



City of Sanger, TX

**REQUEST FOR QUALIFICATIONS
RFQ - 2026-1**

PROFESSIONAL AUDITING SERVICES

PROPOSAL DUE DATE:

2:00 pm
Tuesday, July 7, 2026

ISSUED BY:
CITY OF SANGER
Finance

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1. INTRODUCTION

1.1. PURPOSE

The City of Sanger, Texas (hereinafter referred to as the City) is requesting proposal statements from qualified and experienced public accounting firms whose principal officers are independent certified public accountants to audit the financial statements for the fiscal year ending September 30, 2026, through 2028, with the option of auditing the financial statements for each of the two subsequent fiscal years. These audits are to be performed in accordance with generally accepted auditing standards (U.S. GAAS), the standards set forth for financial audits in the U.S. Comptroller General's Government Auditing Standards, (GAGAS), the provisions of the federal Single Audit Act Amendments and Title 2 US Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance).

A three-year contract is contemplated, renewable for two additional one-year terms, subject to annual review and recommendation, the satisfactory negotiation of terms, the concurrence of the City of Sanger, and the annual availability of appropriation. The City Charter requires an annual independent audit.

The City of Sanger reserves the right to withdraw this Request for Qualifications or to accept or reject any proposal submitted for any reason.

The City may amend any aspect of this Request for Qualifications by issuing a formal written Addendum prior to the proposal submittal deadline and will endeavor to notify all potential Bidders that have requested a bid packet or expressed interest in the project to the City.

Failure of any potential Bidders to receive any Addendum shall not impose any obligation or liability on the City.

1.2. **TIMELINE**

Release Project Date:	June 16, 2026
Question Submission Deadline:	June 23, 2026, 5:00pm
Question Response Deadline:	June 26, 2026, 11:00am
Response Submission Deadline:	July 7, 2026, 2:00pm Proposals received after the deadline stated herein will not be considered for the award of the contract and shall be considered void and unacceptable. NOTE: Proposals must be received via OpenGov.

2. **COMMUNITY PROFILE**

2.1. **CITY OVERVIEW**

The City of Sanger, Texas, with a population of approximately 10,000 is located in North Texas within Denton County and located along both sides of I-35 and north and south of FM 455. Sanger is comprised of nearly twelve (12) square miles and is neighbored by Denton to the south, Valley View to the north, Lake Ray Roberts and Pilot Point to the east, and an unincorporated area to the west. Major transportation corridors include I-35 and FM 455.

The city is comprised of a mix of residential, commercial, and industrial land uses as well as a vibrant downtown area.

2.2. **CURRENT ELECTED OFFICIALS**

Mayor	Gary Bilyeu
Councilmember, Place 1	Marissa Newton
Councilmember, Place 2	Mark Bulger
Councilmember, Place 3	Josh Burrus
Councilmember, Place 4	Margie Tisdale
Councilmember, Place 5	Victor Gann

3. **PROJECT BACKGROUND**

Entity Description

The City of Sanger is a political subdivision located in Denton County, just north of the Dallas / Fort Worth Metroplex. Sanger is home to approximately 10,000 residents.

Founded in 1876, Sanger is a Home Rule Charter City and operates under a Council-Manager form of government. The City Council is comprised of a mayor and five council members and is responsible for enacting ordinances, resolutions, and regulations governing the City, as well as appointing members to various statutory and advisory boards, the City Manager, the City Secretary, and the Municipal Judge.

The City of Sanger provides the following major services:

Administration	Police & Fire
Economic Development	Municipal Court
Utility Services, including Electric, Water, and Sewer	Parks & Recreation

Fund Structure

The City of Sanger's accounting records are maintained in accordance with Generally Accepted Accounting Principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB). Accordingly, the City maintains three major governmental funds (general, debt service, and capital projects), one major proprietary fund (utilities), and two component units (4A and 4B).

Fund Type	Number of Funds	Funds with Adopted Budgets
General Fund	1	1
Enterprise Funds	1	1
Special Revenue Funds	20	20
Debt Service Funds	1	1
Capital Projects Funds	2	2
Internal Service Funds	1	1
Type A Corporation	1	1
Type B Corporation	1	1

Budget

The City of Sanger Charter provides that the City Council shall adopt the annual budget for the fiscal year beginning on October 1. The budget prepared by the City Manager is reviewed by the City Council and is formally adopted by the passage of a budget ordinance. The City Manager is authorized to transfer budgeted amounts between line items within departments; however, any revisions that alter the total expenditures of any fund must be approved by the City Council.

