Cordial Vendors,

The Edcouch-Elsa Independent School District requests Sealed Proposals from interested vendors for Ambulance Services for School Sponsored Games.

Proposals must be delivered Sealed in order to be considered. Proposals must be plainly marked on the outside of the envelope: "Ambulance Services for School Sponsored Games #2020-006"

Sealed Proposals must be received at the Business Office of the Edcouch-Elsa Independent School District, 920 W. Santa Rosa Ave., Edcouch, Texas, during regular business hours or mailed to P.O. Box 127, Edcouch, Texas, 78538 any time prior to the deadline. Deadline for Sealed Proposals will be **Tuesday, July 28, 2020 at 2:00 pm** at the Business Office in the original form as sent out, located at 920 W. Santa Rosa Ave., Edcouch, Texas. To be considered, Sealed Proposals must arrive at the Business Office by the specified time.

The Board of Trustees reserves the right to reject any or all proposals when it appears to be in the best interest of the District. It also reserves the right to cancel an order if items are not delivered on the date specified.

The Edcouch-Elsa I.S.D. is a tax exempt organization.

All quoted prices must be F.O.B., Elsa, Texas

Sincerely,

Ms. Sylvia Garza
Business Manager
STANDARD TERMS & CONDITIONS

PLEASE READ THE FOLLOWING CAREFULLY, AND RETURN THE SIGNATURE PAGE WITH YOUR BID OR PROPOSAL

The following terms and conditions are requirements that are binding upon the vendor awarded the bid and they communicate the Edcouch-Elsa School District’s expectations in regard to the bidder’s performance in connection with the district’s purchase.

**Seller of Package Goods**: Seller will package goods in accordance with good commercial practice. Each shipping container shall be clearly and permanently packed as follows:

  a. Seller’s name and address:
  b. Consignee’s name, address and purchase order or purchase release number and the supply agreement number if applicable;
  c. Container number and total number of containers, e.g. box 1 of 4 boxes; and the number of the container bearing the packing slip.
  d. Seller shall bear cost of packaging unless otherwise provided.
  e. Goods shall be suitably packed to secure lowest transportation costs and to conform with requirements of common carriers and any applicable specifications.
  f. Buyer's count or weight shall be final and conclusive on shipment.

2. **Shipment under Reservation Prohibited**: Seller is not authorized to ship the goods under reservation and no tender of a bill of lading will operate as a tender of goods.

3. **Title and Risk of Loss**: The title and risk of loss of the goods shall not pass to Buyer until Buyer actually receives and takes possession of the goods at the point or points of delivery.

4. **Delivery Terms and Transportation Charges**: F.O.B. Destination Freight Prepaid unless terms are specified otherwise in bid:

5. **No Placement of Defective Tender**: Every tender or delivery of goods must fully comply with all provisions of this contract as to time of delivery, quality and the like. If a tender is made which does not fully conform, this shall constitute a breach and Seller shall not have the right to substitute a conforming tender provided, where the time for performance has not yet expired, the Seller may reasonably notify Buyer of his intention to cure and may then make a conforming tender within the contract time but not afterward.

6. **Place of Delivery**: The place of delivery shall be that set forth on the purchase order, any change thereto shall be effected by modification as provided for in Clause 20, “Modifications,” hereof. The terms of this agreement are “no arrival, no sale.”

7. **Invoices**: Seller shall submit separate invoices, in duplicate, on each purchase order after each delivery. Invoices shall indicate the purchase order number, shall be itemized and transportation charges, if any, shall be listed separately. A copy of the bill of lading, and the freight weight bill when applicable, should be attached to the invoice. Mail to:

   Edcouch-Elsa Independent School District
   Attn.: Accounts Payable Department
   PO Box 127
   Edcouch, Texas 78538

8. **Payments**: The payment shall not be due until the above instruments are submitted after delivery. Suppliers should keep the Accounts Payable Department advised of any changes in your remittance addresses.

