

**BROWNSVILLE NAVIGATION DISTRICT
OF CAMERON COUNTY, TEXAS**

PORT OF BROWNSVILLE

Specifications for Bid

**Three (3) Pickup Trucks
and
One (1) Full-Sized Sport Utility Vehicle**

Deadline Date – November 7, 2016 – 3:00 pm

**(956) 831-4592 Fax (956) 831-5106
1000 Foust Road Brownsville, Texas 78521**

Notice to Vehicle Dealers

Notice is hereby given that bid proposals will be received by the Brownsville Navigation District of Cameron County, Texas, for the purchase of three pickup trucks and one sport utility vehicle.

All bid proposals must be sealed and delivered to the Brownsville Navigation District, 1000 Foust Road, Brownsville Texas, by 3:00 PM on Monday, the 7th day of November, 2016. Bids will be calculated on a per unit basis. Bid proposals must comply with the requirements set out in the "Specifications for Bids" which may be obtained from the office of the Director of Administrative Services of the District. Bid security will be required as stated in the specifications.

THE RIGHT IS HEREBY RESERVED by the Board of Commissioners to reject any and all bid proposals.

10/17/2016; 10/24/2016

SECTION I GENERAL INFORMATION AND INSTRUCTIONS

General

The Brownsville Navigation District d/b/a The Port of Brownsville (hereinafter referred to as the “District”) is soliciting bid proposals for the purchase of new vehicles: three (3) new pickup trucks and one (1) new full-sized sport utility vehicle. The District is offering two (2) used pickup trucks as trade-ins.

Notice

Information provided in these specifications is to be used for purposes of selling three (3) new pickup trucks and one (1) new full-sized sport utility vehicle to the Brownsville Navigation District. It is further expected that each bidder will read these specifications with care, since failure to meet each condition or a combination of specified conditions may invalidate the proposal.

The Brownsville Navigation District (hereafter referred to as the District) reserves the right to reject any or all bid proposals or any portion thereof and to accept the bid proposal deemed most advantageous to the District.

Bidders are required to submit quotations on the basis of these specifications. Any exceptions to terms requested herein must be clearly noted in writing and be included as a part of the bid proposal.

No telephone, fax or e-mail bid proposals will be accepted. The District will not be responsible for missing, lost or late mail. Any bid proposals received after the date and time set for the deadline for receipt of bid proposals will be returned to the bidder unopened.

The District believes that the data contained in these specifications is sufficient for the preparation of bid proposals. The information is believed to be accurate and is based upon the latest available information, but it is not to be considered in any way as a warranty. Requests for additional information should be directed in writing by email to Deborah Lee Duke, Director of Administrative Services at dduke@portofbrownsville.com. Any written information given to any bidder concerning the RFP will be furnished to all bidders as an addendum to the RFP.

Reservation of Rights

The District expressly reserves the right to:

- Accept one or more bid proposals.
- Reject any bid proposal received, or portion thereof.
- Cancel the entire RFP.
- Issue a subsequent RFP.
- Remedy technical errors in the RFP process.
- Waive informalities and irregularities.
- Contact any bidder for clarification after the bid proposals are opened.
- Negotiate with any, all, or none of the respondents to the RFP.

- Accept any bid proposal in whole or part, whether or not there are negotiations subsequent to its receipt. If subsequent negotiations take place, they shall not constitute a rejection or an alternate RFP.
- Accept the bid proposal deemed most advantageous to the District.

Timetable

1. These specifications are to be released for action on or about Monday, October 17, 2016.
2. The last date for questions to be received from bidders is Wednesday, October 26, 2016.
3. The last date for the issuance of an addendum is Thursday, October 27, 2016.
4. Bid proposals must be received by the District, Director of Finance, no later than 3:00 p.m. on Monday, November 7, 2016.
5. It is anticipated that the award of the bid will be made at a meeting of the District's Board of Commissioners to be held at 5:30 p.m. on Wednesday, November 16, 2016. Bidders are welcome to attend this meeting, but attendance is not required.
6. It is anticipated that the successful bidder(s) will be notified on or about Thursday, November 17, 2016.

