

**REQUEST FOR PROPOSAL**  
**New Boston Independent School District**  
**201 Rice Street**  
**New Boston, Texas 75570**  
[www.nbschools.net](http://www.nbschools.net)

DATE: June 25, 2021

**RFP No. MS2021-RD**  
**MIDDLE SCHOOL CAMPUS PAVEMENT AND DRAINAGE IMPROVEMENTS**

Sealed proposals addressed to New Boston ISD, Att: Director of Business Operations, will be received at 201 Rice Street, New Boston, Texas 75570, until July 12, 2020 @ 12:00pm. Proposal Envelopes shall be plainly marked:

**SEALED PROPOSAL FOR NEW BOSTON MIDDLE PAVEMENT & DRAINAGE IMPROVEMENT**  
**RFP NO. MS2021-RD**  
**DO NOT OPEN BEFORE**  
**July 12, 2021 @ 2:00pm**

Any proposal received later than the specified time, whether delivered in person or mailed/shipped, shall be disqualified. The district reserves the right to reject any or all proposals, and to accept the proposal in part or in whole deemed most advantageous to the district and to waive any formalities of bidding.

For questions about this RFP, please contact Brian Bobbitt, Superintendent, at [bbobbitt@nbschools.net](mailto:bbobbitt@nbschools.net), ph: (903)-628-2521 or Jackie Barnwell, Director of Business Operations, at [jbarnwell@nbschools.net](mailto:jbarnwell@nbschools.net), ph: (903)-628-2521.

For questions regarding purchasing or the bid process, please contact Jackie Barnwell, Director of Business Operations, at [jbarnwell@nbschools.net](mailto:jbarnwell@nbschools.net), ph: (903)-628-2521.

**NON-DISCRIMINATION POLICY**

New Boston Independent School District does not discriminate on the basis of sex, ethnicity, race, color, age, or national origin in its educational programs or employment as required by Title IX, Section 504, and Title VI.

**RFP No. MS2021-RD  
CAMPUSE PAVEMENT AND DRAINAGE IMPROVEMENTS**

**NOTICE TO BIDDERS**

Items listed below apply to and become a part of the terms and conditions of this proposal unless superseded by any supplemental specifications or conditions enclosed or attached hereto; in which case the attached or enclosed conditions will prevail.

1. This RFP along with any submitted questions and answers will be posted on the school's web site (<http://www.nbschools.net>) under *Departments > Business Services > RFP / Bid Opportunities*.
2. A Catalog of Services will not be considered. All proposals must be site specific.
3. The acceptance and implementation of the bid(s) is contingent upon available funding from the district.
4. An initial on-site survey is optional with the applicable parties to ascertain the specifics of this project. Each bidder shall fully inform himself prior to bidding as to all existing conditions and limitations under which the work is to be performed. Site visits must be scheduled with the district's general contact, Brian Bobbitt, Superintendent, at [bbobbitt@nbschools.net](mailto:bbobbitt@nbschools.net) or (903)-628-2521. Site visits must be completed by **July 8, 2021**.
5. It is the bidder's responsibility to include all portions of the project needed (equipment and labor) to complete the project according to the specifications set forth in the Bid Packet.
6. Inquiries or protests concerning this proposal must be directed to Jackie Barnwell at [jbarnwell@nbschools.net](mailto:jbarnwell@nbschools.net) or (903)-628-2521. All concerns, inquiries or protests to specifications need to be addressed in writing before the proposal opening. This may delay the proposal opening until the matter can be resolved. Protests to the award of the proposal need to be made by 5:00 P.M. CST, the Friday following the School Board of Trustees' award.
7. Proposals must be submitted including the Proposal Summary Form provided as the Cover Page.
8. Proposals must be received in the New Boston ISD Administration Business Office before the hour and date specified. Late proposals will be disqualified and will not be opened.
9. Include detailed specifications and information on all proposed items. Failure to include information may result in the Contractor's proposal being considered as not meeting the specifications.
10. Proposals cannot be altered or amended after opening time. Any alterations made before opening time must be signed by the bidder or their agent. No proposals can be withdrawn after opening time without the approval of the district's Director of Business Operations.