9. **Taxes**: Do not include Federal Excise, State or City Sales Tax. School District shall furnish tax exemption certificate, if required.

10. **Gratuities**: The Buyer may, by written notice to the Seller, cancel this contract without liability to Seller if it is determined by Buyer that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Seller, or any agent, or representative of the Seller, to any officer or employee of the School District with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending of the making or any determinations with respect to the performing of such a contract. In the event this contract is canceled by Buyer pursuant to this provision, Buyer shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Seller in providing such gratuities.

11. **Special Tools and Test Equipment**: If the price stated on the face hereof includes the cost of any special tooling or special test equipment fabricated or required by Seller for the purpose of filling this order, such special tooling equipment and any process sheets related thereto shall become the property of the Buyer and to the extent feasible shall be identified by the Seller as such.
12. **Warranty Price:** The price to be paid by the Buyer shall be that contained in Seller’s bid which Seller warrants to be no higher than Seller’s current prices on orders by others for products of the kind and specification covered by this agreement for similar quantities under similar or like conditions and methods of purchase. In the event Seller breaches this warranty, the prices of the items shall be reduced to the Seller’s current prices on orders by others, or in the alternative, Buyer may cancel this contract without liability to Seller for breach or Seller’s actual expense. The Seller warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for commission, percentage, brokerage, or contingent fee excepting bona fide employees of bona fide established commercial or selling agencies maintained by the Seller for the purpose of securing business. For breach or violation of this warranty, the Buyer shall have the right in addition to any other right or rights to cancel this contract without liability and to deduct from the contract price, or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

13. **Warranty Products:** Seller warrants that the goods furnished will conform to the specifications, drawings and descriptions listed in the bid invitation and to the samples furnished by Seller, if any. In the event of a conflict between the specifications, drawings and descriptions, the specifications shall govern. Seller shall not limit or exclude any implied warranties and any attempt to do so shall render this contract voidable at the option of the Buyer.

14. **Safety Warranty:** Seller warrants that the product sold to Buyer shall conform to the standards promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act (OSHA) of 1970. In the event the product does not conform to OSHA standards, Buyer may return the product for correction or replacement at the Seller's expense. In the event Seller fails to make the appropriate correction within 15 working days, correction made by Buyer will be at Seller’s expense.

15. **No Warranty by Buyer against Infringements:** As part of this contract for sale, Seller agrees to ascertain whether goods manufactured in accordance with the specifications attached to this agreement will give rise to the rightful claim of any third person by way of infringement or the like. Buyer makes no warranty that the production of goods according to the specification will not give rise to such a claim, and in no event shall Buyer be liable to Seller for indemnification in the event that Seller is sued on the grounds of infringement or the like. If Seller is of the opinion that an infringement or the like will result, the Seller will notify Buyer to this effect in writing within two weeks after the signing of this agreement. If Buyer does not receive notice and is subsequently held liable for the infringement or the like, Seller will hold Buyer harmless. If Seller in good faith ascertains that production of the goods in accordance with the specifications will result in infringement or the like, this contract shall be null and void except that Buyer will pay Seller the reasonable cost of his search as to infringements.

16. **Right of Inspection:** Buyer shall have the right to inspect the goods at delivery before accepting them.

17. **Cancellation:** Buyer shall have the right to cancel for default all or any part of the undelivered portion of this order if Seller breaches any of the terms hereof including warranties of Seller or if the Seller becomes insolvent or commits acts of bankruptcy. Such right of cancellation is in addition to and not in lieu of any other remedies, which Buyer may have in law or equity.

18. **Termination:** The performance of work under this order may be terminated in whole or in part by the Buyer in accordance with this provision. Termination of work there under shall be effected by the delivery to the Seller of a “Notice of Termination” specifying the extent to which performance of work under the order is terminated and the date upon which such termination becomes effective. Such right of termination is in addition to and not in lieu of rights of Buyer set forth in Clause 15, herein.

