



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

**Request for Proposals  
for  
Janitorial Services at the Port of  
Brownsville  
  
(Harbormaster's Office, Police  
Command Center, and  
Overweight Permit Office)**

**Deadline Date** — June 28, 2022 at 10:00am

**BROWNSVILLE NAVIGATION DISTRICT** • 1000 Foust Road • Brownsville, TX 78521  
(956) 831-4592 • (800) 378-5395 • Fax (956) 831-5006 • [portofbrownsville.com](http://portofbrownsville.com)

## NOTICE

Notice is hereby given that sealed Proposals for Janitorial Services at the Port of Brownsville (3 Office Buildings - Harbormaster's Office, Police Command Center & Overweight Permit Office) will be received by the Brownsville Navigation District of Cameron County, Texas.

**All Proposals must be sealed and delivered to the Brownsville Navigation District, *Director of Finance*; 1000 Foust Road, Brownsville, Texas, on or before June 28, 2022 at 10:00am**

**All submittals must be clearly marked on the outside of the envelope:  
"Proposal for Janitorial Services at the Port of Brownsville"**

Proposals must comply with the requirements set out in the "Request for Proposals" which may be obtained from the **Margie Recio, Director of Administrative Services, at [mrecio@portofbrownsville.com](mailto:mrecio@portofbrownsville.com)** and/or the Port of Brownsville website.

**No Proposal will be accepted via fax or electronic submission.**

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

## 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 Proposals for Janitorial Services at the Port of Brownsville (3 office buildings- Harbormaster's Office, Police Command Center & Overweight Permit Offices)

1. Each Applicant will read these Specifications with care, since failure to meet each condition or a combination of specified conditions may invalidate the Proposal. **Any exceptions to terms requested herein must be clearly noted in writing and be included as a part of the submitted Proposal.**
2. **No telephone, fax or e-mail proposals will be accepted.** The District will not be responsible for missing, lost or late mail. Any Proposals received after the date and time set for the deadline for receipt of proposals will be returned to the Applicant unopened.
3. The RFP 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:  
  
*Margie Recio at [mrecio@portofbrownsville.com](mailto:mrecio@portofbrownsville.com)*
4. The District reserves the right to purchase more or less than what's indicated on the solicitation, and the District reserves the right to not purchase anything under this solicitation.

### Reservation of Rights

The District expressly reserves the right to:

- Accept one or more Proposal(s).
- Reject any and all Proposals 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 Proposer for clarification after the Proposals are opened.
- Negotiate with any, all, or none of the respondents to the RFP.
- Accept any Proposal in whole or part, whether there are negotiations subsequent to its receipt. If subsequent negotiations take place, they shall not constitute a rejection or an alternate RFP.
- Accept the Proposal deemed most advantageous to the District.

### **Timetable**

1. These Specifications are to be released for action on or about June 17, 2022 .
2. The last date for written questions to be received from Applicants is June 23, 2022 .
3. The last date for the issuance of an addendum is June 24, 2022 .
4. **Proposals must be received by the District's *Director of Finance*, no later than June 28, 2022 at 10:00am** .
5. Applicants are cordially invited to the Proposal opening but are not required to attend.
6. It is anticipated that the award of the proposal will be made at a meeting of the District's Board of Commissioners to be held at July 6, 2022 at 5:30pm .  
Proposers are welcome to attend this meeting, but attendance is not required.
7. It is anticipated that the successful Applicant(s) will be notified on or about July 7, 2022 .

### **Public opening of RFP via telephone/video conference meeting**

Applicants are cordially invited to the Proposal opening via telephone/video call (**attendance is optional**).

Join by phone:

Dial-in Number: 717-908-1920

Participant Code: 6870855

### **Preparation of Proposal**

Submittals shall be prepared on the attached Proposal forms, if applicable, and with attachments as necessary to fulfill the specifications contained herein.

### **Submission of Proposal**

**5 copies** of the Proposal shall be submitted 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:

“  
**Proposal for Janitorial Services at the  
Port of Brownsville**  
”

Submittals by the Applicants in response to this RFP shall become the property of the District. The District shall not be responsible for the Respondent's costs associated with submitting of a response.

### **Authorized Signature**

All Proposals must be signed by persons who have legal authority to bind the Applicant to items and prices that are reflected in the proposal.

