



Orange County Purchasing Department

714 Polk Street, Orange, TX, 77630

Phone 409-882-7900

VENDOR REGISTRATION

Instructions:

All interested parties seeking consideration for qualified vendor status with the County of Orange are required to

1. **Register as a vendor: SAM.GOV (System for Award Management).**

Vendors doing business with Orange County are **required** to be registered with The System for Award Management (SAM), with an "active" status and obtain a Unique Entity ID#. The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site. Entities may register at no cost directly from the SAM website at: <https://www.sam.gov>

2. Vendor Information Form: Person/Entity Information Data

3. Commodity List Form: Codes related to the products and services provided (Select commodities your company regularly provides. Do not check commodities indiscriminately) More information at: <https://comptroller.texas.gov/purchasing/nigp/>

4. W-9 Form: Taxpayer Identification Number and Certification (Please check the IRS website for the latest version of this form.) More information at: <https://www.irs.gov/forms-instructions>

5. CIQ Form: Conflict of Interest Questionnaire. More information at: <https://www.ethics.state.tx.us/forms/conflict/>

6. CIS Form: Local Government Officer Conflicts Disclosure Statement. More information at: <https://www.ethics.state.tx.us/forms/conflict/>

7. 1295 Form: A governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties. More information at: <https://www.ethics.state.tx.us/filinginfo/1295/>

Procurement Policy - Special Note:

Understand that it is, according to Texas Local Government Code, Section 262.011, Purchasing Agents, subsections (d), (e), and (f), the sole responsibility of the Purchasing Agent to supervise all procurement transactions. Therefore, be advised that all procurement transactions require proper authorization in the form of an Orange County Purchase Order from the Purchasing Agent's office prior to commitment to deliver supplies, materials, equipment, including contracts for repair, service, and maintenance agreements. Any commitments made without proper authorization from the Purchasing Agent's office, pending Commissioners' Court approval, may become the sole responsibility of the individual making the commitment including the obligation of payment.

Submit documentation via email to: purchasing@co.orange.tx.us. You may also print and mail to:

Orange County Purchasing Department
714 Polk Street
Orange, TX 77630

A listing in the Orange County Purchasing Bidder's List means that we will make a reasonable effort to notify you of bid opportunities for the commodities you have selected. Orange County will make every effort to notify interested bidders by email, mail, or fax. If you are not sure if your contact information is up-to-date, please submit another Bidder's List Application. The Orange County website (<https://www.co.orange.tx.us>) is updated as needed. Advertisements for bids/proposals also appear in the Orange Leader. ***Please note the vendor is responsible for remaining informed of bids/proposals and amendments.***



Orange County Purchasing Department

714 Polk Street, Orange, TX, 77630

Phone 409-882-7900

VENDOR INFORMATION

Instructions: Please type or print clearly when completing Sections 1 thru 6 and return complete forms.

1. Company Name: Mailing Address: Phone Number:		Billing Address (if different from Item #1) 	
For Bidding Forms and Purchase Orders Point of Contact Name/Email:			
2. <input type="checkbox"/> New Application <input type="checkbox"/> Name/Address Change <input type="checkbox"/> Add Commodities <input type="checkbox"/> Delete Commodities			
3. Type of Organization: <input type="checkbox"/> Non-Profit <input type="checkbox"/> Partnership <input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> Other: <input type="checkbox"/> Minority-Owned <input type="checkbox"/> Woman-Owned <input type="checkbox"/> Corporation			
4. Please check the appropriate box for the forms attached to this packet: Federal Tax ID No.: _____ Sam.gov UEI No.: _____		Forms: Completed: Not Applicable:	
		<div>W-9 Form <input type="checkbox"/> (Required for all vendors)</div> <div>1295 Form <input type="checkbox"/> (Required for All Bids)</div> <div>Commodity Code List: <input type="checkbox"/> (Required for all vendors)</div> <div>CIS Form <input type="checkbox"/> <input type="checkbox"/></div> <div>CIQ Form <input type="checkbox"/> <input type="checkbox"/></div>	
5. Person(s) Authorized to Sign Bids, Offers, and Contracts (Indicate if Agent):			
Name	Official Capacity	Phone No.	Fax No.
6. Type of Business (Check one): <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> HUB Vendor No.: <input type="checkbox"/> CMBL <input type="checkbox"/> DBE <input type="checkbox"/> Wholesale Dealer <input type="checkbox"/> MWBE <input type="checkbox"/> Retail Dealer <input type="checkbox"/> Manufacturer</div><div><input type="checkbox"/> Certified Catalog Vendor - From: To: <input type="checkbox"/> Factory Representative <input type="checkbox"/> Other (define):</div></div>			
I hereby certify that the information supplied herein is correct: 			
Print or Type Name and Title		Signature Date	
For Purchasing Department Use Only			
SAM.GOV/Unique Entity ID :		Date Verified:	
1295 FORM/ Certificate#:		Date Verified:	
Vendor Number:		Date Issued:	

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.

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

Social security number									

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.