**RFP No. MS2021-RD  
CAMPUSE PAVEMENT AND DRAINAGE IMPROVEMENTS**

**NOTICE TO BIDDERS (cont'd)**

11. It is not the policy of the district to purchase on the basis of low proposals alone. In evaluating proposals submitted; price, service, responsiveness to proposal instructions and conditions, and bidder qualifications will be taken into account. Please see the Bid Evaluation Criteria contained in this RFP.
12. The district shall have the right to reject any or all proposals, and in particular to reject a proposal not accompanied by any required Security or data required by the proposal documents or a proposal in any way incomplete or irregular.
13. If this RFP consists of more than one section, the district may choose to award any or all sections to a single bidder, award sections to different bidders, and may reject bids on one or more sections of this RFP or reject bids on this RFP in its entirety.
14. All proposals are approved by the School Board of Directors. The award date for this proposal is scheduled for the **July 19, 2021** regular School Board Meeting but may be subject to change.
15. Envelopes containing proposals must be sealed and marked on the lower left-hand corner with the firm name of the bidder.
16. A Purchase Order constitutes the district's offer to the bidder upon the terms and conditions stated herein, and shall become a binding contract on the terms set forth herein when it is accepted either by acknowledgement or performance.
17. If the supplier refuses or fails to make deliveries of the materials or supplies within the time frame specified on the face of the request for the proposal of the purchase order, The School Board of Directors may, by written notice, terminate the right of the supplier to proceed with deliveries on such part or parts thereof as to which there has been a delay.
18. Supplier shall certify and warrant that goods, personal property, channels and materials/equipment sold and delivered are free and clear of any and all liens or claims of liens for materials or services related to this proposal.
19. All goods and services must be delivered and installed to the satisfaction of the district. Rejected items will be held at the seller's risk and expense. No substitution of items shall be made by the seller without prior written approval from the School Board of Trustees or authorized district representative.
20. Payment of the seller's invoice is subject to adjustment for any shortage, or for rejection of any item or items.
21. All items contained in the proposal are bid as separate items unless otherwise stated. In case of error in computations or totals, the unit price shall govern.

**RFP No. MS2021-RD**  
**CAMPUSE PAVEMENT AND DRAINAGE IMPROVEMENTS**

**NOTICE TO BIDDERS (cont'd)**

22. If Bidder intends to use subcontractor(s) for any part of this project, prior written consent by the district is required. All subcontractors will be required to complete the Vendor Application Packet.
23. Termination: Should the awarded contractor be sold, merged, dissolved or otherwise incapable of performing the services set within the contract, at any time during the contracted period, the district shall retain the right to withdraw, rescind and cancel any/all contract agreements without recourse from the original contracted entity.

## **RFP No. MS2021-RD**

### **CAMPUSE PAVEMENT AND DRAINAGE IMPROVEMNTS**

#### **CONTRACTOR QUALIFICATIONS**

A Contractor responding to this bid must meet the following qualifications to be considered:

1. Contractor must complete Form 1295 online and attached Vendor Application Forms in order to qualify as a New Boston Independent School District approved vendor (Vendor Application Form, Felony Conviction Notification, Certifications Required as of September 1, 2017, CIQ Form, and W-9 Form)
2. Contractor Insurance: Contractor shall obtain and keep in force during the term of the Agreement:
  - a. WORKER'S COMPENSATION INSURANCE, in conformance with the State of Texas law and Employer's Liability
  - b. Commercial General Liability - Bodily Injury, \$1,000,000 combine single; Property Damage, \$1,000,000 aggregate
  - c. Contractual Coverage Automobile Liability - Bodily Injury, \$250,000 per person/\$500,000 per accident; Property Damage, \$100,000
3. Contractor must provide a Payment and Performance Bond in the amount to cover the scope of the project.
4. Contractor has not had a surety or bonding company finish work on any contract within the last 8 years.
5. Contractor must have proper licensing in good standing.
6. Contractor has not been disqualified or barred from performing work for any public owner or other contracting entity.
7. Must have provided professional services related to those in your submitted proposal, its design and installation for at least 5 years, and furnish evidence that it maintains a permanent place of business of a type and nature compatible with its proposal.
8. Contractors with an established place of business in the State of Texas preferred.
9. Must provide three references from clients of similar size and complexity in which services as bid are currently or have recently been provided.
10. It is the Contractor's responsibility to include a timeline for project completion once approval has been given for the project.
11. The Contractor must submit the information and qualifications of any Subcontractor involved in this project to the district for prior approval.

## **Request for Proposal**

### **RFP No. MS2021-RD**

The undersigned, as bidder, declares that the only person or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any other person, firm, or corporation; that he has carefully examined the form of Contract, Notice to Bidders, and Specifications therein referred to, and has carefully examined the locations, conditions and classes of materials of the proposed work; and agrees that he will provide all the necessary labor, machinery, tools, apparatus, and other items incidental to construction, and will do all the work and furnish all the materials called for in the Contract and Specifications in the manner prescribed therein and according to the requirements of the Engineer as therein set forth.

It is further agreed that the quantities of work to be done at unit prices and materials to be furnished may be increased or diminished as may be considered necessary, in the opinion of the Engineer, to complete the work fully as planned and contemplated, and that all quantities of work, whether increased or decreased, are to be performed at the unit prices set forth below except as provided for in the Specifications.

