



The City of Quinlan, TX

P.O. Box 2740 | 105 W. Main St. | Quinlan, TX 75474 | ph (903) 356-3306 | fax (903) 356-4267

Dear City of Quinlan Vendor,

The City of Quinlan is updating all vendor information in our system. In order to become an approved vendor with the City of Quinlan you must complete and remit the following forms:

- Information Form
- W9 Form
- Conflict of Interest Form

Please remit these forms to:

City Secretary
City of Quinlan

PO Box 2740

Quinlan, TX 75474

Fax: 903-356-4267

Or email to: lkennemer@cityofquinlan.net

Thank you for your time and attention to this matter. We look forward to continuing our business relationship with your company. Should you have any questions please call 903-356-3306 or email me at the address provided above.

Sincerely,
Laura Kennemer
City Secretary



The City of Quinlan, TX

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Business/Vendor Registration Form

INSTRUCTIONS: Submit completed signed form. Fax, mail or email your form to kennemer@cityofquinlan.net. Any form that is unsigned, omits required information will be considered incomplete. Required information is denoted by a red asterisk (*). Incomplete applications will be neither processed nor returned.

Section I: Business Profile*

1099 Supplier*

Section 2: Classification*

(as defined by the IRS)

Business Name

- Partnership
- Sole Proprietorship
- Non-Profit
- Individual
- Other _____

Business Website

Tax Identification Number (TIN) * Enter the employee identification number (EIN#), social security number (SS#) or individual taxpayer identification number (ITIN#) you provided on the W-9 that will accompany this application.

SS# or ITIN#:

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EIN #

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Primary Contact *

Name

Email

Phone

Address

City, State, Zip

Fax

Use primary information for (check all that apply) Quote Request Remittance Purchase Orders

Preferred Method of Delivery: Email Fax Mail

Secondary Contact

Name

Email

Phone

Address

City, State, Zip

Fax

Use primary information for (check all that apply) Quote Request Remittance Purchase Orders

Preferred Method of Delivery: Email Fax Mail



SECTION 3: *Identify goods and/or services you provide.

SECTION 4: ACKNOWLEDGMENT AND CERTIFICATION (TO BE COMPLETED BY THE COMPANY ONLY) *

I the undersigned hereby certify:

- A. I am a representative of the above entity authorized to sign legal binding documents on its behalf to the best of my knowledge, all information on this application is accurate and complete.
- B. That it is this company’s responsibility to update this data when changes occur and failure to do so may result in non-receipt of information for the city’s requirements.
- C. I understand that I must submit a completed IRS Form W-9 with a new application in order to register my business with the city and receive full consideration for awards and receive payment for all invoices submitted.

Company Representative Name (Type or Print) *

Title (Type or Print) *

Phone#*

Company Representative Name (Signature) *

Date*

Email Address*

City of Quinlan Use Only		
<input type="checkbox"/> New Vendor <input type="checkbox"/> Already a Vendor	Processed by:	Date: <input type="checkbox"/> Entered in to Finance Software

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.