

EUGENE CONFLICT OF INTEREST (COI) DISCLOSURE FORM

Public Improvement Procurements

ORS279C and Eugene Purchasing Regulations Division 49

City of Eugene Public Works Engineering

Project Title

City of Eugene Project No.:

Bid Closing:

Firms proposing to enter into a Contract with the City of Eugene must be in conformance with the City of Eugene Conflict of Interest Guidelines. The COI Guidelines are available at the City of Eugene Standard Specifications for Construction webpage.

Bidders are required to submit the COI Disclosure Form to the Agency as part of their bid.

This COI Disclosure Form must be signed in ink by a principal of the Firm to certify that it is correct. A Firm's certification that this disclosure form is correct includes the disclosure by its Associates and Subcontractors.

My signature certifies that as disclosure on or attached to the present form:

- (a) The Firm's disclosures are complete, accurate, and not misleading.
- (b) The Firm has provided the City of Eugene COI Guidelines to all Associates and Subcontractors (if any) and the present form includes or has attached any required COI disclosures from those sources.

I hereby certify that I am authorized to sign this COI Disclosure Form as a Representative for the Firm identified below:

Bidder Firm's Legal Name:

Contact Person:

Bidder's Telephone:

Signature:

Date:

Read questions 1 – 7 on page 2.

I have read and complied with the COI Guidelines and the COI Disclosure Form and did not answer "Yes" to any of the questions on page 2. If this box is marked, submit page 1 with the proposal. No additional information is submitted at this time.

If the answer is "Yes" to any of the questions, submit the entire completed and signed COI Disclosure Form with the proposal.

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Answer all questions “No”, “Yes” or “N/A”. If the answer is “yes” to any question, then use the comments field to explain the response. If you are uncertain about the response to the question, answer “yes” and use the comment field to explain. Information to include in the comments field includes, but is not limited to, furnishing all relevant facts that are necessary to make the response complete, accurate, and not misleading; identifying any actions that must be taken to avoid, neutralize, or mitigate such conflicts of interest.

If the answer is “Yes” to any of the questions, submit page 2 answering all questions “No”, “Yes” or “N/A”. Provide entire form with Proposal submittal.

1. Is any Associate of the Firm a former employees of the Agency within the last two years? Yes
If “Yes”, complete and attach the “Relatives and Former Agency Employees – Roles and Signatures” form (Part A and/or B, as applicable).
2. Is any Associate of the Firm a Relative or Member of the Household of a current Agency employee that had or will have any involvement with this Procurement or Contract Authorization? Yes
If “Yes”, complete and attach the “Relatives and Former Agency Employees – Roles and Signatures” form (Part A and/or B, as applicable).
3. Does the Firm or any Associate of the Firm have an Actual, Apparent or Potential Conflict Of Interest (“Individual” or “Organizational”) with regard to any known member of an Agency Procurement evaluation or selection team?
No Yes Comments: [Click here to enter text.](#)
4. Has the Firm or an Associate of the Firm offered to a Public Official, or is the Firm aware of any Public Official that has solicited or received, directly or indirectly, any pledge or promise of employment or other benefit based on the understanding that the Public Official’s vote, official action or judgment would be influenced thereby?
No Yes Comments: [Click here to enter text.](#)
5. Has (or will) the Firm or an Associate of the Firm provided a direct beneficial financial interest to any person within two years after the person ceased to hold a position as a Public Official who was involved in the Procurement or Authorization for the Contract, or is the Firm aware of any such person or Public Official who has or will receive a direct beneficial financial interest within the two year period?
No Yes Comments: [Click here to enter text.](#)
6. Is the Firm aware of any current or former Public Official that has an Actual, Apparent or Potential Conflict Of Interest with respect to the Procurement or award of this Contract or performing the work for Agency?
No Yes Comments: [Click here to enter text.](#)
7. Have Subcontractors or other Associates furnished COI Disclosure Forms, separate from the present form, which included conflicts or potential conflicts of interest? (If “yes”, attach the disclosures.)
No Yes N/A (If no conflicts identified)
Comments: [Click here to enter text.](#)

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Relatives and Former Agency Employees – Roles and Signatures

Use Part A to list each employee of the Firm that was employed by Agency within the last two years, state the job the employee performed for the Agency, the role the employee now serves for the Firm and the date the employee left Agency. Use Part B for Firm Associates with Relatives or Members of the Household working for Agency that had or will have involvement with this Procurement or Contract.

Part A: Employees that left Agency in the last two years			
Employee Name/Signature	Job Performed for Agency	Current Role with Firm	Date left Agency
Name: _____ Sign: _____ • Involved with this Procurement on behalf of Agency? Yes / No (circle one) • Involved with Proposal development for this Procurement? Yes / No (circle one)			
Name: _____ Sign: _____ • Involved with this Procurement on behalf of Agency? Yes / No (circle one) • Involved with Proposal development for this Procurement? Yes / No (circle one)			
Part B: Identify Associates of the Firm that are Relatives or Members of the Household of Agency employees currently working for Agency, if the Agency employee had or will have any involvement with this Procurement of Contract.			
Firm Associate's Name:	Name and Relationship of Relative or Member of Household Employed at Agency	Role at Agency	Agency employee's role with this procurement

(Make copies of this form as needed to list additional employees)