

**PURCHASING DISCLOSURE STATEMENT
INVITATION FOR BID # 19075**

1. I have read and understood Article 12-104 of the Lake County Purchasing Ordinance: Employee Conflict of Interest/Bias and will immediately disclose any conflict of interest in writing with my department head or Purchasing Agent.
 - (1) County Employees shall not participate directly or indirectly or influence or attempt to influence any procurement, contract, purchase order or invoice decision when the county employee knows or has reason to know that:
 - a. the county employee or any member of the county employee's immediate family has a financial interest related to the said procurement, contract, purchase order or invoice, decision or activity; or
 - b. the county employee or member of a county employee's immediate family is negotiating for or already has an arrangement concerning employment with an individual or organization involved in the said procurement, decision or activity.
2. I agree to notify the Procurement Agent in charge of the above-referenced solicitation if, at any time during this evaluation process, there is any change in circumstance that necessitates a change to the foregoing declarations;
3. I will preserve the confidentiality of any documents I receive in connection with the solicitation evaluation. As a participant in the solicitation evaluation, I will maintain the confidentiality of these documents during and after the solicitation evaluation process. I acknowledge that release of confidential information may lead to disciplinary action against me for making improper use of confidential material released by me. Furthermore, if applicable I agree to return the confidential documents to the Procurement Officer in charge of this solicitation at the end of the evaluation process so that the material can be disposed of in a proper manner; and
4. In participating in the solicitation evaluation, I will follow the "Evaluation Guidelines" Attached hereto

Evaluator's Signature

Date

Evaluator's Printed Name:

Evaluator's Job Title:

PLEASE RETURN COMPLETED FORM TO:
sdaviswynn@lakecountyil.gov

Evaluation Guidelines

Thank you for serving in this evaluation process. The evaluation is an essential part of the selection process leading to the award of a contract. Following is a list of items to assist you in your role as an evaluator. We hope you enjoy this experience!

Do	Don't
<ul style="list-style-type: none">• Secure your offers for evaluation - these are confidential.• Read each offer carefully.• Evaluate in accord with the established criteria, qualification requirements, etc.• Be sure you do not have any conflict of interest.• Follow the numerical scoring system if applicable.• Have a reasonable, rational, and consistent basis for your scores.• Exercise independent judgment.• Be on time and focused for evaluation team meetings.• Follow through on your duties - meet time commitments and meeting schedules.• Record legible comments on why points are awarded or not awarded.• Direct questions from suppliers to the Procurement Officer.• Ask questions at team meetings for clarification.	<ul style="list-style-type: none">• Discuss the offer with others who are not a part of the evaluation process.• Discuss the offer with team members outside of the evaluation process.• Have any contact with offerers outside of the formal evaluation processes• Disclose any information to anyone except members of your evaluation team or others approved to be included in the evaluation process.• Reveal "confidential" information even after award.• Conduct independent reference checks.• Have pre-determined attitudes or opinions.

Please Note: All offers are confidential information