

DECLARATION STATEMENT/DOCUMENT NOTIFICATION AFFIDAVIT

RFQ/RFP/ITB No. 24-ES-06

Dear Mayor and Council Members:

The undersigned, as Proposer (herein used in the masculine, singular, irrespective of actual gender and number) declares that he is the only person interested in this bid or in the contract to which this bid pertains, and that this bid is made without connection to, or arrangement with, any other person and this bid is in every respect fair and made in good faith, without collusion or fraud.

The Proposer further declares that he has complied in every respect with all the Instructions to Proposers issued prior to the opening of bids, and that he agrees to all matters and conditions with respect to the general conditions of the contract to which the bid pertains. In addition, the Proposer acknowledges and affirms understanding and compliance with all additional requirements, forms, terms and conditions included in this solicitation document.

The Proposer agrees, if this bid is accepted, to execute an appropriate City contract for the purpose of establishing a formal contractual relationship between him, and the City, for the performance of all requirements to which the bid pertains. The Proposer states that the bid is based upon the bid documents listed by **RFP 24-ES-06 – FEMA TECHNICAL ASISTANCE CONSULTANT SERVICES**.

I, Bruce J. Spitzengel, in my capacity as President, certify
(printed name) (title)
that I have the legal authorization to contractually bind GrantWorks, Inc.
(company name)

I further acknowledge that as part of my response to this solicitation, I have read, reviewed and agreed to the following terms and conditions detailed in the electronic bid document posted on the City's E-Procurement Portal:

- Conflict of Interest Affidavit (attached)
- Drug Free Workplace Certification
- Public Entity Crimes Statement
- Immigration Laws Notification
- Non -Collusion Affidavit of Prime Bidder (attached)
- Employment Eligibility Verification System (E-Verify) Acknowledgement
- Scrutinized Companies pursuant to FS Sections 287.135 and 215.473
- No Lobbying Notification
- Debarment and Suspension Certifications
- Public Records Requirements
- Professional Services Agreement

I hereby swear or affirm that I have read and that I understand and accept all the requirements and regulations imposed by the above-referenced documents and that I acknowledge and accept that the above-referenced documents and all terms and conditions contained therein are included in the response to this solicitation.

GrantWorks, Inc.

Company

Bruce Spitzengel

Authorized Signature

Bruce J. Spitzengel

Printed Name & Title

June 12, 2024

Date

STATE OF **Texas** COUNTY OF **Travis**

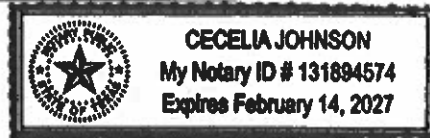
Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization,

this 12th day of, 20 JUNE 24, by Bruce Spitzengel . Personally Known OR
Produced Identification,

Type of Identification Produced

Cecelia Johnson

(Signature of Notary Public)



Notary Stamp/Seal

CONFLICT OF INTEREST DISCLOSURE FORM

The award of this contract is subject to the provisions of Chapter 112, Florida Statutes. All respondents must disclose within their submittal: the name of any officer, director, or agent who is also an employee of the City of Edgewater ("City").

Furthermore, all respondents must disclose the name of any City employee who owns, directly or indirectly, an interest of more than five percent (5%) in the respondent's firm or any of its affiliates.

The purpose of this disclosure statement is to give the City the information needed to identify potential conflicts of interest for screening evaluation team members and other key personnel involved in the award of this contract.

The mere appearance of a conflict may be as serious and potentially damaging as an actual conflict of interest. Reports of conflicts based on appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

The CONSULTANT/ANNUAL CONSULTANT shall promptly notify the CITY in writing by certified mail of all potential conflicts of interest that may arise in the future through any prospective business association, interest or other circumstance which may influence or appear to influence CONSULTANT'S/ANNUAL CONSULTANT'S judgment or quality of services being provided to the City. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that CONSULTANT/ANNUAL CONSULTANT may undertake and request an opinion of the CITY as to whether the association, interest or circumstance would, in the opinion of the CITY, constitute an unacceptable conflict of interest if entered into by the CONSULTANT/ANNUAL CONSULTANT.

If, in the sole opinion of the CITY, the prospective business association, interest or circumstance of CONSULTANT/ANNUAL CONSULTANT would constitute an unacceptable conflict of interest to the CITY, the CITY shall so state in the notification and the CONSULTANT/ANNUAL CONSULTANT shall not enter into said association, interest or circumstance.

By signing below, CONSULTANT/ANNUAL CONSULTANT certifies that the information contained herein is true and correct and constitutes all current potential conflicts of interest which may influence or appear to influence CONSULTANT'S/ANNUAL CONSULTANT'S judgment or quality of services being provided to the City. Further, it is hereby acknowledged that any misrepresentation by the CONSULTANT/ANNUAL CONSULTANT on this Disclosure Form is considered an unethical business practice and is grounds for sanctions against the CONSULTANT/ANNUAL CONSULTANT with respect to future City business.

Please check one of the following statements and attach necessary documents if necessary:

X

To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

Legal Name of Respondent

Bruce J. Spitzengel

Authorized Signature



Name and Title (print or type)

Bruce J. Spitzengel, President

NON-COLLUSION AFFIDAVIT

I state that I am President of GrantWorks, Inc.
(Title) (Name of my firm)
and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

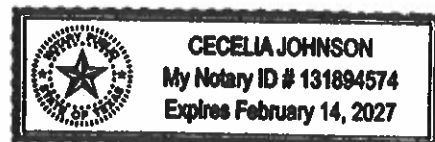
1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractors, bidder, or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
3. No attempt has been made, or will be made, to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
5. GrantWorks, Inc. its affiliates, subsidiaries, officers, directors and employees are not currently under (Name of my firm) investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that GrantWorks, Inc. understands and acknowledges that the above representations are material and important, and will be relied on by the City of Edgewater in awarding the contract(s) for which this bid is submitted. I understand, and my firm understands, that any misstatement in this affidavit is, and shall be treated as, fraudulent concealment from the City of Edgewater of the true facts relating to submission of bids for this contract.

STATE OF FLORIDA
COUNTY OF VOLUSIA

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 12th day of JUNE, 2024, by Bruce Spitzengel.

Cecelia Johnson
(Signature of Notary Public - State of Florida)
Texas



Cecelia Johnson
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known ☒ OR Produced Identification ☐

Type of Identification Produced: _____