Adopted FY 2025-2026 budgets for the City of Sanger's major funds are as follows:

General Fund	\$17,075,005
Debt Service Fund	\$1,854,222
Enterprise Fund	\$17,627,184
Internal Service Fund	\$4,539,773
4A Fund	\$624,650
4B Fund	\$1,493,400
Capital Projects Fund	\$8,732,000
Enterprise Capital Projects Fund	\$1,979,260
Special Revenue Funds (Combined)	\$181,500

The City of Sanger participates in the Texas Municipal Retirement System (TMRS).

Accounting Process – Related Systems

The City of Sanger’s accounting records for general governmental operations are maintained on a modified accrual basis, and revenues are recorded when available and measurable, and expenditures are recorded when the services or goods are received and the liabilities are incurred.

Computer Systems

The general ledger accounting system operates and is maintained on the financial enterprise system, Tyler ERP Pro 9. The system supports full reporting and inquiry functions.

Financial Information

Detailed financial information including prior year Audits and Adopted Budgets is available about the City and its finances on the City's website at www.sangertexas.org.

Organizational Responsibility for the Accounting Function

The Accounting function falls under the general supervision of the Chief Financial Officer, who reports to the City Manager. The present accounting staff members assigned to the audit include the Controller, Accountant, and Accounting Technician.

4. SCOPE OF SERVICES AND DELIVERABLES

4.1. Terms of Engagement

A three (3) year contract with an annual option for the next two (2) subsequent years is contemplated, subject to the following:

- A. Review and recommendation by City Management.
- B. The satisfactory negotiation of contract terms (including a price acceptable to both the City of Sanger and the selected auditor).

C. The City Council approves the annual availability of appropriation.

4.2. Scope of Work To be Performed

The City of Sanger desires the auditor to express an opinion on the fair presentation of its financial statements in conformity with Generally Accepted Accounting Principles (GAAP). The auditor is not required to audit the supporting schedules. However, the auditor is to provide an “in-relation- to” report on the supporting schedules based on the auditing procedures applied during the audit of the general-purpose financial statements and the combining and individual fund financial statements and schedules. The auditor is not required to audit the statistical section of the report.

1. Auditing Standards to be Followed

To meet the requirements of this RFQ, the audit shall be conducted in accordance with generally accepted auditing standards (GAAS) as promulgated by the American Institute of Certified Public Accountants; the standards applicable to financial audits contained in Government Auditing Standards issued by the U.S. Government Accountability Office; the requirements of the Single Audit Act Amendments of 1996; and the audit requirements of 2 CFR Part 200 Subpart F (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards). The audit shall also be conducted in accordance with standards and requirements prescribed by the Governmental Accounting Standards Board and any other applicable federal, state, and local regulatory agencies.

2. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue all reports currently required by State and Federal grantors and by such as the American Institute of Certified Public Accountants, the Governmental Accounting Standards Board, the Government Finance Officers Association of the United States and Canada, and any other regulatory agencies. The auditor shall likewise issue any other reports subsequently required by these or similar entities following completion of the financial or single audit. The schedule of federal financial assistance and related auditors' reports, as well as the reports on the internal control structure and compliance, are not to be included in the Annual Financial Report but are to be issued separately.

In the required reports on internal controls, the auditor shall communicate any reportable conditions found during the audit to the Chief Financial Officer. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. Reportable conditions that are also material weaknesses shall be identified as such in the report.

Non-reportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the reports on internal controls. The compliance report shall include all instances of noncompliance.

Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of which they become aware to the City Manager.

