

**DRIPPING SPRINGS
REQUEST FOR PROPOSAL FOR
BANK DEPOSITORY SERVICES ADDENDUM NO. 1**

Date: March 25, 2025

This addendum is issued to extend the due date for submitted the response to the Request for Proposal for Bank Depository Services to 2:00 p.m. on April 15, 2025 and to include the 1295 Requirement and Vendor Conflict of Interest Form.

1. 1295 Requirement:

NEW OBLIGATION OF THE DRIPPING SPRINGS LIBRARY DISTRICT TO RECEIVE INFORMATION FROM WINNING BIDDERS:

Effective January 1, 2016, pursuant to Texas Government Code, Section 2252.908 (the “Interested Party Disclosure Act”), the Dripping Springs Library District may not award the Project to a bidder unless the bidder submits a Certificate of Interested Parties Form 1295 (the “Disclosure Form”) to the Dripping Springs Library District as prescribed by the Texas Ethics Commission (“TEC”). In the event that the bidder’s bid for the Project is the best bid received, the Dripping Springs Library District, acting through its Library Director, will promptly notify the bidder. That notification will serve as the conditional verbal acceptance of the bid and the winning bidder must promptly file the materials described below.

PROCESS FOR COMPLETING THE DISCLOSURE FORM. The Disclosure Form can be found at <http://www.ethics.state.tx.us/forms/1295.pdf>, and reference should be made to the following information in order to complete it: (a) item 2 – Dripping Springs Library District, (b) item 3—the identification number (2025 Depository), and (c) item 3-description of goods or services assigned to this contract by the Library District.

The Dripping Springs Library District cannot accept your bid unless and until you:

- (1) complete the Disclosure Form electronically at the TEC’s electronic portal; and
- (2) print, sign, and deliver a NOTARIZED copy of the Disclosure Form and Certification of Filing as generated by the TEC’s electronic portal.

These materials must be electronically delivered to Mindy Laird with the Dripping Springs Library District at mindy.laird@dscl.org.

Time will be of the essence in submitting the form to the Dripping Springs Library District, and no bid will be accepted by the Dripping Springs Library District unless a completed Disclosure Form is received on time.

Neither the Dripping Springs Library District nor its consultants have the ability to verify the information included in the Disclosure Form, and neither have an obligation nor undertake responsibility for advising bidder with respect to the proper completion of the Disclosure Form. Consequently, an entity intending to bid on the Project should consult its own advisors to the extent it deems necessary and be prepared to submit the completed form promptly upon notification from the Dripping Springs Library District that its bid is the conditional winning bid.

2. Vendor Conflict of Interest

This Questionnaire has been adopted by the Board of Commissioners (“Board”) of the Dripping Springs Library District (the “District”) pursuant to its Policy Regarding Disclosures by Vendors and Commissioners (the “Policy”) as required by Local Government Code Chapter 176.

The individual or entity named below provides, or has contracted to provide, or has engaged in negotiations to provide, goods or services to the District. This Questionnaire is made and filed by the Vendor under penalty of perjury.

PLEASE COMPLETE THIS QUESTIONNAIRE ON THE REVERSE SIDE OF THIS FORM. BE SURE TO INITIAL THE LINE AT THE BOTTOM RIGHT-HAND CORNER ON THE REVERSE SIDE OF THIS FORM AFTER THE QUESTIONNAIRE HAS BEEN COMPLETED.

Signing and Filing Instructions. This Questionnaire should be signed by the Vendor if the Vendor is a natural person. If the Vendor is not a natural person but is some other type of legal entity, such as a corporation, general partnership, limited liability company, limited liability partnership, limited partnership, joint venture, or unincorporated association, this Questionnaire should be signed by an authorized representative of the Vendor, with an indication of the position or office held by the person signing this Questionnaire. The date of signing must be indicated in the spaces shown below. When completed, this Questionnaire, together with any attachments, must be filed with the District. It may be filed with the Secretary of the Board of Commissioners, or with the District’s Library Director or with the District’s Director of Administration and Finance.

The Policy provides that, for purposes of the Policy, a Questionnaire shall be deemed to have been filed if it has been placed in the custody of the United States Postal Service in a proper envelope, properly addressed and proper first-class postage affixed thereto, not later than the date by which the filing is required to be accomplished. An official postage cancellation stamp or marking by the United States Postal Service shall conclusively establish the mailing date. In all other cases, filing shall be deemed to have been accomplished only upon and as of the date of actual receipt of the Conflict of Interest Questionnaire by the District. However, if the applicable filing deadline falls on a weekend or holiday observed by the District such that its administrative staff is not scheduled as a business day, then the applicable filing deadline shall be deemed to be the first day that is not a weekend or holiday observed by the District.

Date Signed: Month: _____ Day: _____ Year: _____

Printed Name of Vendor: _____

Signature of Vendor / Vendor’s Representative: _____

Typed / Printed Name of Person Signing: _____

Title of Person Signing if Vendor is not a natural person: _____

VENDOR CONFLICT OF INTEREST QUESTIONNAIRE

Choose one and only one of the following:

___ This is an initial Questionnaire. It is filed by or on behalf of the Vendor named below not later than the seventh day after the date the Vendor (a) has begun contract negotiations with the District or (b) has forwarded an application, a response to a request for proposal, correspondence, or other writings related to an agreement or potential agreement with the District.

___ This is an updated Questionnaire. It is filed on September 1 of the year shown below if, within the 12-months' period preceding September 1, the Vendor (a) has begun contract negotiations with the District or (b) has forwarded an application, a response for proposal, correspondence, or other writings related to an agreement or potential agreement with the District.

___ This is an updated Questionnaire. It is filed after an event that would make a statement in a prior Questionnaire filed by the Vendor (initial or annual update) incomplete or inaccurate.

Choose one and only one of the following: As of the date this Questionnaire is signed, the Vendor hereby certifies that:

___ The Vendor has no employment or other business relationship with any Commissioner of the District that results in the Commissioner receiving taxable income.

___ The Vendor has an employment or other business relationship with at least one Commissioner of the District that results in the Commissioner receiving taxable income. The name(s) of the Commissioner(s), and a description of the relationship(s), is/are described in further detail as follows (if additional space is required, attached a separate page and check this box):

Choose one and only one of the following: Within the 12-months' period before the date this Questionnaire is signed, the Vendor certifies that:

___ The Vendor has not given any one or more gifts, or offered to give any one or more gifts, of a value or total value over \$250, to any Commissioner of the District.

___ The Vendor has given one or more gifts, or has offered to give any one or more gifts, of a value or total value over \$250, to at least one Commissioner of the District. The name(s) of the Commissioner(s), and a description of the gift(s) or offer(s) to make a gift, is/are described in further detail as follows (if additional space is required, attach a separate page and check this box):

Initials of person signing the Questionnaire: _____