



REQUEST FOR PROPOSAL

RFP #	18-1011
RFP Issued	March 13, 2019
Title	Salto Lock System
Mandatory Pre-Bid Conference	Monday April, 1 2019
Questions/Clarifications	Wednesday April 24, 2019
Bid Due Date	Tuesday April 30, 2019
Interviews (Tentative)	Monday May 13, 2019
Contract Award	June 1, 2019
Term	3 Years Base plus 2 One-Year Options for a total of 5 years

Dates are subject to change. All changes will be reflected in Addendum to the RFP which will be posted on the Procurement Services webpage.

RFP Issued by

USD Procurement Services
5998 Alcala Park – PS 116
San Diego, CA 92110
Tel: (619) 260-4782
<https://www.sandiego.edu/procurement/>
Procurement Contact: Theresa Harris
Email: theresaharris@sandiego.edu

SECTION I – INFORMATION FOR VENDORS

- 1.1 **PURPOSE:** The purpose of this Request for Proposal (RFP) is to solicit bid proposals from qualified vendors (Salto Inspired Business Partners-IBP) to provide the University with installation, service and support services of a Salto Access Control System as outlined in this RFP and attachments. The goal of this RFP is to work towards solutions that will minimize cost, while maintaining or improving current services. The Vendor's ability to support the system from a position of short and long term system development will weigh significantly in the evaluation process. Minimum requirements for Salto Systems online & offline readers, locks and infrastructure components are described below.
- 1.1.2 **INTENT:** Based on this RFP, USD intends to award a single contract to the responsible Vendor whose bid proposal, conforming to this RFP, is most advantageous to the University, price and other factors considered. USD reserves the right to issue multiple contracts or to separately procure individual requirements that are the subject of the contract during the contract term, when deemed by the University to be in its best interest.
- 1.1.3 **TERMS:** USD's standard Terms & Conditions (see attachment marked Terms & Conditions) will apply to all contracts or purchase order. These terms are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with them unless the RFP specifically indicates otherwise.

1.2 BACKGROUND

The University of San Diego (USD) is a private Catholic institution of higher education, located on over 180 acres overlooking San Diego's Mission Bay. Chartered in 1949, USD enrolls just over 8900 students who may choose from more than 70 undergraduate and graduate degree programs. The student population has approximately 5,774 undergraduate, 2,138 graduate and 993 law students.

The USD campus supports six schools and one college, with over 909 faculty and over 2,000 administrative, staff and temporary employees. The majority of the University buildings are on the main campus with some residence halls and offices located off-site.

1.2.1 SCOPE OF WORK

USD Card Access: USD has selected Salto Systems for campus-wide access control. A Pilot program of approximately 80 Salto locks and readers and over 500 cardholders was successfully concluded in 2018 on campus. Salto implementation phase has been launched under the oversight of USD's Department of Public Safety. Now the University seeks to engage a qualified contractor for installation, service and support for the system.

System Overview

Salto ProAccess SPACE software version 4.0.3.30 is installed on a USD VM server, which is maintained, backed up and administered by USD ITS department. The system is deployed on USD's LAN. Wireless locks connected to USD's network utilize Salto Wireless Gateways.

Credentials are MiFARE Desfire EV2 and BLE mobile. The Salto System will replace about 3000 electronic locks currently installed, and could eventually grow to more than 5000 locks campus-wide.

The system will consist of a mix of **offline "SVN" locks** (dorm rooms), **wired online locks** (mostly perimeter doors) and **wireless online locks** (classrooms, offices, meeting rooms and miscellaneous).

- System implementation and oversight is provided by USD Department of Public Safety.
- Facilities Management oversees system service issues, trouble calls, support, and facilitates day-to-day operations of the system in cooperation with Public Safety, ITS, Housing, Residence Life, and Auxiliary Services.
- Scheduling and access programming is performed by USD Campus Card Office, in cooperation with Building Supervisors.
- Credentials are managed by USD Campus Card Office.
- Housing access assignments are imported from StarRez and managed by Housing / Residence Life.
- System (Audit Trail) monitoring and online (Lock/Unlock) operation is managed by Public Safety.
- Network and server operational requirements, database synchronization and programming, maintenance and support are managed by ITS.
- Cardholder database is imported from Banner, administered by ITS.
- Installation, repair and troubleshooting of system components are performed by Salto Contractor under the oversight of Facilities Management.
- Additional installation, repair, troubleshooting, maintenance and support are provided by designated Facilities Management personnel as required.