Auditors shall assure themselves that the City of Sanger's Mayor and Council are informed of each of the following and any other item as required by the regulatory agencies as noted above:

- A. Difficulties encountered in performing the audit.
- B. Disagreements with management.
- C. Major issues discussed with management prior to retention.
- D. Management consultation with other accountants.
- E. Management judgement and accounting estimates.
- F. Other information in documents containing audited financial statements.
- G. Significant accounting policies.
- H. Significant audit adjustments.
- I. The auditor's responsibility under generally accepted auditing standards and governmental auditing standards

3. Preparation of Annual Financial Report

The audit firm will work with the Finance staff to prepare all information included in the Annual Financial Report. The auditor reviews this information and approves it prior to the City printing the final document. Because the Annual Financial Report must be released within six months after the fiscal year-end (March 31), coordination of schedules will be required between the auditor and the Chief Financial Officer.

4. Special Considerations

The selected audit firm will assist the City in certain year-end closing and conversion entries.

The City anticipates that during the course of the engagement one or more official statements will be prepared in connection with the sale of debt securities, which will contain the basic financial statements and the Auditor's report thereon. The Auditor may be required, if requested by the City, financial advisor and/or the underwriter, to issue a "consent and citation of expertise" as well as any necessary "comfort letters."

5. Work Paper Retention and Access to Work Papers

All work papers and reports must be retained, at the Auditor's expense, for a minimum of seven years, unless the firm is notified in writing by the City of the need to extend the retention period. The Auditor will be required to make the work papers available, upon request, to representatives of federal and state agencies and the City.

In addition, the firm shall respond to the reasonable inquiries of successor Auditors and allow successor Auditors to review work papers relating to matters of continuing accounting significance.

6. Conferences

The following conferences are to be conducted with the Chief Financial Officer or other City personnel as needed:

- A. Entrance conference prior to interim work.
- B. Exit conference at conclusion of interim work.
- C. Entrance conference at beginning of fieldwork.
- D. Progress conferences during fieldwork.
- E. Exit conference at end of fieldwork.
- F. Conference when draft copy of management letter is prepared.
- G. Presentation to City Council.

The audit Partner and/or Manager will be present at the City Council meeting when the Annual Financial Report is presented to the full City Council to answer any questions of the Council.

5. INFORMATION PROVIDED BY THE CITY

1. Finance Department and Clerical Assistance

The Finance Department staff and management personnel responsible will be available during the audit to assist the auditor by providing information, documentation, and explanations. The preparation of confirmations will be the responsibility of the City of Sanger.

2. Electronic Data Processing (EDP) Assistance

Any requirements for computer time and/or system documentation will be coordinated through the Controller.

3. Prior Audit

Brooks, Watson, and Co., located at 14450 John F. Kennedy Blvd., Suite 240, Houston, Texas 77032 conducted the audit of the financial records for the fiscal years ended September 30, 2022 through 2025. Brooks, Watson, and Co. has agreed to make their work papers available to the successor auditor. Requests concerning inspection of previous work papers should be submitted to Amairani Mendez, (469) 983-1071.

4. Work Area, Telephones, Photocopying and Facsimile Machines

The City of Sanger shall provide the space and facilities necessary for the auditor to conduct the examination. In addition, all information, data, reports, and records necessary for carrying out the work shall be furnished to the auditor and the City of Sanger shall cooperate with the auditor in every reasonable way to ensure timely

completion of the audit. The auditor will also be provided with access to one telephone line, photocopying facilities, and a facsimile machine.

6. TIMELINE

RFQ Released	June 17, 2026
Deadline for Questions (5:00 pm)	June 23, 2026
Proposal Submission Deadline	July 7, 2026
Proposal Opening	July 7, 2026
Recommendation to Governing Bodies	July 20, 2026*
Selected Auditor Notified	July 21, 2026*
Contract Execution	August 21, 2026*
Final Reports	January 2027*

*Indicates tentative dates.

The auditor shall be required to present the findings of the audit to City Council.

It is expected that a contract will be executed between the City and the selected consulting firm within forty-five (45) days of the due date for proposals. It is anticipated that the project will be completed within six (6) months from the signing of the contract.

7. SUBMISSION DETAILS

7.1. STATEMENT OF QUALIFICATIONS

The consultant shall submit a Statement of Qualifications. The statement, at minimum, should address each of the specific topics listed below (additional information may be included). Failure to include any of the following requested information may be cause for the proposal to be considered incomplete and thus rejected.

- A. Provide a cover letter on firm letterhead and identify the project manager and key staff involved along with contact information for the project manager.
- B. Written presentation of the qualifications of the firm and their understanding of the work to be performed.
- C. List of services that will be provided.
- D. Availability, credentials, and related experience of the firm and key staff with similar studies, preferably with municipal governments.