19. **Force Majeure:** If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch. The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or the State of Texas or any civil or military authority; insurrections; riots; epidemics; landslides; land sinkage; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty.

20. **Assignment Delegation:** No right or interest in this contract shall be assigned or delegation of any obligation made by Seller without the written permission of the Buyer. Any attempted assignment or delegation by Seller shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.
21. **Waiver:** No claim or right arising out of a breach of this contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved.

22. **Modifications:** This contract can be modified or rescinded only by a writing signed by both parties to the contract or their duly authorized agents.

23. **Interpretation Parole Evidence:** This writing is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of their agreement. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in this agreement. Acceptance or acquiescence in a course of performance rendered under this agreement shall not be relevant to determine the meaning of this agreement even though the accepting or acquiescing party has knowledge of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in this agreement, the definition contained in the Code is to control.

24. **Applicable Law:** This agreement shall be governed by the Uniform Commercial Code. Wherever the term “Uniform Commercial Code” is used, it shall be construed as meaning the Uniform Commercial Code as adopted in the State of Texas effective and in force on the date of this agreement.

25. **Advertising:** Seller shall not advertise or publish, without Buyer’s prior consent, the fact that Buyer has entered into this contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state or local government.

26. **Right to Assurance:** Whenever one party to this contract in good faith has reason to question the other party’s intent to perform he/she may demand that the other party give written assurance of his/her business intent to perform. In the event that a demand is made and no assurance is given within five (5) days, the demanding party may treat this failure as an anticipatory repudiation of the contract.

27. **Venue:** Both parties agree that venue for any litigation arising from this contract shall lie in Hidalgo County, Texas.

28. **Prohibition Against Personal Interest in Contracts:** Any board member which has any substantial interest, either direct or indirect, in any business entity seeking to contract with the district, shall, before any vote or decision on any matter involving the business entity, file an affidavit stating the nature and extent of interest and shall abstain from any participation in the matter. This is not required if the vote or decision will not have any special effect on the entity other than its effect on the public. However, if a majority of the governing body are also required to file, and do file similar affidavits, then the member is not required to abstain from further participation. Vernon’s Texas Codes Annotated, Local Government Code. Chapter 171.

29. **Penalties for Non-Performance:** If, at any time, the contractor fails to fulfill or abide by the terms, conditions, or specifications of the contract, the Edcouch-Elsa Independent School District reserves the right to:
   a. Purchase on the open market and charge the contractor the difference between contract and actual purchase price, or
   b. Deduct such charges from existing invoice totals due at the time, or
   c. Cancel the contract within thirty (30) days written notification of intent

30. **Right to Investigate:**
   a. Capacity
   b. Financial Information
   c. Business Records (Federally Funded Contracts)

31. **Bidder Qualification:** Bidders not on the District’s bid list, may be required to prove their qualifications concerning the following criteria
   a. Financial capabilities
   b. Bonding status
   c. Contractual history (references)
   d. Ability to fulfill and abide by the terms and specifications
   e. Quality and stability of product and sources

32. **District Bid Forms:** Bid proposal not submitted on District’s bid forms will be rejected.

33. **Delinquent School Taxes:** The Edcouch-Elsa ISD shall not do business with any individual or company that is delinquent in the payment of their school taxes.

