NOTICE OF INTENT TO RESPOND TO PUBLIC SOLICITATION BY A PUBLIC SERVANT

Public servant includes all municipal employees, board members, and elected officials. AMC 1.15.030D.

Prior to application, bid, and response submittal, this form must be filed with the Municipal Clerk for electronic publication no less than seven days in advance of the deadline for submitting a response. AMC 1.15.100B.1.

1. Name: ____________________________ Phone: __________________

Email: ____________________________

2. I hereby provide notice that I or a member of my immediate family or household intend to respond to the following public solicitation:

Solicitation No. ___________ Issued by: ____________________________ Submission Deadline: ____________

Project Description: __________________________________________________________________________

Respondent proposes to: ______________________________________________________________________

3. I am a(n) …

☐ Employee Municipal Department: __________________________________________________________________

☐ MOA Corporate Authority: ____________________________

☐ ASD Department/School: _______________________________________________________________________

☐ Board Member Board/Commission/Authority/LRSA: ____________________________

☐ Elected Official Elected Office: __________________________________________________________________

4. Please check one of the following:

☐ Neither I, nor any member of my immediate family or household have any personal or financial interest in a Municipal contract or in an entity engaging in business with the Municipality that would directly effect the request for services, nor the award, execution, or administration of the solicitation.

☐ I, or a member of my immediate family or household have a personal or financial interest in a Municipal contract or in an entity engaging in business with the Municipality. Please provide the information requested on the back of this form and a description of the economic interest. (Attach separate sheets as necessary.)

5. All filers must affirm the following statement: I am filing this notice timely for publication and I shall submit a copy to the Purchasing Department with my response to the solicitation. I affirm that the statements made by me on this form are true, correct, and complete to the best of my knowledge.

_________________________ __________________
Signature     Date

TO THE PURCHASING OFFICER:

Return completed form to the Municipal Clerk’s Office upon award of this public solicitation.

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

_________________________ __________________
Purchasing Officer     Date

FOR MUNICIPAL CLERK’S OFFICE USE ONLY

Note: The Municipal Clerk’s Office will publish this notice on the Municipality of Anchorage Website (www.muni.org).

Date Received: ____________________________ Date Electronically Published: ____________________________

Fee - $15.00 Paid by: ☐ Cash ☐ Check ☐ Credit Card __________ Receipt No. ____________________________

Form Revised 05/15/2017
I am disclosing the following economic interest in a Municipal contract or in an entity engaging in business with the Municipality held by myself or a member of my immediate family or household:

**Identify the Municipal Contract:** *(Attach separate sheets as necessary.)*

<table>
<thead>
<tr>
<th>Contract Name:</th>
<th>Date Acquired:</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______________________________</td>
<td>____________________</td>
</tr>
</tbody>
</table>

Name of the person with the economic interest: ________________________________

Amount of interest held: ____________________ □ self or □ family-household member

Could the performance of your official duties in any way affect the contract? _____

(If yes, the public servant may request additional review by the Board of Ethics. AMC 1.15.100B.2.)

If yes, describe the potential for conflict:

_____________________________________________________________________________

_____________________________________________________________________________

If yes, describe the preventive measures that shall be taken to manage any potential for conflict:

_____________________________________________________________________________

_____________________________________________________________________________

and/or …

**Identify the Entity engaging in business with the Municipality:** *(Attach separate sheets as necessary.)*

<table>
<thead>
<tr>
<th>Entity Name:</th>
<th>Date Acquired:</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______________________________</td>
<td>____________________</td>
</tr>
</tbody>
</table>

Name of the person with the economic interest: ________________________________

Title of position held: ____________________ □ self or □ family-household member

Describe the responsibilities of the position held:

_____________________________________________________________________________

_____________________________________________________________________________

Could the performance of your official duties in any way affect the entity’s business with the Municipality? _____

(If yes, the public servant may request additional review by the Board of Ethics. AMC 1.15.100B.2.)

If yes, describe the potential for conflict:

_____________________________________________________________________________

_____________________________________________________________________________

If yes, describe the preventive measures that shall be taken to manage any potential for conflict:

_____________________________________________________________________________

_____________________________________________________________________________

This page of this form must be signed by both the public servant’s supervisor and an ethics officer before filing is complete. I have reviewed this disclosure and either no potential for conflict exists or it has been managed by taking the preventive steps described.

Supervisor’s Signature ___________________________ Date ___________________________

Ethics Officer’s Signature ___________________________ Date ___________________________

For Municipal Clerk’s Office Use
Date Received: ___________________________

Date Reviewed by Board of Ethics: ___________________________

Form Revised 05/15/2017