It is further agreed that lump sum prices may be increased to cover additional work ordered by the Engineer, but not required by the Specifications, in accordance with the provisions of the General Conditions. Similarly, they may be decreased to cover deletion of work so ordered.

It is understood and agreed that the work is to be completed in full within **60 calendar days** beginning on the date stated in the work order on which work is to be commenced. The New Boston School District shall withhold, permanently from the Contractor's total compensation, the sum of Five Hundred Dollars (\$500.00) per calendar day for liquidated damages.

New Boston School District reserves the right to reject any and all bids and to waive any informalities in the bidding.

In the event of the award of a Contract to the undersigned, the undersigned will furnish a Performance and Payment Bond each for the full amount of the Contract to secure proper compliance with the terms and provisions of the Contract, to insure and guarantee the work until final completion and acceptance, and to guarantee Payment of all lawful claims for labor performed and materials furnished in the fulfillment of the Contract.

The undersigned certifies that the bid prices contained in this proposal have been carefully checked and are submitted as correct and final.

**Request for Proposal**  
**RFP No. MS2021-RD**

NOTE: --Unit and lump sum prices must be shown in words and in figures for each item listed in this Proposal, and in the event of discrepancy, the words shall control. Should bid prices on any items be omitted, the right is reserved to apply the lowest prices submitted under this Proposal. In the event of discrepancies, the Owner reserves the right to accept or reject informalities.

Receipt is hereby acknowledged of the following addenda to the Contract Documents:

Addendum No. 1 dated ___	Rec. via mail ___	Rec. via fax __
Addendum No. 2 dated _____	Rec. via mail _____	Rec. via fax __
Addendum No. 3 dated _____	Rec. via mail _____	Rec. via fax __

CONTRACTOR: .....

BY: .....

NAME: \_\_\_\_\_

TITLE: .....

ADDRESS: \_\_\_\_\_  
(Street Address or Physical Address)

MAILING ADDRESS: .....  
(P. O. Box)

CITY, COUNTY & STATE: \_\_\_\_\_

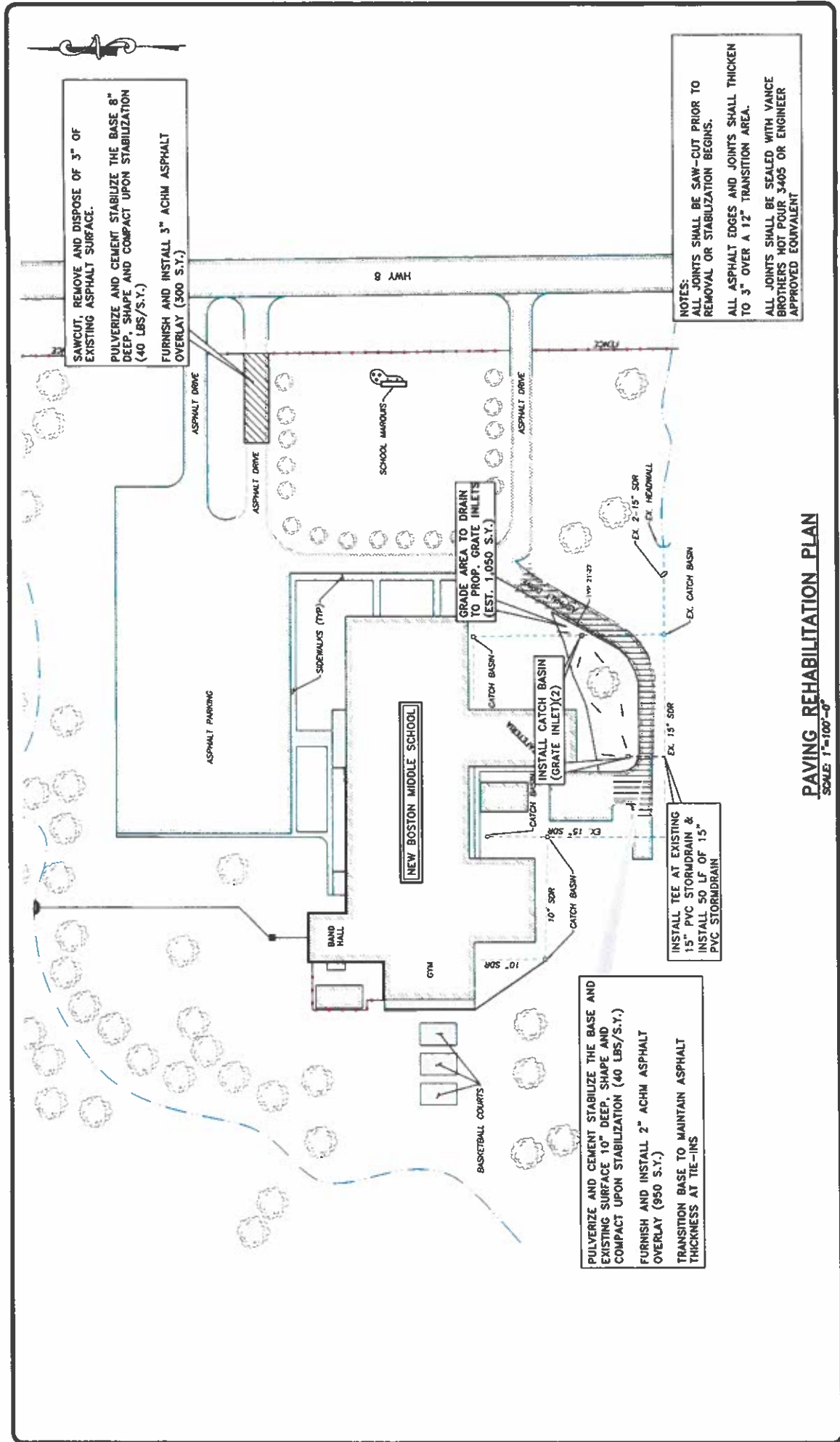
ZIP: .....