COMMODITY LIST

Code	Description
<input type="checkbox"/> 005	Abrasives
<input type="checkbox"/> 010	Acoustical Tile, Insulating Material and Supplies
<input type="checkbox"/> 015	Addressing, Copying, Mimeograph, Spirit Duplicating Machine Supplies, Chemicals, Inks, Paper, etc.
<input type="checkbox"/> 019	Agricultural Crops and Grains Including Fruits, Melons, Nuts and Vegetables
<input type="checkbox"/> 020	Agricultural Equipment, Implements, and Accessories (see Class 022 for parts)
<input type="checkbox"/> 022	Agricultural Implement and Accessory Parts
<input type="checkbox"/> 025	Air Compressors and Accessories
<input type="checkbox"/> 031	Air Conditioning, Heating & Ventilating Equipment, Parts & Access. (see related items in Class 740)
<input type="checkbox"/> 035	Aircraft and Airport Equipment, Parts, and Supplies
<input type="checkbox"/> 040	Animals, Birds, Marine Life, and Poultry, including Accessory Items (Live)
<input type="checkbox"/> 045	Appliances and Equipment, Household Type
<input type="checkbox"/> 050	Art Equipment and Supplies
<input type="checkbox"/> 052	Art Objects
<input type="checkbox"/> 055	Automotive Accessories for Automobiles, Buses, Trucks, etc.
<input type="checkbox"/> 060	Automotive Maintenance Items and Repair/Replacement Parts
<input type="checkbox"/> 065	Automotive Bodies, Accessories, and Parts
<input type="checkbox"/> 070	Automotive Vehicles and Related Transportation Equipment
<input type="checkbox"/> 075	Automotive Shop Equipment and Supplies
<input type="checkbox"/> 080	Badges, Emblems, Name Tags and Plates, Jewelry, etc.
<input type="checkbox"/> 085	Bags, Bagging, Ties, and Erosion Control Equipment
<input type="checkbox"/> 090	Bakery Equipment, Commercial
<input type="checkbox"/> 095	Barber and Beauty Shop Equipment and Supplies
<input type="checkbox"/> 100	Barrels, Drums, Kegs and Containers
<input type="checkbox"/> 105	Bearings (except wheel bearings and seals – see Class 060)
<input type="checkbox"/> 110	Belts and Belting: Conveyor, Elevator, Power Transmission, and V-Belts
<input type="checkbox"/> 115	Biochemical Research
<input type="checkbox"/> 120	Boats, Motors and Marine and Wildlife Supplies
<input type="checkbox"/> 125	Bookbinding Supplies
<input type="checkbox"/> 135	Bricks and Other Clay Products, Refractory Materials and Stone Products
<input type="checkbox"/> 140	Broom, Brush, Mop Manufacturing Machine
<input type="checkbox"/> 145	Brushes (not otherwise classified)
<input type="checkbox"/> 150	Builder's Supplies
<input type="checkbox"/> 155	Buildings and structures: Fabricated and Pre-Fabricated
<input type="checkbox"/> 160	Butcher Shop and Meat Processing Equipment

Code	Description
<input type="checkbox"/> 165	Cafeteria and Kitchen Equipment, Commercial
<input type="checkbox"/> 175	Chemical Laboratory Equipment and Supplies
<input type="checkbox"/> 180	Chemical Raw Materials (in large quantities primarily for manufacturing janitorial and laundry products)
<input type="checkbox"/> 190	Chemical and Solvents, Commercial (in bulk)
<input type="checkbox"/> 192	Cleaning Compositions, Detergents, Solvents, and Strippers – Prepackaged
<input type="checkbox"/> 193	Clinical Laboratory Reagents and Tests (Blood Grouping, Diagnostic, Drug Monitoring, etc.)
<input type="checkbox"/> 195	Clocks, Timers, Watches, and Jeweler's and Watchmaker's Tools and Equipment
<input type="checkbox"/> 200	Clothing Apparel, Uniforms, and Accessories
<input type="checkbox"/> 204	Computer Hardware and Peripherals for Microcomputers
<input type="checkbox"/> 206	Computer Hardware and Peripherals for Mini and Mainframe Computers (Pre-programmed)
<input type="checkbox"/> 207	Computer Accessories and Supplies
<input type="checkbox"/> 208	Computer Software for Microcomputers (Pre-programmed)
<input type="checkbox"/> 209	Computer Software for Mini and Mainframe Computers (Pre-programmed)
<input type="checkbox"/> 210	Concrete and Metal Culverts, Pilings, Septic Tanks, Accessories and Supplies
<input type="checkbox"/> 220	Controlling, Indicating, Measuring, Monitoring, and Recording Instruments
<input type="checkbox"/> 225	Cooler, Drinking Water (Water Fountains)
<input type="checkbox"/> 232	Crafts, General
<input type="checkbox"/> 233	Crafts, Specialized
<input type="checkbox"/> 240	Cutlery, Dishes, Flatware, Glassware, Trays, Utensils, and Supplies
<input type="checkbox"/> 245	Dairy Equipment and Supplies
<input type="checkbox"/> 250	Data Processing Cards and Paper
<input type="checkbox"/> 255	Decals and Stamps
<input type="checkbox"/> 260	Dental Equipment and Supplies
<input type="checkbox"/> 265	Drapes, Curtains, and Upholstery Material (Including Automotive)
<input type="checkbox"/> 269	Drugs and Pharmaceuticals
<input type="checkbox"/> 271	Drugs, Pharmaceuticals & Sets (for large volume parental admin., infusion, irrigation & tube feeding)
<input type="checkbox"/> 280	Electrical Cables and Wires (not electronic)
<input type="checkbox"/> 285	Electrical Equipment and Supplies (except cable and wire)
<input type="checkbox"/> 287	Electronic Components, Replacement Parts, and Accessories and Miscellaneous Electronic Equipment (not for testing or analyzing – see 730)
<input type="checkbox"/> 290	Energy Collecting Equipment and Accessories; Solar and Wind
<input type="checkbox"/> 295	Elevators and Escalators, Building Type
<input type="checkbox"/> 305	Engineering Equipment, Surveying Equipment, Drawing Instruments and Supplies
<input type="checkbox"/> 310	Envelopes, Plain, Printed
<input type="checkbox"/> 315	Epoxy Based Formulations for Adhesives, Coatings, and Related Agents
<input type="checkbox"/> 318	Fare Collection Equipment and Supplies