- E. Provide copies of the resumes of the proposed project manager and key staff. Provide information on specific experiences with successful outcomes in conducting the process and making presentations to public bodies.
- F. Include with their proposals a list of at least three (3) current references for whom comparable work has been performed in the past three (3) years, specifically citing work in communities similar to Sanger. This list shall include the municipality's name, person to contact, address, telephone number, email address, and a brief, but adequately detailed description of the work performed.
- G. Provide complete or partial examples of work similar in nature to this project.
- H. List of anticipated sub-contractors and/or partners, if any and their availability, credentials, and related experience.
- I. Explain the methodology you propose to successfully perform the services outlined in the cope of Work.
- J. Include a statement on the anticipated time frame based on the scope of work as listed in this RFQ. Report on prior experience in delivering services within the prescribed time frame.

8. SUBMISSION INSTRUCTION

STATEMENT OF QUALIFICATIONS MUST BE RECEIVED BY

2:00 pm, Tuesday, July 7, 2026

SUBMISSIONS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED

Submissions shall be submitted electronically via the OpenGov Procurement Portal at <https://procurement.opengov.com/portal/sangertexas/projects/268989>.

The proposals will be publicly recognized at City Hall, 502 Elm St, Sanger, TX 76266 at 2:00 pm on Tuesday, July 7, 2026.

Questions or requests for clarifications shall be submitted through the OpenGov Procurement portal. All questions or requests for clarification must be submitted in writing so they may be shared with all bidders or interested parties.

9. SELECTION PROCESS AND CRITERIA FOR CONSIDERATION OF QUALIFICATIONS

Statements will be reviewed and evaluated by the City staff and on a number of criteria, including, but not limited to the following:

- Overall responsiveness and quality of the proposal in clearly stating an understanding of the project.
- Experience and knowledge in developing similar plans by consultant personnel who will be directly involved with the project.
- The experience and availability of support staff for the project.
- The ability to complete the plan within the given timeframe.

- **References**

After evaluating the proposals, the City may request additional information from any consultant identified as most responsive to this RFQ. At its discretion, the City may require any consultant to make a presentation to provide an opportunity to clarify the submission. The City will schedule any such presentations. The City will evaluate the written proposals and will select the consultant which meets the best interest of the City. The City shall be the sole judge of its own best interests, the proposals, and the resulting negotiated agreement. The City's decisions will be final. The City reserves the right to negotiate any and all elements of this proposal, including, but not limited to, the fee structure and terms of the contract, with the proposing firm selected.

9.1. DISCLAIMER

This RFQ does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in the preparation and submission of Statements or anticipation of a contract. The City reserves the right at its sole discretion: to make selections, to reject any or all submissions, to issue subsequent RFQ, to remedy technical errors in the RFQ process, and to enter into a contract with one or more consultants for the provisions of any, all or some of the services described herein.

9.2. AGREEMENT FOR PROFESSIONAL SERVICES

Attached as Exhibit A is the City of Sanger's standard agreement for professional services. The agreement also indicates the insurance and indemnification requirements that the City will require of the selected firm.

9.3. AWARDING OF CONTRACTS

Be advised that any contract awarded will be executed after approval by the City Council and upon completion of all required reviews in accordance with applicable laws, regulations, and internal policies. No work shall commence, nor shall any obligations be assumed by the issuing entity, until a fully executed contract is in place.

10. BOND, INSURANCE AND INDEMNIFICATION

10.1. BOND POLICY

Bidders may be required (at the statutory limit or less) to provide certain bonds for Public Works/ Construction Contracts. This ensures that if the bidder attempts to withdraw after the bid is accepted, the City will not suffer loss. The City will only accept sureties duly qualified and authorized. Personal sureties will not be accepted.

The City may require bonding on other projects to mitigate risk. The City requires payment, performance, and maintenance bonding to be provided.