TELEPHONE: ..... FAX: .....

**RFP NO. MS2021-RD  
CAMPUS PAVEMENT AND DRAINAGE IMPROVEMENTS**

1. CONTRACTOR SHALL VERIFY LOCATION OF UTILITIES PRIOR TO BEGINNING SITEWORK.
2. CONTRACTOR SHALL BE RESPONSIBLE FOR DAMAGES TO EXISTING STRUCTURES, TREES, SIGNS, OR OTHER IMPROVEMENTS ADJACENT TO THE WORK AREA.
3. CONTRACTOR SHALL PERFORM CONSTRUCTION STAKING FOR EARTHWORK AND PAVING OPERATIONS. ENGINEER SHALL PROVIDE SURVEY CONTROL DATA
4. TESTING SHALL BE PERFORMED IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS BY AN APPROVED THIRD PARTY TESTING LABORATORY. THE ENGINEER'S REPRESENTATIVE SHALL ALSO BE NOTIFIED PRIOR TO PERFORMING TESTING.
5. ALL DEBRIS SHALL BE DISPOSED OF AT THE CONTRACTOR'S EXPENSE. BURNING OR BURYING DEBRIS ON SITE IS PROHIBITED.
6. CONTRACTOR SHALL RESTRICT ALL OPERATIONS TO INSIDE OF RIGHT -OF-WAY. STORAGE OF MATERIALS AND EQUIPMENT OUTSIDE OF THE R.O.W. SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN AUTHORIZATION FROM PROPERTY OWNER.
7. CONTRACTOR SHALL SUBMIT TRAFFIC CONTROL PLAN PRIOR TO BEGINNING SITEWORK. SIGNAGE AND BARRICADING MEASURES SHALL BE IN ACCORDANCE WITH MUTCD STANDARDS.
8. WHERE MILLING IS PERFORMED BY THE CONTRACTOR, THE RECYCLED MATERIAL SHALL BE REMOVED AND THE CONTRACTOR MAY KEEP SUCH MATERIALS.
9. STREET MAY BE CLOSED FOR ONE-WAY TRAFFIC FOR CONSTRUCTION PURPOSES. CONTRACTOR SHALL MAINTAIN ACCESS THROUGH ONE LANE OF THE STREET AND ACCESS TO DRIVEWAYS.
10. WHERE DITCH GRADING AND CLEANING IS PERFORMED THE CONTRACTOR SHALL REMOVE AND DISPOSE OF ALL WASTE SOILS. FINE GRADING AND SEEDING SHALL BE PERFORMED.
11. CONTRACTOR SHALL COMPLY WITH OSHA REQUIREMENTS FOR TRENCH PROTECTION MEASURES REGARDING SLOPE PROTECTION, SHORING, ETC. WORKERS SHALL WEAR THE APPROPRIATE SAFETY AND PROTECTIVE CLOTHING
12. AS NOTED IN PLANS, LIMBS AND BRUSH SHALL BE REMOVED WHEN NECESSARY TO OBTAIN ADEQUATE CLEARANCE FOR ROADWAY TRAFFIC, ETC. ALL DEBRIS SHALL BE HAULED OFFSITE.





SAWCUT, REMOVE AND DISPOSE OF 3" OF EXISTING ASPHALT SURFACE.  
 PULVERIZE AND CEMENT STABILIZE THE BASE 8" DEEP, SHAPE AND COMPACT UPON STABILIZATION (40 LBS/S.Y.)  
 FURNISH AND INSTALL 3" ACHM ASPHALT OVERLAY (300 S.Y.)

