



COMFORT INDEPENDENT SCHOOL DISTRICT

Dr. Tanya Monroe, Superintendent
232 High Street
P.O. Box 398
Comfort TX 78013

Telephone (830)995-6400
Facsimile (830)995-2236
E-Mail tanya.monroe@comfortisd.net
Web www.comfort.txed.net

Dear Vendor,

Thank you for your interest in doing business with Comfort ISD. Small businesses, minority-owned firms, and women's business enterprises are encouraged to participate in our procurement process.

Please help us to pay authorized bills in a timely manner by ensuring that the following policy requirements are followed.

PURCHASE ORDERS: All purchases must be on a properly drawn purchase order issued by the Business Office before the goods are ordered, delivered or the services rendered. Comfort ISD will not be responsible for payment of goods or services on unauthorized purchases; persons making unauthorized purchases shall assume full responsibility for all such debts. The purchase order number must be included on all packages, invoices, shipping papers, credit memos and other correspondence.

INVOICING: It is increasingly important to have the correct address for United States Postal Service delivery. **Please address all original invoices to: Comfort ISD, Accounts Payable, P O Box 398, Comfort, Texas 78013. Invoices also may be emailed to accountpayable@comfortisd.net.**

PAYMENT: Monthly bills are paid at the school board meeting, which is held the second Monday of each month. Invoices will not be paid without a purchase order and only after the purchase order is complete. Payment of a satisfactorily completed purchase order having an accompanying, original authorized invoice may be expected within 45 days.

PRICING AND FREIGHT: Goods or services purchased by Comfort ISD purchase order shall be considered delivered and freight prepaid unless especially noted on the bid, contract, or purchase order. Price increases are not allowed without written authorization from the purchasing authority.

WARRANTY: When goods or services sold to Comfort ISD have no written warranty statement or disclaimer or warranty presented to the purchasing authority, a one-year parts and labor warranty will be assumed to be a part of the contract of purchase.

Please update your files to include our supervisory staff for the 2022-2023 school year: Dr. Tanya Monroe, Superintendent; Jeremy Hill, High School Principal; Michael Colvin, Middle School Principal; Darlene Williams, Elementary School Principal; Brandon Easterly, Athletic Director; Jennifer DiGiacinto, Network Manager and Josh Limmer, Director of Operations, Safety and Student Support Services.

In addition, please note that Comfort ISD is a tax-exempt organization. Our identification number is 74 6000548.

Please ensure that all departments receive this information. If these procedures are not followed, payments to your company may be delayed. Thank you for your assistance in helping CISD better serve you.

Vision
"Cultivating Hearts and Minds"

Comfort Independent School District

VENDOR LIST APPLICATION

Our company would like to be a supplier to the Comfort Independent School District for the 2022-2023 school year (September 1, 2022 - August 31, 2023). We are able to supply materials and/or services as shown.

Company Name: _____

Website: _____

Purchasing Coop Affiliations: _____

Discounts Offered: _____

ORDER FROM ADDRESS:

REMIT TO ADDRESS:

P O BOX _____

P O BOX _____

STREET ADDRESS _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

CITY, STATE, ZIP _____

CONTACT _____

CONTACT _____

POSITION/TITLE _____

POSITION/TITLE _____

PHONE _____

PHONE _____

FAX _____

FAX _____

E-MAIL _____

E-MAIL _____

Comfort ISD Commodity List

Please indicate all commodity/service areas that apply to your firm

Small businesses, minority-owned firms, and women’s business enterprises are encouraged to participate in our procurement process. Please include certification.

- _____ Athletic Supplies & Equipment
- _____ Automotive Parts/Tires/Equipment
- _____ Awards & Trophies
- _____ Computers Supplies & Equipment
- _____ Construction Equipment & Supplies
- _____ Custodial Supplies & Equipment
- _____ Electrical supplies
- _____ Fencing supplies
- _____ First Aid, Medical Supplies & Equipment
- _____ Floor Covering and Sports Surfaces
- _____ Food Services Supplies & Equipment
- _____ Furniture

- _____ Grounds Maintenance Equipment & Supplies
- _____ HVAC supplies
- _____ Instructional supplies
- _____ Job Order Contracting /Trade Services
- _____ Music and Theater
- _____ Office Supplies & Equipment
- _____ Plumbing supplies
- _____ T-shirt printing/embroidery
- _____ Uniforms and Apparel
- _____ Vehicles/Trucks/Buses/Trailers
- _____ Other _____

Mail completed form to Comfort ISD Purchasing, P O Box 398, Comfort, TX 78013 or email to tina.bohnert@comfortisd.net.

Comfort Independent School District

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 district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony".

Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract".

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY HELD CORPORATION.

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

COMPANY NAME: _____
Print or Type

AUTHORIZED COMPANY OFFICIAL'S NAME: _____
Print or Type

***** SIGN ONLY A, B or C*****

A. My firm is a publicly-held Corporation; therefore, this reporting requirement is not applicable.

Signature of Company Official: _____

B. My firm is not owned nor operated by anyone who has been convicted of a felony.

Signature of Company Official: _____

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony. (Attach additional sheets if necessary.)

Name of Felon(s): _____

Details of Conviction(s): _____

Signature of Company Official: _____

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.



VENDOR ACH PAYMENT ENROLLMENT FORM

This form is used for Automated Clearing House (ACH) payments to provide payment-related information to your financial institution. You must check with your financial institution to confirm that funds have been deposited.

Please check one of the following: _____ New _____ Change

PAYEE / COMPANY INFORMATION

Name:	Comfort ISD Vendor Number (CISD use only):
Email Address:	

FINANCIAL INSTITUTION INFORMATION

Name:	
Address:	
Nine-digit ABA Routing Number (usually the first nine digits at the bottom of a check):	
Account Number:	Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings

Name of Payee or Authorized Official (please print):	Title:
Signature of Payee or Authorized Official (required):	Date:

The form can be mailed to:

OR

The form may be emailed to:

Comfort ISD
 Attn: Vendor Forms
 PO Box 398
 Comfort, TX 78013

maria.hernandez@comfortisd.net