

Brenham Independent School District

Business and Finance Department 711 E. Mansfield St., Brenham, Texas 77833 979-277-3700 Fax 979-277-3711

VENDOR INFORMATION PACKET:

PLEASE READ THE FOLLOWING: Texas Education Code 44.031 requires that purchases by school districts that are \$50,000 or more in an aggregate over a 12 month period shall be competitively bid or meet other requirements. Bid requirements are based on commodity groups. If the vendor's goods or services fall into a commodity that competitive bidding is required, the District must use a vendor that has complied with the bidding process.

Brenham ISD is currently a member of several purchasing cooperatives. In addition, the District advertises bid opportunities for commodities that require a competitive process.

For Bid Opportunities: Interested vendors should check the Business and Finance Department's website for current bid opportunities with the District. For current bid opportunities with the cooperative purchasing alliances that Brenham ISD is a member, please check with each cooperative individually. A list and website link to each cooperative is provided on the Business and Finance Department's website.

The 84th Texas Legislature recently passed HB 1295, which enacted Section 2252.908, Texas Government Code. This new law prohibits a governmental entity or state agency from entering into certain contracts with a business entity unless the business entity first submits a disclosure of interested parties. All contracts entered into on or after January 1, 2016 that (i) require an action or vote by the governing body of the governmental entity, or (ii) have a value in excess of \$1 million. Specific guidance on what information business entities must disclose, as well as more information about completing Form 1295, may be found on the Texas Ethics Commission website at: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

Please print and fill out the Vendor Application, Form W-9, and Conflict of Interest (CIQ) Form. Email completed application to: business@brenhamk-12.net or Fax to: 979-277-3711. If you have any questions please call 979-277-3700.

Regards,
Darrell St. Clair
Chief Financial Officer
Brenham ISD
www brenhamisd net



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VENDOR APPLICATION

Company Name:						
Contact Name and Title:						
Address:						
City:	State: Zip:					
Phone number:	Fax:					
Email:						
Tax ID number:	D&B D-U-N-S number:					
1099 Eligible: Yes No						
Type: EIN number:	or SS number:					
Business: DBA LLC Corp.						
Description of Commodities or Services you will be interested in :						
	er of:					
What Brenham ISD Campus/Dept conta						
Will you accept a District Purchase Ord	ler? Yes No					
REMIT TO ADDRESS:						
City:	State: Zip:					



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VENDOR ACH PAYMENT AUTHORIZATION FORM

1. Please Check One:				
☐ NEW ACH ☐ CHANGE ACH ☐ CANCEL ACH				
2. Vendor/Payee Information				
Name:				
Address:				
TIN/EIN or SSN:				
Contact Person's Name:				
Telephone Number:				
Email Address:				
3. Financial Institution Information				
Bank Name:				
Bank Address:				
Name on Bank Account:				
Bank Account Number:				
Routing Number:				
Type of Account: Checking Savings				
4. Approvals/Authorizations - I certify that the information provided on this form is correct, and I hereby authorize Brenham Independent School District, Business Office to electronically deposit payments to the bank account designated above. It is my responsibility to notify BISD B.O. at business@brenhamk-12.net or (979) 277-3700 immediately if I believe there is a discrepancy between the amount deposited to my bank account and the amount of the invoice(s) paid. I understand that I must notify BISD B.O. in writing immediately of any changes in status or banking information. I understand that this authorization will remain in full force and effect until BISD B.O. has received written notification requesting a change or cancellation and has had reasonable opportunity to act on it, which should take no longer than seven (7) to ten (10) business days.				
Print Name: Signature: Date:				

Please return completed form via email: business@brenhamk-12.net

Form W-9
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

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.