Hardware Overview

Salto locks currently / potentially deployed at USD

Offline SVN, (convertible to wireless online) wood door, interior, mortise, with keypad, no key override (typical dorm room)

Privacy t-turn deadbolt	AB658A62RB48CK	Trim Set
	LA1T1570A21IM8	Mortise lock
	S77158 LL 613	Armor front

Wireless online, wood door, interior, mortise, no key override (typical classroom/lab/office)

Standard	AB650A00RB48W	Trim Set
	LA1T0570A21IM8	Mortise lock
	S77805 LL 613	Armor front

Wireless online, wood door, interior, mortise, no key override, privacy options (classroom/office)

Privacy Push-button	A9656A00RB48W LA1T0570A21IM8 S77805 LL-613
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Privacy t-turn deadbolt	A9658A6210B48(R/L) W x LA1M1570A20IM8(R/L)
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Wireless online, exterior exit device trim (Von Duprin 98/99 series)

Standard

Exit device(s) required depending on door configuration
(Not included, required from Salto contractor)*

Wired online reader, with keypad (housing exterior doors)

WRDB0A4BK

Control for electrified lock or electrified exit device
(Not included, required from Salto contractor)*

Wired online reader (scholastic and admin exterior doors)

WRDB0A4B

Control for electrified lock or electrified exit device
(Not included, required from Salto contractor)*

Online controller (2 readers) for WRDB readers

CU42EOUS

Online aux. expansion controller (2 readers) for WRDB readers

CU4200TUS

Wireless gateway (16 locks)

GATEWAYW1US

Power supply, 12VDC, switched, battery back-up, as required

[Various]

GEO cylinder for special applications

G9xx129N00NEBRWIP55

CL = Cam lock cylinder

B1 = USA profile Rim cylinder

B2 = Schlage® B-series with deadbolt

B3 = Heavy duty deadbolt

M1 = Mortise USA profile cylinder

P2 = Cylinder Padlock

E9 = Swing handle for server racks

***Salto IBP** shall provide & install Salto Hardware and all connected / dependent hardware at a Salto opening or location that is connected to and/or controlled by Salto Card Access system, such as electrified lock, electrified exit device, electric strike, new cabling, automatic door operator, power transfer, etc.

The project will be completed in three (3) phases, as follows:

Phase 1: July 1, 2019 – June 30, 2020

Phase 2: July 1, 2020 – June 30, 2021

Phase 3: July 1, 2021 – June 30, 2022

CONTRACTOR QUALIFICATIONS AND RFP REQUIREMENTS

Experience

University of San Diego (USD) desires to contract with a Salto IBP established in the design, development, installation, and implementation of Electronic Security and Access Control Systems. The successful candidate must possess sufficient corporate resources (financial, R & D, service, and support) to satisfactorily perform the requirements of the contract in a manner commensurate with the scope of this project.

Please submit the names and contact information for three current customers of similar size and complexity to USD. Include a brief description of the product/service being provided to each end user customer.

Track Record

The successful candidate must demonstrate a track record of long-term relationships with Access Control manufacturers.

- A. What is the length of your longest uninterrupted customer contract for an access control system?
- B. What Manufacture's system?
- C. How many of your current customers have been your customers for 2 or more years?

References

Provide a list of at least three (3) currently operational access control systems. Customer reference should include contact name, address, and telephone number for each reference included.

Licenses

List any licenses, certificates, degrees, awards, and memberships etc. that differentiate your organization as a Service and Security Partner, and particularly a **Salto IBP**.

Project Management

The successful company will be expected to provide project management support. Please describe your company's capabilities of providing project management support, including roles and responsibilities.

- A. Please provide a sample project plan for implementation of an access control system with the requirements defined in this RFP
- B. Please explain the roles and responsibilities of **Salto** and the **Salto IBP**.

Maintenance and Support

Provide a detailed description of the variety of service and support options available as well as a detailed description of the warranty provisions. Evaluate the scope of the proposed installation and, detail your "best" option to University of San Diego (USD). Explain why this service and support option was selected as "best" in this case.