34. **“OR EQUAL” Products:** Whenever an article or material is defined by describing a proprietary product or by using the name of a manufacturer, the term “or equal”, if not inserted, shall be implied. The specified article or material shall be understood as indicating the type, function, minimum standard of design, efficiency, and quality desired and shall not be construed as to exclude other manufactured products of comparable quality, design and efficiency. The District reserves the right to waive any or all technicalities, and shall be the sole judge in determining equality, technicalities and formalities. Bidders offering substitute items must indicate manufacturer’s name and model numb.
35. **Deviation(s)**—Any deviation(s) to the specification(s) shall be listed on a separate sheet(s) of paper and attached to the bid response form identifying the section number, component(s) with deviation(s) and a clearly defined explanation for the deviation(s). It is the bidder’s responsibility to submit a bid that meets all mandatory specifications stated within. Because of the variations in manufacturer’s construction, the bidder must compare their product bid with the required listed minimum specifications and identify any deviations. Failure to properly identify deviations may render the bidder’s proposal non-responsive and not capable of consideration for award. Bidders should note that a descriptive brochure of the model bid may not be sufficient or acceptable as proper identification of deviations from the written specifications.

36. **Right to award:** The District reserves the right to award the bid in its entirety, partially, or reject it. The District reserves the right to buy any and/or all supplies from any vendor.

37. **Right to increase or decrease quantities:** The District reserves the right to increase or decrease the number of articles called for in any item of the specifications or to eliminate items entirely. Bidder's proposal will be adjusted in accordance with the unit price quoted therein.

38. **Renewal Option for Term Contracts:** There will be a renewal option to extend this term contracts, if applicable, for an additional one (1) year period if all parties agree to the renewal in writing and all bid prices, discounts, terms and conditions remain the same. In no instance shall this extension be considered automatic.

39. **Warranty & Guarantees:** Except as otherwise specified, the bidder warrants and guarantees all work against defects in materials, equipment or workmanship for one (1) year from the date of final acceptance. Upon receipt of written notice from the District of the discovery of any defects, the bidder shall remedy the defects and replace any property damaged there from occurring within the warranty and guarantee period.

40. **EVALUATION FACTORS:** The bid award shall be based on the following evaluation factors:
   a. the purchase price;
   b. the reputation of the vendor and of the vendor’s goods or services;
   c. the quality of the vendor’s goods or services;
   d. the extent to which the goods or services meet the district’s needs;
   e. the vendor’s past relationship with the district;
   f. the impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses;
   g. the total long-term cost to the district to acquire the vendor’s goods or services; and
   h. any other relevant factor that a private business entity would consider in selecting a vendor.

41. **NON-COLLUSIVE BIDDING CERTIFICATION:** By submission of this bid or proposal, the bidder certifies that:
   a. This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor,
   b. This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other bidder, competitor or potential competitor;
   c. No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
   d. The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the bidder as well as to the person signing in its behalf.

42. **EEOC NON-DISCRIMINATION STATEMENT:** It is the policy of Edcouch-Elsa ISD not to discriminate on the basis of sex, age, handicap, religion, race, color, or national origin in its educational programs.

I have read these STANDARD TERMS AND CONDITIONS and fully understand them, and will fully execute them if I am awarded this bid.

__________________________
Print/Type Signature Name

__________________________
Authorized Signature       Date __________________

__________________________
Official Title
Edcouch-Elsa Independent School District

RFP 2020-006, Ambulance Services for School Supported Games

<table>
<thead>
<tr>
<th>TOTAL NUMBER OF POINTS (100)</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Fee schedule and rate (25)</td>
<td></td>
</tr>
<tr>
<td>2. Number of trained medical employees (25)</td>
<td></td>
</tr>
<tr>
<td>3. Extent of which service meets District need (10)</td>
<td></td>
</tr>
<tr>
<td>4. Meeting State Ambulance Licensing Requirements (20)</td>
<td></td>
</tr>
<tr>
<td>5. Meeting Insurance Requirements (20)</td>
<td></td>
</tr>
</tbody>
</table>
SPECIAL TERMS & CONDITIONS

A. INTENTION

1. INTENTION: It is the intention of the Edcouch-Elsa Independent School District to receive proposals for Ambulance Services to the Edcouch-Elsa ISD.

2. SERVICES REQUIRED: The Edcouch-Elsa Athletic Department has a need to provide Ambulance Services at Edcouch-Elsa ISD sponsored games and events. Ambulances and certified medical staff will be required to attend such events as requested.

