

**SELECTION COMMITTEE (SC) MEMBER
CONFLICT OF INTEREST STATEMENT**

Lake County BCC – RFQ #21-0921 Engineering and Design Services of Hartwood Marsh Road, Phase 1

You have been selected to participate in the evaluation of responses received as the result of the competitive solicitation referenced above. Your selection was based upon your qualifications and knowledge in this area and your ability to develop a critical analysis of each response. It is essential to maintain the integrity of the procurement process. As a Selection Committee (SC) member you must be objective and guard against any undue advantage accruing to any specific manufacturer, firm or individual. You are therefore required to report any actual or potential conflict of interest regarding your participation on this SC. The vendors under consideration are:

Heath and Lineback Engineering, Inc.	Kisinger Campo and Associates Services, Inc.	METRO Consulting Group
OM Engineering Services, Inc.		

It is important that you understand the importance of following the Government in the Sunshine law (Section 286.011, Florida Statutes), the Code of Ethics (Chapter 112, Part III, Florida Statutes), Lake County’s Employment Policies Manual, and the Lake County Purchasing Procedure Manual. Once the solicitation and evaluation process has begun, it is essential that any contact with the vendors and potential vendors be done only through the Office of Procurement Services. In addition, you are not to communicate any information about the solicitation or evaluation process, except during SC meetings, with any vendor, potential vendor, or other SC member until a final award decision is reached by the County. Vendors have been directed in the solicitation documents to make all contact directly with the Office of Procurement Services during the entire process. Given the importance of conducting the evaluation process in a fair and transparent manner, you are asked to confirm the following statement:

I have read and understand the above and agree to be bound by all applicable laws, policies, and procedures. My recommendations will be based upon my critical analysis of the vendor’s response and the appropriate award criteria from the solicitation in accordance with the Lake County Purchasing Procedure Manual. To the best of my knowledge, there is no conflict of interest or other factor that would compromise my impartiality. Neither I, nor any of my relatives have a personal interest in any of the vendors cited above. I agree that if I currently have, or later discover a conflict of interest, I will declare the circumstances immediately to the Office of Procurement Services Director and remove myself from the committee.

Sharon Lewis
Committee Member Signature

06/24/2021
Date

Printed Member Name

Agency/Department

IF YOU ARE UNABLE TO EXECUTE THIS, CONTACT THE OFFICE OF PROCUREMENT SERVICES IMMEDIATELY. DO NOT WAIT UNTIL THE FIRST SC MEETING TO INFORM THE COUNTY THAT YOU DO HAVE A CONFLICT OF INTEREST. PLEASE COMPLETE THIS FORM AND FORWARD IT TO THE OFFICE OF PROCUREMENT SERVICES PRIOR TO THE FIRST SC MEETING.