Code	Description
<input type="checkbox"/> 320	Fastening, Packaging, Strapping, Typing Equipment and Supplies
<input type="checkbox"/> 325	Feed, Bedding, Vitamins & Supplements for Animals (see 875 for drugs/pharmaceuticals for animals)
<input type="checkbox"/> 330	Fencing
<input type="checkbox"/> 335	Fertilizers and Soil Conditioners
<input type="checkbox"/> 340	Fire Protection Equipment and Supplies
<input type="checkbox"/> 345	First Aid and Safety Equipment and Supplies (except nuclear and welding)
<input type="checkbox"/> 350	Flags, Flag Poles, Banners, and Accessories
<input type="checkbox"/> 360	Floor Covering, Floor Covering Installation and Removal Equipment and Supplies
<input type="checkbox"/> 365	Floor Maintenance Machine, Parts and Accessories
<input type="checkbox"/> 370	Food Processing and Canning Equipment and Supplies
<input type="checkbox"/> 375	Foods: Bakery Products, Fresh
<input type="checkbox"/> 380	Foods: Dairy Products
<input type="checkbox"/> 385	Foods: Frozen, Prepared
<input type="checkbox"/> 390	Foods: Perishable
<input type="checkbox"/> 393	Foods: Staple Grocery and Grocer's Miscellaneous Items
<input type="checkbox"/> 395	Forms, Continuous: Computer Paper, Form Labels, Snap-Out Forms, and Folders for Forms
<input type="checkbox"/> 400	Foundry Castings, Equipment and Supplies
<input type="checkbox"/> 405	Fuel, Oil, Grease and Lubricants
<input type="checkbox"/> 410	Furniture: Health Care and Hospital Facility
<input type="checkbox"/> 415	Furniture: Laboratory
<input type="checkbox"/> 420	Furniture: Cafeteria, Chapel, Dormitory, Household, Library, Lounge, School
<input type="checkbox"/> 425	Furniture: Office
<input type="checkbox"/> 430	Gases, Containers, Equipment: Laboratory, Medical and Welding
<input type="checkbox"/> 435	Germicides, Cleaners, and Related Sanitation Products for Health Care Personnel
<input type="checkbox"/> 440	Glass and Glazing Supplies
<input type="checkbox"/> 445	Hand Tools (powered and non-powered), Accessories and Supplies
<input type="checkbox"/> 450	Hardware and Related Items
<input type="checkbox"/> 460	Hoses, Accessories and Supplies: Industrial, Commercial, and Garden
<input type="checkbox"/> 465	Hospital and Surgical Equipment, Instruments, and Supplies
<input type="checkbox"/> 470	Hospital and Handicap Equipment and Supplies: Mobility, Speech Impaired, and Restraint Items
<input type="checkbox"/> 475	Hospital, Surgical and Related Medical Accessories and Sundry Items
<input type="checkbox"/> 485	Janitorial Supplies, General Line
<input type="checkbox"/> 490	Laboratory Equipment & Accessories (for general analytical and research use): Nuclear, Optical, Physical
<input type="checkbox"/> 493	Laboratory and Field Equipment and Supplies: Biochemistry, Chemistry, Environmental Science, etc.
<input type="checkbox"/> 495	Laboratory and Field Equipment and Supplies: Biology, Botany, Geology, Microbiology, Zoology, etc.

