



NOTICE TO ALL BIDDERS

1. Please read the bid carefully. Even if you have responded to this bid in the past, there may be important changes or new information. Some of these may be significant.
2. Please make sure your envelope is addressed correctly. Information on this is included in the bid packet.
3. **Bidder** is the company name not the person completing the bid.
4. All blanks need to be filled in. If documents are not completed correctly, the bid may be disqualified.
5. Please return **ALL PAGES** of this bid packet back to us to be considered a completed bid.
6. HB1295 needs to be completed online, and a copy must be returned with your bid packet with the bottom of the 1295 filled out and signed.
7. Bid **MUST** be signed by a person having the authority to bind the business in a contract with Anderson County.
8. All proposals must be received in the Auditor's Office **before** the opening date and time. Bids received after the deadline will not be considered for the contract and shall be considered void and unacceptable.
9. To remain active in the Anderson County Vendor list, each vendor receiving this bid must respond in some form, Vendors submitting a bid must meet or exceed all specifications herein. Vendors submitting a "NO BID" must submit their reason in writing to Anderson County Auditor's Office.
10. Any changes in the specifications will be posted on the County website as an addendum. It shall be the bidder's responsibility to check the website prior to the opening date to verify whether any addendums have been posted. Anderson County Website:
<https://www.co.anderson.tx.us/page/anderson.CA.Purchasing>

Anderson County appreciates your time and effort in preparing a bid. We look forward to hearing from you.



ANDERSON COUNTY

INVITATION TO BID

GASOLINE AND DIESEL FUEL

Anderson County is soliciting bids for the gasoline and diesel fuel as set forth in this Invitation to Bid.

All bids must be received in the office of:

**MEGAN LAMBRIGHT
COUNTY AUDITOR
ANDERSON COUNTY COURTHOUSE ANNEX
703 N. MALLARD ST., STE. 110
PALESTINE, TX 75801**

On or before:

**10:00 A.M.
TUESDAY
SEPTEMBER 30, 2025**

BIDS RECEIVED LATER THAN THE TIME AND DATE SET FORTH ABOVE WILL NOT BE CONSIDERED FOR AWARD; BUT INSTEAD, WILL REMAIN UNOPENED AND WILL BE RETURNED TO VENDORS WHEN POSSIBLE.

BIDS SHOULD BE IN A SEALED ENVELOPE
CLEARLY MARKED WITH THE BID TITLE

Any questions or requests for additional information should be directed to:

**MISTY ELLISON
ASSISTANT COUNTY AUDITOR
PHONE: (903) 723-7449
mellison@co.anderson.tx.us**

Name of Company submitting bid _____

TERMS AND CONDITIONS

PLEASE READ CAREFULLY

1. **COMPLETE BID PACKAGE** must be received in the County Auditor's Office, Anderson County Courthouse Annex, 703 N. Mallard St., Ste. 110, Palestine, Texas 75801 no later than **10:00 A.M. on SEPTEMBER 30, 2025**. Public opening of the bids will be held at that time. *If vendor chooses to send electronically it will be the responsibility of the vendor to ensure the bid package is received by the county.

2. Carefully read all portions of the bid package including the following:

- I. Cover sheet
- II. Terms and Conditions
- III. Specifications for the item(s) being published for competitive bid
- IV. Bid Response sheet(s)
- V. Vendor Reference information sheet.
- VI. Conflict of Interest Questionnaire

3. Fill out **All** forms properly and completely.

4. All bids **MUST be signed** on the Bid Response sheet where indicated by persons who are properly authorized representatives of the Vendor. Signatures must be handwritten and in ink.

5. Anderson County through its Commissioners Court reserves the right to REJECT IN WHOLE OR IN PART ANY OR ALL BIDS, waive minor technicalities, and award the bid which best serves the interest of the County.

6. All contracts in excess of \$100,000, from the same supplier, are solicited for competitive bids. ONE COMPLETE ORIGINAL BID PACKAGE MUST BE SUBMITTED TO THE ANDERSON COUNTY AUDITOR'S OFFICE, ANDERSON COUNTY COURTHOUSE ANNEX, 703 N. MALLARD ST., STE. 110, PALESTINE, TEXAS 75801, BEFORE THE ABOVE DESCRIBED DATE. LATE BIDS WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.

