

City of Bellaire

**REQUEST FOR PROPOSALS/QUALIFICATIONS
(RFP/Q)**

**FOR
EXECUTIVE SEARCH SERVICES – CITY MANAGER**

RFP/Q No. 22-010

**Proposal Due: Wednesday, January 19, 2022 @
10:00 a.m. CST**

**CITY OF BELLAIRE, TEXAS
7008 South Rice Avenue
BELLAIRE, TX 77401**

Phone Number: 713-662-8286

Email Address: cbright@bellairetx.gov

CITY OF BELLAIRE

REQUEST FOR PROPOSALS/QUALIFICATIONS EXECUTIVE SEARCH SERVICES – CITY MANAGER

PROPOSAL INTENT

The City of Bellaire, Texas, is seeking proposals from highly qualified municipal services firms to perform executive search services for the position of City Manager. Responding firms should have the knowledge, demonstrated experience, and expertise to recruit candidates that best suit the community's city management needs.

Proposals must be responsive to the City's request. The City shall determine the most responsive and qualified responding firm at a reasonable cost. Cost alone shall not be the determinative factor. The City reserves the right in its absolute discretion to make no award or contract.

ABOUT BELLAIRE

The City of Bellaire is an enclave community surrounded by the City of Houston and has a population of just over 19,000 residents. Bellaire was founded in 1908 on what was part of a 9,500-acre ranch, as a residential neighborhood and agricultural trading center. Today, the streets are lined with large oaks and custom-built homes. Bellaire is located minutes from Downtown Houston and the Galleria.

The City functions as a residential community with a quality of life that promotes a family atmosphere. We have the great amenities of a big city and the charm of a small town including a quaint downtown area with several shopping and dining options to choose from.

The City of Bellaire has a Council-Manager form of government. The citizens of Bellaire elect a mayor and six (6) council members at large. Council members serve staggered, four-year terms, and the mayor is elected every two (2) years. The City Council appoints the City Manager as well as the City Clerk, City Attorney, Municipal Court Judges, and Prosecutors.

Bellaire is a full-service city, including police, fire, parks and recreation, library, development services, streets, and sewer and water utility operations. The City's existing budget is \$33.4 million, including a \$23 million general fund. There are currently 185.5 full-time equivalents. The City has maintained a stable financial condition due to a number of proactive efficiency measures.

The City offers a highly professional, stable, and friendly work environment. City staff maintain an outstanding relationship with the community, the City Council, and each other. Employees are committed to commonly shared values that were established through an organization-wide process. As a result, employment with the City provides a rewarding environment working with individuals that care about each other and the community they serve.

BACKGROUND OF PREVIOUS CITY MANAGERS

Currently, the Fire Chief serves as the Interim City Manager. The Assistant City Manager, who served as the Interim City Manager, separated from service after a two-year engagement with the City. The previous City Manager served for six (6) years, five (5) months prior to his resignation.

SCOPE OF WORK

Upon selection of a qualified firm, a professional services contract will be negotiated with the following scope of work.

Assist the Mayor and members of the City Council by providing the following services and related information:

- Develop a detailed project timeline and provide regular status updates to the Mayor and City Council;
- Develop a comprehensive recruiting profile for the City Manager position;
- Develop a recruitment brochure and include examples of flyers and brochures;
- Define the advertising strategy and marketing campaign to notify potential candidates of the opportunity to apply and identify where advertisements will be published;
- Direct solicitation of qualified candidates; receive resumes and review qualifications;
- Conduct review and screening of initial candidates, providing periodic status updates;
- Conduct detailed background and professional reference checks, including but not limited to verification of education background, criminal/civil litigation checks, financial/credit background checks, and media check on recommended finalists;
- Define the preliminary screening process and the detailed steps used to narrow the field of candidates to those that most closely match the needs of the City;
- Present a written report on employment background, personal strengths, accomplishments, recommendations, and personal and professional references for top candidates;
- Describe and facilitate the final interview process with the Mayor and City Council;
- Coordinate correspondence, travel arrangements, and recordkeeping;
- Provide recommended questions for on-site interviews;
- Administer all correspondence with applicants through the process, including notification of unsuccessful candidates; and
- Assist the City in developing a final employment offer for the selected candidate.