Trade-Ins Offered

The District is offering the following vehicles in trade:

1. 2010 Ford F150 Pickup (BND Unit 692)
2. 2009 Ford F150 Pickup (BND Unit 694)

The bidder may choose to offer a trade-in allowance for any or all of the offered vehicles. The vehicles are in active use, and will be made available for the bidder's inspection at the Administrative Offices of the District by appointment only. Please contact Deborah Lee Duke, Director of Administrative Services, at (956) 838-7021 to make arrangements to inspect the trade-in vehicles.

Preparation of Bid Proposal

The bidder shall prepare their bid proposal in duplicate on the attached bid proposal forms with attachments as necessary to fulfill the specifications contained herein. Unless otherwise stated, all blank spaces on the bid proposal page or pages, applicable to the subject specification, must be correctly filled in. A unit price must be stated for each and every item, either typed in or written in ink. Any exceptions or deviations from the requested products must be clearly indicated in writing and must be submitted with and form a part of the proposal form. Failure to follow this instruction will be grounds for disqualification of a bid proposal.

Bid Security

Bidders shall submit a cashier's check, certified check, or bid bond of 5 percent of the greatest amount bid with their bid proposals as a guaranty that they will deliver the vehicles within the number of days proposed herein after the receipt of notice of award of this bid. Cashier's or certified checks submitted as bid security must be drawn on a bank that is a member of the

Federal Deposit Insurance Corporation (FDIC). All checks of unsuccessful bidders will be returned by the District within ten (10) days following the award of the bid. The cashier's or certified check of the successful bidder will be returned upon delivery of the vehicles including all documentation required for obtaining titles and licenses for the vehicles.

Submission of Bid Proposal

The bid proposal shall be submitted in duplicate in a sealed envelope. Each envelope or package must be addressed as follows:

**Brownsville Navigation District
Director of Finance
1000 Foust Road
Brownsville, Texas 78521**

On the front of each envelope shall be written the following words:

“BID FOR VEHICLES”

Bid proposals must be received by the District's Director of Finance by the deadline date and time listed on the cover of these specifications.

Withdrawal of Bid

Bidders may withdraw their bid proposals at any time up to the time specified as the closing time for acceptance of bid proposals. However, no bidder shall withdraw or cancel their bid proposal for a period of sixty (60) days after said closing date for acceptance of bid proposals. The successful low bidder shall not withdraw or cancel or modify their bid proposal, except at the request of the District, after having been notified that said bid proposal has been accepted by the District. Withdrawal or cancellation of a bid proposal after the closing date for acceptance of bid proposals shall result in the forfeiture of the bid security.

Interpretation of Specifications

If any person contemplating submitting a bid proposal is in doubt as to the true meaning of any part of these specifications, they may submit to Deborah Lee Duke, Director of Administrative Services, a written request for interpretation thereof. Requests for interpretation must be received by 5:00 pm on Wednesday, October 26, 2016.

Addendums to Request for Proposals

If it becomes necessary to revise any part of this request for proposals, a written addendum will be provided to all bidders who are known to be participating in the RFP process. Bidders must acknowledge on the Proposer's Acknowledgement Form (**Attachment A**) the receipt of all addendums in order for their bid proposal to be considered. The District is not bound by any oral representations, clarifications, or changes made in the written specifications by the District's employees, unless such clarification or change.

Deviation from Specified Requirements

Bidders must specifically state each specified item that is not being included in the bid proposal. It will not be acceptable to simply refer to an enclosed specimen contract. Failure to follow this instruction will be grounds for disqualification.

These specifications are not intended to be restrictive with respect to any alternative proposal if a distinct advantage can be demonstrated. Bid proposals failing to meet all of the specifications will not necessarily be rejected, but any deviations must be clearly noted to be considered.

Criteria Used in Evaluating Bid Proposals

1. Bid proposals will be carefully evaluated for cost effectiveness and for compliance with the requirements contained in the specifications.
2. The bid be awarded to the responsible vendor(s) who submits a superior but economical proposal based on an analysis of its compliance with the specifications.

Qualifications of Companies Submitting Bid Proposals

The District reserves the right to require the successful bidder to provide a list of customers to whom the bidder has sold the subject vehicles in the prior twelve months, including a list of public entity references in Texas.

Compliance with Laws

All bidders involved shall observe and comply with all regulations, laws, ordinances, etc., of local, state, and federal governments as they apply to this bidding process.

Texas Ethics Commission Form 1295 Disclosures

Companies doing business with the Brownsville Navigation District, a governmental entity, are required to file a "Disclosure of Interested Parties Form" (Form 1295 for short). The successful bidder will be required to file a Form 1295 prior to the Board signing the purchase agreement (contract). Further information regarding this form may be found on the Texas Ethics website, and instructions will be provided to the successful bidder.