NOTES:  
 ALL JOINTS SHALL BE SAW-CUT PRIOR TO REMOVAL OR STABILIZATION BEGINS.  
 ALL ASPHALT EDGES AND JOINTS SHALL THICKEN TO 3" OVER A 12" TRANSITION AREA.  
 ALL JOINTS SHALL BE SEALED WITH VANCE BROTHERS HOT POUR 3405 OR ENGINEER APPROVED EQUIVALENT

GRADE AREA TO DRAIN TO PROP. GRATE INLETS (EST. 1,050 S.Y.)

INSTALL TEE AT EXISTING 15" PVC STORMDRAIN & INSTALL 50 LF OF 15" PVC STORMDRAIN.

PULVERIZE AND CEMENT STABILIZE THE BASE AND EXISTING SURFACE 10" DEEP, SHAPE AND COMPACT UPON STABILIZATION (40 LBS/S.Y.)  
 FURNISH AND INSTALL 2" ACHM ASPHALT OVERLAY (950 S.Y.)  
 TRANSITION BASE TO MAINTAIN ASPHALT THICKNESS AT TIE-INS

**PAVING REHABILITATION PLAN**  
 SCALE: 1"=100'-0"

Job No. MB20-01-21  
 Scale: 1"=10'  
 Date: MAY 2021  
 Sheet 3 of 4

**NEW BOSTON MIDDLE SCHOOL**  
**PAVING & DRAINAGE IMPROVEMENTS**  
 SITE MAP

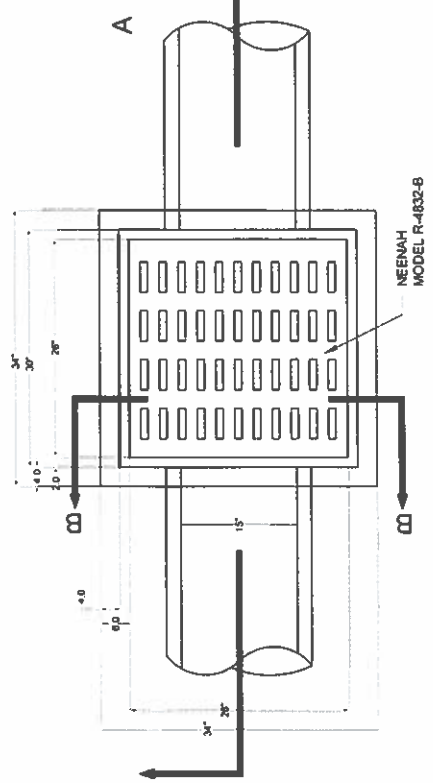
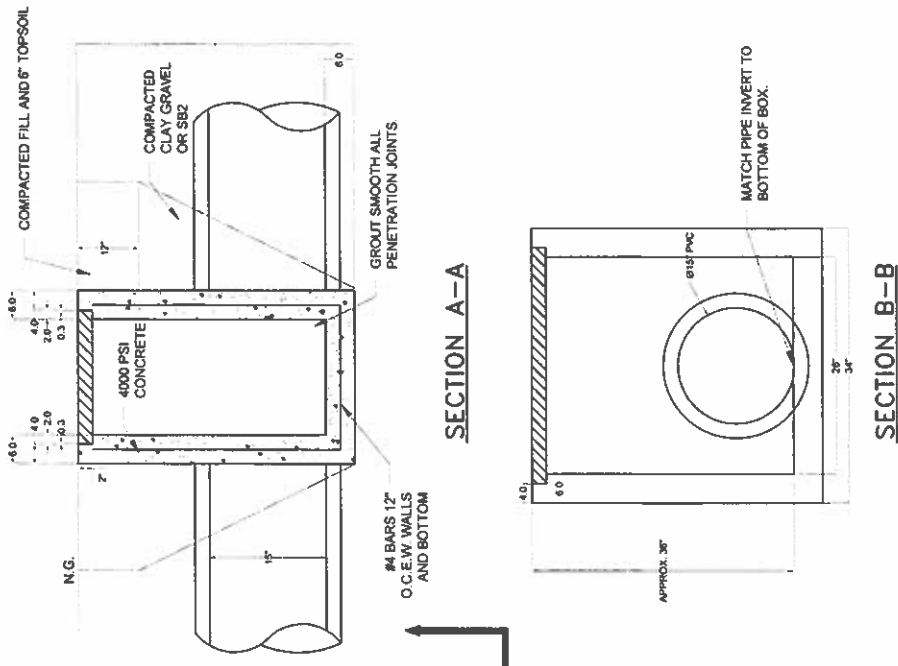
NEW BOSTON MIDDLE SCHOOL  
 1215 HIGHWAY 8 NORTH  
 NEW BOSTON, TEXAS 75570