Code	Description
<input type="checkbox"/> 500	Laundry and Dry Cleaning Equipment, Accessories, Parts and Supplies – Commercial
<input type="checkbox"/> 505	Laundry and Dry Cleaning Compounds and Supplies
<input type="checkbox"/> 510	Laundry Textiles and Supplies
<input type="checkbox"/> 515	Lawn Maintenance Equipment, Accessories, and Parts (non-agricultural applications)
<input type="checkbox"/> 520	Leather and Related Equipment, Products, Accessories and Supplies
<input type="checkbox"/> 525	Library and Archival Equipment, Machines and Supplies
<input type="checkbox"/> 530	Luggage, Brief Cases, Purses and Related Items
<input type="checkbox"/> 540	Lumber and Related Products
<input type="checkbox"/> 545	Machinery and Hardware, Industrial
<input type="checkbox"/> 550	Markers, Plaques and Traffic Control Devices
<input type="checkbox"/> 555	Marking and Stenciling Devices
<input type="checkbox"/> 556	Mass Transportation – Transit Bus
<input type="checkbox"/> 557	Mass Transportation – Transit Bus Accessories and Parts
<input type="checkbox"/> 558	Mass Transportation – Rail Vehicles and Systems
<input type="checkbox"/> 559	Mass Transportation – Rail Vehicle Parts and Accessories
<input type="checkbox"/> 560	Materials Handling and Storage Equipment and Allied Items
<input type="checkbox"/> 565	Mattress Manufacturing Machinery and Supplies
<input type="checkbox"/> 570	Metals: Bars, Plates, Rods, Sheets, Strips, Structural Shapes, Tubing and Fabricated Items
<input type="checkbox"/> 575	Microfiche and Microfilm Equipment, Accessories and Supplies
<input type="checkbox"/> 580	Musical Instruments, Accessories and Supplies
<input type="checkbox"/> 590	Notions and Related Sewing Accessories and Supplies
<input type="checkbox"/> 595	Nursery Stock, Equipment and Supplies
<input type="checkbox"/> 600	Office Machines, Equipment and Accessories
<input type="checkbox"/> 605	Office Mechanical Aids, Small Machines, and Apparatuses
<input type="checkbox"/> 610	Office Supplies: Carbon Paper and Ribbons, All Types
<input type="checkbox"/> 615	Office Supplies: General
<input type="checkbox"/> 620	Office Supplies: Erasers, Inks, Leads, Pens, Pencils, etc.
<input type="checkbox"/> 625	Optical Equipment. Accessories and Supplies
<input type="checkbox"/> 630	Paints, Protective Coatings, Varnish, Wallpaper and Related Products
<input type="checkbox"/> 635	Painting Equipment and Accessories
<input type="checkbox"/> 640	Paper and Plastic Products, Disposable
<input type="checkbox"/> 645	Paper (Office, Print Shop)
<input type="checkbox"/> 650	Park, Playground, Recreational Area and Swimming Pool Equipment
<input type="checkbox"/> 655	Photographic Equipment & Supplies (not including graphic arts, microfilm and x-ray)
<input type="checkbox"/> 658	Pipe and Tubing

Code	Description
<input type="checkbox"/> 659	Pipe and Tubing Fittings
<input type="checkbox"/> 660	Pipes, Tobaccos, Smoking Accessories, Alcoholic Beverages
<input type="checkbox"/> 665	Plastics, Resins, Fiberglass: Construction, Forming, Laminating, & Molding Equipment, Access./Supplies
<input type="checkbox"/> 670	Plumbing Equipment, Fixtures, and Supplies
<input type="checkbox"/> 675	Poisons: Agricultural and Industrial
<input type="checkbox"/> 680	Police Equipment and Supplies
<input type="checkbox"/> 685	Poultry Equipment and Supplies
<input type="checkbox"/> 690	Power Generation Equipment, Accessories and Supplies
<input type="checkbox"/> 691	Power Transmission Equipment – Electrical, Mechanical, Air and Hydraulic
<input type="checkbox"/> 700	Printing Plant Equipment and Supplies (except paper)
<input type="checkbox"/> 710	Prosthetic Devices, Hearing Aids, Auditory Testing Equipment, Electronic Reading Devices, etc.
<input type="checkbox"/> 715	Publications and Audiovisual Materials (prepared materials only, not equipment, supplies or production)
<input type="checkbox"/> 720	Pumping Equipment and Accessories
<input type="checkbox"/> 725	Radio Communication, and Telecommunications Equipment, Accessories and Supplies
<input type="checkbox"/> 730	Radio Communication, Telecommunication Testing/Measuring/Analyzing Equipment, Access. & Supplies
<input type="checkbox"/> 735	Rags, Shop Towels, and Wiping Cloths
<input type="checkbox"/> 740	Refrigeration Equipment and Accessories
<input type="checkbox"/> 745	Road and Highway Building Materials (asphaltic)
<input type="checkbox"/> 750	Road and Highway Building Materials (non-asphaltic)
<input type="checkbox"/> 755	Road and Highway Equipment and Parts: Asphalt and Concrete Handling and Processing
<input type="checkbox"/> 760	Road and Highway Equipment: Earth Handling, Grading, Moving, Packing, etc.
<input type="checkbox"/> 765	Road and Highway Equipment (except asphalt, concrete and earth handling equipment in 765 and 760)
<input type="checkbox"/> 775	Salt (Sodium Chloride) (see 393 for Table Salt)
<input type="checkbox"/> 780	Scales and Weighing Apparatus (see 175 for laboratory balances)
<input type="checkbox"/> 785	School Equipment and Supplies
<input type="checkbox"/> 790	Seed, Sod, Soil and Inoculants
<input type="checkbox"/> 800	Shoes and Boots
<input type="checkbox"/> 801	Signs, Sign Materials, Sign Marking Equipment, and Related Supplies
<input type="checkbox"/> 803	Sound Systems, Components & Accessories: Group Intercom, Music, Public Address, etc.
<input type="checkbox"/> 805	Sporting Goods, Athletic Equipment and Athletic Facility Equipment
<input type="checkbox"/> 810	Spraying Equipment (except household, nursery plant, and paint)
<input type="checkbox"/> 815	Steam and Hot Water Fittings, Accessories and Supplies
<input type="checkbox"/> 820	Steam and Hot Water Boilers and Steam Heating Equipment
<input type="checkbox"/> 825	Stockman Equipment and Supplies
<input type="checkbox"/> 830	Tanks (metal, wood, and synthetic materials): Mobile, Portable, Stationary and Underground Types

