Vendor Clean Hands Search Request Form if you desire to use prior to submitting proposal

From: _____ Date: _____
Vendor name Page 1 of 2 pages

Vendor's phone number: _____ Vendor's fax number: _____

Solicitation Number: _____ Title: _____

Please check your records and verify that the below listed respondent and the officers and significant stakeholders on the attached pages are in compliance with all City codes and do not have any outstanding past due debt with the City as of _____(date).

Potential vendor Name: _____

Address: _____

Potential vendors do not complete anything below this point

ˆ The listed respondent, its officers and/or significant stakeholders listed on the attached pages **HAVE NOT** been determined by judicial or administrative board action to be in noncompliance with or in violation of any provision of the City Codes.
By: name: _____ initial: _____ Date: _____

ˆ The listed respondent, its officers and/or significant stakeholders listed on the attached pages **HAVE** been determined by judicial or administrative board action to be in noncompliance with or in violation of any provision of the City Codes.
Brief Details: _____
By: name: _____ initial: _____ Date: _____

****

ˆ The listed respondent and the officers and significant stakeholders listed on the attached pages do **NOT** have any outstanding past due debt to the City.
By: name: _____ initial: _____ Date: _____

ˆ The listed respondent and/or one of the officers or significant stakeholders listed on the attached pages **HAS** an outstanding past due debt to the City.
Brief Details: _____
By: name: _____ initial: _____ Date: _____

ˆ The listed respondent and the officers and significant stakeholders listed on the attached pages do **NOT** have any outstanding past due debt to the City for:
ˆreal estate tax ˆtangible tax ˆoccupational license ˆimpact fees
By: name: _____ initial: _____ Date: _____

ˆ The listed respondent and/or one of the officers or significant stakeholders listed on the attached pages **HAS** an outstanding past due debt to the City for:
ˆreal estate tax ˆtangible tax ˆoccupational license ˆimpact fees
Brief Details: _____
By: name: _____ initial: _____ Date: _____

Conflict of Interest & Clean Hands Disclosure Form

I HEREBY CERTIFY that

1. I *(printed name)* _____ am the *(title)* _____ and the duly authorized representative of the firm of *(Firm Name)* _____ whose address is _____ _____, and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting; and,

2. Except as listed below, no employee, officer, or agent of the firm have any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and,

3. The business nor any authorized representative or significant stakeholder of the business has been determined by judicial or administrative board action to be in noncompliance with or in violation of any provision of the New Smyrna Beach City Code nor has any outstanding past due debt to the City of New Smyrna Beach, Florida; and

4. This proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

EXCEPTIONS (List)

Signature: _____

Printed Name: _____

Firm Name: _____

Date: _____

Sworn to and subscribed before me this _____ day of _____, 20_____.

Personally known _____

OR Produced identification _____ Notary Public - State of _____

_____ My Commission expires_____

(Type of Identification)

_____

(Printed, typed or stamped commissioned name of Notary Public)

Officers and Significant Stakeholders
Failure to list all officers and significant stakeholders of the business may prevent the proposal / offer from being considered for award.

BUSINESS OFFICERS

President: Name: _____

Address: _____

Vice President: Name: _____

Address: _____

Secretary: Name: _____

Address: _____

Treasurer: Name: _____

Address: _____

SIGNIFICANT STAKEHOLDERS

A significant stakeholder means any person, corporation, partnership, individual, sole proprietorship, joint venture, joint stock company, or any legal entity that has a ten percent (10%) or more equity in the business.

Name:

_____

Address:

_____

Name:

_____

Address:

_____

Name:

_____

Address:

_____

Name:

_____

Address:

_____

Name:

_____

Address:

_____

USE ADDITIONAL PAGES TO ADD ALL NAMES AND ADDRESSES.