ST110016

118 East Wood Street  
 Trumbull, Arkansas 71071  
 Tel: (501) 215-1000  
 Fax: (501) 215-1001

Designed	MB
Checked	DM
Drawn	EF
Approved	MF

Date	Revision	By



PLAN VIEW

**NOTES:**  
 CONTRACTOR TO FIELD VERIFY FLOW LINE DEPTH PRIOR TO ORDERING AND/OR CONSTRUCTING GRATE INLET.  
 EXACT LOCATION SHALL BE FIELD VERIFIED WITH ENGINEER AND SURROUNDING AREAS TO BE GRADED TO DRAIN TO THE BASIN.

Job No.: 1828-01-21  
 Scale: 1"=10'  
 Date: MAY 2011  
 Sheet 4 OF 4

**NEW BOSTON MIDDLE SCHOOL  
 PAVING & DRAINAGE IMPROVEMENTS  
 GRATE INLET DETAILS**

**NEW BOSTON MIDDLE SCHOOL  
 1215 HIGHWAY 2 NORTH  
 NEW BOSTON, TEXAS 75570**

118 East Broad Street  
 Fort Worth, Texas 76102  
 Phone: (817) 718-1100  
 Fax: (817) 718-1100

Designed	JCB
Checked	JCH
Drawn	PK
Approved	AM

Date	Revision	By

**BID PROPOSAL**  
**NEW BOSTON MIDDLE SCHOOL PAVEMENT AND DRAINAGE IMPROVEMENT**

<u>ITEM</u>	<u>QTY/UNIT</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
1.	1 L.S.	Mobilization of contractor as required to provide equipment, labor, and all incidental items including bonds, insurance, etc., as required to perform the improvements as shown in the plans and specifications for the lump sum price of _____ Dollars and _____ Cents/L.S.	\$ _____	\$ _____
2.	950 S.Y.	Perform pulverizing of existing base and surface to a depth of 10-inches. Furnish & Install Cement and Mixing of existing base at a rate of 40 pounds per square yard. To include all labor and Equipment needed for mixing, watering, compaction, shaping In accordance with the project specifications and Plans for the unit price of (Shall include saw cutting, removal, etc., as necessary) _____ Dollars and _____ Cents/S.Y.	\$ _____	\$ _____
3.	950 S.Y.	Provide and Install ACHM Surface Mix (2" compacted depth) including prime coat All labor and equipment as required per the plans and specifications for the unit price of _____ Dollars and _____		

\_\_\_\_\_ Cents/S.Y.                      \$ \_\_\_\_\_

BID PROPOSAL  
(Cont'd)

<u>ITEM</u>	<u>QTY/UNIT</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
4.	300 S.Y.	Sawcut, Remove and Dispose of 3" Asphalt Drive area Per plans and specifications for the unit price of _____ Dollars and	\$ _____	\$ _____
5.	300 S.Y.	Perform pulverizing of existing base to a depth of 8-inches, Furnish & Install Cement and Mixing of existing base at a rate of 40 pounds per square yard. To include all labor and Equipment needed for mixing, watering, compaction, shaping In accordance with the project specifications and Plans for the unit price of _____ Dollars and	\$ _____	\$ _____
6.	300 S.Y.	Provide and Install ACHM Surface Mix (3" compacted depth) including prime coat All labor and equipment as required per the plans and specifications for the unit price of _____ Dollars and	\$ _____	\$ _____

BID PROPOSAL  
(Cont'd)

<u>ITEM</u>	<u>QTY/UNIT</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
7.	1 LS	Perform Testing of materials, compaction, Or other items requested by the Engineer And performed by an approved laboratory With a project allowance of \$3,500 per the Project plans and specifications for the lump price of  TWO Thousand FIVE Hundred Dollars and  Zero Cents/LS	\$ 2,500.00	\$ 2,500.00
8.	50 L.F.	Provide and Install 15" PVC storm drain, including Trenching, backfill, labor and materials per the plans and specifications for the unit price of  Dollars and  Cents/L.F.	\$	\$
9.	2 EA.	Provide and Install concrete catch basin with grate Inlet, including all labor and materials, per the plans and specifications for the unit price of  Dollars and  Cents/EA.	\$	\$

BID PROPOSAL  
(Cont'd)

<u>ITEM</u>	<u>QTY/UNIT</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
10.	1 L.S.	Grade area to drain to proposed grate inlets per the plans and specifications for the lump sum price of (Fill as necessary)	_____ Dollars and _____ Cents/L.S.	\$ _____

**TOTAL BASE BID: \$ \_\_\_\_\_**

**Notes:**

Other incidental items required to complete the project as noted in the plans and specifications shall be considered subsidiary to the bid items. Saw cutting of pavements to ensure clean transition from existing to new shall be performed. Contractor shall gently transition proposed pavement elevations to existing pavement elevations. Spoil materials shall be removed and hauled off by the contractor. All areas disturbed shall be finish graded and reseeded after construction activities are complete.