In addition each Proposal must include the following:

- Manufacturer's Warranty coverage, scope and term (length)
- Additional included coverage, scope and term company is offering as a contract benefit
- Fee-based extension to the above warranty (detailed with cost)
- Manufacturer's List pricing for
 - LCN Low-Energy Operators
 - Schlage L-Series Locks, Cylinders
 - Command Access electrical components
 - Von Duprin Exit Devices and Power Supplies
 - Salto Full Line
- Discount from list company is offering, by manufacturer
 - Discount options for year four and year five
- Service response - Include response time, availability, scope, additional fees during business hours and after hours availability for the following
 - Phone support response
 - Online support response
 - On site response
 - Job site surveys and proposals
 - Project management
- Training - Beginning to advanced factory training on site at USD based on 2-3 days of training for ITS staff, Salto
- Operators, Monitors, System Administrators, Repair and Maintenance Staff (Include cost in your proposal).
- Sample pricing for typical installations

Inventory

In order to provide the fastest response to the ongoing support needs of an installation of this size and nature, a local inventory should be maintained on standby for USD exclusively. The amount

should be equal to at least 5% of the total installed quantity of locks, readers and components currently deployed at USD at any given time, but not less than one of each lock, reader or component. Inventory must be received by USD no later than 2 hours from the time the request was made by University personnel. **Please describe the company's ability to comply with this requirement.**

Product Documentation

Five (5) copies of all manuals, brochures, guides, price sheets, and any other available printed manufacturer's information must be provided, bound and indexed to USD. These binders must be maintained by the **Salto IBP** and revised semi-annually. Describe how the firm plans to comply with this requirement.

Software & Firmware

Software and firmware updates must be installed by the **Salto IBP** under the supervision of USD Information Technology team as soon as new stable versions are available.

Demos

Demo locks must be provided by **Salto IBP** as follows:

- Three offline locks, various configurations, mounted locks with similar trim to USD standard
- One wireless online lock, mounted, with similar trim to USD standard
- One wired Reader and Controller, mounted

2.0 SECTION 2 - KEY EVENTS

- 2.1.1 **PRE-BID CONFERENCE:** A **Mandatory** Pre-Bid Conference will be held on **Monday, April 1 at 10:00am**. Please email the procurement contact on the cover sheet to register for this event. Proposals will be accepted only from vendors attending the Mandatory Pre-Bid Conference.
- 2.1.2 **QUESTION AND ANSWER PERIOD:** Prospective Vendors are encouraged to submit their questions to the USD procurement team before the deadline. The Question and Answer period will be open through **Wednesday, April 24, 2019, 5:00 PST**. The University will accept only written questions from all potential Vendors in accordance with the procedures outlined in this RFP.
- 2.1.3 **SUBMISSION OF BID PROPOSAL:** In order to be considered for award, the bid proposal must be received by the Procurement Services Department before or at the submission deadline indicated on the Cover Sheet. Please submit proposals to

Procurement Services Department
5998 Alcala Parkway- PS111
San Diego, CA 92110
Ref: RFP 18-1011 Salto Lock System

3.0 SECTION 3 - ADDITIONAL INFORMATION

- 3.1.1.1 **ADDENDA:** In the event that it becomes necessary to revise the RFP, such clarification or revision will be by Addendum. All Addenda to this RFP will become part of the RFP and part of any contract awarded as a result of this RFP. Each Addendum will be added, under the RFP or solicitation number, to the Procurement Services website at <https://www.sandiego.edu/procurement/bid-opportunity/>
- 3.1.1.2 Prospective Vendors must acknowledge receipts of all Addenda with each proposal submitted.
- 3.1.1.3 **VENDOR RESPONSIBILITY:** The Vendor assumes sole responsibility for the complete effort required in submitting a bid proposal in response to this RFP. No special consideration will be given after bid closure because of a Vendor's failure to be knowledgeable as to all of the requirements of the RFP.
- 3.1.1.4 **COST LIABILITY:** The University assumes no responsibility and bears no liability for costs incurred by a Vendor in the preparation and submittal of a bid proposal in response to this RFP.

4.0 SECTION 4 – PROPOSAL SUBMISSION

- 4.1.1 Five (5) copies of the proposal in addition to an electronic RFP response are required. All data shall be clearly and legibly written, preferably typed, except for signatures. Signatures must be made in the appropriate spaces in compliance with legal requirements. Changes must be initialed by the individual signing the proposal. **Due to the complexity of the desired system, all proposals must include detailed response to ALL questions and requests outlined in this RFP.**
- 4.1.2 Proposals must clearly show the vendor name and address and delivered to the **University of San Diego Procurement Services, 5998 Alcala Park – RFP# 18-1011, Salto Lock System.**

5.0 SECTION 5 – VENDOR CONDUCT

- 5.1.1 During the RFP process (from release of the RFP to final award), Vendor is not permitted to contact any USD staff or faculty regarding this RFP, unless at the request of the USD designated contact on the title page of the RFP or to fulfill pre-existing contractual obligations. Violation of these conditions may constitute immediate disqualification.