7. No public official shall have interest in this contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitled C, Chapter 171.

8. Neither Department Heads nor Elected Officials are authorized to sign any binding contracts or agreements prior to being properly placed on the Commissioners Court Agenda and approved in open court.

9. Department Heads and other elected officials are NOT authorized to enter into any type of agreement or contract on behalf of Anderson County. Only the Commissioners Court, acting as a body, may enter into a contract on behalf of the County. Additionally, Department Heads and other Elected Officials are not authorized to agree to any type of supplemental agreements or contracts for goods or services. Supplemental agreements are subject to review by the County's attorney prior to being signed by the County's authorized representative.

10. All prices submitted in a properly signed bid will constitute firm offers held open through time of award in Commissioners Court.

11. All bids meeting the requirements of this bid package will be considered for award.

12. Prices for all goods and services shall be firm for the duration of any contract awarded and shall be stated on the bid sheet(s). All prices must be written in ink or typewritten.

13. If Vendor contemplates any additional costs of any kind, other than those submitted, bidder MUST clearly indicate on the bid sheet(s) any such costs contemplated or forfeit the right to payment for the same.

14. Anderson County is exempt from all Federal Excise, State, and Local Taxes, therefore, tax must not be included in tendered bids.

15. All County purchases are subject to the County Purchasing Act (Texas Local Government Code # 262.021 et. seq.) unless specifically exempted therein. Other statutes may affect your rights and obligations. You are urged to consult with your attorney before entering into this or any contract.

16. Upon completion of each order, vendor shall send an itemized invoice to Anderson County Auditor, Anderson County Courthouse Annex, 703 N. Mallard St., Suite 110, Palestine, Tx 75801. Neither signed receipt nor payments shall be construed as an acceptance of any ineffective work, improper material(s), or release for any claim for damage.

17. All payments must have prior approval from Commissioners Court before payments can be made.

18. Either party may terminate this Agreement without cause and at any time upon giving 30 days' prior written notice to the other party (each, a termination for "convenience"). Such termination will be effective on the date stated in the notice.

19. If Vendor fails to materially perform pursuant to the terms of this Agreement, Anderson County shall provide written notice to Vendor specifying the default. If Vendor does not cure such default within thirty (30) days, Anderson County may terminate this Agreement, in whole or in part, for cause. If Anderson County terminates this Agreement for cause, and it is later determined that the termination for cause was wrongful, the termination shall automatically be converted to and treated as termination for convenience.

20. Any successful vendor may not assign, sell, or otherwise transfer this contract without prior written permission of the Anderson County Commissioners Court.

21. Any successful vendor shall not deliver products or services as part of this contract without first obtaining a purchase order number from the Anderson County Auditor's Office.

22. Any successful vendor shall not deliver products or services in excess of those authorized and under no circumstances will Anderson County be liable for products or services or costs which exceed the amounts specified in this bid package and the required purchase order(s).

23. Successful bidder will provide any and all notices as may be required under the Drug-Free Work Place Act of 1988. 28 CFR Part 67.100 Et.seq. Successful bidder also agrees to comply with any and all applicable provisions of the Americans With Disabilities Act.