10.2. TYPES OF BONDS

- A. Bid Bonds - The Bid Bond minimum limit is five percent (5%) of the total amount bid and would typically apply to construction contracts. It is the City's option whether or not bidders to provide a Bid Bond. Certified or cashier's check will not be accepted in lieu of a Bid Bond. Bid Bonds are provided on surety forms. Bid Bonds will be returned to the issuing vendor upon request. Bond must be requested within ten days of award.
- B. Payment Bonds are required for Public Works contracts in excess of \$50,000 and must be written for 100% of the total bid price. The Payment Bond is for the protection of those performing work as subcontractors or suppliers for the prime vendor/contractor.

- C. Performance Bonds are required for all Public Works contracts when the vendor's bid exceeds \$100,000, and they must be written for 100% of the total bid price. These bonds are solely for the protection of the City in the event of a contractor/vendor default under Contract terms and conditions.
- D. Maintenance Bonds can be written for a term relevant to the project. The coverage provided by a Maintenance Bond is to guarantee against defective workmanship and materials.

10.3. BOND REQUIREMENTS

- A. All Bonds must be in the forms acceptable to the City Manager.
- B. All performance bonds must be executed by such sureties as are named in the current list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies", as published in Circular 570, as may be amended, by the Financial Management Service, Surety Bond Branch, U.S. Department of the Treasury.
- C. All performance bonds must be signed by an agent and must be accompanied by a certified copy of the authority for him or her to act.
- D. All performance bonds shall be obtained from surety or insurance companies that are duly licensed or authorized in the State of Texas to issue performance bonds for the limits and coverage required.
- E. Approval of bonding company as per ratings of the Texas Department of Insurance, or a successor agency.

10.4. INSURANCE AND INDEMNIFICATION POLICY

- A. Contractors performing work on City property or public right-of-way shall provide indemnification and certificates of insurance listing the City as an additional insured or a copy of their insurance policy(s) including a copy of the endorsements necessary to meet contract requirements, and hold harmless and defense clauses.
- B. Contractual agreement must contain a provision that transfers the risk of the project for the City to the contractor. Because the contractor may not have the financial resources to handle the risks that are transferred in the contract, the City requires that insurance be purchased and maintained by the contractor for financial security.
- C. Workers' Compensation Insurance - Per Statute, contractors and subcontractors hired for building and construction projects must provide Workers' Compensation Insurance for their employees regardless of the project's cost. See Texas Labor Code, § 406.096.
- D. All insurance documents must be verified and approved prior to the contract, purchase order, or commencement of work to be performed.

10.5. INSURANCE

Liquor Exposure	\$1M Liquor Liability - Required for vendors who sell or distribute liquor.
Cyber Exposure	\$1M Cyber Liability (or equivalent) - Required for vendors with access to City networks or handle sensitive data.
<u>Footnotes:</u>	<p>A. Waiver of subrogation shall be provided with the Workers' Compensation coverage.</p> <p>B. The City shall be covered as additional insured on the GL and Auto policies.</p> <p>C. Policies of insurance shall not be canceled without a 30-day notice to the City.</p> <p>D. Insurance carriers must meet A.M. Best financial rating of A-VI or better.</p> <p>E. Combination of primary or excess policies that meet the required limits is acceptable.</p> <p>F. Agreements may require additional coverage and/or higher limits at the City's discretion.</p>

Note: City Manager may waive any insurance requirements for low cost/low risk projects.

11. EVALUATION

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Firm Qualifications and Experience Evaluation of the firm's overall qualifications, governmental auditing experience, technical competence, experience with municipalities of similar size and complexity, and demonstrated ability to successfully perform the requested services.	0-100 Points	30 (30% of Total)
2.	Key Staff Qualifications and Experience Evaluation of the qualifications, certifications, experience, availability, and proposed roles of key personnel assigned to the engagement, including the Engagement Partner and Audit Manager.	0-100 Points	25 (25% of Total)
3.	Technical Approach and Understanding of Services Evaluation of the firm's understanding of the City's needs, audit methodology, communication process, project management approach, proposed timeline, and ability to meet required deadlines.	0-100 Points	25 (25% of Total)

4.	Experience with Governmental and Municipal Audits Evaluation of the firm's experience performing audits in accordance with Government Auditing Standards (Yellow Book), Uniform Guidance requirements, Single Audits, and experience with Texas municipalities and governmental entities.	0-100 Points	10 <i>(10% of Total)</i>
5.	References and Past Performance Evaluation of references, past performance, quality of prior services, responsiveness, professionalism, and demonstrated ability to successfully complete similar engagements.	0-100 Points	10 <i>(10% of Total)</i>

12. **VENDOR QUESTIONNAIRE**

1. **Cover Letter***

Provide a cover letter on firm letterhead and identify the project manager and key staff involved along with contact information for the project manager.