### **Withdrawal of Proposal**

Applicants may withdraw their Proposals at any time up to the time specified as the closing time for acceptance of proposals. However, no Applicant shall withdraw or cancel their proposal for a period of sixty (60) days after said closing date for acceptance of proposals. The successful Applicant shall not withdraw or cancel or modify their proposal, except at the request of the District, after having been notified that said proposal has been accepted by the District.

### **Interpretation of Specifications**

If any person contemplating submitting a Proposal is in doubt as to the true meaning of any part of these Specifications, they may submit to **Margie Recio, Director of Administrative Services**

**mrecio@portofbrownsville.com**

**a written request for interpretation** thereof. Requests for interpretation must be received

June 23, 2022 . Proposers shall not seek to influence any District Board members or District staff, directory or indirectly through others, as such contact may result in disqualification.

### **Addendums to Request for Proposals**

If it becomes necessary to revise any part of this RFP, a written addendum will be posted on the Port of Brownsville web site, under “Business with the Port/Procurement”. **It will be the responsibility of each Applicant to verify that they have received all addendums.**

Applicants must acknowledge on the Applicant's Acknowledgement Form (**Attachment A**) the receipt of all addendums in order for their 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.

### **Criteria Used in Evaluating Proposal**

- Proposals will be carefully evaluated for compliance with the requirements & evaluation criteria contained in the RFP Specifications.

### **Compliance with Laws**

All Applicants involved shall observe and comply with all regulations, laws, ordinances, etc., of local, state, and federal governments as they apply to this proposal 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). The successful Applicant will be required to file a Form 1295 prior to the Board approving the award of the bid. Further information regarding this form may be found on the Texas Ethics website, and instructions will be provided.

### **Texas Government Code Chapter 2270 Prohibition on Boycotting Israel**

Companies doing business with the Brownsville Navigation District, a governmental entity, are prohibited from boycotting Israel during the term of the purchase agreement resulting from this bidding process. Applicants will be required to provide a written verification that they do not boycott Israel and that they will not boycott Israel during the term of the agreement.

### **Award of the Proposal**

Award shall be based on the RFP specifications and evaluation criteria. The District reserves the right to award the Proposal to multiple Applicants in order to obtain the best value for the District in the District's sole discretion.

### **Determination of Compliance with Specifications**

The Director of Administrative Services or his designee will be responsible for assuring that the delivered product/service complies with the successful Applicants's Proposal and will make the final determination of compliance. This examination will take place on the date of delivery or within a reasonable time thereafter. If it is rejected for failure to comply with the Specifications, it shall be the responsibility of the Applicant to remove it from the District's premises at their expense.

### **Delivery**

**The successful Applicant will be expected to deliver the requested goods/services within the specified delivery period, if any.**

### **Confidentiality**

Applicants shall certify that any confidential information obtained from the District shall not be made available, reproduced, sold, distributed or otherwise published or disseminated to any person or entity, except as is necessary for the Applicant to provide the equipment/services required by the RFP. The Applicant must also agree to notify the District of any instances that the confidentiality of any information to which it has been given access has been breached.

### **Terms of Payment**

**Funds will be paid until completion, acceptance and fulfillment of the purchase obligation to the District.**

Billing address for invoices under this RFP is:

**Brownsville Navigation District**

***Finance Department***

**1000 Foust Road**

**Brownsville, TX 78521**

**Electronic invoicing may be submitted to [vendor@portofbrownsville.com](mailto:vendor@portofbrownsville.com)**

## **SECTION II**

### **SPECIFICATIONS**



## SECTION II

### SPECIFICATIONS

#### **Term of Service**

The term of this Service shall be, unless sooner terminated, for the period July 11, 2022 through July 10, 2023. However, it is specifically provided that the Brownsville Navigation District may terminate this agreement for any reason whatsoever, without cause, with no liability whatsoever upon the District with a thirty-day (30-day) written notice to the Vendor.

#### **Insurance Requirements**

The successful Vendor shall not commence work under this agreement until all of the insurance required has been obtained and certificates of insurance are on file and approved by the Brownsville Navigation District. Approval of the insurance by the Brownsville Navigation District shall not relieve or decrease the liability of the successful Vendor.