24. The successful bidder and Anderson County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.
25. Successful bidder shall warrant that all item(s) shall conform to the proposed specifications and / or all warranties as stated in the Uniform Commercial Code and be free from all defects in material, workmanship and title.
26. Vendors are responsible for including any product literature and / or product data sheets or samples AS MAY BE REQUIRED, IF ANY, on the actual specifications made a part of this bid package. If the actual specifications require supporting literature and / or data sheets or samples, then failure to provide same before the County Purchasing Agent prepares spreadsheet will disqualify the bid as incomplete and invalid for consideration. Be sure any such supporting literature and / or data sheets or samples address all areas as required on the actual specifications. A sample picture with a model number will not satisfy the literature requirement, if any, in the actual specifications.
27. Properly signed bids may be withdrawn any time prior to the official award of any contract. HOWEVER, A BID NOT WITHDRAWN PRIOR TO ITS CONSIDERATION BY THE COMMISSIONERS COURT IS CONSIDERED A FIRM OFFER AND CANNOT BE WITHDRAWN AFTER ACCEPTED BY AWARDING OF A CONTRACT IN COMMISSIONERS COURT. Alterations made before opening time must be initialed by bidder guaranteeing authenticity. Bids may not be amended or altered after the official opening with the single exception that any product literature and or supporting data required by the actual specifications, if any, will be accepted at any time prior to the Commissioners Court's considering same.
28. Each vendor by submitting a bid agrees that if its bid is accepted by the Commissioners Court, such vendor will furnish all items/services upon which prices have been tendered and upon the terms and conditions in this bid package.
29. The person signing on behalf of the vendor expressly affirms that he is duly authorized to tender this bid and to sign the bid sheets and contract under the terms and conditions in this bid package, and further understands that the signing of the contract shall be on no effect unless subsequently awarded in Commissioners Court.
30. Item(s) supplied under this contract shall be subject to Anderson County's approval. Item(s) found defective or not meeting specifications shall be picked up and replaced by the successful bidder within one (1) week after notification at no expense to the using entity. If item(s) is not picked up within one (1) week after notification, the item(s) will become a donation to the using entity for disposition.
31. In addition to warranties implied by law, Seller warrants that the goods will be new, unused and of current production; merchantable; free from defects in design, material, fabrication and workmanship; in conformity with applicable specifications or samples; will be delivered free of any security interest or other encumbrance, and will be free of any claim of infringement and fit for their intended use; and that Anderson County will acquire good and marketable title to the goods. Seller warrants that services of any nature furnished will be rendered competently by qualified personnel and in accordance with the highest applicable standards.

These warranties will survive acceptance and payment. All warranties will run to Anderson County and its customers.

32. The successful bidder shall defend, indemnify, and save harmless Anderson County and all its officers, agents, and employees who are participating in this contract from all suits, actions, or property on account of any negligent act or fault of the successful bidder, or any of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from bid award. Successful bidder shall pay any judgment with cost which may be obtained against Anderson County.

33. The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

34. A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder must meet the following minimum requirements:

1. have adequate financial resources, or the ability to obtain such resources as required;
2. be able to comply with the required or proposed delivery schedule;
3. have a satisfactory record of performance;
4. have a satisfactory record of integrity and ethics;
5. be otherwise qualified and eligible to receive an award.

35. Anderson County reserves the right to award this contract on the basis of LOWEST AND BEST BID in accordance with the laws of the State of Texas, to waive any formality or irregularity, to make awards to more than one offeror, to reject any or all bids. In the event the lowest dollar offeror meeting specifications is not awarded a contract, the offeror may appear before the Commissioners Court and present evidence concerning his responsibility after officially notifying the County Judge of his intent to appear. In determining responsible bidder the following will be taken into consideration, experience, past performance, business and/or financial capabilities and/or capacity, skill, technical organization and reliability. Cash discounts are not considered in bid award. If two or more bidders, able to conform to the specifications, submit the lowest and best bid, the Commissioners Court shall decide between such bidders by drawing lots in a manner prescribed by the County Judge.

36. At the discretion of the Commissioners Court, Bids may or may not be awarded to a separate vendor. Anderson County reserves the right to con-currently award this bid to the Second Lowest Bidder. The Second Lowest Bidder may provide services requested by Anderson County in the event that the Low Bidder experiences circumstances, which prevent the Low Bidder from providing the service requirement within the time frame, set forth by the County.

37. Rejection of bids. If a bid is submitted in which there is failure to comply with the Specification requirements, such bid will not be considered and the contract awarded to the responsible bidder submitting the lowest and best bid conforming to the Specifications provided, however, the Commissioners Court shall in any event, have the authority to reject all bids or parts of bids when the interest of the County will be served thereby.

