

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 the attached forms. Please email these forms to htodd@c-isd.com, 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:	Address:				
City/State/Zip:					
Name of Representative/Contact:					
Title:	Phone:				
Fax:	Email:				
Company Website:					
Area(s) of Procurment for the company is re					
			enement of the second of the second of the second		
Is your company a member of any Purchasir TIPS USA, Region XI, etc): □ YES If answer is yes, please list your company's p	ng Cooperative? (Ex: TASB Buy	yboard, TCPN, EPo	CNT,		
Are you a Sole Source Vendor for the procui		□ YES	□ NO		
If the answer is YES, and you would like to splease fill out the attached Sole Source Affic	. 	a Sole Source Ven	dor,		



Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

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

	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	
n page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	certain entities, not individuals; see instructions on page 3):
e. ns or	☐ Individual/sole proprietor or ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estat single-member LLC	Exempt payee code (if any)
typ	Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶	
Print or type. Specific Instructions on page	Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not che LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC is disregarded from the owner should check the appropriate box for the tax classification of its owner.	is code (if any)
ecif	Other (see instructions) ▶	(Applies to accounts maintained outside the U.S.)
See Sp	5 Address (number, street, and apt. or suite no.) See instructions. Requester's nar	ne and address (optional)
0)	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	
Pai		
	your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid pwithholding. For individuals, this is generally your social security number (SSN). However, for a	security number
reside	ent alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other is, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a</i>	
TIN, la	<u></u>	
	The decedant is in more than one manne, eee the methodische for mile 117 ties eee 77 hat 14 hard and	yer identification number
Numb	per To Give the Requester for guidelines on whose number to enter.]-
Par	t II Certification	
Unde	penalties of perjury, I certify that:	
	e number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be	
Sei	n not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not bee vice (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or 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.

	or abandonment of secured property, cancellation of debt, contributions to an individual ret interest and dividends, you are not required to sign the certification, but you must provide yo	0 (// 0)/ 1
Sign Here	Signature of U.S. person ▶	Date ▶

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*.

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.

Print Name	Notary F	Public Signature	Commission Expires
SUBSCRIBED AND SWORN to be	fore me on this	day of	·
		Signa	ture
available from only one sou A. an item for which o or monopoly; B. a film, manuscript, C. a utility service incl D. a captive replacem	ubsection (a), the bource including: competition is precluding or book; uding electricity, gas, tent part or componer by Subsection (j) do r	led because of the existend , or water; and nt for equipment. not apply to mainframe da	ol district may purchase an item that is ce of a patent, copyright, secret process, ta–processing equipment and peripheral
Discount:Min. C	Order	Shipping Charges:_	
Sales Rep:			
State Zip Code		Email:	
City			
Address:		Phone:	
Company Name:	-	type the following: Tax ID#:	
"There is/are no other like item(s) function and there is only one price marketing rights."			
☐ Patent ☐	Copyright	☐ Secret Process	☐ Monopoly
"Competition in providing the above copyright, secret process, or monoper			ded by the existence of a patent,
The above-named company or firm sheets if necessary):	is the sole source	ce of the following item	n(s) or product(s) (Attach additional
"I am an authorized representative o	_		
"My name is I am over the age of 18, have never been convicted of a crimand am competent to make this affidavit."			
		-	·
Before me on this day me to be the person whose signature			

CLEBURNE INDEPENDENT SCHOOL DISTRICT EDGAR COMPLIANCE

The following provisions are required and apply when federal funds are expended by Cleburne ISD for any contract resulting from this procurement process. The Cleburne ISD is the subgrantee or subrecipient by definition.

In addition to other provisions required by the federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, is applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000 which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide such sanctions and penalties as appropriate.