The successful Vendor shall provide and maintain for the duration of this agreement, the following minimum coverage:

<b>Type of Coverage</b>	<b>Limit of Liability</b>
Worker's Compensation	Statutory
Employer's Liability	\$1,000,000.00
Comprehensive General Liability	
-Bodily Injury	\$1,000,000/occurrence
-Property Damage	\$1,000,000/occurrence
Comprehensive Automotive Liability	\$ 200,000/person
Coverage to include:	
-All owned vehicles	\$1,000,000/occurrence
-All non-owned vehicles	\$1,000,000/occurrence
-All hired vehicles	\$ 500,000/occurrence

All insurance shall be at the sole cost and expense of the successful Vendor. All the liability coverages cited shall name the Brownsville Navigation District as an additional insured as its interest may appear. The policy or policies shall contain a clause that the insurer will not cancel or change the policy or policies without first giving the District sixty (30) days prior written notice.

#### **Security Considerations**

The Vendor's employees providing services under this agreement will be entering secured and restricted areas of the Port of Brownsville. Vendor's employees assigned to provide services under this agreement must provide a valid U. S. governmental ID to enter the secured areas of the Port, and all drivers must provide a valid driver's license. The successful Vendor will be briefed on additional security concerns prior to the start of the subject services.

In the event that the Vendor's employees are unable to enter the secured areas at the Port of Brownsville due to their inability to provide the required ID at the gate, the District will not pay for that day's services.

## **SECTION II**

### **SERVICE SPECIFICATIONS**

#### **A. Janitorial Services**

1. Daily Services – 3 days per week (Monday, Wednesday and Friday)
  - Collect and remove trash from buildings, replace trash can liners (provided by the District) as needed,
  - Wipe clean desks, tables and counters,
  - Dust office furniture and office equipment (chairs, file cabinets, bookshelves, telephones, computers, etc.)
  - Dust window sills, ledges and other flat surfaces,
  - Wipe clean tables, appliances, sinks, chairs and counters in break areas,
  - Disinfect water cooler/fountain(s),
  - Spot clean doors, light switches and door frames,
  - Clean entry doors inside and out,
  - Sweep and mop hard surface areas,
  - Vacuum carpeted areas to include entrance mats.
2. Weekly Service
  - Perform low and high dusting throughout building,
  - Clean ceiling vents in restrooms,
  - Check interior of refrigerators, clean as directed.
3. Monthly Service – performed during the last week of the month
  - Dust blinds throughout buildings,
  - Dust a/c vents and air returns,
  - Wipe clean light fixtures.

#### **B. Restroom Services – 3 days per week (Monday, Wednesday and Friday)**

- Restock supplies (toilet paper, hand towels, hand soap, etc.)
- Empty trash containers, wipe clean and replace can liners,
- Sweep and mop floor using disinfectant detergent,
- Spot clean walls and partitions,
- Clean all commodes and urinals,
- Clean sinks and polish metal fixtures,
- Polish mirrors,
- Check showers, clean as needed,
- Clean locker rooms.

#### **C. Window Cleaning**

- Wash exterior windows once per month,
- Clean interior windows quarterly.

**D. Floor/Carpet Care**

- Machine buff vinyl composition tile (VCT) floors throughout buildings one time per year, spot clean as needed
- Machine scrub/strip/wax VCT floors one time per year,
- Scrub stone/porcelain floors quarterly,
- Clean carpeted areas yearly, spot clean as needed.

**E. Equipment and Supplies**

- The Vendor will provide all janitorial equipment required to provide the above-specified services.
- The Vendor will provide all cleaning supplies required to provide the above-specified services.
- The District will provide trash can liners and restroom supplies (toilet paper, hand towels, hand soap, etc.)

**F. Included Items**

The quoted rates for the above-specified services shall include all costs for cleaning materials, equipment, supervision, wages, and employee taxes.

**G. Time Requirements**

- The Vendor will provide services three days a week; Monday, Wednesday and Friday. Should a scheduled holiday fall on a Monday, Wednesday or Friday, services will be provided on the closest Tuesday or Thursday occurring during that week.
- A listing of scheduled holidays will be provided to the successful Vendor.
- The services will be performed during the hours of 8:00 a.m. and 5:00 p.m. There will be a lunch break between 12:00 noon and 1:00 p.m., during which the Vendor's employees may not remain in the District's buildings.