The responding firm or the City may propose additional tasks as deemed necessary to complete the assignment. Any additional work shall be compensated as agreed upon in the firm's contract with the City.

PROPOSAL FORMAT AND CONTENT

Proposals should be concise and limited to the information requested. Each proposal shall include the following information in this format:

Introduction

A cover letter introducing the company and the individual who will assume the primary responsibility for the process and be the contact with the Mayor and City Council.

Understanding of Proposal

Statement of your firm's understanding of the services to be performed and your commitment to provide the services as indicated in the RFP/Q.

Qualifications and Experience

Specific qualifications regarding your firm's experience providing city manager search services, including resumes of the key personnel to be assigned to this project listing city manager recruitment services that they have provided or otherwise been involved with over the past three years. Provide an estimated proportion of work to be performed by principal, associates and support staff.

Work Plan

Provide a brief description of the work plan, methodologies and approach proposed to carry out the tasks set forth in the Scope of Work.

Costs

Submit a fee proposal to complete the entire scope of work, including any travel and incidental expenses. Proposals shall also include a list of personnel proposed to work on the project, estimated allocations of time each person is to work on the project, and hourly rates for those personnel, as applicable. Cost proposals are to include all estimated costs to the City.

Schedule

Provide a detailed timeline with proposed payment schedule, assuming the work will begin in February 2022.

References

Provide a minimum of three (3) municipal references for providing city manager search services within the past five (5) years. The references must be for services provided using the principal being recommended as a part of this proposal. Include the name, entity, address, and daytime telephone number of each reference.

Forms

Forms found on pages 10 - 20 must be included and submitted with the proposal.

Binding Proposal

The proposal must include an authorized signature binding the firm to the proposal for a ninety (90) day period.

SELECTION PROCESS

Each of the proposals received will be evaluated to determine if they meet the stated requirements of the RFP/Q. Failure to meet these requirements will be a cause to eliminate the responding firm from further consideration.

The City will not be liable for any costs incurred in the preparation of the proposal nor for obtaining the required insurance.

The City reserves the right to reject any and all proposals, to waive any technicalities, to accept or reject the proposal and to be the sole judge of the suitability of the proposals submitted.

The City Council will evaluate the proposals. In addition to evaluating the written materials, oral interviews may be requested. A recommendation to City Council may be prepared, generally based upon the following criteria, which are neither weighted nor prioritized:

- Demonstrated understanding of the services requested;
- Prior and recent experience in successfully performing similar work;
- Qualifications of the firm and the assigned individuals;
- Methodology and proposed approach in completing the work;
- Background and related experience of the primary and other individuals assigned to this engagement;
- Fees to be charged and overall cost effectiveness of the proposal; and
- Outcome of reference checks.

SUBMITTAL DEADLINE AND SELECTION SCHEDULE

Proposals shall be submitted in the format described in this RFP/Q. One (1) unbound original, three (3) bound copies, and one (1) electronic copy in PDF format to be provided on a USB compatible flash drive properly labeled with the RFP/Q number (22-010) shall be submitted. All proposal envelopes must be labeled on the outside with the responding firm's name and should include the following notation: **Do Not Open in Mail Room – RFP/Q No. 22-010 Enclosed.**

Submittals will be accepted by the City Clerk of the City of Bellaire, Texas, until **10:00 a.m. CST, January 19, 2022** at this address:

Bellaire, Texas - City Hall
Office of the City Clerk
7008 South Rice Avenue
Bellaire, Texas 77401-4411

Show the following information on the outside of the package:

- Responding firm's name and address
- "Proposal for Executive Search Services – City Manager"

It is the sole responsibility of the responder to ensure that the proposal is delivered to the City of Bellaire, Texas, prior to 10:00 a.m. CST, January 19, 2022. Late submittals will not be accepted. The City's official clock for purposes of recording receipt and acceptance of proposal documents is located in the City Hall. It is important that the respondents follow the required format in preparing their responses. Responses that do not conform to the required format may not be evaluated. Proposals may be mailed or delivered by

hand or common courier.

