



**Cleburne Independent School District**  
**Attn: Purchasing Department**  
**505 N. Ridgeway, Ste. 100**  
**Cleburne, Texas 76033**  
**Phone: 817-202-1100**  
**Fax: 817-202-1461**

## **Vendor Application Information and Instructions**

Cleburne ISD, as well as all other school districts in the State of Texas, is governed by the state competitive bid law, Texas Education Code (TEC) 44.031.

When CISD buys more than \$50K of “like items” over the period of a fiscal year (July 1-June 30), we are required to either bid (bid specs, formal advertisement, evaluation & award), or purchase through a purchasing cooperative. A purchasing cooperative typically goes through the same bid steps in a process to award bids/select vendors as a member of their cooperative.

In defining “like items”, the TEC considers items like technology (computers, printers, peripherals, network items) athletic supplies (helmets, workout gear, equipment, uniforms) to be a good example of the intent of “like items”. Annually, CISD bids for athletic supplies, classroom/office/teaching supplies, custodial supplies, a fuel supplier, property/liability insurance and copy paper. When a vendor for these type items does not participate in the annual bid process, that vendor will need to wait on the next bid opportunity. Please check the website. You may also register on Public Purchase to receive emails.

There are times the district will need to add vendors for certain items that are not submitted for bid, items that fall under the \$50K aggregate. In this case we will need the vendor to fill out three (3) forms. These forms are the Vendor Request Form, a W-9 and the Conflict of Interest Questionnaire (see attached). Please mail these forms to the address above, or fax them to 817-202-1461. If you have any questions, please contact the Purchasing Department at 817-202-1118.

Thank you for your interest in doing business with Cleburne ISD

**VENDOR APPLICATION FORM**

Name of Company/Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Name of Representative/Contact: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Company Website: \_\_\_\_\_

Area(s) of Procurement for the company is requesting consideration: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is your company a member of any Purchasing Cooperative? (Ex: TASB Buyboard, TCPN, EPCNT, TIPS USA, Region XI, etc):       YES       NO

If answer is yes, please list your company's purchasing cooperative affiliations: \_\_\_\_\_

\_\_\_\_\_

Are you a Sole Source Vendor for the procurement areas you listed?       YES       NO

If the answer is YES, and you would like to sell goods to Cleburne ISD as a Sole Source Vendor, please fill out the attached Sole Source Affidavit.

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1	Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2	Business name/disregarded entity name, if different from above	
3	Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
5	Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6	City, state, and ZIP code	
7	List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>											
				-			-				
<b>or</b>											
<b>Employer identification number</b>											
						-					

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



Approved: _____
Exp. Date: _____
For office use only.

## SOLE SOURCE AFFIDAVIT

*Must be notarized to be valid.*

Before me on this day \_\_\_\_\_, the undersigned official, personally appeared, a person known to me to be the person whose signature appears below, who after being duly sworn upon his oath deposed and said:

"My name is \_\_\_\_\_. I am over the age of 18, have never been convicted of a crime, and am competent to make this affidavit."

"I am an authorized representative of the following company or firm: \_\_\_\_\_."

The above-named company or firm is the sole source of the following item(s) or product(s) (Attach additional sheets if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

"Competition in providing the above-named item(s) or product(s) is precluded by the existence of a patent, copyright, secret process, or monopoly." Please check all that apply.

- Patent
                 
  Copyright
                 
  Secret Process
                 
  Monopoly

"There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function and there is only one price for the above-named item(s) or product(s) because of exclusive distribution or marketing rights."

**Please print or type the following:**

Company Name: _____	Tax ID#: _____
Address: _____	Phone: _____
City _____	Fax: _____
State _____ Zip Code _____ - _____	Email: _____
Sales Rep: _____	Website: _____
Discount: _____ Min. Order _____	Shipping Charges: _____

Texas Education Code Subchapter B., Sec. 44.031

- X. Without complying with Subsection (a), the board of trustees of a school district may purchase an item that is available from only one source including:
  - A. an item for which competition is precluded because of the existence of a patent, copyright, secret process, or monopoly;
  - B. a film, manuscript, or book;
  - C. a utility service including electricity, gas, or water; and
  - D. a captive replacement part or component for equipment.
- XI. The exceptions provided by Subsection (j) do not apply to mainframe data-processing equipment and peripheral attachments with a single-item purchase in excess of \$ 15,000.00.

\_\_\_\_\_  
Signature



SUBSCRIBED AND SWORN to before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

_____ Print Name	_____ Notary Public Signature	_____ Commission Expires
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