## **SECTION II**

### **BUILDING SPECIFICS**

#### **Harbormaster's Office**

400 N. Windhaus Road

- This building is 3,950 sq. ft., all under this agreement.
- The floors in this building are primarily carpeting, with some areas of VCT.
- The breakdown of floor coverings for this building are:
  - VCT Floor – 2,224 sq. ft.
  - Carpeting – 1,425 sq. ft.
  - Porcelain Tile (restrooms) – 301 sq. ft.
- This building has three restrooms and two lounge/break rooms.
- Restroom floors are porcelain tile.
- This building has one locker area.

#### **Port of Brownsville Police Command Center**

2993 N. Indiana Ave., Suite B

- This building has 4,720 sq. ft. under this agreement. (There is one suite of offices that will not be cleaned.)
- The floors in this building are primarily VCT.
- The breakdown of floor coverings for this building are:
  - VCT Floor – 3,872 sq. ft.
  - Porcelain Tile (restrooms) – 848 sq. ft.
- This building has one unisex restroom and two full-sized restrooms with lockers and showers.
- Restroom floors are porcelain tile.
- This building has one lounge/break room.
- This building has one locker area.
- This building has no carpeting.

## **SECTION II**

### **BUILDING SPECIFICS**

#### **Permit Office**

1801 Foust Road

- This building has 3,325 sq. ft. under this agreement. (There is one wing of this building that will not be cleaned.)
- The floors in this building are primarily VCT.
- The breakdown of floor coverings for this building are:
  - VCT Floor – 2,160 sq. ft. plus mechanical and IT rooms with 453 sq. ft.
  - Porcelain Tile (restrooms) – 712 sq. ft.
- This building has one unisex restroom and two full-sized restrooms.
- Restroom floors are porcelain tile.
- This building has one lounge/break area.
- This building has no carpeting.

#### **Site Inspection**

Firms who wish to inspect the buildings prior to submitting a sealed quote may do so by contacting Margie Recio, Director of Administrative Services at (956) 838-7021 or [mrecio@portofbrownsville.com](mailto:mrecio@portofbrownsville.com) to make arrangements.

#### **Deviation from Specified Requirements**

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

#### **Proposal Requirements**

1. Cover letter containing name, address, telephone number, email address and main contact name of account representative to service the Port of Brownsville.
2. A description of Firm's qualifications and experience providing janitorial services.
3. Client references including a list of 3 relevant clients that your firm has served within the past five years. Include contact person, email and telephone number. Past service experience with the District will also be evaluated.
4. Proposed total cost of services to be provided. The District expects the cost proposal submission to include details of all costs associated with the scope of services.
5. Specimen service agreement

**Scoring Criteria of Submission:**

The District shall create a Committee comprised of District staff that will evaluate all proposals received in response to this RFP. The applicants will be evaluated, ranked, and scored based on the criteria below:

Understanding of Scope of Work -30 points: Applicant understands and meets all service requirements specified in this proposal.

Qualifications and Experience of the Firm - 40 points: Overall applicant qualifications in providing janitorial services.

Value of Cost - 30 points: The evaluation of the relative cost and value for each applicant.

Following the initial evaluation of proposals, the Committee may select one or more proposing firms for an oral interview or presentation of their proposal unless the Committee can make its selection(s) based on the proposals submitted.

The District may make an award to one or more proposing firms based on the evaluation of proposals. In the event the District to more than one proposing firm, the District may assign work to any of the selected firms, at the District's discretion, considering cost, availability, and demonstration of ability to perform the services requested with the best value provided to the District.

**SECTION II**  
**BROWNSVILLE NAVIGATION DISTRICT**  
**Janitorial Services**  
**Price Quote Submission Form**

<b>Price Quotation</b>	<b>Annual Cost</b>
<b>Harbormaster's Office</b>	
<b>Port of Brownsville Police Command Center</b>	
<b>Permit Office</b>	
<b>Other (specify)_____</b>	
<b>Total</b>	

## **SECTION III PROPOSAL FORMS**



**Attachments to this RFP that are required:**

1. Respondent's Acknowledgement Form
2. Vendor Registration and Conflict of Interest Questionnaire
3. Government Code Chapter 2270 and 2252 Disclosure Statement
4. Statement of Non-Collusion

*The following required forms can also be found at [www.portofbrownsville.com](http://www.portofbrownsville.com) – Business With the Port / Vendor Information*

- Vendor Registration Form
- Conflict of Interest Questionnaire

**BROWNSVILLE NAVIGATION DISTRICT**  
**Respondent's Acknowledgment Form**

Having carefully examined the information, notices and specifications and conditions contained in this package, the undersigned Applicant's agent or representative hereby proposes and agrees to comply with these Specifications at the prices quoted. The Applicant affirms that, to the best of their knowledge, the submitted Proposal has been arrived at independently and is submitted without collusion to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other Applicants in the award of this RFP.