	1 Name (as shown on your income tax return). Name is required on this line	do not leave this line blank	ej .		
3	2 Business name/disregarded entity name, if different from above				
Print or type. secific instructions on page	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check on following seven boxes. Individual/sole proprietor or C Corporation S Corporation Partnership Single-member LLC Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) Note: Check the appropriate box in the line above for the tax classification of the single-member owner. LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-mem is disregarded from the owner should check the appropriate box for the tax classification of its owner. Other (see instructions) ▶			(Applies to accounts maintained outside the U.S.)	
99	5 Address (number, street, and apt. or suite no.) See instructions.		Hequester's name a	and address (optional)	
S	6 City, state, and ZIP code				
7	List account number(s) here (optional)		2		
	Sand Sand Sand Sand Sand Sand Sand Sand				
Part	Taxpayer Identification Number (TIN)			100 - 12-1	
Enter yo	our TIN in the appropriate box. The TIN provided must match the n	ame given on line 1 to a	void Social sec	curity number	
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 <i>How to get a</i>					
TIN, late			or		
	Note: If the account is in more than one name, see the instructions for line 1. Also se		and Employer	r Identification number	
Numbe	r To Give the Requester for guidelines on whose number to enter.				
Part	Certification				
Under p	penalties of perjury, I certify that:	43 54 WG MONTHONS	TI OFFICE	- 100 Dec 340	
2. I am Servi no lo	number shown on this form is my correct taxpayer identification nu not subject to backup withholding because: (a) I am exempt from to ce (IRS) that I am subject to backup withholding as a result of a failinger subject to backup withholding; and a U.S. citizen or other U.S. person (defined below); and	ackup withholding, or (b) I have not been n	otified by the Internal Revenue	
	ATCA code(s) entered on this form (if any) indicating that I am exe	met from EATCA reporti	na is correct		
	ation instructions. You must cross out item 2 above if you have been			iset to backup withholding because	
you hav acquisit	e failed to report all interest and dividends on your tax return. For real ion or abandonment of secured property, cancellation of debt, contrib an interest and dividends, you are not required to sign the certification	estate transactions, item : utions to an individual reti	2 does not apply. For rement arrangement	or mortgage interest paid, t (IRA), and generally, payments	
Sign Here	Signature of U.S. person ▶		Date ►		
Gen	eral Instructions	Form 1099-DIV (d funds)	ividends, including	those from stocks or mutual	
Section noted.	references are to the Internal Revenue Code unless otherwise	Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)			
related	developments. For the latest information about developments to Form W-9 and its instructions, such as legislation enacted	Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) Form 1099-S (proceeds from real estate transactions)			
after the	ey 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-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.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

	The second second second
This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.	OFFICE USE ONLY
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor 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 vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.	
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.	
Name of vendor who has a business relationship with local governmental entity.	
Check this box if you are filing an update to a previously filed questionnaire. (The law recompleted questionnaire with the appropriate filing authority not later than the 7th business you became aware that the originally filed questionnaire was incomplete or inaccurate.)	
Name of local government officer about whom the information is being disclosed.	
Name of Officer	
Describe each employment or other business relationship with the local government office.	
A. Is the local government officer or a family member of the officer receiving or like other than investment income, from the vendor? Yes No B. Is the vendor receiving or likely to receive taxable income, other than investment.	income, from or at the direction
of the local government officer or a family member of the officer AND the taxable in local governmental entity? Yes No	icome is not received from the
Describe each employment or business relationship that the vendor named in Section 1 ma other business entity with respect to which the local government officer serves as an of ownership interest of one percent or more.	
Check this box if the vendor has given the local government officer or a family member of as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.00	
7	
Signature of vendor doing business with the governmental entity	ate

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at http://www.statutes.legis.state.tx.us/ Docs/LG/htm/LG.176.htm. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:
 - (2) the vendor:
 - (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that
 - a contract between the local governmental entity and vendor has been executed;
 or
 - (ii) the local governmental entity is considering entering into a contract with the vendor:
 - (B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:
 - (i) a contract between the local governmental entity and vendor has been executed; or
 - (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:
 - has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
 - (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
 - (3) has a family relationship with a local government officer of that local governmental entity.
- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:
 - (1) the date that the vendor:
 - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
 - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
 - (2) the date the vendor becomes aware:
 - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
 - (B) that the vendor has given one or more gifts described by Subsection (a); or
 - (C) of a family relationship with a local government officer.