on criteria set forth in this RFP may be given an opportunity to make a presentation and/or interview with the Selection Committee. Following any presentation and/or interviews, firms will be ranked in order of preference and contract negotiations will begin with the top ranked firm. Should negotiations with the highest ranked firm fail to yield a contract, or if the firm is unable to execute said contract, negotiations will be formally ended and then commence with the second highest ranked firm, etc. However, the City may in its sole discretion, award a contract without interviews, based solely on information supplied in the proposal responses.

**CITY OF LAREDO  
PURCHASING DIVISION**

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**Corporation Statement**

If a corporate, answer the following:

When incorporated? \_\_\_\_\_

Where incorporated? \_\_\_\_\_

Is the corporation authorized to do business in Texas? Yes ( ) No ( )

If so, as of what date: \_\_\_\_\_

The corporation is held: Publicly ( ) Privately ( )

Furnish the name, title, and address of each officer, director, or principal shareholders owning more than 10% or more of the corporations' issued stock:

Directors Name:	Address	Principal Business Affiliation other than Proposer's Directorship
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

Officers Name:	Position
1.	_____
2.	_____
3.	_____
4.	_____

Principal Shareholders Name:	Position
1.	_____
2.	_____
3.	_____
4.	_____

**CITY OF LAREDO  
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**Partnership Statement**

If a partnership, answer the following:

Date of Organization: \_\_\_\_\_

General Partnership: ( )                      Limited Partnership: ( )

Partnership Agreement recorded:              Yes ( )              No ( )

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Date                              Book                              Page                              City

Has the partnership done business in Texas?

Yes ( )              No ( )              When: \_\_\_\_\_

Name, address, and partnership share of each general partnership

Name	Address	% Share
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

Please attach a copy of the Partnership Agreement

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PURCHASING DIVISION**

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**Joint Venture Statement**

If a joint venture, answer the following:

Date of Organization: \_\_\_\_\_

Joint Venture Agreement recorded:      Yes ( )      No ( )

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Date                              Book                              Page                              City

Has the Joint Ventures done business in Texas?

Yes ( )      No ( )      When: \_\_\_\_\_

Name and address of each Joint Venture and percent of ownership of each.

Name	Address	% of Ownership
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

**22.0 Special Instructions:**

Effective January 1, 2006, Chapter 176 of the Texas Local Government requires that persons, or their agents, who seek to contract for the sale or purchase of property, goods, or services with the City, shall file a completed conflict of interest questionnaire with the City Secretary not later than the 7<sup>th</sup> business day after the date that the person: (1) begins contract discussions or negotiations with the City; or (2) submits to the City an application, response to a request for proposal or proposals, correspondence, or another writing related to a potential agreement with the City.

**CITY OF LAREDO  
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**City of Laredo  
Conflict of Interest Disclosure**

A form disclosing potential conflicts of interest involving counties, cities, and other local government entities may be required to be filed after January 1, 2006, by vendors or potential vendors to local government entities. The new requirements are set forth in Chapter 176 of the Texas Local Government Code added by H.B. No. 914 of the last Texas Legislature. Companies and individuals who contract, or seek to contract, with the City of Laredo and its agents may be required to file with the **City Secretary's Office, 1110 Houston Street, Laredo, Texas 78040**, a Conflict of Interest Questionnaire that describes affiliations or business relationships with the City of Laredo officers, or certain family members or business relationships of the City of Laredo officer, with which such persons do business, or any gifts in an amount of \$250.00 or more to the listed City of Laredo officer (s) or certain family members. The new requirements are in addition to any other disclosures required by law. The dates for filing disclosure statements begin on January 1, 2006. A violation of the filing requirements is a Class C misdemeanor.

The Conflict of Interest Questionnaire (Form CIQ) may be downloaded from  
[http://www.ethics.state.tx.us/whatsnew/conflict forms.htm](http://www.ethics.state.tx.us/whatsnew/conflict%20forms.htm).

The City of Laredo officials who come within Chapter 176 of the Local Government Code relating to filing of **Conflicts of Interest Questionnaire (Form CIQ)** includes:

- 1. Mayor**
- 2. Council Members**
- 3. City Manager**
- 4. Members of the Fire Fighters and Police Officers Civil Service Commission.**
- 5. Members of the Planning and Zoning Commission.**
- 6. Members of the Board of Adjustments**
- 7. Members of the Building Standards Board**
- 8. The Board of Commissioners of the Laredo Housing Authority**
- 9. The Executive Director of the Laredo Housing Authority**

If additional information is needed please contact Francisco Meza, Purchasing Agent at 956-790-1825

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August 2011

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor or other person doing business with local governmental entity

**FORM CIQ**

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 pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, 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 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