



Purchasing Department
404 S. 54th St.
Harlingen, TX 78550
(956) 216-5316, Fax (956) 427-8711

Vendor's List Application

Date: _____ Federal I.D. or S.S. #: _____

1. Name & Mailing Address for Bidding Forms and Purchase Orders:

Company Name: _____
Mailing Address: _____
City, State, Zip Code: _____
Phone Number: () _____ Fax#: () _____
Website address: _____ E-mail: _____

2. Remit Payments to Information, if different from above.
(Please note: Company name and Invoice name must match.)

Company Name: _____
Mailing Address: _____
City, State, Zip Code: _____
Phone Number: () _____ Fax#: () _____

3. Type of Organization (Check One):

_____ Individual _____ Partnership _____ Non-Profit Organization
_____ Corporation, Incorporated Under the Laws of the State of: _____

4. How Long in Present Business:

5. Name and Title of Person(s) Authorized to sign Bids, Offers, Contracts:

Name	Title	Contact #
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Name and Title of Person(s) authorized to provide Quotes or Bids:

Name	Title	Contact #
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Type of Business:

Manufacturer Factory Representative Wholesale Dealer
 Construction Limited Contractor Unlimited Contractor
 Service Establishment – Define: _____
 Other – Define: _____

8. Complete the attached commodity list for the type of goods/services provided.

9. This application must be accompanied by a W-9 Form and CIQ form in order to be set up as a vendor.

I hereby certify that the information supplied herein is correct.

_____	_____
Print or Type Name & Title	Signature

Purchasing Department Only

Date Received: _____ W-9 Form on File CIQ Form on File
 Entry Date: _____ Vendor No. Issued: _____
 Entered By: _____

- ___ Auto - shop equipment & supplies
- ___ Badges & other ID equipment
- ___ Builder's supplies
- ___ Building - maintenance & repair services
- ___ Chemicals – acids, minerals,
- ___ Cleaners & solvents
- ___ Construction Services
- ___ Computer – hardware, accessories, supplies
- ___ Computer – software
- ___ Communication – cell phones, radios
- ___ Data Processing
- ___ Doors, frames & related hardware
- ___ Drapes, curtains, upholstery
- ___ Electrical cables & wires
- ___ Electrical equipment & supplies
- ___ Electrical bulbs & lighting
- ___ Electrical components, parts & accessories
- ___ Electronics
- ___ Embossing & engraving
- ___ Energy management systems, components
- ___ Engineering, professional
- ___ Envelopes - plain, printed, mailing
- ___ Equipment maintenance & repair - auto
- ___ Equipment maintenance & repair - copiers
- ___ Equipment maintenance & repair - machinery
- ___ Equipment maintenance & repair - radio/tv
Equipment
- ___ Exercise Equipment
- ___ Exterminating Services – Insects
- ___ Fencing supplies & equipment
- ___ Fertilizers & soil conditioners
- ___ Financial services
- ___ Fire protection equipment & supplies
- ___ First Aid & Safety equipment
- ___ Flags, flag poles, banners, & accessories
- ___ Floor covering & installation, carpets
- ___ Foods
- ___ Forms, continuous, computer paper, form labels
- ___ Fuel, oil, grease, & lubricants
- ___ Furniture - office
- ___ Furniture - non-office
- ___ Gases, containers, equipment welding –
acetylene & oxygen
- ___ Glass products – bullet proof, mirror, plexi-glass
- ___ Golf course equipment
- ___ Hand Tools – power, non-power
- ___ Hardware & related items – keys, flashlights,
ladders, locks, nails, screws
- ___ Health related services & supplies
- ___ Hoses – acid, air, garden, suction
- ___ Insurance Services
- ___ Janitorial equipment – vacuums, carpet
cleaners, buffers, scrubbers, etc.
- ___ Janitorial supplies
- ___ Laboratory equipment & supplies
- ___ Laundry & dry cleaning services – uniforms

- ___ Law Enforcement equipment & supplies
- ___ Lawn maintenance - equipment & accessories
- ___ Library - archival equipment & supplies
- ___ Library books
- ___ Lumber & related products
- ___ Machinery & heavy hardware
- ___ Markers, plaques, signs
- ___ Medical supplies
- ___ Metals: bars, plates, rods, sheets, strips, tubing
- ___ Miscellaneous - accessories & supplies
- ___ Miscellaneous products
- ___ Miscellaneous services
- ___ Office machines & accessories
- ___ Office supplies
- ___ Painting equipment & accessories
- ___ Paper products – envelopes, copier paper, etc.
- ___ Park, playground, recreation equipment
- ___ Photographic equipment
- ___ Pipe and tubing materials
- ___ Plumbing equipment & supplies
- ___ Printing equipment & supplies
- ___ Professional Services – architect, engineering
- ___ Pumps & accessories
- ___ Rental/Lease equipment
- ___ Road/Highway materials – asphalt, caliche, etc.
- ___ Roofing materials
- ___ Roofing Services
- ___ Sporting & Athletic equipment
- ___ Sprinkler system equipment
- ___ Temporary employment services
- ___ Welding equipment & supplies
- ___ Welding services

___ Other: _____

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

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

By law this questionnaire must be filed with the records administrator of the local government entity no later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

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

OFFICE USE ONLY

Date Received

1 Name of person doing business with local governmental entity.

2 Check this box if you are filling 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 the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section, (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has employment or other business relationship as defined by Section 176.001 (1-a), Local Government Code. Attach additional pages to this form CIQ as necessary.

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

Yes No

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

Yes No

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

Yes No

D. Describe each affiliation or business relationship.

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Signature of person doing business with the governmental entity

Date