Upon stabilization and compaction of road base the contractor shall promptly plan to install prime coat and asphalt pavement. Damages to roadbed due to exposure to weather shall be repaired at the contractor's expense.

It is the contractor's responsibility ensure positive drainage to the two proposed inlets.

## EVALUATION OF RESPONSES

Each proposal will be evaluated based on criteria and priorities defined by this document and other written communication. Proposals will be screened based on compliance with the base requirements. The evaluation criteria include the best overall value with price and quality being primary factors, as well as the Contractor's ability to meet all the requirements detailed in the bid.

### Evaluation Criteria

New Boston Independent School District Evaluation Criteria	
SELECTION CRITERIA	WEIGHT
Price for project completion as described in this RFP	40%
Whether the offeror's financial capability is appropriate to the size and scope of the project	30%
The offeror's experience and reputation	30%
<b>Overall Ranking</b>	<b>100%</b>



## ***New Boston Independent School District***

### **Form 1295 – Certificate of Interested Parties Instructions**

The District is required to comply with House Bill 1295, which amended the Texas Government Code by adding Section 2252.908, Disclosure of Interested Parties. Section 2252.908 prohibits the District from entering into a contract resulting from this RFP with a business entity unless the business entity submits a Disclosure of Interested Parties – Form 1295 to the District at the time the business entity submits the signed contract. The Texas Ethics Commission has adopted rules requiring the business entity to file Form 1295 electronically with the Texas Ethics Commission.

**All vendors (*except a publicly traded business*) must electronically complete, print, sign and submit Form 1295 with their proposals or contracts even if no interested parties exist.**

#### **Instructions to Vendors:**

1. Go to the Texas Ethics Commission Website  
[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm),
2. Register and complete Form 1295 online - include the proposal number and the contract/RFP name,
3. Print a copy of the submitted Form 1295 and sign it - it will have a certification # in the top right corner,
4. Include a copy of the completed signed Form 1295 with the proposal response.

#### ***Resources:***

##### **Form 1295 Frequently Asked Questions:**

- [https://www.ethics.state.tx.us/whatsnew/FAQ\\_Form1295.html](https://www.ethics.state.tx.us/whatsnew/FAQ_Form1295.html)

##### **Instructional Video – First Time Business User:**

- <https://www.ethics.state.tx.us/filinginfo/videos/Form1295/FirstLogin-Business/Form1295Login-Business.html>

##### **Instructional Video – How to Create a Certificate:**

- <https://www.ethics.state.tx.us/filinginfo/videos/Form1295/CreateCertificate/CreateCertificate.html>





**New Boston Independent School District**

**Vendor Application Form**

**Instructions:**

1. The application form should be completed and signed by an authorized representative of the vendor.
2. The application should be submitted (noted below) with all supporting documents, including but not limited to:
  - a. W-9 Form
  - b. Conflict of Interest Questionnaire
  - c. Felony Conviction Form
  - d. Certificate of Insurance (as appropriate for on-site professional services)
  - e. Certification of Criminal History Record Information (if working directly with students)

**Notice to Prospective Vendors:**

1. Vendors are not placed on the district's approved vendor list until a purchase order is approved by the purchasing department.
2. Vendors must accept a purchase order for all purchases. The district will not be responsible for payment of goods or services that are provided to New Boston ISD staff without an approved purchase order issued by the purchasing department.
3. All invoices must reflect the purchase order number and must be mailed, faxed, or emailed to New Boston ISD Accounts Payable Department (mailing address, fax number, and email address are noted below).
4. All payments are net 30 days after receipt of the goods and/or services.

<b>Vendor Name:</b>	
<b>Vendor DBA, if appropriate</b>	
<b>Federal Tax ID or Social Security Number:</b>	
<b>Type(s) of Goods or Services:</b>	
<b>List any Co-op contacts such as TCPN, ESC, Buy Board, etc.</b>	
<b>Vendor Mailing Address:</b>	
<b>Vendor Remit Address: (if different from mailing)</b>	
<b>Vendor Phone Number:</b>	
<b>Vendor Fax Number:</b>	
<b>Vendor Website URL:</b>	
<b>Vendor Email Address:</b>	

I hereby certify that the above information is true and correct. I further certify that I am the authorized representative of this vendor.