Code	Description
<input type="checkbox"/> 832	Tape (not data processing, measuring, optical, sewing, sound or video)
<input type="checkbox"/> 840	Television Equipment and Accessories
<input type="checkbox"/> 845	Testing Apparatus and Instruments (not for electrical or electronic measurements)
<input type="checkbox"/> 850	Textile, Fibers, Household Linens and Piece Goods
<input type="checkbox"/> 855	Theatrical Equipment and Supplies
<input type="checkbox"/> 860	Tickets, Coupon Books, Sales Books, Strip Books, etc.
<input type="checkbox"/> 863	Tires and Tubes
<input type="checkbox"/> 864	Train Controls, Electronic
<input type="checkbox"/> 865	Twine
<input type="checkbox"/> 870	Venetian Blinds, Awnings, and Shades
<input type="checkbox"/> 875	Veterinary Equipment and Supplies (see 325 for vitamins and supplements for animals)
<input type="checkbox"/> 880	Visual Education Equipment and Supplies (except projection lamps – see 285)
<input type="checkbox"/> 885	Water and Wastewater Treating Chemicals
<input type="checkbox"/> 890	Water Supply, Groundwater and Sewage Treatment Equipment (not for air conditioning, steam boiler or laboratory reagent water)
<input type="checkbox"/> 895	Welding Equipment and Supplies
<input type="checkbox"/> 898	X-ray and Other Radiological Equipment and Supplies (medical)
<input type="checkbox"/> 905	Aircraft Operations Service
<input type="checkbox"/> 906	Architectural Services, Professional
<input type="checkbox"/> 907	Architectural and Engineering Services, Non-Professional
<input type="checkbox"/> 908	Bookbinding, Rebinding and Repairing
<input type="checkbox"/> 909	Building Construction Services, new
<input type="checkbox"/> 910	Building Maintenance and Repair Services (including Pest Control Services)
<input type="checkbox"/> 912	Construction Services, General
<input type="checkbox"/> 913	Construction Services, Heavy
<input type="checkbox"/> 914	Construction Services, Trade (new construction)
<input type="checkbox"/> 915	Communications and Media Related Services
<input type="checkbox"/> 918	Consulting Services
<input type="checkbox"/> 920	Data Processing Services and Software
<input type="checkbox"/> 924	Educational Services
<input type="checkbox"/> 925	Engineering Services, Professional
<input type="checkbox"/> 928	Equipment Maintenance, Reconditioning, Repair Services – Automobiles, Trucks, Trailers, Transit Buses and Other Vehicles
<input type="checkbox"/> 929	Equipment Maintenance, Reconditioning, Repair Services – Agricultural, Heavy Industrial Equipment and Marine Equipment
<input type="checkbox"/> 931	Equipment Maintenance, Reconditioning, Repair Services – Appliance, Athletic, Cafeteria, Furniture, Musical Instruments, and Sewing Equipment

Code	Description
<input type="checkbox"/> 934	Equipment Maintenance, Reconditioning, Repair Services – Laundry, Lawn, Painting, Plumbing, and Spraying Equipment
<input type="checkbox"/> 936	Equipment Maintenance, Reconditioning and Repair Services – General Equipment
<input type="checkbox"/> 938	Equipment Maintenance, Reconditioning, Repair Services – Hospital, Laboratory, and Testing Equipment
<input type="checkbox"/> 939	Equipment Maintenance, Reconditioning, Repair Services – Office, Photographic, and Radio/Television Equipment
<input type="checkbox"/> 940	Equipment Maintenance, Repair, Construction, and Related Services – Railroad
<input type="checkbox"/> 941	Equipment Maintenance, Repair, Construction, and Related Services – Power Generation
<input type="checkbox"/> 945	Fishing, Hunting, Trapping, Game Propagation, and Related Services
<input type="checkbox"/> 946	Financial Services
<input type="checkbox"/> 947	Forestry Services
<input type="checkbox"/> 948	Health Related Services (for human services see 952)
<input type="checkbox"/> 952	Human Services
<input type="checkbox"/> 953	Insurance, All Types
<input type="checkbox"/> 956	Library Services (see 908 for bookbinding, rebinding, and repairing)
<input type="checkbox"/> 959	Marine Construction Services: Marine Equipment Maintenance and Repair; Related Marine Services
<input type="checkbox"/> 964	Personnel, Temporary (employment agency services)
<input type="checkbox"/> 965	Printing Preparations: Etching, Photoengraving, and Preparation of Mats, Negatives, and Plates
<input type="checkbox"/> 966	Printing and Related Services
<input type="checkbox"/> 968	Public Works and Related Services
<input type="checkbox"/> 971	Real Property Rental or Lease
<input type="checkbox"/> 975	Rental or Lease Services of Equipment – Agricultural, Aircraft, Automotive, Heavy Equipment, and Marine Equipment
<input type="checkbox"/> 977	Rental or Lease Services of Equipment – Appliances, Cafeteria, Film, Furniture, Hardware, Musical, Sewing, and Window and Floor Coverings
<input type="checkbox"/> 979	Rental or Lease Services of Equipment – Engineering, Hospital, Laboratory, Precision Instruments, Refrigeration, Scales, and Testing Equipment
<input type="checkbox"/> 981	Rental or Lease Services of Equipment – General Equipment
<input type="checkbox"/> 983	Rental or Lease Services of Equipment – Clothing, Janitorial, Laundry, Lawn, Painting, Spraying, and Textile Equipment
<input type="checkbox"/> 985	Rental or Lease Services of Equipment – Office, Photographic, Printing, Radio/Television/Telephone Equipment
<input type="checkbox"/> 988	Roadside, Grounds, Recreational and Park Area Services
<input type="checkbox"/> 990	Security, Fire, Safety and Emergency Services
<input type="checkbox"/> 992	Testing and Calibration Services
<input type="checkbox"/> 998	Sale of Surplus and Obsolete Items
<input type="checkbox"/>	Other – Specify:

