

To: Vendors or other persons doing business with the City of Abilene, the Housing Authority of the City of Abilene, the Development Corporation of Abilene (DCOA), Civic Abilene, Inc.

From: City of Abilene

Re: Disclosure form required by state law.

Dear Vendor:

Effective January 1, 2006, H.B. 914 requires any person or business that contracts with a city or is considering doing business with a city to file a "conflicts of interest questionnaire." This means that any person who contracts or seeks to contract for the sale or purchase of property, goods, or services with a city (including submitting a bid on a city contract) must file a questionnaire.

This is designed to ensure that the public is aware of possible relationships of persons who are doing business with the City, the DCOA, Civic Abilene, Inc. or other local governmental entity.

If a vendor or agent of the vendor has an employment or business relationship with any of the persons listed on the attached list or their family* that results in taxable income or gifts, other than gifts of food, lodging, transportation, or entertainment accepted as a guest, that have an aggregate value of more than \$250 in the 12-month period preceding the filing of this form, the vendor or agent must fill out the form and report the relationship.

All vendors who are doing business or seeking to do business with the above listed governmental entities after January 1, 2006 must fill out the required form. If you are already doing business with the City, you must file your form within seven days of your receipt of this notice. If you have not entered into an agreement with the City yet, you must file your form before you provide any services or goods to the City. The form should be returned with your bid packet or returned to _____]. If you do not have any business relationship with any of the listed persons, please put N/A on the form, sign and return it with your bid packet.

Thank you,

The City of Abilene
The Development Corporation of Abilene, (DCOA)
Civic Abilene, Inc.

*A family member is defined as a person related to another person within the first degree by consanguinity (blood) or affinity (marriage). This definition includes a spouse, father, mother, son, daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law and stepchildren.

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