38. Anderson County will not actively solicit bids, proposals, quotations or otherwise test the market solely for the purpose of seeking alternative sources; however, Anderson County reserves the right to purchase elsewhere any and/or all items covered by this contract if available from another source at a price lower than the contract price or if contract term(s) are not met, or if the successful bidder can not deliver the ordered goods to meet County work schedules.

39. County funds for payment on any contract(s) awarded have been provided through Anderson County budget approved by County Commissioners for this fiscal year only. State law prohibits the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. The Fiscal year for Anderson County extends from January 1st through December 31st. Furthermore, the Anderson County Commissioners Court, unconditionally reserves to itself the right to terminate this contract at the end of each budget period notwithstanding the actual anticipated term of the contract.

40. The County shall have the option of extending this contract, subject to approval of funding and review of the service provided by the Contractor, for one (1) additional year term. Contracts are extended upon mutual agreement of both Vendor and the County. The County of Anderson will not consider Contract extensions which include any increase in unit bid prices.

41. All delivery and freight changes are to be included.

Anderson County reserves the right to accept or reject all or any part of any bid and make award that best serves the interests of Anderson County.

SPECIFICATIONS

GASOLINE & DIESEL FUEL

DELIVERY:

ALL DELIVERY AND FREIGHT CHARGES (F.O.B. ANDERSON COUNTY DESIGNATED LOCATION) ARE TO BE INCLUDED IN THE BID PRICE. ALL DELIVERIES ARE TO BE MADE DURING REGULAR WORKING HOURS OF 7:00 A.M. AND 3:00 P.M., UNLESS OTHERWISE REQUESTED BY THE COUNTY. DELIVERIES WILL BE MADE WITHIN 24 HOURS FROM THE TIME REQUESTED BY AUTHORIZED ANDERSON COUNTY PERSONNEL. **FUEL MUST BE DELIVERED IN PUMP TRUCK.**

Delivery reports shall be furnished in duplicate with one copy left at each delivery location and one copy attached to an invoice.

In the event the supplier is unable to furnish any item within a reasonable time after order is placed due to strikes, war or any reason beyond the supplier's control, the county reserves the right to purchase these items from the source of its choice without causing the cancellation of the contract.

Supplier will be required to notify the county official placing an order in the event of unforeseen delays in the delivery of specified shipments. If the supplier fails to deliver by the specified delivery date or is unable to give acceptable reasons for the delay, Anderson County reserves the right to cancel the portion of the orders(s) that the supplier has failed to deliver and purchase it elsewhere, charging the difference in price to the supplier awarded the contract.

BID PRICING ON GASOLINE AND DIESEL:

The method used to obtain a delivered price for gasoline and diesel fuels is based on the bulk loading terminal daily rack price, using the unbranded net price as quoted by Deleks Terminal in Tyler, Tx., the day the product is delivered **PLUS** a constant price quotation which included **bidders overhead, state tax, and profit, for a total cost to the county.**

DAILY RACK PRICE:

The rack price as posted by Delek each day.

NOTE:

- The daily rack price is used for pricing purposed **ONLY**.
The successful bidder is not restricted to obtain products from any specific terminal.
- The daily rack price shall be the new quote per gallon. The prior days quote shall be used when deliveries are made on days that are not quoted.
- Successful bidder shall obtain the rack price from Delek for him/herself and enclose a copy of it with each bill for the day the product is delivered at no additional expense to the county.

CONSTANT PRICE:

The bid constant is the amount per gallon the bidder submits as a constant price.

NOTE:

- Included in the constant figure is **ALL OF THE BIDDERS OVERHEAD COSTS INCLUDING DELIVERY TO THE VARIOUS PRECINCTS, THE TEXAS STATE TAX** (subject to increase or decrease by the state and adjusted accordingly), **AND THE PROFIT THE BIDDER ADDS FOR HIM/HERSELF.**
- This constant remains the same throughout the contract period.