3. TERM OF CONTRACT: This is a term contract beginning September 1, 2020 or soon thereafter and ending August 31, 2021.

4. EEOC NON-DISCRIMINATION STATEMENT: It is the policy of Edcouch-Elsa ISD not to discriminate on the basis of sex, age, handicap, religion, race, color, or national origin in its educational programs.

5. ESTIMATED GAMES & EVENTS:

   a. The games and events have been carefully estimated by the Athletics Department but are only approximate; the actual number of games may increase or decrease.

   b. If the number of games or hours increase or decrease by more than 10% of the number of estimated games or estimated hours on this proposal, then the district shall adjust the contract up or down.

   c. The awarded vendor shall be required to certify and submit a report at the end of day for all games showing the number of games & hours.

6. PAYMENT INFORMATION: Payments will be made on District’s regular payment schedule.

7. CONTACT FOR INQUIRIES: All questions prior to closing date must be FAXED directly to Sylvia Garza, Business Manager. Inquiries must make reference to specific section numbers of the Proposal.
B. ESTIMATED GAMES WHERE AMBULANCES SERVICES WILL BE REQUIRED:

Please note that this is the estimated games for 2020-2021 and the actual games may increase or decrease.

FOOTBALL

<table>
<thead>
<tr>
<th>Events</th>
<th>Estimated Games</th>
<th>Estimated Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Varsity Games</td>
<td>17 games</td>
<td>68 hours</td>
</tr>
<tr>
<td>Scrimmages: (Varsity, Junior Varsity, 91h)</td>
<td>4 games</td>
<td>12 hours</td>
</tr>
<tr>
<td>Sub-Varsity</td>
<td>45 games</td>
<td>300 hours</td>
</tr>
<tr>
<td>Middle School Football</td>
<td>40 games</td>
<td>189 hours</td>
</tr>
</tbody>
</table>

Note:

Athlete contests run from August to April depending on the different sports. The total number of hours will vary 10% either up or down.

We also need a dedicated unit at all the events as scheduled.

ESTIMATED GAMES WHERE AMBULANCE SERVICE WILL BE REQUIRED:

**Monday and Tuesday will have approximately 3 sites for games.**

**Thursday and Friday will have approximately 2 to 3 sites for games.**

**Saturday will have approximately 2 sites for games as needed for "C" team games.**

Everything else stays the same.
## FIXED PRICE PROPOSAL:

**ITEM** | **DESCRIPTION** | **FIXED PRICE PROPOSAL**
--- | --- | ---
1 | Please note that your proposal must be based on the estimated games and hours for the year 2020-2021. | The actual number of games or hours may increase or decrease. The Edcouch-Elsa ISD is looking for a fixed priced term contract.

---

**You must provide your proposed payment terms below:**

1. **Annual Payment of $**
   
   (Annual payments are made at the end of the service year)

2. **Other:** Please indicate other payment terms below:

   
   Company Name

   Print Name of Authorized Company Official

   Signature of Authorized Company Official
REQUIRED RESPONSE FORMAT AND CONTENTS

The responses to this Request for Proposals will consist of SEVEN (7) specific information subject areas, which must be completed and returned, in the order indicated below with each section divided and TABBED with the appropriate section title.

1. COVER LETTER
   Your Proposal must include a cover letter at the beginning of the Proposal. The cover letter shall provide a summary of the information presented in the Proposal; names, telephone and fax numbers of persons authorized to provide any clarification required; and a statement accepting the terms of this solicitation or noting specific exceptions taken to any of the terms and conditions specified in this document. This cover letter shall also include the name of the person(s) authorized to conduct final contract negotiations.