Unit Pricing

This bid proposal must be prepared using unit pricing

Authorized Signature

All bid proposal forms must be signed by persons who have legal authority to bind the bidder to the vehicles and prices that are reflected in the bid proposal.

Disqualification and Rejection of Bid Proposals

Failure to comply with the requirements or the procedures set forth herein, or to satisfy the criteria as set forth in the specifications, may result in disqualification. It is not intended that exceptions to the specifications will, in and of themselves, result in disqualification.

Award of the Bid

Award of the bid shall be based on the lowest base bid for each vehicle category. Award of the bid of each of the vehicle categories will be made independently of each other and may be made to separate bidders. Consideration of the value assigned to the offered trade-ins will be a factor in the award of the bid.

Determination of Compliance with Specifications

The Director of Facilities Maintenance or his designee will be responsible for assuring that the delivered vehicles comply with the successful bidder's bid proposal and will make the final determination of compliance. This examination will take place on the date of delivery.

Delivery of Vehicles

It is anticipated that the successful bidder will be notified on or around November 17, 2016. The bidder will be required to specify the number of days that will be required for delivery from the date of the award of the bid. The successful bidder will be expected to be able to deliver the requested vehicles within the specified delivery period.

Rejected Vehicles

If a vehicle is rejected for failure to comply with the specifications, it shall be the responsibility of the bidder to remove the vehicle from the District's premises at their expense.

Terms of Payment

Invoices submitted for the purchase of the vehicles will be paid upon delivery and acceptance by the District of the vehicle including the receipt of all necessary documentation for obtaining titles and licenses to the vehicles. The District requires five business days' notice of the confirmed delivery date in order to prepare payment. Billing address for invoices under this bid proposal is:

**Brownsville Navigation District
Accounts Payable
1000 Foust Road
Brownsville, TX 78521**

Electronic invoicing may be submitted to vendor@portofbrownsville.com

**SECTION II
VEHICLE SPECIFICATIONS**

VEHICLE ONE
PICKUP TRUCK SPECIFICATIONS
1/2 Ton Pickup, Crew Cab, 4x4, Short Bed, Front Center Console

General Specifications

New, 2017 Model-year, full size, 4-wheel drive pickup (4x4). This pickup is to have a crew cab (4-door), short bed and standard equipment.

Alternate Bid

New, 2016 Model-year vehicle. Vehicle must come with full manufacturer's warranty.

Body Style

Straight-sided, steel-floored, 5½' - to 6½' - bed pickup truck
Wheelbase 140" – minimum

Number of Cylinders and Engine Size

V8 FFV engine, 5.0L - minimum

Fuel Type

Gas or Flexible Fuel

Drive Train

4WD

Transmission

6-Speed, Automatic Transmission.

Color

The body color shall be white.

No dealer logos or decals are to be affixed to the vehicle.

Interior

Factory Air Conditioning
Factory Heater and Defroster
Power Windows and Power Door Locks
Remote, Key-less Entry
Power Steering
Cruise Control

Seats

Vinyl or Cloth
Front – Split seats with center console
Rear – Bench seat

**VEHICLE ONE
PICKUP TRUCK SPECIFICATIONS**

Wheels and Tires

17" Grey Steel - minimum
All-Season or All-Terrain Tires – minimum
Full-Size Spare Tire

Bed Liner

Pickup bed must be protected with a spray-on bed liner.

Factory Installed Towing Package

The vehicle must have a factory-installed receiver hitch with a trailer hitch wiring harness installed.

Dealer Preparation

All normal dealer preparations shall be performed by the successful bidder on the vehicle prior to delivery.

Extended Warranty

Should the bidder wish to propose an extended warranty on the vehicle, an attachment should be made to the bid proposal detailing the available extended warranties and their related costs.

State and Federal Compliance

The vehicle will be delivered with a current State of Texas inspection certificate issued in the month of delivery. Vehicle is to be equipped for compliance with all State and Federal regulations.

VEHICLE TWO
PICKUP TRUCK SPECIFICATIONS
3/4 Ton Pickup, Crew Cab, 4x4, Short Bed, Front Center Console

General Specifications

New, 2017 Model-year, full size, 4-wheel drive pickup (4x4). This pickup is to have a crew cab (4-door), short bed and standard equipment.

