



Devine Independent School District

605 W. Honda, Devine, Texas 78016

NOTICE TO VENDORS

(830) 851-0795 Fax (830) 663-6706
Todd Grandjean, Superintendent

Valuable Vendor:

RE: Vendor List and qualifications

The State of Texas requires that all state funded agencies maintain current files containing completed vendor information. Prior to approving you or your firm as a qualified vendor doing commerce with this school district, the following must be on record:

Federal and State Required forms from Vendors:

1. IRS Form W-9; completed to include:
 - a. Name of business entity
 - b. Employer Identification Number or Social Security Number (ONLY ONE)
2. Felony Conviction Notice
(This must be an original and must be notarized)
3. Affidavit of Non Collusion, Anti-Lobby Statement
4. Non Appropriation Form
5. Conflict of Interest Questionnaire Form (Form CIQ)
6. Vendor Contact Information and EFT Information Form
7. No Israel Boycott Certification/No Excluded Nation or Foreign Terrorist Organization Certification Form
8. Vendor Debarment Statement

Federal Regulations 6109 of the Federal Income Tax Law requires the school district to have your Taxpayer Identification (TIN) number on record. Form 1099 Misc. will be waived only if your firm operates as a corporation, a tax-exempt organization, a government agency, or any other recognized exempt business entity. This must be declared in your correspondence to the District.

If your business operates as a sole proprietorship or partnership, you may substitute your social security number for the TIN number.

Please email the completed vendor packet to: Shannon.ramirez@devineisd.org.

Vendors will not be posted to the approved vendor list until our office satisfactorily receives all of the applicable documents cited above. Prompt attention will assure no interruption of payment of goods and services.

Respectfully submitted

Shannon Ramirez
Director of Finance
Devine ISD

Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

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

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

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

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



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AFFIDAVIT OF NON-COLLUSION, NON-CONFLICT INTEREST, ANTI-LOBBYING STATEMENT

The Undersigned Certifies That:

Company Name

- 1) Neither the Proposer of the proposer's officers, Partners, Owners, Agents, Representatives, Employees, or Parties in Interest, has in any way colluded, conspired, or agreed, directly or indirectly with any person, firm, corporation or other Proposer, or potential Proposer to pay any money or other valuable consideration for assistance in procuring or attempting to procure a contract or fix the prices in the attached proposal or the proposal of any Proposer. The undersigned further state that no such money or other reward will be hereinafter paid.
- 2) No attempt has been made or will be made by this company's Officers, Employees, or Agents to lobby, directly or indirectly with the Devine Independent School District Board of Trustees between the submission date(s) and date of award by the Devine ISD Board of Trustees.
- 3) No officer or stockholder of the Proposer is a member of the staff, or related to any employee of the Devine Independent School District.
- 4) The undersigned certifies, under penalty of perjury, that he/she is fully informed regarding the accuracy of the statements contained in this certification, and that the penalties herein are applicable to the proposer as well as to any person representing or signing in her/her behalf.

Owner/Agent Signature

Title

Date

Owner/Agent Signature

Title

Date

Owner/Agent Signature

Title

Date



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Felony Conviction Notice

State of Texas Legislative Senate Bill No. 1 §Section 44.034, *Notification of Criminal History, Subsection (a)*, states, "a person or business entity that enters into a contract with a school district must give advance notice to the said district if the person or owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the nature of and the conduct resulting in the conviction of the felony."

Subsection (b) states " a school may terminate a contract with a person or business entity if the district

The Affidavit Below is not required of a Publicly-Held Corporation

determines that the person or business entity failed to give notice as prescribed in *Subsections (a)* or misrepresented that conduct resulting in the conviction. The District must compensate the person or business entity for services performed before the termination of the contract."

My firm is a publicly-held corporation; therefore this reporting requirement if not applicable.

Signature of Company Official

Affidavit

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed and acknowledged by me and is true to the best of my knowledge.

1, Company Name _____

2. Authorized Company Official(s) _____

3. I/We certify that the above said agent(s) operating this firm have not been convicted of a felony or a crime of moral turpitude.

