ADDENDUM 1

To: All Interested Bidders

From: Araceli Hernandez, Inventory Bid Technician

Date: April 5, 2013

Subject: RFQ #13-017, Engineering Services to Update/Replace the Mechanical/Plumbing System in the Downtown Detention Facility

This addendum has been issued to notify vendors:

❖ The RFQ has been extended to April 10, 2013 at 2:00 p.m.

❖ Deadline for questions has not been extended.

❖ The following individuals have been added to the Conflict of Interest (CIQ);

  ● Humberto Arenas, Road & Bridge Manager
  ● Melina Banuelos, Civil Engineer
  ● Fernando Hernandez, Civil Engineer
  ● Monique Aguilar, Facilities Manager
  ● Gilbert Mijarez, Maintenance Supervisor

❖ All interested vendors must fill and fax another CIQ form to the County Clerk’s Office. Forms are attached for your convenience. Once completed, please include in your bid along with the fax confirmation sheet.
Dear Vendor:

As of January 1, 2006, the Texas Local Government Code Chapter 176 requires all vendors and potential vendors who contract or seek to contract for the sale or purchase of property, goods, or services with any local government entity to complete and submit a Conflicts of Interest Questionnaire. A copy of the requirements regarding vendors is attached. Also attached is a copy of the Questionnaire which needs to be filed and was prepared and approved for statewide use by the Texas Ethics Commission.

In filing out the questionnaire, the following are the County Officers that will award the RFQ and the employees which will make a recommendation to the Commissioners Court:

County Officers:
- County Judge Veronica Escobar
- Commissioner Carlos Leon
- Commissioner Sergio Lewis
- Commissioner Vicente Perez
- Commissioner Dan Haggerty

County Employees:
- Jose Lopez, Jr., Assistant Purchasing Agent
- Peter Gutierrez, Buyer II
- Elvia Contreras, Formal Bid Buyer
- Araceli Hernandez, Inventory Bid Technician
- Lucy Balderama, Inventory Bid Technician
- Edward Dion, County Auditor
- Wallace Hardgrove, Budget & Financial Manager
- Lee Shapleigh, Assistant County Attorney
- Josie Brostrom, Assistant County Attorney
- Michael Martinez, Contract Admin. Manager
- Claudia Duran, Assist. Contract Admin. Manager
- Monique Aguilar, Facilities Manager
- Amanda Proffitt, ADA Coordinator
- Gomencio Lopez, Commander
- Jose Chairez, Lieutenant

Please note that the state law requires that the Questionnaire be filed with the COUNTY CLERK no later than the 7th business day after submitting an application, response to an RFP, RFQ or bid or any other writing related to a potential agreement with the County. Failure to file the questionnaire within the time provided by the statute is a Class C misdemeanor.
Instructions: Conflict of Interest Form (CIQ)

- Please complete CIQ Form whether or not a conflict exists.

- Box #1 All Vendors Must Print Clearly their names and company name.

- Box #2 If the vendor has already filed a CIQ for the current year and is updating (filing a new one) due to changes on RFQ, please check box. If this is the first time within the current year that the vendor is submitting a CIQ, then do not check this box.

- Box #3 If you are filing a disclosure of conflict of interest, meaning that you do have a relationship with someone listed on the page prior to the CIQ form on your BID, RFP, RFQ, or RFI, then you must print the name of the person whom you have a business relationship with.

- If you answer yes to any of the following: Item A, B, C you have a conflict and must disclose on this form.

- Item D List the type of relationship and what department in the local government the person you have listed in Box #3.

- Box #4 Please have the person that is named on Box #1, sign and date in this box. We request a contact number in case there are any questions or form is missing information. This is a courtesy to you.

- It is the vendor’s responsibility to submit the CIQ document number provided by the County Clerk’s to the Purchasing Department.

- Please note that the state law requires that the Questionnaire be filed with the COUNTY CLERK no later than the 7th business day after submitting an application, response to an RFP, RFQ, RFI or bid or any other writing related to a potential agreement with the County. Failure to file the questionnaire within the time provided by the statute is a Class C misdemeanor and will disqualify your offer. **IF FORM IS NOT COMPLETED AND FILED WITH THE COUNTY CLERK’S OFFICE, PROPOSAL WILL BE CONSIDERED NON-RESPONSIVE.**

- File a completed Conflict of Interest Questionnaire (Form CIQ) with the El Paso County Clerk in person or by mail to 500 E. San Antonio, Suite 105, El Paso, TX 79901 or by fax to 915-543-3816 the attention of the County Clerk’s office.

- If filing by fax use your fax confirmation (date/time) for your records. To obtain a copy/CIQ document number go to our website at [www.epcounty.com](http://www.epcounty.com), click on public records, click on to Official Public Records - Deeds of Trust, Liens and other public documents (County Clerk), type in the name of your company, on Style; scroll to CIQ-Conflict INT. QUESTIONNAIRE, and click on Search. It will be available on the web-site approximately 5 to 10 business days. Please fax a copy of your fax confirmation (date/time) to the Purchasing Department at (915) 546-8180. If you have not yet placed it in your Bid, RFP, RFQ, RFI.

- If you have any questions, please call Elvia Contreras or Araceli Hernandez at 915-546-2048
This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.
This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

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

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

<table>
<thead>
<tr>
<th>Name of person who has a business relationship with local governmental entity</th>
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Check this box if you are filing an update to a previously filed questionnaire.
(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

Name of local government officer with whom filer has employment or business relationship.

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

- Yes
- No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

- Yes
- No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

- Yes
- No

D. Describe each employment or business relationship with the local government officer named in this section.

Signature of person doing business with the governmental entity ____________________________ Date ____________________________