

Canton Independent School District

225 W. Elm Street, Canton, TX 75103 www.cantonisd.net 903-567-4179 fax 903-567-2370

Larry Davis Superintendent

Julie Fisher Curriculum Director

Nerissa Erickson Federal Programs Director

Denise Stone Business Director

Joe Nicks Principal Canton High School 1110 West Hwy. 243 Canton, TX 75103 903-567-6561 903-567-5222 (fax)

Amy Autry Principal Canton Jr. High School 1115 S. Buffalo Canton, TX 75103 903-567-4329 903-567-1298 (fax)

Sandra Dunlap Principal Canton Intermediate 1190 West Hwy. 243 Canton, TX 75103 903-567-6418 903-567-2956 (fax)

Kelly Lamar Principal Canton Elementary 1163 S. Buffalo Canton, TX 75103 903-567-6521 903-567-5373 (fax) Re: Canton ISD Vendor List

To Whom It May Concern:

Thank you for your interest in doing business with Canton Independent School District. Canton Independent School District, as well as all other school districts in the State of Texas, is governed by the state competitive bid law. CISD has chosen to allow purchasing coops across the state to conduct the competitive bidding process on our behalf. Therefore, the majority of our purchasing is done via purchasing cooperatives. CISD participates in the Region VII purchasing cooperative, Texas Buy Board, and the TXMAS contracts through the State of Texas. Please refer to each individual cooperatives website for more information on having your business placed on the list.

On occasion it becomes necessary to competitively bid products. The purpose and intent for the competitive bidding process is to help public schools obtain the best products at the lowest practical prices in the best interest of the taxpayers by stimulating competition. Canton ISD is committed to fair and equal competition among all vendors. In addition, the state competitive bid law does not allow favoritism to be shown to any vendor.

If your business provides a service or product that cannot be obtained elsewhere, Canton ISD can make purchases if the requirements listed in the Texas Education Code Subchapter B, Sec. 44.031 attached). If you meet these requirements the attached Sole Source Form needs to be completed and submitted to the business office.

If your business participates in one of the aforementioned coops there are forms attached that are needed in our business office in order for you to be placed in our vendor database. The W-9 only needs to be filled out if you are not incorporated. The Conflict of Interest would be filled out if you have a relationship (whether business or personal) with one of CISD's Board Members or its Superintendent.

The Texas Education Agency and Canton ISD requires that all services rendered or supplies purchased have an approved purchase order number <u>before</u> the order is placed. Any invoice received by our business office that does not have an approved purchase order number will be considered a personal agreement between the vendor and the purchaser (no exceptions).

Please do not hesitate to contact us if you have any questions regarding this matter.

Sincerely,

Denise Stone Business Director

The Canton Independent School District encourages participation by all vendors and does not discriminate against any vendor because of race, color, national origin, age, religion, gender or handicapping condition

Canton ISD <u>New Vendor</u> <u>Information</u>

224 West Elm * Canton, TX 75103 Fax to: 903-567-2370 Attention: Serena Woodward or Denise Stone

Vendor is on the approved Region	VII, TASB Buy Bo	ard List, or TXI	
Vendor #			() == == == = = = = = = = = = = = = = =
Company Name:			
Remit To: Address:			
City:	State:	Zip:	
Phone:			
Fax:			
Order From: Address:			
City:	State:	Zip:	
Phone:			
Fax:			
Tax ID:			
1099 Vendor: Yes or No	(Please fill o	ut the attached N	N-9 if yes)

Person to notify when Vendor has been added:

Name:	Location:
Phone:	Fax:
Added in system by:	Date:

