

AUTHENTICATION OF PROPOSAL AND STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

I hereby certify:

1. That I am the vendor (if the vendor is an individual), a partner of the vendor (if the vendor is a partnership) or an officer or employee of the proposing corporation having authority to sign on its behalf (if the vendor is a corporation);
2. That the submitted quote covering Volusia County School District's CSA-22-050KG has arrived at the vendor independently, and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with any other vendor of materials, supplies, equipment or services described in the Request for Proposals, designed to limit the independent proposing or competition as prohibited by provisions; or any attendant procurement regulations of the Volusia County School District.
3. That the contents of the proposal have not been communicated by the Vendor or its employees or agents to any person not an employee or agent of the Vendor and will not be communicated to any such person prior to the official opening of the proposal;
4. That the Vendor is legally entitled to enter into the contract with the School District of Volusia County and is not in violation of any prohibited conflict of interest, including those prohibited or any procurement regulation of the School District of Volusia County.
5. That the vendor has fully disclosed with their response the name(s) of any officer, director, or agent who is or was an employee of the School Board of Volusia County, Florida.
6. In submitting the above, it is expressly agreed that upon proper acceptance by the School District of Volusia County of any or all items proposed above, a contract shall thereby be created with respect to the items in this proposal being accepted.
7. That I have fully informed myself regarding and affirm the accuracy of all statements in this proposal, including the price proposal.

READ CAREFULLY - SIGN IN SPACE BELOW - FAILURE TO SIGN INVALIDATES PROPOSAL:

SIGNED BY _____ TITLE _____

COMPANY NAME _____ TELEPHONE NO. _____

ADDRESS _____ DATE _____

CITY _____ STATE _____ ZIP CODE _____

**REQUEST FOR APPROVAL OF PROPOSED PURCHASING TRANSACTION
INVOLVING POSSIBLE CONFLICT OF INTEREST**

INSTRUCTIONS: This form is required to be completed by any employee or former employee within two years of termination of employment who proposes or whose near relative proposes to either directly or indirectly purchase, sell, rent, or lease any realty, goods, or services from any business entity of which the employee or employee's immediate family has a material interest; nor shall any such individual either directly or indirectly sell, rent or lease any realty, goods, or services to the District.

See previous page for full policy statement.

Completion of this request does not constitute authorization for work to begin or for services to be provided

Name and Title of Employee making request	☐ Employee ☐ Former Employee
Division / Department	Separation Date:
Building / Room	Telephone Extension

CHECK AND COMPLETE THE APPROPRIATE ITEM:

- ☐ I propose to directly or indirectly purchase, rent, sell, or lease any realty, goods, or services to the District.
- ☐ A near relative * proposes to directly or indirectly purchase, rent, sell or lease any realty, goods, or services to the District.

Name of Relative:	Relationship:
Address:	

- ☐ I own or control more than 5% interest in a business which proposes to directly or indirectly purchase, rent, sell or lease any realty, goods, or services to the District.

Name of Business:
Nature of Interest:

- ☐ A near relative * own or controls more than 5% interest in a business which proposes to directly or indirectly purchase, rent, sell or lease any realty, goods, or services to the District.

Name of Relative:	Relationship:
Address:	
Name of Business:	
Nature of Interest:	

Describe the realty, goods or services proposed:

Are the realty, goods or services available commercially?

I certify that no District time, material, equipment or facilities have been or will be used in connection with any resulting purchase order or contract.

I certify that I have not or will not make, or participate in the making of the District's decision to purchase the realty, goods or services covered by this disclosure.

Signature of Employee	Date
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APPROVALS

Employee's Department Head (not required if former employee)	Other Administrative Approval
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* See reverse side for definition



The School District of Volusia County
Purchasing & Warehouse Services
3750 Olson Drive
Daytona Beach, FL 32124

Ph: 386-947-8786
Fax: 386-506-505

POLICY REGARDING EMPLOYEE CONFLICT OF INTEREST IN PURCHASING

Definitions

Employee—any individual who is presently employed by the District or whose separation from the District occurred within two years of the date of the proposed transaction.

Near Relative—spouse, child, parent, brother, sister, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, and step relatives in the same relationship.

Employee-Vendor Relationship—a relationship in which an employee, or near relative, acts as an independent contractor for the purpose of renting or selling goods or providing services to the District.

Policy

Conflict of Interest—The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the School Board of Volusia County, Florida. Furthermore, all bidders must disclose the name of any Board Employee who owns directly or indirectly, any interest of five per cent (5%) or more of the total assets of capital stock in the bidder's firm.

(F.S. Chapter 112, Part III.)— *"No employee of an agency acting in his or her official capacity as a purchasing agent, or public officer acting in his or her official capacity, shall either directly or indirectly purchase, rent, or lease any realty, goods, or services for his or her own agency from any business entity of which the officer or employee or the officer's or employee's spouse or child is an officer, partner, director, or proprietor or in which such officer or employee or the officer's or employee's spouse or child, or any combination of them, has a material interest."*

Nor shall a public officer or employee, acting in a private capacity, rent, lease, or sell any realty, goods, or services to the officer's or employee's own agency, if he or she is a state officer or employee, or to any political subdivision or any agency thereof, if he or she is serving as an officer or employee of that political subdivision."

Ethics in Purchasing—The provisions of School Board policy 426 regarding Vendor Relations shall apply regarding any "compensation" or "gifts".

Pursuant to Section 1-3 of the Volusia County School's Purchasing Manual, each transaction shall be handled objectively, without favoritism or discrimination, without seeking or dispensing personal favors and based on sound business judgment.

READ CAREFULLY – SIGN IN THE SPACE BELOW – FAILURE TO SIGN INVALIDATES PROPOSAL

SIGNED BY: _____ TITLE _____
COMPANY NAME: _____ TELEPHONE NO.: _____
ADDRESS: _____ DATE: _____
CITY: _____ STATE: _____