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

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

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

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

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

OFFICE USE ONLY

Date Received

1 Name of Local Government Officer

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

(attach additional forms as necessary)

6 SIGNATURE

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

Signature of Local Government Officer

Please complete either option below:

(1) Affidavit

NOTARY STAMP / SEAL

Sworn to and subscribed before me by _____ this the _____ day of _____,
20 _____, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

(2) Unsworn Declaration

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

My address is _____, _____, _____, _____, _____.

(street)

(city)

(state)

(zip code)

(country)

Executed in _____ County, State of _____, on the _____ day of _____, 20____.

(month)

(year)

Signature of Local Government Officer (Declarant)



Guide for State and Local Governments Applying for Federal Financial Assistance

If you are a state or local government entity registering in SAM.gov to apply for grants or loans, or you have subrecipients who are getting Unique Entity IDs in SAM.gov, here are some resources for you.

Entity Validation

Whether you are getting a Unique Entity ID or registering, you must first validate your entity.

- [Entity Validation Help Resources](#): a list of the most common entity validation questions and answers
- [Video](#) on entity validation
- What validation [documentation](#) do I need?
- [Seven Common Reasons Entity Validation Documents Get Rejected](#)
- [What happens after I submit my entity validation documentation?](#)
- [My entity information has been updated. What do I do now?](#)

Registering in SAM.gov

- If I am applying for a federal grant, [do I need to register in SAM.gov?](#)
- [Quick Start Guide for Financial Assistance Registrations](#)

Getting a Unique Entity ID

- [What's the difference between only getting a Unique Entity ID and entity registration?](#)
- [As a sub-recipient, do I need a Unique Entity ID?](#)
- [Video](#) on how to get your Unique Entity ID without registering
- [Quick Start Guide](#) for Getting a Unique Entity ID

Tips for a successful validation

- Ensure the information you enter in SAM.gov for [legal business name](#), [physical address](#), [start year](#), and [state of incorporation](#) matches the documentation you attach.
- Always respond to emails received from fsdsupport@gsa.gov. If we receive no response, your ticket will be closed after five business days.

Documenting your Public Sector Entity

State and local governments are considered public sector entities. Validating the name, physical address, and when a public sector entity was established often requires additional documentation and a manual review. Find documentation options [here](#).

Common **name and address** documents submitted by public sector entities include:

- Bank statements (redacting information that isn't necessary for entity validation)
- Utility bills (e.g. water, gas, or electric, internet, waste management)

Official documents which specifically address the **establishment (start year and state) of public sector entities** include:

- Municipal charter established/codified by state legislature or local governing body
- Municipal codes establishing an entity
- State government declarations published in official government records
- Governor's declarations published in official government records
- Formal resolution from a town council
- State law related to the entity formation
- Screenshot of your verifiable, official government website with information on entity formation

If you cannot provide the requested documentation (e.g. your town was founded in 1761 and no original documents exist, or your utility bills are paid elsewhere and do not include your name and address), note in the comment section that as a public sector entity you are submitting alternate documentation and select Other Documents in the dropdown.

We will review your documentation and comments and provide further instructions for validation.



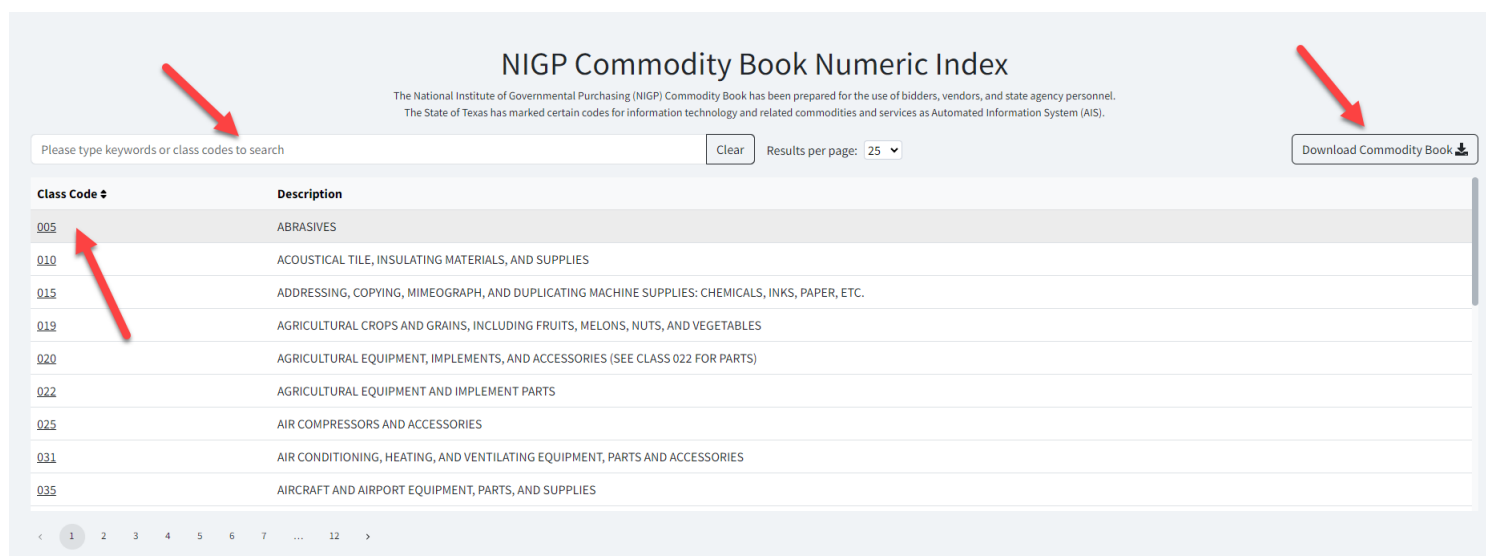
Using the NIGP Commodity Book Numeric Index