6.0 SECTION 6 - BID PROPOSAL PREPARATION AND SUBMISSION

- 6.1.1 **GENERAL:** The Vendor is advised to thoroughly read and follow all instructions contained in this RFP, in preparing and submitting its bid proposal.

6.1.2 DOCUMENTS THAT MUST BE SUBMITTED WITH BID PROPOSAL: The following must be submitted with all proposals.

- 6.1.2.1 COMPANY PROFILE, SIGNATURE PAGE, PRICE SHEET(S), CONTACT INFORMATION, REFERENCES, CERTIFICATE OF INSURANCE, OWNERSHIP DISCLOSURE FORM, CERTIFICATION REGARDING SUSPENSION AND DEBARMENT, SMALL BUSINESS PARTICIPATION, AND CONFLICT OF INTEREST FORM.** The Vendor shall complete and submit all forms as provided in the RFP, including: Signature page, Contact Information, Business References, Disclosure Form, Conflict of Interest Form, and provide proof of insurance as noted.
- 6.1.2.2 OWNERSHIP DISCLOSURE FORM:** Vendor shall complete and submit with the proposal the Ownership Disclosure form. See attachment titled Ownership Disclosure.
- 6.1.2.3 CONFLICT OF INTEREST FORM:** The Vendor shall complete and submit with the proposal the Conflicts of Interest form. See the attachments titled Conflicts of Interest.
- 6.1.2.4 CERTIFICATE OF INSURANCE:** The Vendor is required to submit proof of liability insurance in accordance with the University's Insurance Requirements. See attachment titled Insurance Requirements.
- 6.1.2.5 TERMS AND CONDITIONS:** Any exception to the terms and conditions must be submitted with the proposal. See attachment titled Standard Terms and Cond

7.0 SECTION 7 - CONTRACT TERM AND EXTENTION OPTION

- 7.1.1 TERM:** The term of the contract shall be for a period of five (5) years consisting of three year base period and 2 one year options, beginning June 1, 2019. The contract may be extended for additional one year periods, by mutual written consent of the Vendor and the University.

8.0 SECTION 8 - PROPOSAL EVALUATION

- 8.1.1 PROPOSAL EVALUATION COMMITTEE:** Bid proposals may be evaluated by a committee composed of members of the College Unit/Department responsible for managing the service, the University's Procurement Department and other employees.
- 8.1.2 ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL:** A Vendor may be required to give oral presentation to the University concerning its bid proposal. The University may also require a Vendor to submit written responses to questions regarding the bid proposal. The purpose of such communication with the Vendor, with through an oral presentation or a letter of clarification, is to provide an opportunity for the Vendor to clarify its bid. Original bid proposals submitted, however, cannot be supplemented, changed or corrected in any way.

- 8.1.3 **EVALUATION CRITERIA:** The University may use, but is not limited to, the following evaluation criteria: (A) The Vendor's general approach and plans in meeting the requirements of the RFP, (B) The Vendors detailed approach and plans to perform the services required, (C) the Vendor' approach to sustainability and sustainable practices in performance of the contract (D) Small business participation; (E) the Vendor's documented experience in successfully performing contracts of a similar size and scope, (F) the qualifications and experience of the Vendor's team, (G) the overall ability of the Vendor to mobilize, undertake and successfully complete the contract and be responsive to the University's needs and (H) the price quoted and all other related costs to be incurred by the University.
- 8.1.4 **REJECTION OF PROPOSAL:** The University reserves the right, in its sole discretion, to reject any or all bids, or to accept a proposal in whole or in part, if deemed to be in the best interest of the University to do so.
- 8.1.5 **NEGOTIATION AND BEST AND FINAL OFFER:** The University may negotiate one or more of the following contractual issues: the technical services offered, the terms and conditions and/or the price of a proposed contract award with any Vendor, and/or solicit a best and final offer (BAFO) from one or more of the Vendors.
- 8.1.6 After receipt of the results of the negotiation and/or BAFO, the University will complete its evaluation and issue an award to the responsible Vendor(s) whose bid proposal, conforming to this RFP, is most advantageous to the University, price and other factored considered.
- 8.1.7 **CONTRACT AWARD:** The University reserves the right to award contracts as a result of this RFP, to more than one Vendor.

