

## EVALUATION COMMITTEE MEMBER STATEMENT

Solicitation No. RFP # 18-09

### Roofing Products and Services

Dear Committee Member:

You have been selected to participate in the evaluation of proposals that have been received as the result of the above referenced solicitation. Your selection was based upon your qualifications in this area and your ability to develop an objective analysis of each proposal.

It is essential that the integrity of the evaluation process be maintained to insure that each offeror is given fair and equal consideration. Familiarity with particular companies and/or individuals may tend to influence an evaluation; however, you are required in this specific instance to be particularly objective and guard against any tendency that might slant your evaluation in favor of a personal preference.

You are required to report to the Purchasing Cooperative Coordinator any actual or potential conflict of interest. In addition, you must report to the Purchasing Cooperative Coordinator the existence of any personal relationship with any other offeror or subcontractor of the offeror which could affect or give the appearance of affecting your objectivity.

An additional consideration is the need to maintain strict security regarding the content of any proposal and the proceedings of the Evaluation Committee meetings during the evaluation process. Once the evaluation process has started, it is essential that any contact with the offerors be through, and by, the Purchasing Cooperative Coordinator. In addition, the Evaluation Committee Member shall not communicate, except during formal Committee meetings, with any offeror or sub-contractor of the offeror prior to award. This requirement is mandatory.

To emphasize the importance of the above considerations, you are asked to sign the following statement:

I have read and understand the above and agree to be bound by the rules and principles represented. I know of no conflict of interest on my part nor have I committed any indiscretion or accepted any gratuities or favors that would compromise my impartiality. I will maintain all deliberations of the evaluation committee in strict confidence during the evaluation process. My recommendations shall be based upon an objective/subjective review of the offeror's proposal(s) and the appropriate award criteria.

Robert Zingelmann

Signature (followed by printed name)

2/5/19

Date

Robert Zingelmann  
Chief Financial Officer

713/744-6835  
Phone Number



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 2/5/19  
Signature (followed by printed name) Date

Pete Cote 713/744-6565  
Evaluator Phone Number