



**NOTICE OF INTENT TO RESPOND TO PUBLIC SOLICITATION**

In accordance with AMC 1.15.025(E), AMC 1.15.030(I), and AMC 1.15.035(M), I hereby provide notice that I intend to respond to the following public solicitation:

- 1. The Solicitation # is: \_\_\_\_\_ and the submission deadline is: \_\_\_\_\_
- 2. Municipal Department/Entity issuing this solicitation: \_\_\_\_\_
- 3. The solicitation is to provide:  Goods  Services  Lease  Other \_\_\_\_\_

I propose to furnish: \_\_\_\_\_

- 4. I am:  Elected Official Elected Office \_\_\_\_\_
- Employee of Municipal Department \_\_\_\_\_  
Anchorage School District \_\_\_\_\_
- Appointed Member of Board/Commission or Authority: \_\_\_\_\_

5. My Name: \_\_\_\_\_  
first middle initial last

6. Business Name submitting response to the public solicitation is: \_\_\_\_\_

- 7. My financial interest in the business is through:
  - Myself Ownership Interest in Business: \_\_\_\_\_ %
  - Household member – Name: \_\_\_\_\_ Ownership Interest in Business: \_\_\_\_\_ %

8.  Neither I nor a member of my immediate family as defined in AMC 1.15.110 work for the administrative department awarding or administering this solicitation.

9.  I am filing this notice timely for publication and I shall submit a copy with my response to the solicitation.

**MANAGEMENT OF POTENTIAL FOR CONFLICT OF INTEREST**

10.  The following preventive measures shall be taken to manage the potential for conflict of interest:

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**OR**

Neither I nor a member of my immediate family as defined in AMC 1.15.110 serve in a position that could influence municipal action with respect to development of this solicitation, approval of award, or municipal administration of work after award, so no preventive measures are necessary.

I certify to the best of my knowledge that my statements are true, correct, and complete. In addition to any other penalty or punishment that may apply, the submission of a false statement is a violation of the Municipal Ethics Code.

\_\_\_\_\_  
Signature Date

11. This Notice is filed by an employee under my supervision. I have reviewed this notice and either no potential for conflict exists or it has been managed by taking the preventive steps outlined above.

\_\_\_\_\_  
Administrative Supervisor Department or ASD Date

***Municipal Staff Use Only:***

**I have reviewed this notice and confirm that:**

1. Neither the person submitting this notice nor an immediate family member works for the administrative department awarding or administering the contract.

2. The potential for conflict has been managed as described in the notice.

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OR**

No potential for conflict exists.

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_

3. To the best of my knowledge, the person submitting this notice has not in fact or appearance attempted improper influence in the award through personal actions or the actions of others.

\_\_\_\_\_  
(Supervisor or Board/Commission/Authority Chair)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Designated Ethics Officer)

\_\_\_\_\_  
Date

***Purchasing Department:***

The integrity of the public solicitation process is not adversely affected by this award.

\_\_\_\_\_  
Purchasing Department

\_\_\_\_\_  
Date

***Return Completed Form to Clerk's Office Upon Award of Public Solicitation.***

***For use of Clerk's Office:***

Date filed: \_\_\_\_\_ Date electronically published: \_\_\_\_\_

**\*Note: The Clerk's Office will publish this notice on the Municipality of Anchorage website (muni.org). Under the provisions of AMC 1.15, the Notice of Intent to Respond to a Public Solicitation must be electronically published at least 7 days before the final date for submitting a response to the solicitation. To be timely filed, please allow the Clerk's Office a minimum of two days to post this notice.**

Fee - \$ 15.00

Paid by:  Check  Cash

Receipt No. \_\_\_\_\_

Form A-2  
Rev. 4/2007