



Canton Independent School District

225 W. Elm Street, Canton, TX 75103
www.cantonisd.net

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fax 903-567-2370

Larry Davis
Superintendent

Julie Fisher
Curriculum Director

Nerissa Erickson
Federal Programs
Director

Denise Stone
Business Director

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Principal
Canton High School
1110 West Hwy. 243
Canton, TX 75103
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Principal
Canton Elementary
1163 S. Buffalo
Canton, TX 75103
903-567-6521
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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 before 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

Canton ISD New Vendor Information

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 Board List, or TXMAS: _____ **(yes or no)**

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 out the attached W-9 if yes)

Person to notify when Vendor has been added:

Name: _____ **Location:** _____

Phone: _____ **Fax:** _____

Added in system by: _____ **Date:** _____

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

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).

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. See 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.

OFFICE USE ONLY

Date Received

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 appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

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Signature of person doing business with the governmental entity

Date

Canton Independent School District

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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 hereby certify that we meet and comply with Sections X and XI of the aforementioned code for the sale of:

Two horizontal lines for text entry.

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: _____

Horizontal line for text entry.

Telephone # _____

Fax # _____

Authorized Signature: _____

Title: _____

Certified this _____ day of _____, 200____, by _____

Notary Public

Notary Seal

Texas Education Code, Subchapter B, Sec. 44.031

(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.

(l) 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.