



## VENDOR LIST APPLICATION

### General Information

This application form is intended to facilitate the identification of qualified vendors that desire to be considered for business opportunities with the Era Independent School District, including products and services solicited through both the general purchasing and competitive procurement processes. Please complete the information requested, and return to:

Era ISD Attn: Purchasing P.O. Box 98 Era, TX 76238	<b>or</b>	Email: <a href="mailto:crenshaws@eraisd.net">crenshaws@eraisd.net</a> Attn: Sandy Crenshaw, Business Mgr.	<b>or</b>	Fax: (940)665-5311 Attn: Purchasing
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Once this application is received, your company will be added to our vendor contact list. Please be specific in listing the products and services your company offers. You will receive formal bid invitations or quotation requests for those items you indicate, in the event the District seeks to purchase those products or services. In order to remain on our vendor list, please respond to such invitations with a price offer or a "no bid". If such a response is not received, your company is subject to removal from the vendor's list.

### Conflict of Interest Questionnaire

Effective January 1, 2006, Chapter 176 of the Local Government Code requires a person who contracts or seeks to contract with the Era Independent School District for the sale or purchase of property, goods, or services to file a conflict of interest questionnaire with the District. The questionnaire must be filed no later than the seventh business day after the date that the person: (1) begins contract discussions or negotiations with the District; or (2) submits to the District a response to a request for proposal or bid, correspondence, or another writing related to a potential agreement with the District.

An updated conflict of interest questionnaire must be filed no later than September 1 of each year in which the person; (1) has begun contract discussions or negotiations with the District; or (2) submits to the District an application, response to a request for proposals or bids, correspondence or another writing related to a potential agreement with the District; and (3) the seventh business day after the date of an event that would make a statement in the questionnaire incomplete or inaccurate. The updated questionnaire is not required if the person has filed an updated questionnaire on or after June 1, but before September 1 of that year.

It is the vendor's responsibility to interpret the requirements of Chapter 176 of the Local Government Code. For more information you can visit the Texas Ethics Commission website ([www.ethics.state.tx.us](http://www.ethics.state.tx.us)). A copy of Form CIQ is attached, and should be completed and returned with this application.

**Era ISD – Local Government Officers**

- Superintendent:** Jeremy Thompson
- Board of Trustees:** Don Beuthien, Nancy Denison, Jared Groce, Randy Huddleston, Jaret Kindiger, Karl Metzler, and Joe Yarbrough

## Purchasing Procedures

- ⊗ The Administration Office shall verify product and service quality, company performance, insurance, and warranty standards. Any vendor, new service company representative, or sales organization shall complete this application prior to being considered for purchasing or service opportunities within Era ISD.
- ⊗ Payment of undisputed, authorized invoices may be expected within thirty (30) days.
- ⊗ All purchases shall be executed by an Era ISD Purchase Order, signed by the proper authorities, and shall conform to the terms of that contract. You must receive a signed hard copy of the Purchase Order before a valid contract for payment exists between your company and Era ISD.
- ⊗ Invoices should be mailed to: **Era ISD, Attn: Accounts Payable, P.O. Box 98, Era, TX 76238**. The District shall not be responsible for payment of invoices that do not have a corresponding properly drawn Purchase Order, and invoices sent to the District should list the corresponding Purchase Order number.
- ⊗ Vendors agree to accept Era ISD Purchase Orders and follow District payment terms. Goods and services purchased by Era ISD shall be considered delivered and freight prepaid unless specifically noted on the bid, contract, or purchase order. Changes of prices are not allowed without written authorization from the purchasing authority.

Adherence to the above policies will allow the district to comply with state laws and pay on a timely basis. If you have any questions, please call Sandy Crenshaw, EISD Business Manager, at (940)665-2007 x211 or email her at [crenshaws@eraisd.net](mailto:crenshaws@eraisd.net).