Questions regarding submission of the RFP/Q should be directed in writing by email to Cheryl Bright, Community Relations Administrator, at cbright@bellairetx.gov before 12:00pm (noon) January 14, 2022. Emailed requests must include the RFP/Q number (22-010) in the email subject line. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. However, it shall be the responsibility of each firm, prior to submitting the proposals, to visit the City's website at <http://www.bellairetx.gov/bids> to determine if addenda were issued and to make such addenda a part of the proposal.

The City anticipates completing its evaluation of the RFP/Q responses during January 2022 and making a recommendation to the City Council shortly thereafter.

REQUIREMENTS

BASIC SAFEGUARDING OF SERVICE PROVIDER INFORMATION SYSTEMS

- (a) The service provider shall apply basic safeguarding requirements and procedures to protect their information systems whenever the information systems store, process or transmit any information, not intended for public release, which is provided by or generated for the City. This requirement does not include information provided by the City to the public or simple transactional information, such as that necessary to process payments. These requirements and procedures shall include, at a minimum, the security control requirements "reflective of actions a prudent business person would employ" which are outlined in the Federal Acquisition Regulations FAR 52.204-21(b) and codified in the Code of Federal Regulations at 48 C.F.R. § 52.204-21(b) (2016).
- (b) The service provider shall include the substance of this clause in subcontracts under this contract (including subcontracts for the acquisition of commercial items other than commercially available off-the-shelf items) in which the subcontractor may have City contract information residing in or transiting through its information system.

INSURANCE REQUIREMENTS

The service provider shall procure and maintain at its sole cost and expense for the duration of the engagement, the appropriate Workers' Compensation, liability, and errors and omissions insurance coverages, written by an insurer to transact insurance in the State of Texas.

The following is a list of standard insurance policies along with their respective minimum coverage amounts required during the entire course of the engagement:

1. Commercial General Liability
 - General Aggregate: \$2,000,000
 - Products & Completed Operations Aggregate: \$1,000,000
 - Personal & Advertising Injury: \$1,000,000
 - Per Occurrence: \$500,000
 - Fire Damage: \$50,000
 - Coverage shall be broad form CGL
 - No coverage shall be deleted from standard policy without notification of individual exclusions being attached for review and acceptance.
 - Waiver of Subrogation required.

2. Workers' Compensation
 - Statutory Limits
 - Employer's Liability: \$1,000,000
 - Waiver of Subrogation required

The following shall be applicable to all policies of insurance required herein.

1. Only insurance carriers licensed by the state board of insurance to do business in the State of Texas will be accepted.
2. The City, its officers, agents and employees are to be added as Additional Insureds to all liability policies.
3. Upon request and without cost to the City, certified copies of all insurance policies and/or certificates of insurance shall be furnished to the City.
4. All insurance required herein shall be secured and maintained with a company or companies satisfactory to the City and shall be carried in the name of the service provider.
5. The service provider shall provide copies of insurance certificates required hereunder to the City on or before the effective date of the agreement resulting from this RFP/Q.

NOTES:

1. By submission of your proposal in response to this announcement, you are certifying that neither your firm nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in this procurement process by any Federal department or agency. Further, if such a debarment or suspension occurs during the course of the procurement, you shall so inform the City. (See page 20 of this RFP/Q for a certification which you must submit confirming the respondent is not debarred, suspended, or otherwise prohibited from providing services by any Federal, State, or local agency.)
2. No submitting firm shall, directly or indirectly, engage in any conduct (other than the submission of the RFP/Q) to influence any City elected official(s) and/or City staff member(s) concerning award of a contract as a result of this solicitation. Violation of this prohibition may result in disqualification of the firm from further participation in the solicitation for services or goods sought herein, or from participation in future City solicitations or contracts.
3. The City will not be responsible for any costs incurred by anyone in the submittal process.
4. The City reserves the right to waive any irregularities, request additional information from any respondent, reject any respondent, or cancel the entire process, should the City determine any of the foregoing to be in the City's best interest.
5. The City reserves the right to terminate the contract for any reason by notifying the other party in writing thirty (30) days prior to the termination of the contract.
6. CERTIFICATE OF INTERESTED PARTIES: In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code and, it applies to contracts entered into on or after January 1, 2016. The law states that a governmental entity may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the

governmental entity at the time the business entity submits the signed contract to the governmental entity. The law applies to all contracts/purchases of a governmental entity that require an action or vote by the governing body of the entity.

With regards to City purchases, a vendor that is awarded a contract or purchase that is greater than \$50,000 is required to electronically create a Form 1295 through the Texas Ethics Commission website at www.ethics.state.tx.us/File and submit a signed and notarized copy of the form to the City. The City will not enter into a contract or make a purchase in excess of \$50,000 unless the City receives a properly completed Form 1295. The Form 1295 is not required as part of your response to this RFP/Q, but the selected service provider will need to complete a Form 1295 prior to a contract being executed with the City. If necessary, the City can advise the selected service provider on the process for completing a Form 1295.

FORMS TO BE COMPLETED

See Pages 10 - 20

PROPOSER INFORMATION FORM

COMPANY'S FULL BUSINESS NAME:	
PHYSICAL ADDRESS:	
PHONE #:	
FAX #:	
CONTACT PERSON:	
PHONE #:	
REMITTANCE ADDRESS:	
PHONE #:	
FAX #:	
CONTACT PERSON:	
PHONE #:	
PAYMENT TERMS DISCOUNT:	
COMPANY TAX ID#:	

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

 Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

 Signature of vendor doing business with the governmental entity

 Date

AFFIDAVIT OF OWNERSHIP OR CONTROL

INSTRUCTION: ENTITIES USING AN ASSUMED NAME SHOULD DISCLOSE SUCH FACT TO AVOID REJECTION OF THE AFFIDAVIT. THE FOLLOWING FORMAT IS RECOMMENDED: CORPORATE/LEGAL NAME DBA ASSUMED NAME.

STATE OF _____ §
 COUNTY OF _____ § § AFFIDAVIT OF OWNERSHIP OR CONTROL

BEFORE ME, the undersigned authority, on this day personally appeared _____ [FULL NAME] (hereinafter "Affiant"),
 _____ [STATE TITLE/CAPACITY WITH CONTRACTING ENTITY] of
 _____ [CONTRACTING ENTITY'S CORPORATE/LEGAL NAME]
 ("Contracting Entity"), who being by me duly sworn on oath stated as follows:

1. Affiant is authorized to give this affidavit and has personal knowledge of the facts and matters herein stated.
2. Service provider seeks to do business with the City in connection with proposed Sales/Use Tax Compliance Review services which may ultimately be in an amount that exceeds \$50,000.
3. The following information is submitted in connection with the proposal, submission or bid of service provider in connection with the above described project or matter.
4. Service provider is organized as a business entity as noted below (check box as applicable).

<p><u>FOR PROFIT ENTITY:</u></p> <p><input type="checkbox"/> SOLE PROPRIETORSHIP</p> <p><input type="checkbox"/> CORPORATION</p> <p><input type="checkbox"/> PARTNERSHIP</p> <p><input type="checkbox"/> LIMITED PARTNERSHIP</p> <p><input type="checkbox"/> JOINT VENTURE</p> <p><input type="checkbox"/> LIMITED LIABILITY COMPANY</p> <p><input type="checkbox"/> OTHER (Specify type in space below):</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><u>NON-PROFIT ENTITY:</u></p> <p><input type="checkbox"/> NON-PROFIT CORPORATION</p> <p><input type="checkbox"/> UNINCORPORATED ASSN.</p>
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5. The information shown below is true and correct for the service provider and all owners of 5% or more of the service provider and, where the service provider is a non-profit entity, the required information has been shown for each officer. [NOTE: IN ALL CASES, USE FULL NAMES, LOCAL BUSINESS AND RESIDENCE ADDRESSES AND TELEPHONE NUMBERS. DO NOT USE POST OFFICE BOXES FOR ANY ADDRESS. INCLUSION OF E-MAIL ADDRESSES IS OPTIONAL BUT RECOMMENDED. ATTACH ADDITIONAL SHEETS AS NEEDED.]