Pursuant to Federal Rules (A) above, when federal funds are expended by Cleburne ISD, Cleburne ISD reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

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Does vendor agree?	YES	Initials of Authorized Representative of Vend	rot

(B) Termination or cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

Pursuant to Federal Rules (B) above, when federal funds are expended by Cleburne ISD, Cleburne ISD reserves all rights and to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Vendor, in the event vendors fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. Cleburne ISD also reserves the right to terminate the contract immediately, with written notice to vendor, for convenience, if Cleburne ISD believes, in its sole discretion that it is in the best interest of Cleburne ISD to do so. The vendor will be compensated for work performed and accepted and goods accepted by Cleburne ISD as of the termination date if the contract is terminated for convenience of Cleburne ISD. Any award under this procurement process is not exclusive and Cleburne ISD reserves the right to purchase goods and services from other vendors when it is in the best interest of Cleburne ISD.

Does vendor agree?	YES	Initials of Authorized	Representative of Vendor

(F) Rights to Inventions Made Under a Contract Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement, "; the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by Cleburne ISD, the vendor certifies that during the term of an award for all contracts by Cleburne ISD resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does vendor agree?	VES	Initials of Authorized Representative of Vendor
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(G)	Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended – Contracts
	and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to
	comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the
	Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding
	agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by Cleburne ISD, the vendor certifies that during the term of an award for all contracts by Cleburne ISD resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does vendor agree?	YES	Initials of Authorized Re	presentative of Vendor

(H) Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the system for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p.235), "Debarment and Suspension". SAM exclusions contain the names of parties debarred, suspended or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (H) above, when federal funds are expended by Cleburne ISD, the vendor certifies that during the term of an award for all contracts by Cleburne ISD resulting from this procurement process, the vendor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Does vendor agree?	YES	Initials of Authorized Representative of Vendor
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(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) – Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certified to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that take place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (I) above, when federal funds are expended by Cleburne ISD, the vendor certifies that during the term and after the awarded term of an award for all contracts by Cleburne ISD resulting from this procurement process, the vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- (1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds to all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Does vendor agree? YES	Initials of Authorized Representative of Vendor
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RECORD RETENTION REQUIREMENTS FOR CONTRACTS PAID FOR WITH FEDERAL FUNDS – 2 CFR § 200.333

When federal funds are expended by Cleburne ISD for any contract resulting from this procurement process, the vendor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The vendor further certifies that vendor will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

applicable, and all other pending matters are closed.		
Does vendor agree? YES Initials of Authorized Representative of Vendor		
CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT		
When federal funds are expended by Cleburne ISD for any contract resulting from this procurement process, the vendor certifies that it will be in compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance wit the Energy Policy and Conservation Act (42 U.S.C. 6321, et seq.; 49 C.F.R. Part 18; Pub. L. 94-163, 89 Stat. 871).		
Does vendor agree? YES Initials of Authorized Representative of Vendor		
CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS		
Vendor certifies that vendor is in compliance with all applicable provisions of the Buy America Act. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition. Does vendor agree? YES Initials of Authorized Representative of Vendor		
CERTIFICATION OF NON-COLLUSION STATEMENT		
Vendor certifies under penalty of perjury that its response to this procurement solicitation is in all respects bona fide, fair, and made without collusion or fraud with any person, joint venture, partnership, corporation or other business or legal entity.		
Does vendor agree? YES Initials of Authorized Representative of Vendor		
Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.		
Company Name:		
Address:		
City: State: Zip:		
Phone Number: Fax #:		

Date: ____

Email Address:

Signature of Authorized Representative:

Printed Name of Authorized Representative:

Felony Conviction Notification

Note: If this is a publicly-held company, you may skip this page

State of Texas Legislative Senate Bill No.1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or as owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

I the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

VENDOR'S NAME		
AUTHORIZED COMPANY OFFICIAL'S NAME (PRINTED)		
A.	My firm is a publicly held corporation; therefore, this reporting requirement is not applicable	
	Signature of Company Official:	
В.	My firm is not owned or operated by anyone who has been convicted of a felony:	
	Signature of Company Official:	
C.	My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:	
	Name of Felon(s):	
	Details of Conviction(s):	