**ERA**

**INDEPENDENT  
SCHOOL DISTRICT**

# VENDOR APPLICATION FORM

Vendor Information			
Company Name:			
Address:			
City:	State:	Zip:	
Phone #:	Fax #		
Contact Name:	Contact Title:		
Contact Email:	Company Website:		
Tax ID/EIN #:			
Please indicate below all purchasing vehicles that this company currently participates in (mark all that apply):			
<input type="checkbox"/> BuyBoard	<input type="checkbox"/> DIR	<input type="checkbox"/> TBPC	<input type="checkbox"/> TCPN
<input type="checkbox"/> TIPS	<input type="checkbox"/> ESC XI	<input type="checkbox"/> TPASS/TXMAS	
<input type="checkbox"/> Other:		<input type="checkbox"/> Other:	
Are you a Sole Source Product Provider? If Yes, a <i>Sole Source Affidavit</i> must be completed and submitted with application. ( <i>form attached</i> )			<input type="checkbox"/> Yes <input type="checkbox"/> No
The company listed above is a minority-owned business.			<input type="checkbox"/> Yes <input type="checkbox"/> No
The company listed above is a woman-owned business.			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Note:</b> A minority/woman-owned business is defined as a business wherein at least 51% of the ownership and management is by minority/women group members, or in the case of a publicly-owned business, at least 51% of the stock is owned and managed by minority/women group members.			
Please check the appropriate boxes below to indicate all general products or services offered by this company. Utilize the lines below to specifically describe all equipment, supplies, materials, goods and/or services (include brands or manufacturers if applicable).			
<input type="checkbox"/> Athletic supplies/equip.	<input type="checkbox"/> Awards/Trophies	<input type="checkbox"/> Audio Visual equipment	<input type="checkbox"/> Building Maintenance
<input type="checkbox"/> Business/office supplies	<input type="checkbox"/> Custodial	<input type="checkbox"/> First Aid / Medical	<input type="checkbox"/> Floor covering/surfaces
<input type="checkbox"/> Food Services / Supplies	<input type="checkbox"/> Furniture	<input type="checkbox"/> Grounds maintenance	<input type="checkbox"/> Instructional materials
<input type="checkbox"/> Library books / supplies	<input type="checkbox"/> Music / Art	<input type="checkbox"/> Paper / printing supplies	<input type="checkbox"/> Security
<input type="checkbox"/> Technology	<input type="checkbox"/> Transportation	<input type="checkbox"/> Uniforms / apparel	<input type="checkbox"/>
<i>Product Listing or Description:</i>			

**Era Independent School District**

**Sole Source Affidavit Form**

A sole source purchase can be made without the benefit of a competitive process when there are no other items available in the marketplace that have the same fit, form and function of the items being purchased.

To comply with the State of Texas definition of a sole source provider, the vendor must satisfy one of the following requirements as defined in the Texas Education Code, Subchapter B, §44.031:

- (j) Without complying with Subsection (a), a school district may purchase an item that is available from only one source, including:
  - (1) an item for which competition is precluded because of the existence of a patent, copyright, secret process, or monopoly;
  - (2) a film, manuscript, or book;
  - (3) a utility service, including electricity, gas, or water; and
  - (4) a captive replacement part or component for equipment.
- (k) The exceptions provided by Subsection (j) do not apply to mainframe data-processing equipment and peripheral attachments with a single-item purchase price in excess of \$15,000.

Company Information		
Company Name:		
Address:		
City:	State:	Zip:
Phone #:	Fax #	
Name of Authorized Agent:		Agent Title:
Authorized Signature:		Date:
<i>We have carefully reviewed the Texas Education Code, Subchapter B, §44.031, and hereby certify that we meet and comply with Sections (j) and (k) of the aforementioned code for the sale of the product or products below (please state products and include a brief description with reason(s) for sole source justification).</i>		
<b>Sole Source Justification:</b>		

# CONFLICT OF INTEREST QUESTIONNAIRE

## FORM CIQ

For vendor or other person doing business with local governmental entity

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

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

### OFFICE USE ONLY

Date Received

**1** Name of person doing business with local governmental entity.

**2**

Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

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

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

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

**FORM CIQ**

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

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes       No

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

Yes       No

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

Yes       No

D. Describe each affiliation or business relationship.

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

**7**

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date