2. SAMPLE OF SERVICE CONTRACT:
   Include in this section a sample of your AMBULANCE SERVICES CONTRACT.

3. CERTIFIED MEDICAL EMPLOYEES:
   Include in this section a list of all employees in your staff assigned as Paramedics, Intermediate Paramedics, Emergency Medical Technicians and number of years’ experience. Identify the personnel, supervisory responsibilities and line of authority, training, certification that will have a role in this contract.

4. TEXAS DEPARTMENT OF HEALTH CERTIFICATIONS:
   Include in this section a copy of the Texas Department of Health Certifications; a copy of the letter stating that your company has met the minimum standards for patient care.

5. LIST OF AMBULANCES:
   Include in this section a list of all your vehicles that will be used to service the Edcouch-Elsa ISD, Model, Year and License Number.

6. INSURANCE COVERAGES:
   Include in this section a copy of your insurance policies for the following:
   a. Professional Liability
   b. Commercial General Liability
   c. Automobile Liability
   d. Workmen’s Compensation

7. SCHOOL REFERENCES:
   Include in this section a list of school references for executed contracts for at least three school districts. Provide the School Name, Contract Person, and Telephone Number.
DEVIATION FORM

(This form must be signed)

1. **DEVIATION(S)** — Any deviations to the attached specifications shall be listed below, or on a separate sheet of paper, and attached to the bid response form identifying the section number, item number and a clearly defined explanation for the deviations.

2. It is the bidder’s responsibility to submit a bid that meets all mandatory specifications stated within. Because of the variations in manufacturer's construction, the bidder must compare their product bid with the required listed minimum specifications and identify any deviations.

3. Failure to properly identify deviations may render the bidder's proposal non-responsive and not capable of consideration for award.

4. Bidders should note that a descriptive brochure of the model bid may not be sufficient or acceptable as proper identification of deviations from the written specifications.

**NO - Deviations:**

**YES - Deviations:**

*List any deviations your company is submitting below: (List on separate page, if necessary)*

__________________________

Company Name

__________________________

Print Name of Authorized Company Official

__________________________

Signature of Authorized Company Official
ANTI-COLLUSION CERTIFICATION
SUBMISSION FORM

The undersigned certifies that:

a) This Proposal was exclusively developed and prepared without collusion with any competing proposer.

b) The content of this Proposal has not and will not knowingly be disclosed to any competing or potential competing proposer prior to the opening date, time and place specified.

c) No act to persuade any person, partnership or corporation to submit or withhold a Proposal has been made.

d) The undersigned warrants having a complete understanding regarding the accuracy of the statements in this certificate and the penalties applicable to the Proposing vendor and signatory representing the Proposer.

Company Name: ____________________________________________________________

Address of Company: ________________________________________________________

Name of Company Representative: ____________________________________________

Authorized Signature: ________________________________________________________

Signatory Name and Title (Printed): ____________________________________________

Telephone: __________________________________________________________________

Fax: # ______________________________________________________________________

Date: ______________________________________________________________________
State of Texas Legislative Senate Bill No. 1, § 44.034, “Notification of Criminal History”, subsection (a) states. "A person or a business entity that enters into a contract with a School District must give advance notice to the district if the person, or an owner or operator of the business entity, has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Subsection (b) states, "A School District may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person of business entity for services performed before the termination of the contract."

**THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION**

Please mark the appropriate box and sign in the space(s) provided.

The undersigned agent for the business entity designated certifies that the notification of felony information provided was read and the information is true and correct to the best of his/her knowledge.

Name ____________________________________________________________

Authorized Official’s printed name ___________________________________

- My business entity is a publicly-held corporation; therefore, this requirement does not apply.

  Name ____________________________________________________________

  Authorized official’s printed name ________________________________

- My business entity is neither owned nor operated by a convicted felon.

  Name ____________________________________________________________

  Authorized official’s printed name ________________________________

- My business entity is owned and operated by the convicted felon(s) described below:

  Name of Felon ______________________________________________________

  Details of Conviction(s) _____________________________________________

  __________________________________________________________________

  Authorized official’s signature ________________________________________