\_\_\_\_\_  
Vendor Authorized Representative (Print Name)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Vendor Authorized Representative (Signature)

\_\_\_\_\_  
Date

Forward completed application to: New Boston ISD, Attn: Accounts Payable, 201 Rice Street, New Boston, Texas 75570 Via fax to (903)628-8990, or via email to kbutler@nbschools.net.

Vendor Number \_\_\_\_\_

## **LIST OF LOCAL GOVERNMENT OFFICERS**

**Superintendent: Brian Bobbitt**

### **Board of Trustees:**

**Kyle Erwin, President**

**Paula Turner, Vice-President**

**Paula Williams, Secretary**

**Jason Reid, Assistant Secretary**

**Frank Buchanan, Member**

**Marty Thomas, Member**

**Kevin Oliver, Member**

**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.

**NEW BOSTON INDEPENDENT SCHOOL DISTRICT**  
**FELONY CONVICTION NOTIFICATION**

The Texas Education Code, Section 44.034(a) states that 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 the felony.

Furthermore, Section 44.034(b) states that 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.

Lastly, Section 44.034 (c) states that this section does not apply to a publicly held corporation.

- ( ) My firm is a publicly held corporation, therefore this requirement is not applicable.
- ( ) My firm is not owned nor operated by anyone who has been convicted of a felony.
- ( ) My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name: \_\_\_\_\_  
Description of conduct resulting in a felony: \_\_\_\_\_

Name: \_\_\_\_\_  
Description of conduct resulting in a felony: \_\_\_\_\_

Name: \_\_\_\_\_  
Description of conduct resulting in a felony: \_\_\_\_\_

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

Vendor's Name: \_\_\_\_\_

Authorized Company Official's Name: \_\_\_\_\_

Authorized Company Official's Title: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://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"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>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.</small> <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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	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)	

<b>Part I Taxpayer Identification Number (TIN)</b> 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 <i>How to get a TIN</i> , later.  <small>Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</small>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><b>Social security number</b></td> </tr> <tr> <td style="text-align: center;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table> </td> </tr> <tr> <td style="text-align: center;">or</td> </tr> <tr> <td style="text-align: center;"><b>Employer identification number</b></td> </tr> <tr> <td style="text-align: center;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table> </td> </tr> </table>	<b>Social security number</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table>					or	<b>Employer identification number</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table>				
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<b>Part II Certification</b> Under penalties of perjury, I certify that: <ol style="list-style-type: none"> <li>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</li> <li>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</li> <li>I am a U.S. citizen or other U.S. person (defined below); and</li> <li>The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</li> </ol> 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.	
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<b>Sign Here</b>	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](http://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-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.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

**a. Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

**b. Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

**c. Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

**d. Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

**e. Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(i). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947



The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

- A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
- B—The United States or any of its agencies or instrumentalities
- C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of the political subdivisions or instrumentalities
- D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)
- E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)
- F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state
- G—A real estate investment trust
- H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
- I—A common trust fund as defined in section 584(a)
- J—A bank as defined in section 581
- K—A broker
- L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

**Line 5**

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

**Line 6**

Enter your city, state, and ZIP code.

**Part I. Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

**Part II. Certification**

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>3</sup> The actual owner <sup>3</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor <sup>3</sup>
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

\*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records From Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/identitytheft](http://www.irs.gov/identitytheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



# New Boston ISD

## CERTIFICATIONS REQUIRED AS OF SEPTEMBER 1, 2017

### **CERTIFICATION REGARDING TERRORIST ORGANIZATIONS & BOYCOTTING OF ISRAEL**

**Govt Code 808 (HB89) and Govt Code 2252 (SB252)**

Vendor hereby certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. Vendor further certifies and verifies that neither Vendor, nor any affiliate, subsidiary, or parent company of Vendor, if any (the "Vendor Companies"), boycotts Israel, and Vendor agrees that Vendor and Vendor Companies will not boycott Israel during the term of this Agreement. For purposes of this Agreement, the term "boycott" shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory.

 Initials of Authorized Representative of Vendor

### **CERTIFICATION REGARDING EMPLOYMENT ASSISTANCE PROHIBITED**

**(CJ Legal) 20 USC 7926**

Vendor certifies and agrees that it shall not assist an employee, contractor, or agent of NBISD or of any other school district in obtaining a new job if the Vendor knows, or has probable cause to believe, that the individual engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative or personnel file does not violate this prohibition.

 Initials of Authorized Representative of Vendor

Vendor's Name/Company Name: \_\_\_\_\_

Address, City, State, and Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Printed Name and Title of Authorized Representative: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_ Federal Tax ID # \_\_\_\_\_

**NBISD PURCHASING OFFICE (INTERNAL REVIEW):**

Comptroller List was reviewed and The Vendor ( IS ) ( IS NOT ) on the list (Circle one).

Verified by: (Name and Date): \_\_\_\_\_