Alternate Bid

New, 2016 Model-year vehicle. Vehicle must come with full manufacturer's warranty.

Body Style

Straight-sided, steel-floored, 5½' - to 6½' - bed pickup truck
Wheelbase 140" – minimum

Number of Cylinders and Engine Size

V8 FFV engine, 6.2L - minimum

Fuel Type

Gas or Flexible Fuel

Drive Train

4WD

Transmission

6-Speed, Automatic Transmission.

Color

The body color shall be white.

No dealer logos or decals are to be affixed to the vehicle.

Interior

Factory Air Conditioning
Factory Heater and Defroster
Power Windows and Power Door Locks
Remote, Key-less Entry
Power Steering
Cruise Control

Seats

Vinyl or Cloth
Front – Split seats with center console
Rear – Bench seat

**VEHICLE TWO
PICKUP TRUCK SPECIFICATIONS**

Wheels and Tires

17" Grey Steel - minimum
All-Season or All-Terrain Tires – minimum
Full-Size Spare Tire

Bed Liner

Pickup bed must be protected with a spray-on bed liner.

Factory Installed Towing Package

The vehicle must have a factory-installed receiver hitch with a trailer hitch wiring harness installed.

Dealer Preparation

All normal dealer preparations shall be performed by the successful bidder on the vehicle prior to delivery.

Extended Warranty

Should the bidder wish to propose an extended warranty on the vehicle, an attachment should be made to the bid proposal detailing the available extended warranties and their related costs.

State and Federal Compliance

The vehicle will be delivered with a current State of Texas inspection certificate issued in the month of delivery. Vehicle is to be equipped for compliance with all State and Federal regulations.

VEHICLE THREE
PICKUP TRUCK SPECIFICATIONS
1/2 Ton Pickup, Regular Cab, 4x2, Short Bed, 40/20/40 Seat

General Specifications

New, 2017 Model-year, full size, 2-wheel drive pickup (4x2). This pickup is to have a regular cab, short bed and standard equipment.

Alternate Bid

New, 2016 Model-year vehicle. Vehicle must come with full manufacturer's warranty.

Body Style

Straight –sided, steel-floored, 5 ½'- to 6½'-bed pickup truck
Wheelbase 119" - Minimum

Number of Cylinders and Engine Size

V6 FFV Engine, 3.5L-Minimum

Fuel Type

Gas or Flexible Fuel

Drive Train

2WD or FWD

Transmission

Electronic 6 - Speed, Automatic Transmission.

Color

The body color shall be white.
No dealer logos or decals are to be affixed to the vehicle.

Interior

Factory Air Conditioning
Factory Heater and Defroster
Power Windows and Power Door Locks
Remote, Key-less Entry
Power Steering
Cruise Control

Seat

Vinyl 40/20/40

Wheels and Tires

17" Grey Steel - minimum
All-Season or All-Terrain Tires – minimum
Full-Size Spare Tire

**VEHICLE THREE
PICKUP TRUCK SPECIFICATIONS**

Bed Liner

Pickup bed must be protected with a spray-on bed liner.

Factory Installed Towing Package

The vehicle must have a factory-installed receiver hitch with a trailer hitch wiring harness installed.

Dealer Preparation

All normal dealer preparations shall be performed by the successful bidder on the vehicle prior to delivery.

Extended Warranty

Should the bidder wish to propose an extended warranty on the vehicle, an attachment should be made to the bid proposal detailing the available extended warranties and their related costs.

State and Federal Compliance

The vehicle will be delivered with a current State of Texas inspection certificate issued in the month of delivery. Vehicle is to be equipped for compliance with all State and Federal regulations.

VEHICLE FOUR
FULL SIZED SPORT UTILITY VEHICLE SPECIFICATIONS

General Specifications

New, 2017 Model-year sport utility vehicle with a seating capacity for no less than 7 passengers. This vehicle is to have standard equipment.

Alternate Bid

New, 2016 Model-year vehicle. Vehicle must come with full manufacturer's warranty.