TOTAL COST:

The daily rack price is added to the constant price. **THE RESULT IS THE TOTAL AMOUNT ANDERSON COUNTY IS TO PAY ON THIS DELIVERY.**

**BID RESPONSE FORM
FOR GASOLINE
TO BE COMPLETED BY BIDDER**

Prices on fuel should NOT include Federal Tax but SHOULD include any taxes allowable per the state. Please call 1-800-252-1383 for current information on "Sales Tax Exemption".

Please quote below lowest prices, F. O. B.

Description of items	F. O. B Point	Price Per Gallon
UNLEADED		CONSTANT PRICE
	Palestine	\$ _____ PER GAL
	Elkhart	\$ _____ PER GAL
	Montalba	\$ _____ PER GAL
	Frankston	\$ _____ PER GAL
LOW SULPHUR DIESEL (with up to 5% bio blend)		CONSTANT PRICE
	Palestine	\$ _____ PER GAL
	Elkhart	\$ _____ PER GAL
	Montalba	\$ _____ PER GAL
	Frankston	\$ _____ PER GAL

The undersigned by his/her signature represents that he/she is authorized to bind the bidder to fully comply with the terms and conditions of the attached Bid, Specifications, and Special Provisions, as well as any and all addenda, for the amount(s) shown on this bid sheets(s). By signing below, you have read the entire document and agreed to the terms therein. **FAILURE TO SIGN WILL DISQUALIFY BID.**

Company Name

SIGN HERE

Signature of Authorized Representative

Date

Name of Authorized Representative

Title

Address

Telephone

Address

Email Address

VENDOR REFERENCES

Please list three (3) references of current customers who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this proposal.

REFERENCE ONE

Government/Company Name: _____

Address:_____

Contact Person and Title: _____

Phone:_____ Fax _____

REFERENCE TWO

Government/Company Name: _____

Address:_____

Contact Person and Title: _____

Phone:_____ Fax _____

REFERENCE THREE

Government/Company Name: _____

Address:_____

Contact Person and Title: _____

Phone:_____ Fax _____

Notice on Sales Tax Exemption

- 1) The federal motor fuel excise tax is exempt, and US Bank Voyager removes this tax prior to billing state government customers. Currently this tax is 18.4 cents per gallon for gasoline/gasohol, and 24.4 cents for special fuel (primarily diesel).

- 2) Texas Tax Code, Sections 162.104(a) for gasoline and 162.204(a) for diesel fuel states in part that the federal government, public school districts and a commercial transportation company or a metropolitan rapid transit authority that provides public school transportation services to a school district are the only government entities exempt from state motor fuels tax on gasoline or diesel fuel. City, county, or state government agencies owe state motor fuels tax on gasoline or diesel fuel used in motor vehicles. Motor fuels tax is paid at the time of purchase when city, county, or state government agencies purchase gasoline or diesel fuel. The Sales and Use Tax Exemption form is not applicable for gasoline or diesel purchases.

If you have any questions or need further clarification, please contact the Comptroller's Tax Policy Division at 1-800-252-1383.

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

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).

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.

OFFICE USE ONLY

Date Received

1 Name of vendor 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 on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, 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 income is not received from the local governmental entity?

☐ Yes ☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

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

(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;

(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:

(1) 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.



FORM 1295 CERTIFICATE OF INTERESTED PARTIES

RE: ANDERSON COUNTY BIDS, QUOTES, PROPOSALS, CONTRACTS/AGREEMENTS

Contractors are required to complete Form 1295 via the Texas Ethics Commission website. This requires registration, generation of Form 1295 with a unique Certificate Number & filing date, printing the form, and returning the form to Misty Ellison, Assistant County Auditor. Awards cannot be made without the completed filing of Form 1295.

FILING INSTRUCTIONS

Form 1295 can be generated via the Texas Ethics Commission web portal. The website and detailed instructions are located at:

<https://www.ethics.state.tx.us/filinginfo/1295/>

Please use **AC2025** as the identification number for question #3.

SUBMITTAL INSTRUCTIONS

Submit your completed & signed form with your bid, quote, proposal, contract/agreement package.