Addendums received:

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



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](http://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,

Zeus Yanez

Director of Finance

(956) 838-7041 Fax (956) 831-5106

[zyanez@portofbrownsville.com](mailto:zyanez@portofbrownsville.com)

encl:

Brownsville Navigation District  
1000 Foust Road / Brownsville, Texas 78521 / (956) 831 -4592 / (800) 378-5395 / Fax (956) 831-5106  
[www.portofbrownsville.com](http://www.portofbrownsville.com)

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

Esteban Guerra  
Chairman  
Elected 5/05/2022  
Term Expires May 2026  
Private Businessman

Ralph Cowen  
Vice Chairman  
Elected 5/10/2022  
Term Expires May 2024  
Private Businessman

John Wood  
Secretary  
Elected 05/10/2022  
Term Expires May 2026  
Private Businessman

Sergio Tito Lopez  
Commissioner  
Elected 05/10/2020  
Term Expires May 2024  
Private Businessman

John Reed  
Commissioner  
Elected 5/10/2020  
Term Expires May 2024  
Banker

**Administration**

Eduardo A. Campirano – Port Director & CEO  
Melinda Rodriguez – Deputy Director of Administration  
Arturo Gomez – Deputy Director of Operations

**Other Administrative Employees**

Open – Senior Director of Marketing and Business Development  
Ariel Chàvez II, P.E./R.P.L.S. – Director of Engineering Services  
Michael Davis – Harbor Master  
Margie Recio – Director of Administrative Services  
Zeus Yanez – Director of Finance  
Carlos L. Garcia – Chief of Police  
Jose Herrera – Director of Facilities Maintenance  
Jorge Montero – Director of Communications  
Antonio Rodriguez – Director of Cargo Services  
Open – Director of Real Estate Services

## Brownsville Navigation District Vendor Registration Form

*Please complete this form to give the District your contact information for use during an RFP/RFB 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 fax to (956) 831-5106 or by email to [vendor@portofbrownsville.com](mailto:vendor@portofbrownsville.com)

\_\_\_\_\_  
Signature of Person Providing Information

This vendor is not a Listed Company as per: Section 2252 of the Texas Government Code *Federal Debarred List - SAM.gov	_____ Signature of Purchasing Auditor
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# 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.

## **Texas Government Code Sections 2270.002 and 2252.152**

### **Disclosure Statement**

The undersigned business entity hereby represents and warrants that the following statements are true and correct:

- (a) Pursuant to Section 2270.002, Texas Government Code, we hereby represent that we do not boycott Israel (as defined in Section 2270.002, Texas Government Code) and, subject to or as otherwise required by applicable Federal law, including, without limitation, 50 U.S.C. Section 4607, we agree not to boycott Israel during the term of this purchase agreement.
- (b) We hereby acknowledge that (a) we do not engage in business with Iran, Sudan, or any foreign organization and (b) we are not listed by the Texas Comptroller as described in Section 2252.152, Texas Government Code.

Company Name
Authorized Signature
Print Name and Position with the Company
Date



## Brownsville Navigation District Statement of Non-Collusion

The undersigned hereby certifies that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this Proposal in collusion with any other Applicant or Port employee, and that the contents of this Proposal as to prices, terms or conditions of said Proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this Proposal.

Company: \_\_\_\_\_

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

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

Fax: \_\_\_\_\_

Applicant: \_\_\_\_\_

(Print Name)

Applicant: \_\_\_\_\_

(Signature)

Title: \_\_\_\_\_

Signature of Company Officer  
Authorizing this  
Proposal: \_\_\_\_\_

Company  
Officer: \_\_\_\_\_

(Print Name)

Officer's  
Title: \_\_\_\_\_

Note: This form must be filled out and submitted with the sealed proposal.