Number of Cylinders and Engine Size

3.5L, V6 engine - minimum

Fuel Type

Gas or Flexible Fuel

Drive Train

2WD

Transmission

Electronic 6 - Speed, Automatic Transmission – minimum

Fuel Type

Gas or Flexible Fuel

Wheel Base

115" - Minimum

120" – Maximum

Wheels and Tires

18" Aluminum Wheels – Minimum

All Terrain or All Season Tires

Full-Size Spare

Seating

Front-row - Split Seats with Center Console

Second-row - Bucket Seats/Captain's Chairs

Third-row - Bench Seat

Vinyl or Cloth Seats

Seating capacity – 7

Exterior

Running Boards

VEHICLE FOUR
FULL SIZED SPORT UTILITY VEHICLE SPECIFICATIONS

Interior

Factory air and heat
Front and rear air conditioning
AM/FM stereo and single-CD player with MP3 capability – minimum
Power Windows and Power Door Locks
Remote, Key-less Entry
Cruise Control
Power Steering

Color

The body color shall be white.
No dealer logos or decals are to be affixed to the vehicle.

Dealer Preparation

All normal dealer preparations shall be performed by the successful bidder on the vehicle prior to delivery.

Extended Warranty

Should the bidder wish to propose an extended warranty on the vehicle, an attachment should be made to the bid proposal detailing the available extended warranties and their related costs.

State and Federal Compliance

The vehicle will be delivered with a current State of Texas inspection certificate issued in the month of delivery. Vehicle is to be equipped for compliance with all State and Federal regulations.

**SECTION III
BID PROPOSAL SUBMISSION FORMS**

**BROWNSVILLE NAVIGATION DISTRICT
Bidder's Acknowledgement Form**

Having carefully examined the information, notices and specifications and conditions contained in this package, the undersigned Bidder's agent or representative hereby proposes and agrees to furnish proposed vehicles in strict compliance with these Specification at the prices quoted. The Bidder affirms that, to the best of their knowledge, the bid proposal has been arrived at independently and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other proposers in the award of this proposal.

Addendums received:

Deadline for Submission: November 7, 2016 at 3:00 PM

Vendor:
Address:
City, State, Zip Code:
Signature of Bidder:
Title with Company:

BROWNSVILLE NAVIGATION DISTRICT

Vehicles

Bid Proposal Submission Form

Award of contract shall be based on the lowest base bid for each vehicle category and not on the basis of the total combined base bid for the various vehicle categories. Award of the contract of each of the vehicle categories will be made independently of the others and may be made to separate bidders.

Option 1 - 2017 Models

Price Quotation	Engine Size in Liters	Delivery Period (in Days from Date of Award, approx. 11/16/2016)	Unit Price per Vehicle	Number of Vehicles	Total Cost (Base Bid)	Extended Warranty Proposed? (Yes or No) (Attach details)
Vehicle One 1/2-Ton Pickup, Crew Cab, 4x4, Short Bed, Front Center Console				1		
Make and Model Proposed:						

Vehicle Two 3/4-Ton Pickup, Crew Cab, 4x4, Short Bed, Front Center Console				1		
Make and Model Proposed:						

Vehicle Three 1/2-Ton Pickup, Regular Cab, 4x2, Short Bed, 40/20/40 Bench				1		
Make and Model Proposed:						

Vehicle Four Full-Sized Sport Utility Vehicle				1		
Make and Model Proposed:						

Trade-In Vehicles Offered

Vehicle	Vehicle Identification Number	Trade-In Offer
Trade-In One 2010 Ford F150 Pickup BND Unit #692	VIN 1FTMF1CW2AKA16602	
Trade-In Two 2009 Ford F150 Pickup BND Unit #694	VIN 1FTRF12W49KB30880	

Trade-In Vehicles will be available for pickup upon delivery of the new vehicles.

BROWNSVILLE NAVIGATION DISTRICT

Vehicles

Bid Proposal Submission Form

Option 2 - 2016 Models

Price Quotation	Engine Size in Liters	Delivery Period (in Days from Date of Award, approx. 11/16/2016)	Unit Price per Vehicle	Number of Vehicles	Total Cost (Base Bid)	Extended Warranty Proposed? (Yes or No) (Attach details)
Vehicle One ½-Ton Pickup, Crew Cab, 4x4, Short Bed, Front Center Console				1		
Make and Model Proposed:						

Vehicle Two ¾-Ton Pickup, Crew Cab, 4x4, Short Bed, Front Center Console				1		
Make and Model Proposed:						

Vehicle Three ½ -Ton Pickup, Regular Cab, 4x2, Short Bed, 40/20/40 Bench				1		
Make and Model Proposed:						