The [National Institute of Governmental Purchasing](#) (NIGP) Commodity Book has been prepared for use by bidders, vendors, and state agency personnel.

- Agencies use the class-item numbering and descriptions found in this book to properly code products or services on their requisitions and purchases, so that informal and formal procurements will be solicited from vendors that have indicated they can furnish the required materials, equipment, supplies, and services.
- Bidders are encouraged to become familiar with the format and contents of the NIGP Commodity Book when they register with the [Centralized Master Bidders List](#). It is *extremely* important for agencies and potential bidders that bidder class-item selections are correct.

Note to Bidders: Please do not select classes or items for which you **CANNOT** do business. If you are unable to bid or provide goods/services upon award, you may be removed from the Centralized Master Bidders List (CMBL).

- Class Codes are the first 3 digits of the 5-digit class and item code. The class code is the high-level category grouping.
- Search for codes using keywords like “compressors” or by class code like “019”. In the search bar the list will start to narrow as you type.
- Download the complete commodity code book to an Excel file to easily search and sort codes. Select [Download Commodity Book](#), name the file and choose the location to save the file.
- Once you have located a class code, click on the class code to see all the available items in the class.



NIGP Commodity Book Numeric Index

The National Institute of Governmental Purchasing (NIGP) Commodity Book has been prepared for the use of bidders, vendors, and state agency personnel. The State of Texas has marked certain codes for information technology and related commodities and services as Automated Information System (AIS).

Please type keywords or class codes to search

Clear Results per page: 25

Download Commodity Book

Class Code	Description
005	ABRASIVES
010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
015	ADDRESSING, COPYING, MIMEOGRAPH, AND DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
019	AGRICULTURAL CROPS AND GRAINS, INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
022	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS
025	AIR COMPRESSORS AND ACCESSORIES
031	AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS AND ACCESSORIES
035	AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES

< 1 2 3 4 5 6 7 ... 12 >

- Automated Information Systems (AIS) are Information Technology specific codes. These can be included or excluded from your search by using the appropriate radio buttons next to the search bar.
- Selecting [Download Table](#) will allow you to extract this narrowed search results to an Excel file.

Search Tips

- Searching on this page will search within the current Class list. If you search for “pumice” it would narrow this list to only those descriptions containing that keyword. In this example you searched for an item like “shoes” you would not get any results, you need to select Back to Numeric Index and perform the search there.

NIGP Commodity Book Class 005

The National Institute of Governmental Purchasing (NIGP) Commodity Book has been prepared for the use of bidders, vendors, and state agency personnel. The State of Texas has marked certain codes for information technology and related commodities and services as Automated Information System (AIS).

Please type keywords or class codes to search

Back to Numeric Index ↩

Clear

☒ All ☐ AIS Only ☐ Non AIS Only

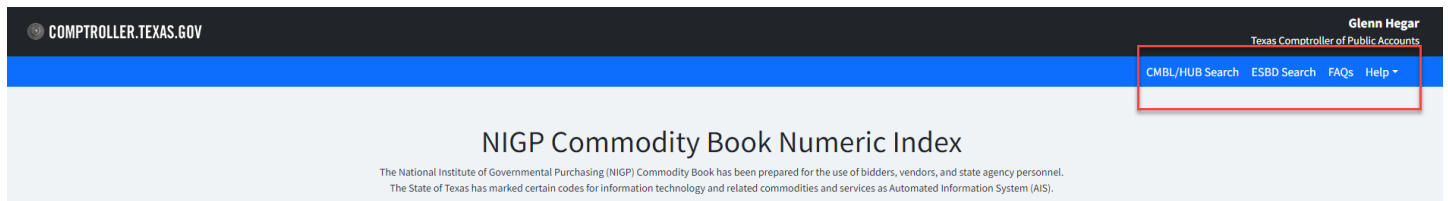
Download Table 📄

Class Code	Item Code ↕	AIS	Description
005	00	No	ABRASIVES
005	05	No	Abrasives Equipment and Tools
005	14	No	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
005	21	No	Abrasives, Sandblasting, Metal
005	28	No	Abrasives, Sandblasting, Other than Metal
005	42	No	Abrasives, Solid: Wheels, Stones, etc.
005	56	No	Abrasives, Tumbling (Wheel)
005	63	No	Compounds, Grinding and Polishing: Carborundum, Diamond, etc. (See Class 075 For Valve Grinding Compounds)
005	70	No	Pumice Stone (Inactive, effective January 1, 2016)

- Agencies and vendors** should avoid selecting **item code 00** when classifying procurements. These codes cover the whole class and are too general to provide clear search results. This selection may result in missed bid opportunities or vendor responses.
- Do not use item codes marked inactive.

