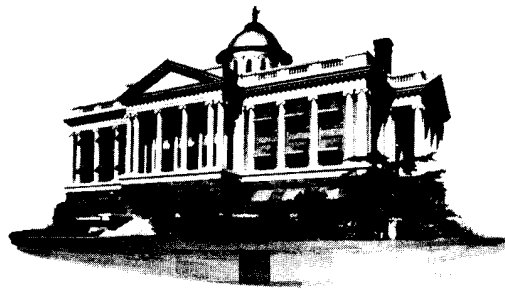


VENDOR INFORMATION AND FORMS



ANDERSON COUNTY
AUDITOR'S OFFICE
703 N. MALLARD ST.
SUITE 110
PALESTINE, TX. 75801

Denise Walding – Asst. Auditor
dwalding@co.anderson.tx.us
903-723-7448

www.co.anderson.tx.us

MISSION

The Anderson County Purchasing Department is committed to:

- Ensuring compliance with the County Purchasing Act as well as other federal, state, and local laws applying to Purchasing.
- Providing equal access to all vendors participating through competitive acquisition of goods and services.
- Providing and ongoing supply of quality goods and services to all County offices.
- Accounting for all County assets through an effective fixed asset management system.
- Protecting the interests of Anderson County taxpayers without regard to any undue influence or political pressures.

GOALS OF PUBLIC PURCHASING

Public purchasing has several goals including but not limited to:

- Purchasing the proper goods and services.
- Obtaining the best possible price for goods and services, without sacrificing the quality needed.
- Ensuring goods and services are available where and when needed and there is a continuing supply available.
- Guard against the misappropriation of assets that have been acquired through the procurement process.

ETHICAL STANDARDS AND RELATIONSHIPS

Public employees should conduct themselves in such a manner as to foster public confidence in the integrity of Anderson County's purchasing process. To achieve this purpose, it is essential that person or companies doing business with Anderson County observe the ethical standards prescribed:

- It shall be a breach of ethics to attempt to realize personal gain through public employment with Anderson County by any conduct inconsistent with the proper discharge of the employee's duties.
- It shall be a breach of ethics to attempt to influence any public employee of Anderson County to breach the standards of ethical conduct set forth in this code.
- It shall be a breach of ethics for any employee of Anderson County to participate directly or indirectly in a procurement when the employee knows that:
 - The employee or any member of the employee's immediate family has a financial interest pertaining to the purchase.
 - A business or organization in which the employee or any member of the employee's immediate family has a financial interest in the purchase.
 - Any other person, business or organization with whom the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment and is involved in the procurement.
- It shall be a breach of ethics to offer, give, or agree to give any employee or former employee of Anderson County, or for any employee of Anderson County to solicit,

demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendations, preparation of any part of a program requirement or purchase request, influencing the content of any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitations or proposal therefore pending before this County.

- It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for Anderson County, any person associated therewith, an inducement for the award of a subcontract or order.
- It shall be a breach of ethics for any employee or former employee of Anderson County knowingly to use confidential information for actual or anticipated personal gain, or the actual or anticipated gain of any person.

Note: These common standards of ethics have been reproduced from the Model Procurement Code for State and Local Governments developed by the Texas State Comptroller's Office.

STATEMENT OF PURCHASING POLICY

It is the policy of Anderson County that all purchasing shall be conducted strictly on the basis of economic and business merit to best promote the interests of citizens of Anderson County. Anderson County encourages free and unrestricted competition on all bid requests and purchases ensuring the taxpayers the best possible return on each dollar. All contracts and purchases shall be handled so as to obtain the best value for the County, with bids and quotes solicited whenever practical. Elected Officials or County Employees shall not purchase supplies, materials, or equipment of any kind for personal use through Anderson County.

The responsibility of purchasing ultimately rests with the Commissioners Court. The Purchasing Agent, as an agent of the Commissioners Court, aids in the purchasing process but is subject to the Court's direction as to reasonable specifications and maximum prices on items to be purchased. Purchasing is reviewed by the County Auditor acting as the Purchasing Agent.

The County strives to develop effective relationships with vendors and encourages full and open competition wherever possible. All vendors are afforded equal opportunity to participate in public bidding. To accomplish this intent, all contracts between the County and the vendor should be coordinated through the purchasing department.

The Texas State Legislature has passed and made a part of the Local Government Code, Section 262, more commonly known as the County Purchasing Act. It shall be the policy of Anderson County to fully comply in all aspects with the rules, regulations, and procedures, as they appear and are amended from time to time, in that act.

Furthermore, it is the intention of the Anderson County Commissioners Court that all individuals within each department directly or indirectly involved in the purchasing function shall follow the purchasing policies and procedures approved and adopted by the Commissions Court as outlined in this manual.

DOING BUSINESS WITH ANDERSON COUNTY

BUSINESS

NAME: _____

PLEASE CIRCLE ONE:

YES I would like to do business with Anderson County

NO I cannot provide Anderson County with goods or services

OWNER/GENERAL MANAGER

PRINT NAME

VENDOR INFORMATION

CONTACT NAME: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____

FAX: _____

EMAIL: _____

TAX ID#: _____

SERVICES PROVIDED: _____

*****PLEASE COMPLETE THE W9 , CONFLICT OF INTEREST, PAYMENT TERMS AND REFERENCES ATTACHED. ALSO PLEASE PROVIDE A COPY OF YOUR CURRENT INSURANCE CERTIFICATE*****

PAYMENT TERMS

The Prompt Payment Law (Texas Government Code Chapter 2251) establishes when payments are due. This law stipulates a payment is due for goods or services 30 days from the date goods/services are completed or a correct invoice is received, whichever is later.

To ensure timely payment, invoices along with appropriate supporting documentation should be mailed directly to the Anderson County Auditor's Office, Attn: Accounts Payable, 703 N. Mallard St., Ste 110, Palestine, Tx. 75801 and not to a department or other location.

I have read and understand that payments from Anderson County will be governed by Texas Government Code.

Signature & Printed Name

REFERENCES

1. _____
Name

Address

City, State, Zip Code

2. _____
Name

Address

City, State, Zip Code

3. _____
Name

Address

City, State, Zip Code

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

OFFICE USE ONLY

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

Date Received

By law this questionnaire must be filed with the records administrator of the local government 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 violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

1 Name of person doing business 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 September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3

Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.

4

Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this of this questionnaire.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

Page 2

5

Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, Item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. 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 from the filer of the questionnaire?

- Yes
- No

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

- Yes
- No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government office serves as an officer or director, or holds an ownership of 10 percent or more?

- Yes
- No

D. Describe each affiliation or business relationship.

6

Describe any other affiliation or business relationship that might cause a conflict of interest.

7

Signature of person doing business with the governmental entity

Date

**Request for Taxpayer
Identification Number and Certification**

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <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) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
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 the "Name" line to avoid 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.

Social security number								

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

Employer identification number								

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 on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

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

Future developments. The IRS has created a page on irs.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

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, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

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. 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, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and 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.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 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 section 1446 withholding on your share of partnership income.