CONFLICT OF INTEREST QUESTIONNAIRE For vendor or other person doing business with local governmental entit	FORM CIQ
This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.	OFFICE USE ONLY
This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).	Date Received
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. <i>See</i> Section 176.006, Local Government Code.	
A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.	
1 Name of person who has a business relationship with local governmental entity.	
2 Check this box if you are filing an update to a previously filed questionnaire.	
(The law requires that you file an updated completed questionnaire with the applater than the 7th business day after the date the originally filed questionnaire become	i i i
3 Name of local government officer with whom filer has employment or business relationshi	p.
Name of Officer	
This section (item 3 including subparts A, B, C & D) must be completed for each office employment or other business relationship as defined by Section 176.001(1-a), Local Govern pages to this Form CIQ as necessary.	
A. Is the local government officer named in this section receiving or likely to receive taxable i income, from the filer of the questionnaire?	ncome, other than investment
Yes No	
B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than inve direction of the local government officer named in this section AND the taxable income is governmental entity?	
Yes No	
C. Is the filer of this questionnaire employed by a corporation or other business entity wi government officer serves as an officer or director, or holds an ownership of 10 percent or me	
Yes No	
D. Describe each employment or business relationship with the local government officer nar	ned in this section.
4	
Signature of person doing business with the governmental entity	Date

Adopted 06/29/2007

Departn	Request for Taxpayer November 2005) ariment of the Treasury and Revenue Service		Give form to the requester. Do not send to the IRS.	
page 2.		on your income tax return)		
Print or type c Instructions on	Check appropriate Address (number,	box: Individual/ Sole proprietor Corporation Partnership Other street, and apt. or suite no.)	Requester's name and add	Exempt from backup withholding dress (optional)
Prii Specific In	City, state, and ZI	P code		
See S	List account numb	er(s) here (optional)		
Par	Taxpaye	er Identification Number (TIN)	······································	
Enter	vour TIN in the ap	propriate box. The TIN provided must match the name given on Line 1	o avoid Social securit	y number

backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Socia	l se	curity r	number				
		+	<u> +</u>				
			or				
Emple	oyer	identif	ication	nun	nber		
	L.	1				ł	

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

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. person (including a U.S. resident alien).

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 on page 4.)

Sign Here	Signature of U.S. person ►	Date 🕨	

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

• An individual who is a citizen or resident of the United States,

• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

• Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

• The U.S. owner of a disregarded entity and not the entity,

Cat. No. 10231X

Canton Independent School District 225 West Elm * Canton, TX. 75103 903-567-4179 * (Fax) 903-567-2370

CONFIRMATION OF SOLE SOURCE COMPLIANCE BY VENDOR

Texas Education Code Subchapter B., Sec. 44.031 (copy attached)

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 in Subsection (j) do not apply to mainframe data processing equipment and peripheral attachments with a single purchase price in excess of \$15,000.

TO BE COMPLETED BY VENDOR:

We have carefully reviewed the Texas Education Code Subchapter B., Sec 44.031 and herby certify that we meet and comply with Sections X and XI of the aforementioned code for the sale of:

We further certify that pricing offered to Canton Independent School District is the lowest pricing available to any district and/or agency of similar size and/or district with a similar volume of product.

Company:				
Address:				
Telephone #		Fax #		
Authorized Signature:				
Title:				
Certified this	day of	, 200, by		
			Notary Public	

(j) 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:

- 1. an item of which competition is precluded because of the existence of a patent, copyright, secret process, or monopoly;
- 2. a film, manuscript, or book;
- 3. a utility service, including electricity, gas, or water;
- 4. a captive replacement part or component for equipment.

(k) The exceptions provided by Subsection (j) do not apply to mainframe data processing equipment and peripheral attachments with a single-item purchase price in excess of \$15,000.

(1) Each contract proposed to be made by the board of trustees of a school district for the purchase or lease of one or more school buses, including a lease with an option to purchase, must be submitted to competitive bidding when the contract is valued at \$20,000 or more.

Added by Acts 1995, 74th Leg., ch. 260, Sec 1, eff. May 30, 1995.

Amended by Acts 1997, 75th Leg., ch. 1179, Sec 1, eff. Sept 1, 1997.