9. SIGNATURE PAGE

UNIVERSITY OF SAN DIEGO REQUEST FOR PROPOSAL BID RESPONSE

RFP No. 18-1011	DESCRIPTION: Salto Lock System
This bid proposal MUST be received by the University before or at 5:00pm on April 30, 2019 . Any proposal arriving at the Procurement Department after this submission due date and time will not be accepted.	

Read the entire Request for Proposal, including all terms, conditions and attachments.
Documentation below marked with an X must be submitted:

<u>Document</u>	<u>With RFP Submission</u>	<u>Document</u>	<u>With RFP Submission</u>
All Price Sheet	X	Ownership Disclosure Form	X
Vendor Contact Information	X	Conflict of Interest	X
Vendor Business References	X	Proof of Insurance	X
Small Business Form	X	Other	X

INFORMATION TO BE COMPLETED BY VENDOR

1. Company Name:	2. Phone Number:	3. Contact Name:	4. Contact Email:
5. Company Address:	6. Tax ID No:		
7. Proposed Price (<i>Base plus options</i>)			

8. SIGNATURE OF VENDOR	9. TITLE
10. NAME (Print)	11. DATE

10. COMPANY NAME: _____ SIGNATURE: _____
Salto Lock System – Three Year Base Year and Two One Year Options (5 Years)

Description				Cost (Labor & Material)
	Number of Units	U/M	Unit Cost	Extended Cost
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
Maintenance Service				
* All times are Pacific – PST Cost must include all labor, materials, taxes				Estimated Total Cost \$

Cost Proposal

Please utilize the above cost sheet, or similar, to provide your cost proposal for the entire project (3 Base Years and 2 One-Year options for a total of 5 Years).

Please also provide the following information below:

- Recurring fees or licenses (if licenses are incremental, list the categories and fees for the first three years of operation)
- Provide labor categories and rate(s) for maintenance services
- Provide pricing for the optional years (Years 4 and 5)
- Costs for dot releases,
- Costs for major upgrades
- BLE licenses or fees

10. PRICE SHEET

RFP # 18-1011 Salto Lock System

PRICING

In completing and submitting this form, the respondents is certifying that:

1. He/she has read and fully understands and accepts the scope of services, the terms and conditions, this price sheet or cost submission form, and the other requirements presented in the Salto Lock System Request for Proposal (RFP);
2. The quoted equipment price and labor rates will be used for the base year of the contract. Please attach pricing for any optional year(s). The prices and rates indicated constitute the fully burdened rates for the identified products and services, and USD will not be “surprised” with additional or unanticipated charges in conjunction therewith; and
3. USD reserves the right to accept or reject any and all quotes, to waive any irregularities or informalities in any quotes received, to negotiate with the respondent(s) whose quote(s) is deemed most susceptible of contract award, and to award a purchase contract to the respondent(s) whose quote best satisfies USD’s requirements and needs.
4. The contract will be valid for **Three (3) year base plus two (2) one-year option periods** for a total of five (5) years and the vendor must state if vendor will allow USD to renew each option upon contract expiration. Each annual contract renewal must be agreed upon by both parties.
5. The pricing, terms and conditions stated in your response must remain valid for a period of () days from the date of delivery of the proposal to the University.

The pricings identified in the price/rate sheet(s) will not change for the duration of the contract or any renewal years and no additional charges or surcharges of any kind will be added, unless required by law.

COMPANY NAME _____

REPRESENTATIVE SIGNATURE _____

PRINT NAME _____

DATE _____

11. INCENTIVES

Vendor should specify any additional services or incentives that will be offered to the University and included in the quoted price. Any incentives must be identified in the response package. The University cannot accept any incentives that are offered post bid.

COMPANY NAME _____

REPRESENTATIVE SIGNATURE _____

12. VENDOR CONTACT INFORMATION

Vendor's Company Name: _____

Company Owner: _____

Address: _____

Disclosure of Ownership: (List below the names of all Principals or Joint Owners. Use additional sheet as necessary.)