Service Provider

Name: _____

Business Address [NO./STREET] _____

[CITY/STATE/ZIP CODE] _____

Telephone Number (____) _____

Email Address [OPTIONAL] _____

Residence Address [NO./STREET] _____

[CITY/STATE/ZIP CODE] _____

Telephone Number [OPTIONAL] (____) _____

Email Address [OPTIONAL] _____

**5% or More Owner(s)/Officers of Non-Profit Corporation
(IF NONE, STATE "NONE.")**

Name: _____

Business Address [NO./STREET] _____

[CITY/STATE/ZIP CODE] _____

Telephone Number (____) _____

Email Address [OPTIONAL] _____

Residence Address [NO./STREET] _____

[CITY/STATE/ZIP CODE] _____

Telephone Number [OPTIONAL] (____) _____

Email Address [OPTIONAL] _____

Affiant certifies that he or she is duly authorized to submit the above information on behalf of the service provider, that Affiant is associated with the service provider in the capacity noted above and has personal knowledge of the accuracy of the information provided herein, and that the information provided herein is true and correct to the best of Affiant's knowledge and belief.

Affiant

NOTARY PUBLIC SEAL

SWORN TO AND SUBSCRIBED before me this ___ day of _____, 20__.

(Seal)

Notary Public in and for the State of

My commission expires on _____.

NOTE:

This affidavit constitutes a government record as defined by Section 37.01 of the Texas Penal Code. Submission of a false government record is punishable as provided in Section 37.10 of the Texas Penal Code.

Attach additional pages if needed to supply the required names and addresses.

INSTRUCTIONS FOR THE FOLLOWING VERIFICATION FORMS:

- STATE OF TEXAS – HOUSE BILL 89, 85th TEXAS LEGISLATURE VERIFICATION
- STATE OF TEXAS – SENATE BILL 13, 87th TEXAS LEGISLATURE VERIFICATION
- STATE OF TEXAS – SENATE BILL 19, 87th TEXAS LEGISLATURE VERIFICATION

The City of Bellaire, Texas, as a governmental entity, is required to include in its contracts a written verification from the company that the company does not boycott Israel, Fossil Fuel Industries, or Firearm and Ammunition industries. The verification language is required if the contract with the City of Bellaire, Texas has a value of \$100,000 or more and the company 10 or more full-time employees.

If the contract will or is anticipated to have a value of \$100,000 or more and the Company has 10 or more full-time employees, the Company is required to complete and submit all three Verification Forms. Please ignore the “Alternative Certification” at the bottom of this page and complete and submit the Verification Forms if the Company is required to complete and submit all three Verification Forms.

Alternatively, if the contract does not have a value of \$100,000 or more or the company has 9 or fewer full-time employees, you may complete and submit the below certification without completing the three Verification Forms.

