

**ATTACHMENT 1 - CERTIFICATE - DISCLOSURE OF OWNERSHIP AND /PRINCIPALS**

**1. Definitions**

“City” means the City of Las Vegas.

“City Council” means the governing body of the City of Las Vegas.

“Contracting Entity,” means the individual, partnership, or corporation seeking to enter into a contract with the City of Las Vegas.

“Principal” means, for each type of business organization, the following: (a) sole proprietorship – the owner of the business; (b) corporation – the directors and officers of the corporation; but not any branch managers of offices which are a part of the corporation; (c) partnership – the general partner and limited partners; (d) limited liability company – the managing member as well as all the other members; (e) trust – the trustee and beneficiaries.

**2. Policy**

In accordance with Resolutions 79-99, 105-99 and RA-4-99, adopted by the City Council, Contracting Entities seeking to enter into certain contracts with the City of Las Vegas must disclose information regarding ownership interests and principals. Such disclosure generally is required in conjunction with a Request for Proposals (RFP). In other cases, such disclosure must be made prior to the execution of a contract.

**3. Instructions**

The disclosure required by the Resolutions referenced above shall be made through the completion of this Certificate. The Contracting Entity shall complete Block 1, Block 2, and Block 3. The Contracting Entity shall complete either Block 4 or its alternate in Block 5. Specific information, which must be provided, is highlighted.

**4. Incorporation**

An updated and notarized Certificate shall be incorporated into the resulting contract, if any, between the City and the Contracting entity. Upon execution of such contract, the Contracting Entity is under a continuing obligation to notify the City in writing of any material changes to the information in this Certificate. This notification shall be made within fifteen (15) days of the change. Failure to notify the City of any material change may result, at the option of the City, in a default termination (in whole or in part) of the contract, and/or a withholding of payments due the Contracting Entity.

<b>Block 1: Contracting Entity</b>	
<b>Name:</b> Information First, Inc.	
<b>Address:</b> 8605 Lenfant Place	<b>City / ST / Zip:</b> Manassas, VA 20112
<b>Telephone:</b> 703-625-9821	<b>EIN or DUNS :</b> 45-0477836
<b>Block 2: Description / Subject Matter of Contract</b>	
<b>Services for:</b> Enterprise Records Management and Warehouse Management Software and Professional Services	<b>Project Number:</b> 210026-PH

<b>Block 3:</b>	<b><u>Type of Business</u></b>
<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Other:	

**CERTIFICATE - DISCLOSURE OF OWNERSHIP AND /PRINCIPALS (CONTINUED)**

<b>Block 4: Disclosure of Ownership and Principals</b>			
In the space below, the Contracting Entity must disclose all principals (including partners) of the Contracting Entity, as well as persons or entities holding more than one-percent (1%) ownership interest in the Contracting Entity.			
	FULL NAME/TITLE	BUSINESS ADDRESS	BUSINESS PHONE
1	John Lontos, President	8605 Lenfant Place, Manassas, VA 20112	703-625-9821
2	Patrick Radoll, Owner	8605 Lenfant Place, Manassas, VA 20112	703-625-9821
3	Allen Smith, Owner	8605 Lenfant Place, Manassas, VA 20112	703-625-9821
4	Tamara Hoagland, Owner	8605 Lenfant Place, Manassas, VA 20112	703-625-9821
5	Daniel Harris, Owner	8605 Lenfant Place, Manassas, VA 20112	703-625-9821
6	Jason Steinmetz, Owner	8605 Lenfant Place, Manassas, VA 20112	703-625-9821
7			
8			
9			
10			

The Contracting Entity shall continue the above list on a sheet of paper entitled "Disclosure of Ownership and /Principals – Continuation" until full and complete disclosure is made. If continuation sheets are attached, please indicate the number of sheets: \_\_\_\_\_

**Block 5: Disclosure of Ownership and Principals – Alternate**

If the Contracting Entity, or its principals or partners, are required to provide disclosure (of persons or entities holding an ownership interest) under federal law (such as disclosure required by the Securities and Exchange Commission or the Employee Retirement Income Act), a copy of such disclosure may be attached to this Certificate in lieu of providing the information set forth in Block 4 above. A description of such disclosure documents must be included below.

Name of Attached Document: \_\_\_\_\_

Date of Attached Document: \_\_\_\_\_ Number of Pages: \_\_\_\_\_

**Contracting Party Certification (Notarized signature required in event of contract award per section 4, "Incorporation")**

I certify under penalty of perjury, that all the information provided in this Certificate is current, complete and accurate. I further certify that I am an individual authorized to contractually bind the above named Contracting Entity.

*John Lontos*

\_\_\_\_\_  
Signature

April 5, 2021

\_\_\_\_\_  
Date

Subscribed and sworn to before me this 5 day of April, 2021

\_\_\_\_\_  
Notary Signature

**CHERI M BAIZE**  
 Notary Public - State at Large  
 State of Kentucky  
 Notary ID # 590740  
 My Commission Expires Nov. 17, 2021