FAQ

Texas Ethics Commission Frequently asked questions: FAQ 1295 (state.tx.us)

Once the project has closed and has been awarded to the contractor by Commissioners Court, Anderson County Auditor's Office will then log-in to the Texas Ethics Commission portal and acknowledge receipt of the form.

Accordingly, a new filing must be completed for each awarded contract (new, amended, extended or renewed) requiring commissioners court approval.

Thank you for your prompt attention to this request. Please contact us with any questions.

CERTIFICATE OF INTERESTED PARTIES**FORM 1295****OFFICE USE ONLY**

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party. ☐

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
(month) (year)

Signature of authorized agent of contracting business entity
(Declarant)

ADD ADDITIONAL PAGES AS NECESSARY

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.

Print or type. See Specific Instructions on page 3.	1 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	
	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. ☐ Individual/sole proprietor or 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. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
7 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 line 1 to avoid 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 *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-				-	
or								
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 for Part II, later.

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

Megan Lambright
Anderson County Auditor



703 N. Mallard St., Suite 110
Palestine, Texas 75801
Office: 903-723-7427
mlambright@co.anderson.tx.us

VENDOR CONTACT INFORMATION

Company Name/Individual Name

Contact Person

Remittance Address (if different from W-9)

City, State, Zip

Email

Phone

This completed form must be returned with your bid packet.

VENDOR CERTIFICATION STATEMENT

The undersigned hereby certifies that the BID/RFP has been read and understood. In submitting its response, _____ represents to Anderson County (*hereafter County*) that: (Company Name)

1. It is capable of providing the services as described in the BID/RFP;
2. The pricing being offered by the vendor for the services are true and correct;
3. Agrees, if awarded a contract, to abide by the terms and conditions of the resulting contract;
4. Pursuant to Government Code Chapter 2270, Subtitle F & Government Code Chapter 2252, the bidder/proposer hereby affirms they **do not** boycott Israel or invest in companies that boycott Israel and **does not** conduct business with Iran, Sudan, or a foreign terrorist organization;
5. Is not suspended or debarred from doing business with the federal government as listed at SAM.gov maintained by the General Services Administration;
6. Under Section 2155.004 and 2155.006, Texas Government Code, the vendor certifies that the individual or business entity named in this certification is not ineligible to receive a resulting contract and acknowledges that such contract may be terminated, and payment withheld if this certification is inaccurate;
7. Has not given, offered to give, nor intends to give at anytime hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted response;
8. Under section 2155.004(a), Texas Government Code, the Vendor has not received compensation for participation in the preparation of specifications for this solicitation; and
9. Neither they, nor anyone acting for them, have violated the antitrust laws of the United States or the State of Texas, nor communicated directly or indirectly to any competitor or any other person engaged in such line of business for the purpose of obtaining an unfair price advantage.

SIGN HERE

Signature of Officer or Agent empowered to contractually bind the Vendor

SIGN HERE

Print Name

Title/Position

Date

**ANDERSON COUNTY
CONTRACT SHEET**

THE STATE OF TEXAS
COUNTY OF ANDERSON

This memorandum of agreement made and entered into on the ____ day of _____ 2025, by and between Anderson County in the State of Texas (hereinafter designated County), acting herein by County Judge Carey McKinney, by virtue of an order of Anderson County Commissioners Court, and _____ (hereinafter designated Contractor).
(company name)

WITNESSETH:

The Contractor and the County agree that the Instructions to Respondents, Specifications/Statement of Work, Standard Terms & Conditions, and all other requirements herein for _____ as stated in the Competitive Sealed Proposal Package Checklist hereto attached and made a part hereof: together with the bond (when required), and shall constitute the full agreement and Contract between parties and for furnishing the items set out and described; the County agrees to pay the prices stipulated in the accepted offer.

It is further agreed that this Contract shall not become binding or effective until signed by the parties hereto and a purchase order authorizing the items desired has been issued.

Executed at Palestine, Texas this ____ day of _____ 2025.

By: _____
County Judge Signature

By: _____
Printed Name

By: _____
Signature of Contractor

SIGN HERE

By: _____
Printed Name and Title

SIGN HERE

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