Alternative Certification (if applicable)

I, _____, the undersigned representative of
(Person Name)

(Company or Business Name)

hereby referred to as Company, being an adult over the age of eighteen (18) years of age, do hereby certify the that the HB 89, 85th Texas Legislature verification; SB 13, 87th Texas Legislature; and SB 19, 87th Texas Legislature verifications do not apply to this contract or the Company, under the provisions of **Section 2271.002(a), Texas Government Code; Section 2274.002(a), Texas Government Code; and Section 2274.002(a), Texas Government Code because of the following reasons:**

- The Company has 9 or fewer full-time employee; or**
- The contract between the Company and the City of Bellaire, Texas will have a value of less than \$100,000.**

(check all that apply)

STATE OF TEXAS – HOUSE BILL 89, 85th TEXAS LEGISLATURE VERIFICATION

I, _____, the undersigned representative of
(Person Name)

(Company or Business Name)

hereby referred to as company, being an adult over the age of eighteen (18) years of age, do hereby certify the above-named company, under the provisions of **Chapter 2271, Texas Government Code:**

- 1. Does not boycott Israel currently; and**
- 2. Will not boycott Israel during the term of the contract for goods or services.**

Pursuant to Section 2270.001, Texas Government Code:

- 1. “Boycott Israel” means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
- 2. “Company” means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

Date

Position/Title

Signature of Company Representative

STATE OF TEXAS – HOUSE BILL 13, 87th TEXAS LEGISLATURE VERIFICATION

I, _____, the undersigned representative of
(Person Name)

(Company or Business Name)

hereby referred to as company, being an adult over the age of eighteen (18) years of age, do hereby certify the above-named company, under the provisions of **Chapter 2274, Texas Government Code:**

- 1. Does not boycott energy companies currently; and**
- 2. Will not boycott energy companies during the term of the contract for goods or services.**

Pursuant to Section 2274.001, Texas Government Code:

- 1. “Boycott Energy Companies” means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company:
 - a. engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or
 - b. does business with a company described by Paragraph (a) above; and
- 2. “Company” means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

Date

Position/Title

Signature of Company Representative

STATE OF TEXAS – HOUSE BILL 19, 87th TEXAS LEGISLATURE VERIFICATION

I, _____, the undersigned representative of
(Person Name)

(Company or Business Name)

hereby referred to as company, being an adult over the age of eighteen (18) years of age, do hereby certify the above-named company, under the provisions of **Chapter 2274, Texas Government Code:**

- 1. Does not have a practice, policy, guidance, or directive that discriminates against firearm entity or firearm trade associations currently; and**
- 2. Will not discriminate against a firearm entity or firearm trade association during the term of the contract for goods or services.**

Pursuant to Section 2274.001, Texas Government Code:

- 1. “Discriminate against a firearm entity or firearm trade association”
 - a. means, with respect to the entity or association, to:
 - i. refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association;
 - ii. refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or
 - iii. terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; and
 - b. does not include:
 - i. the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories;
 - ii. Aa company’s refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency or for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity’s or association’s status as a firearm entity or firearm trade association; and
- 2. “Company” means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

Date

Position/Title

Signature of Company Representative

STATE OF TEXAS – HOUSE BILL 89 VERIFICATION

I, _____, the undersigned representative of
(Person Name)

(Company or Business Name)

hereby referred to as company, being an adult over the age of eighteen (18) years of age, do hereby certify the above-named company, under the provisions of **Subtitle F, Title 10, Government Code Chapter 2270:**

- 1. Does not boycott Israel currently; and**
- 2. Will not boycott Israel during the term of the contract for goods or services with the above-named Company, business or individual with City of Bellaire.**

Pursuant to Section 2270.001, Texas Government Code:

1. “Boycott Israel” means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and

2. “Company” means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

Date

Position/Title

Signature of Company Representative

**LETTER CONFIRMING THE SERVICE PROVIDER IS NOT DEBARRED
(STATEMENT OF NON-DEBARMENT)**

I _____, representing _____,
(Company Official) (Company)

do hereby state that neither _____ nor its principals
(Company)

are presently debarred, suspended, or otherwise prohibited from providing services by any
Federal, State, or local agency. Further, if such a debarment or suspension occurs during the
course of the procurement, _____ shall so inform the City.
(Company)

Company Official Signature

Date

NOTARY PUBLIC SEAL

Witnessed this _____ day of _____, 20____.

[SEAL]

NOTARY PUBLIC in and for the

State of _____

My commission expires on _____