Vehicle Four Full-Sized Sport Utility Vehicle				1		
Make and Model Proposed:						

Attachments to this proposal that are required:

1. Bid Security as detailed in the Specifications.
2. Extended warranty information, if being proposed.
3. Statement of any deviations from specifications

The following required forms can also be found at www.portofbrownsville.com – Vendor Information

4. Vendor Registration Form
5. Conflict of Interest Questionnaire



To Vendors Doing Business with Brownsville Navigation District:

The Texas legislature passed two pieces of legislation that affect the relationship between the Brownsville Navigation District and its vendors. The Board of Commissioners of the Brownsville Navigation District has incorporated these new requirements into the *Code of Ethics* already in place for the District.

The District will now require that any vendor seeking to do business with the Brownsville Navigation District must file certain documents on an annual basis in order to be able to be awarded a purchase contract or a purchase order for goods or services. These forms are:

1. Vendor Registration Form
2. Conflict of Interest Questionnaire

These forms must be re-filed on an annual basis. Copies of the required forms and a full copy of the *Code of Ethics* are available on the District's website at:

www.portofbrownsville.com

Conflict of Interest Questionnaires can be found at the Texas Ethics Commission web site at:

<http://www.ethics.state.tx.us/forms/CIQ.pdf>

Conflict of Interest Questionnaires must be filed in regard to the Brownsville Navigation District "local government officers" which include the Navigation District Commissioners, the Port Director and CEO and the Deputy Port Directors. A listing of these persons is enclosed. Completed forms are to be filed with my office.

Please do not hesitate to contact me should you have any questions regarding these forms.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Steve Fitzgibbons".

Steve Fitzgibbons
Director of Finance
(956) 838-7041 Fax (956) 831-5106
sbfitzgibbons@portofbrownsville.com

encl.

BROWNSVILLE NAVIGATION DISTRICT ADMINISTRATION
"LOCAL GOVERNMENT OFFICERS"
Board of Navigation and Canal Commissioners

Ralph Cowen
Chairman
Elected 05/12/2012
Term Expires May, 2016
Private Businessman

Carlos Raul Masso
Vice Chairman
Elected 05/17/2014
Term Expires May, 2018
Attorney

John Reed
Secretary
Elected 05/12/2012
Term Expires May, 2016
Banker

Sergio Tito Lopez
Asst. Secretary
Elected 05/12/2012
Term Expires May, 2016
Private Businessman

John Wood
Asst. Secretary
Elected 05/17/2014
Term Expires May, 2018
Private Businessman

Administration

Eduardo A. Campirano – Port Director & CEO
Donna Eymard – Deputy Port Director

Other Administrative Employees

Steve Tyndal – Senior Director of Marketing and Business Development
Ariel Chavez – Director of Engineering Services
Michael Davis – Harbor Master
Deborah Lee Duke – Director of Administrative Services
Steve Fitzgibbons – Director of Finance
Carlos L. Garcia – Chief of Police
Oscar Garcia – Director of Facilities Maintenance
Patty Gonzales – Director of Communications
Antonio Rodriguez – Director of Cargo Services
Beatrice G. Rosenbaum – Director of Industrial Development

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

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.

OFFICE USE ONLY

Date Received

1 Name of vendor 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 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.

Name of Officer

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

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.

Brownsville Navigation District Vendor Registration Form

Please complete this form to give the District your contact information for use during an RFP process or to open or update a vendor account

Date:	Name of Person Providing Information:
If you are currently participating in an RFP process for the District, please indicate the RFP title:	
If you are interested in receiving a notice when an RFP is available, please indicate your areas of interest:	
<input type="checkbox"/> Construction Contracts	<input type="checkbox"/> Security Services
<input type="checkbox"/> Property/Liability Insurance	<input type="checkbox"/> Bank Depository
<input type="checkbox"/> Group Insurance	Other:
<input type="checkbox"/> Salvage Offerings	
<input type="checkbox"/> Uniform Service	

Vendor Name	Web Site
Contact Person:	Fax Number:
Phone Number:	eMail Address:
Mailing Address:	Physical Address:

Form of Business <i>(Individual/Sole Proprietor/Partnership/Corporation/Other)</i>	Taxpayer Identification Number:
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Please return this form by email to vendor@portofbrownsville.com or fax to (956) 831-5106.

Signature of Person Providing Information