	A	B	C	D
1	Class Code	Item Code	AIS	Description
2	005	00	No	ABRASIVES
3	005	05	No	Abrasives Equipment and Tools
4	005	14	No	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
5	005	21	No	Abrasives, Sandblasting, Metal
6	005	28	No	Abrasives, Sandblasting, Other than Metal
7	005	42	No	Abrasives, Solid: Wheels, Stones, etc.
8	005	56	No	Abrasives, Tumbling (Wheel)
9	005	63	No	Compounds, Grinding and Polishing: Carborundum, Diamond, etc. (See Class 075 For Valve Grinding Compounds)
10	005	70	No	Pumice Stone (Inactive, effective January 1, 2016)
11	005	75	No	Recycled Abrasives, Products and Supplies
12	005	84	No	Wool, Steel, Aluminum, Copper, and Lead

Useful links



CMBL/HUB Search

- Search for vendors registered in the [Centralized Master Bidders List \(CMBL\)](#).
- Search the directory for certified [Historically Underutilized Businesses \(HUB\)](#) vendors. (Select HUB's only radio button)

ESBD Search

- Search the [Electronic State Business Daily \(ESBD\)](#) to view bid opportunities posted by state agencies and Texas local governments.

Help

- Search agency's contacts [State agency contact list](#).
- Vendors registering with the state of Texas CMBL that need help identifying class and item codes that are applicable to your company, should email the [CMBL Help Desk](#) or call 512-463-3459.

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.

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an 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), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

Local Government Code § 176.001(2-a): "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

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

- (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.

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

GOVERNMENT CODE

TITLE 10. GENERAL GOVERNMENT

SUBTITLE F. STATE AND LOCAL CONTRACTS AND FUND MANAGEMENT

CHAPTER 2252. CONTRACTS WITH GOVERNMENTAL ENTITY

SUBCHAPTER Z. MISCELLANEOUS PROVISIONS

Sec. 2252.908. DISCLOSURE OF INTERESTED PARTIES.

(a) In this section:

(1) "Business entity" means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership, or corporation.

(2) "Governmental entity" means a municipality, county, public school district, or special-purpose district or authority.

(3) "Interested party" means a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts or who actively participates in facilitating the contract or negotiating the terms of the contract, including a broker, intermediary, adviser, or attorney for the business entity.

(4) "State agency" means a board, commission, office, department, or other agency in the executive, judicial, or legislative branch of state government. The term includes an institution of higher education as defined by Section 61.003, Education Code.

(b) This section applies only to a contract of a governmental entity or state agency that:

(1) requires an action or vote by the governing body of the entity or agency before the contract may be signed;

(2) has a value of at least \$1 million; or

(3) is for services that would require a person to register as a lobbyist under Chapter 305.

(c) Notwithstanding Subsection (b), this section does not apply to:

(1) a sponsored research contract of an institution of higher education;

(2) an interagency contract of a state agency or an institution of higher education;

(3) a contract related to health and human services if:

(A) the value of the contract cannot be determined at the time the contract is executed; and

(B) any qualified vendor is eligible for the contract;

(4) a contract with a publicly traded business entity, including a wholly owned subsidiary of the business entity;

(5) a contract with an electric utility, as that term is defined by Section 31.002, Utilities Code; or

(6) a contract with a gas utility, as that term is defined by Section 121.001, Utilities Code.

(d) A governmental entity or state agency may not enter into a contract described by Subsection (b) with a business entity unless the business entity, in accordance with this section and rules adopted under this section, submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency.

(e) The disclosure of interested parties must be submitted on a form prescribed by the Texas Ethics Commission that includes:

(1) a list of each interested party for the contract of which the contracting business entity is aware; and

(2) a written, unsworn declaration subscribed by the authorized agent of the contracting business entity as true under penalty of perjury that is in substantially the following form:

"My name is _____, my
date of birth is _____, and my address is

_____, _____, _____, _____,
(Street) (City) (State) (Zip Code)

_____. I declare under penalty of
(Country)

perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____,

_____.

(Month) (Year)

Declarant".

(f) Not later than the 30th day after the date the governmental entity or state agency receives a disclosure of interested parties required under this section, the governmental entity or state agency shall submit a copy of the disclosure to the Texas Ethics Commission.

(f-1) A contract described by Subsection (b) entered into by a governmental entity or state agency is voidable for failure to provide the disclosure of interested parties required by this section only if:

(1) the governmental entity or state agency submits to the business entity written notice of the business entity's failure to provide the required disclosure; and

(2) the business entity fails to submit to the governmental entity or state agency the required disclosure on or before the 10th business day after the date the business entity receives the written notice under Subdivision (1).

(g) The Texas Ethics Commission shall adopt rules necessary to implement this section, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's Internet website.