

Orange County Purchasing Department

714 Polk Street, Orange, TX, 77630 Phone 409-882-7902 Fax 409-670-4170

BIDDER'S LIST APPLICATION

Instructions:

1. Please complete this form and return via email to Melissa Couvillion at mcouvillion@co.orange.tx.us.

You may also print the form, fill it out, and mail or fax it to:

Orange County Purchasing Department

714 Polk Street

Orange, TX 77630

Fax: 409-670-4160

- Double-check to be sure you have provided all information requested.
- 3. Select commodities your company regularly provides. Do not check commodities indiscriminately.
- 4. 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 that the vendor is responsible for remaining informed of bids/proposals and amendments
- 5. Vendor Registration: SAM (System for Award Management).

Vendors doing business with Orange County are <u>required</u> to be registered with The System for Award Management (SAM), with an "active" status.

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



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VENDOR INFORMATION

Company Name and Mailing Address for Bidding Forms and Purchase Orders			2. Mailing Address for Payment (if different from Item #1)			
3. Email address for POC:			<u> </u>		-	
☐ New Application	☐ Na	me/Address Change	☐ Add Commo	dities	☐ Delete Com	modities
☐ Federal ID No.		☐ W-9 Completed ☐ CIS Form Comp	oleted	Date of A	Application	
4. Type of Organization (Check one):		☐ Minority-Owned	☐ Woman-Owned	Corporation, Incorporated Under		
☐ Non-Profit Organization	١,	☐ Partnership	☐ Individual Laws of the State of:		of the State of:	
5. Person(s) Authorized to Sig						
Name	Official	Capacity	Phone No. (with Area Code) Fax No.		Fax No. (with Area	Code)
6. Type of Business (Check or	ne):	☐ CMBL	☐ Factory Representative			
		☐ Wholesale Dealer	Certified Catalog Vendor – From: To:			
☐ DBE		Retail Dealer	Other (define):			
☐ MWBE		☐ Manufacturer				
I hereby certify that the information	ation supp	blied herein is correct:				
Print or Type Name and Title			Signature			Date
For Purchasing Department Use Only						
Date:			Vendor No:			

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

Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

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

	1 Name (as shown on your income tax return). Name is required on this line	; do not leave this line blank.		.		
n page 3.	2 Business name/disregarded entity name, if different from above		· · · · · · · · · · · · · · · · · · ·			
	3 Check appropriate box for federal tax classification of the person whose r following seven boxes. C Corporation S Corporation	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):				
4 E	single-member LLC	ion L Partnership L	☐ Trust/estate	Exempt payee code (if any)		
tion A	Limited liability company. Enter the tax classification (C=C corporation)	S-S corporation P-Partnership	,(>			
Print or type. Specific Instructions on	Note: Check the appropriate box in the line above for the tax classifica LLC if the LLC is classified as a single-member LLC that is disregarded another LLC that is not disregarded from the owner for U.S. federal tax is disregarded from the owner should check the appropriate box for the	r. Do not check er of the LLC is	Exemption from FATCA reporting code (if any)			
ă	Other (see instructions)	15.		(Applies to accounts maintained outside the U.S.)		
S	5 Address (number, street, and apt. or suite no.) See instructions.	quester's name a	nd address (optional)			
See	6 City, state, and ZIP code					
	7 List account number(s) here (optional)					
Part	Taxpayer Identification Number (TIN)					
	our TIN in the appropriate box. The TIN provided must match the na	ame given on line 1 to avoid	Social sec	urity number		
backup	withholding. For individuals, this is generally your social security no	umber (SSN), However, for a				
residen	it alien, sole proprietor, or disregarded entity, see the instructions to , it is your employer identification number (EIN). If you do not have a	or Part I, later. For other		- -		
TIN, lat	er.	a number, see now to get a	or			
Note: I	f the account is in more than one name, see the instructions for line	1. Also see What Name and		dentification number		
Numbe	r To Give the Requester for guidelines on whose number to enter.		-			
Part	II Certification		1 			
Under	penalties of perjury, I certify that:					
2. I am Servi	number shown on this form is my correct taxpayer identification nur not subject to backup withholding because: (a) I am exempt from b ice (IRS) that I am subject to backup withholding as a result of a failinger subject to backup withholding; and	ackup withholding, or (b) I ha	ive not been no	tified by the Internal Revenue		
	a U.S. citizen or other U.S. person (defined below); and					
	FATCA code(s) entered on this form (if any) indicating that I am exer	nnt from FATCA reporting is	correct.			
	ation instructions. You must cross out item 2 above if you have been			ect to backup withholding because		
you hav acquisit other th	e failed to report all interest and dividends on your tax return. For real e ion or abandonment of secured property, cancellation of debt, contribuan interest and dividends, you are not required to sign the certification,	estate transactions, item 2 dos utions to an individual retireme	s not apply. For nt arrangement	mortgage interest paid, (IRA), and generally, payments		
Sign Here	Signature of U.S. person ▶	Date	>			
_	eral Instructions	 Form 1099-DIV (divide funds) 	nds, including t	hose from stocks or mutual		
noted.	references are to the Internal Revenue Code unless otherwise	 Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) 				
related	developments. For the latest information about developments to Form W-9 and its instructions, such as legislation enacted by were published, go to www.irs.gov/FormW9.	 Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) 				
	ose of Form		Form 1099-S (proceeds from real estate transactions)			
•		•		d party network transactions)		
informa	idual or entity (Form W-9 requester) who is required to file an tion return with the IRS must obtain your correct taxpayer ation number (TIN) which may be your social security number	 Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) 				
(SSN), ii	ndividual taxpayer identification number (ITIN), adoption	• Form 1099-C (canceled debt)				
taxpaye	r identification number (ATIN), or employer identification number report on an information return the amount paid to you, or other	 Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident 				
amount	reportable on an information return. Examples of information include, but are not limited to, the following.	alien), to provide your correct TIN.				
	1099-INT (interest earned or paid)	If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding.				

