

**RAYFORD ROAD MUNICIPAL UTILITY DISTRICT**

1100 Louisiana Street, Suite 400

Houston, Texas 77002

713-652-6500

713-652-6515 (fax)

FROM: District Records Management Officer

TO: All Vendors or Potential Vendors

SUBJECT: Conflicts of Interest Memorandum

DATE: May 7, 2013

In 2005, the Texas Legislature imposed new disclosure requirements for all contractors and vendors doing business with governmental entities in the state. The law applies to anyone who contracts or seeks to contract with **RAYFORD ROAD MUNICIPAL UTILITY DISTRICT** (District). Governmental entities and their employees acting in their official capacity are exempt from the vendor disclosure.

If you are already a contractor or vendor of the District, you or your company may be required to file the FORM CIQ (copy enclosed). If you are uncertain about whether this requirement applies to you or your company, please consult your own advisor or legal counsel on the matter. Potential new vendors must complete and file the disclosure form with the District at the above address within 7 business days of starting contract negotiations or discussions with the District, submitting an application, responding to a request for proposals or advertisement for bids, or corresponding with or having any written communication related to any potential agreement with the District.

The following people are local government officers (directors) of the District:

**JON VALLERY  
FRANK MOORE  
BRENDON KEITH  
MICHAEL SMITH  
PAUL W. ALLI**

Thank you for your cooperation and assistance to the District.

Records Management Officer

**RAYFORD ROAD MUNICIPAL UTILITY DISTRICT**