(Signature)

(Title)

(Signature)

(Title)

Subscribed and sworn to me this _____ day of _____, 20____

Notary Public (Signature)

Commission Expiration Date



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Non Appropriation Form

If there is not appropriate and sufficient funding/monies in the fiscal year(s) to continue this contract, then a "non-appropriation" shall be deemed to have occurred.

If a non-appropriation occurs, then the district will give notice of non-appropriation and will be able to cancel this contract with written notice without assessing a fee/penalty or liability to continue with the contract.

Devine ISD Representative

Date

Vendor/Contractor Representative

Date



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Vendor Contact Information Form

Vendor Name _____

Tax ID Number _____

Vendor Contact _____

Order Address _____

Remittance Address _____

Phone Number _____

Fax Number _____

E-mail (required) _____

Accounts payable contact _____

AP Phone Number _____

Description of goods and services:

Electronic Funds Transfer Information

Bank's Name _____

Bank's Address _____

Bank's ABA Number _____

Vendor's Bank Account Number _____

EFT Email Address _____



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INVOICE REQUIREMENTS

Attention all Vendors:

The Devine Independent School District purchase order must appear on **ALL INVOICES**, before payment will be issued to your company, No purchases and/or orders should be processed and/or shipped without a valid Purchase order Number.

Please email all invoices and related correspondence to corinne.stacy@devineisd.org or by US Mail to the following address:

Devine ISD
Attn: Accounts Payable Dept.
605 W. Hondo
Devine, Texas 78016

Respectfully,

Shannon Ramirez
Director of Finance
Devine ISD



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Todd Grandjean, Superintendent

NO ISRAEL BOYCOTT CERTIFICATION

Effective September 1, 2017, a Texas governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract. (TEX. GOV'T CODE Ch. 2270)

"Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes. TEX. GOV'T CODE §808.001(1).

"Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

By signature below, I certify and verify that Vendor does not boycott Israel and will not boycott Israel during the term of any contract awarded under this Proposal Invitation, that this certification is true, complete and accurate, and that I am authorized by my company to make this certification.

Company Name

Signature of Authorized Company Official

Printed Name

NO EXCLUDED NATION OR FOREIGN TERRORIST ORGANIZATION CERTIFICATION

Effective September 1, 2017, Chapter 2252 of the Texas Government Code provides that a Texas governmental entity may not enter into a contract with a company engaged in active business operations with Sudan, Iran, or a foreign terrorist organization – specifically, any company identified on a list prepared and maintained by the Texas Comptroller under Texas Government Code §§806.051, 807.051, or 2252.153. (A company that the U.S. Government affirmatively declares to be excluded from its federal sanctions regime relating to Sudan, Iran, or any federal sanctions regime relating to a foreign terrorist organization is not subject to the contract prohibition.)

By signature below, I certify and verify that Vendor is not on the Texas Comptroller's list identified above; that this certification is true, complete and accurate; and that I am authorized by my company to make this certification.

Company Name

Signature of Authorized Company Official

Printed Name



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Conflict of Interest

Below are employees with purchasing authority for Devine ISD. If there is a conflict of interest with one or more of the following employees or Board Members, please disclose on the attached CIQ form.

Devine ISD School Board President
Devine ISD School Board Vice President
Devine ISD School Board Secretary
Devine ISD School Board Member
Devine ISD School Board Member
Devine ISD School Board Member
Devine ISD School Board Member

Nancy Pepper
Henry Moreno
Keri James
Carl Brown
Renee Frieda
Alixana Buvinghausen
Chris Davis

Superintendent
Director of Finance
Director of Special Programs
Director of Student Services
Director of Special Education
Director of Athletics
Director of Technology
Director of Operations and Custodial
Transportation Supervisor
Director of Grounds
High School Principal
Middle School Principal
Intermediate School Principal
Elementary School Principal
Cheerleader Sponsor
Ag Coordinator
Band Director

Todd Grandjean
Shannon Ramirez
Abigail Beadle
Dawn Schneider
Jenni Hagdorn
Jim Sessions
Jesse Hinojosa
Darren VanFossen
Kandi Stein
Ruben Ramirez
Juan Michael Gonzalez
Kandi Darnell
Michael Gomez
Magdalena Strickland
Alejandra Valdez
Chad Saunders
Humberto Sanchez

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

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

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

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

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

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

Name of Officer

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

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

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

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

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

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

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