later.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.	OFFICE USE ONLY			
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).	Date Received			
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.				
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.				
Name of vendor who has a business relationship with local governmental entity.				
Check this box if you are filling an update to a previously filed questionnaire. (The law re completed questionnaire with the appropriate filing authority not later than the 7th busines you became aware that the originally filed questionnaire was incomplete or inaccurate.)	s day after the date on which			
Name of local government officer about whom the information is being disclosed.				
Name of Officer				
Describe each employment or other business relationship with the local government officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with Complete subparts A and B for each employment or business relationship described. Attack CIQ as necessary. A. Is the local government officer or a family member of the officer receiving or limited investment income, from the vendor? Yes No B. Is the vendor receiving or likely to receive taxable income, other than investment of the local government officer or a family member of the officer AND the taxable local governmental entity? Yes No Yes No	the local government officer. In additional pages to this Form It income, from or at the direction income is not received from the			
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.				
Check this box if the vendor has given the local government officer or a family member as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a)(2)(B) as described in Section 176.003(a)(2)(B).				
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.

<u>Local Government Code § 176.001(1-a)</u>: "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;
 - (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

(Instructions for completing and filing this form are provided on the next page.)						
Th	This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. OFFICE USE ONLY					
go	nis is the notice to the appropriate overnment officer has become aware accordance with Chapter 176, Loca	Date Received				
1	Name of Local Government Office	•	!			
2	Office Held					
	Onice rielu					
	•					
3	Name of vendor described by Sec	tions 176.001(7) and 176.003(a), Local Government	Code			
4	Description of the nature and exten	nt of each amployment or other business relationship	n and each family relationship			
	Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.					
		vernment officer and any family member, if aggreg				
	from vendor named in Item 3 exce	eds \$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	AFFIDAVIT	I swear under penalty of periury that the above statement i	s true and correct. Lacknowledge			
	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 covers the 12-month period described by Section 176.003(a	-			
		Signature of Local	Government Officer			
	AFFIX NOTARY OFFICE					
	AFFIX NOTARY STAMP / SEAL ABOVE Sworn to and subscribed before me, by the said, this the day					
	Swom to and subscribed before me, by the of	, this the day				
	, 100	winds, without my tiand and seal of diffice.				
	Signature of officer administering oath	Printed name of officer administering oath	Fitle of officer administering oath			

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. Affidavit. Signature of local government officer.

<u>Local Government Code § 176.001(2-a)</u>: "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.