Name	Position Company	With	Percent Ownership (%)

Please indicate any classification that applies to the company below (select *all* that apply):

<u>Classification</u>	<u>Indicate with "X" if Applicable</u>	<u>Classification</u>	<u>Indicate with "X" if Applicable</u>
Small Business		Woman-Owned Business	
Small Emerging Business Enterprise		Minority-Owned Business	
Small Locally-Owned Business (SLBE)		HubZone	
Veteran-Owned Business		Other (Please state Classification)	

Number of Years firm has been furnishing services: _____

ACCOUNT MANAGER _____

TELEPHONE NUMBER _____

EMERGENCY NUMBER _____

EMAIL _____

OTHER CONTACT _____

13. VENDOR BUSINESS REFERENCES

Please provide three (3) currently operational access control systems

Reference 1.

Business Name: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Contact Person: _____ Title: _____

Number of years agreement in place: _____

Reference 2.

Business Name: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Contact Person: _____ Title: _____

Number of years agreement in place: _____

Reference 3.

Business Name: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Contact Person: _____ Title: _____

Number of years agreement in place: _____

COMPANY NAME _____

REPRESENTATIVE SIGNATURE _____

14. SMALL BUSINESS UTILIZATION FORM

Company Name:	RFP #
Contact Name	Email:
Phone #	

Small Business Participation

Subcontractor Name			
Address			
Scope of Work	Dollar Amount	% Participation	
	\$0.00	%	
	SB Designation: (WOSB, VOSB, SB, MBE)		
Subcontractor Name			
Address			
Scope of Work	Dollar Amount	% Participation	
	\$0.00	%	
	SB Designation: (WOSB, VOSB, SB, MBE)		
Subcontractor Name			
Address			
Scope of Work	Dollar Amount	% Participation	
	\$0.00	%	
	SB Designation: (WOSB, VOSB, SB, MBE)		
Subcontractor Name			
Address			
Scope of Work	Dollar Amount	% Participation	
	\$0.00	%	
	SB Designation: (WOSB, VOSB, SB, MBE)		
Subcontractor Name			
Address			
Scope of Work	Dollar Amount	% Participation	
	\$0.00	%	
	SB Designation: (WOSB, VOSB, SB, MBE)		

I hereby certify that I have made a diligent effort to ascertain the facts with regard to the representation made herein. In making this certification, I certify under penalty of perjury that this information is accurate and correct to the best of my knowledge.

Signature

Print Name

Date

15. CONFLICT OF INTEREST

The University of San Diego (USD) has established procedures for reviewing and addressing conflicts of interest between USD employees and suppliers and otherwise ensuring compliance with the University's Conflict of Interest Policies.

As part of this process, you, the Supplier, are asked to disclose any and all potential conflicts of interest to USD for appropriate review and disposition. Examples include, without limitation, a USD employee having an ownership interest in your business, your business being owned by a relative of a USD employee, and your business sponsoring speaking engagements or other activities with which USD faculty or staff are involved.

Your failure to complete and return this disclosure form may result in a delay of payment, the termination of your contract and/or suspension of your status as a responsive and responsible provider of goods or services to USD.

Your obligation with regard to the disclosure of conflicts of interest is ongoing, therefore we ask that you promptly notify us should you become aware of any potential conflict following the submission of this form. At USD's discretion you may be asked to update this information periodically.

Supplier Name: _____
Contact Name: _____
Street Address: _____
Phone No.: _____
City, State, Zip: _____
Email: _____

Please select the appropriate statement:

____ I AM **NOT** aware of any relationship between the Supplier and a USD employee which could result in potential personal gain for the USD employee or which could enable the USD employee to influence the Supplier relationship for perceived personal gain.

____ I AM aware of a relationship between the Supplier and a USD employee which could result in potential personal gain for the USD employee or which could enable the USD employee to influence the Supplier relationship for perceived personal gain.

Employee Name: _____

Nature of Relationship: _____

By signing below, you represent and affirm that you have proper authority to act on behalf of the Supplier and that the foregoing statements are true and correct to the best of your knowledge.

Signature Date

Printed Name and Title of Signer

For USD Procurement Use Only

USD Vendor ID #: _____

Disposition of disclosed potential conflict of interest: _____

Reviewed by: Date: _____

16. SUSPENSION AND DEBARMENT

(1) Vendor certifies to the best of its knowledge and belief that it and its principals:

- a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from doing work under Federal, State or local government award.
- b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- d) Have not within a three-year period preceding this certification had one or more contracts terminated for cause or default.

(2) Where the Vendor is unable to certify to any of the statements in this certification, such vendor shall attach an explanation to this certificate.

Business Name: _____

Date: _____ By: _____
Name & Title of Authorized Representative

Signature of Authorized Representative