*Response required

2. **Written Presentation of the Qualifications***

Please provide a written presentation of the qualifications of the firm and their understanding of the work to be performed.

*Response required

3. **List of Services to be provided***

*Response required

4. **Experience***

Availability, credentials and related experience of the firm and key staff with similar studies, preferably with municipal governments.

*Response required

5. **Resumes***

Provide copies of the resumes of the proposed project manager and key staff.

Provide information on specific experiences with successful outcomes in conducting the process and making presentations to public bodies.

*Response required

6. **References***

Include at least three (3) references for whom comparable work has been performed in the past three (3) years, specifically citing work in communities similar to Sanger. This list shall include the municipality's name, person to contact, address, telephone number, email address, and a brief, but adequately detailed description of the work performed.

*Response required

7. Examples of Work*

Provide complete or partial examples of work similar in nature to this project.

*Response required

8. Anticipated Sub-Contractors*

List of anticipated sub-contractors and/or partners, if any, and their availability, credentials and related experience.

*Response required

9. Methodology*

Explain the methodology you propose to successfully perform the services outlined in the Scope of Work.

*Response required

10. Anticipated Time Frame*

Include a statement on the anticipated time frame based on the scope of work as listed in this RFQ. Report on prior experience in delivering services within the prescribed time frame.

*Response required

11. Conflict of Interest Questionnaire (FORM CIQ)*

A person or business that contracts with Sanger or who seeks to contract with the City must file a "Conflict of Interest Questionnaire" (FORM CIQ) which is available online at www.ethics.state.tx.us and a copy of which is attached to this guideline. The form contains mandatory disclosures regarding "employment or business relationships" with a municipal officer. Officials may be asked to clarify or interpret various portions of the questionnaire.

*Response required

12. Compliance with HB 89*

A person or business that contracts with Sanger or who seeks to contract with the City shall not boycott Israel at any time while providing products or services to the City of Sanger. This requirement does not apply to companies with fewer than ten full-time employees; or contracts that are less than \$100,000.00.

- ☐ Yes, we agree
- ☐ No, we do not agree
- ☐ N/A

*Response required

13. Boycott of Energy Companies*

Respondent verifies that it does not boycott energy companies and will not boycott energy companies during the term of this contract, as those terms are defined by Chapter 2274, Government Code. This requirement does not apply to companies with fewer than ten full-time employees; or contracts that are less than \$100,000.00.

- ☐ Yes, we agree
- ☐ No, we do not agree
- ☐ N/A

*Response required

14. Discrimination*

Respondent verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and will not discriminate during the term of this contract against a firearm entity or firearm trade association, as those terms are defined by Chapter 2274, Government Code. This requirement does not apply to companies with fewer than ten full-time employees; or contracts that are less than \$100,000.00.

- ☐ Yes, we agree
☐ No, we do not agree
☐ N/A

*Response required

15. Compliance with B 252*

A person or business that contracts with Sanger or who seeks to contract with the City shall not do business with Iran, Sudan, or a foreign terrorist organization while providing products or services to the City of Sanger.

- ☐ Yes, we agree
☐ No, we do not agree

*Response required

16. Confirmation of Request for Qualifications*

The undersigned affirms that he/she has read and understands the specifications, terms, and conditions, all exhibits and attachments contained herein and that they are duly authorized to execute this response to the Request for Qualifications.

- ☐ Please confirm

*Response required

17. Form 1295*

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties (Form 1295) to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The Texas Ethics Commission has adopted rules requiring the business entity to file Form 1295 electronically with the Commission.

Attach Completed 1295. Form can be found at

- <https://www.ethics.state.tx.us/filinginfo/1295/>
- <https://www.ethics.state.tx.us/data/filinginfo/1295Changes.pdf>

*Response required

We look forward to receiving your proposal.

Sincerely,
Danielle Stanford
Controller
City of Sanger, Texas
dstanford@sangertexas.org
(940) 458-7930