

HOW TO DO BUSINESS WITH DUNCANVILLE ISD

Duncanville ISD Purchasing Department 307 Crankshaft Dr., Duncanville, Texas 75116 * 972-708-2272 * Fax 972-708-2279

Prospective Vendor:

Duncanville ISD, as well as all other school districts in the State of Texas, is governed by the state competitive bid law; therefore, the majority of our purchasing is done via competitive sealed bids, proposals or with co-operatives.

The purpose and intent of this competitive process is to help public schools obtain the best products at the lowest practical prices in the best interest of the taxpayers by stimulating competition. The Duncanville ISD is committed to fair and equal competition among all vendors and does not allow favoritism to be shown to any vendor.

Vendor approval status is based on the awarding of bids and proposals per the purchasing guidelines or through confirmation of an awarded contract by a co-operative.

Unless specifically requested, the District does not send bid packets via U.S. Mail. Vendors are informed either by a one-page fax notification, an e-mailed bid packet, or both. In addition, all Bid or Proposal specification documents are posted on the Duncanville ISD website at <u>www.duncanvilleisd.org</u>. The District also advertises bids and proposals in the Commercial Recorder.

In order that you will receive proper notification, it is very important that you make Duncanville ISD's Purchasing Department aware of any changes in your contact information. The request for such changes must be in writing and may be sent either via U.S. to the above address, via fax to 972-708-2272, or via e-mail to <u>ikaronka@duncanvilleisd.org</u>. Changes may also be made by resubmitting a Vendor's Application.

Thank you for your interest in Duncanville ISD. We look forward to working with you and your company in the future.

Sincerely,

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Christi Courson, Director of Purchasing and Warehouse Services



DUNCANVILLE ISD VENDOR APPLICATION

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GENERAL INFORMATION

Date:						
Contact Name:		Website:				
Contact Title:		Can purchase orders be emailed? If so, email address:				
Number of years in business:						
Co-operatives currently have awar	ded bids witl	h:				
Goods and Services Provided:						
Signature of Authorized Person		Print Name and Title				
ORDER FROM INFORMATION:						
Company Name:						
Company Address:						
City:	_ State:	Zip:				
Phone:	_ Email:					
Toll Free Number:		_ Fax:				
REMIT TO INFORMATION:						
Company Name:						
Company Address:						
City:	_ State:	Zip:				
Phone:	_ Email:					
Toll Free Number:		_ Fax:				



Request for Taxpayer Identification Number and Certification

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

Name (as shown on your income tax return)

5	Business name/disregarded entity name, if different from above							
on page								
ũ c	Check appropriate box for federal tax classification:		Exemptions (see instructions):					
	Individual/sole proprietor	Trust/estate						
type			Exempt payee code (if any)					
rint or type Instructions	Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partner	ship) 🕨	Exemption from FATCA reporting					
stri			code (if any)					
	☐ Other (see instructions) ►							
F Specific	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)						
be								
	City, state, and ZIP code							
See								
	List account number(s) here (optional)							
Par	t I Taxpayer Identification Number (TIN)							
Enter	your TIN in the appropriate box. The TIN provided must match the name given on the "Name	'line Social secu	urity number					
	id backup withholding. For individuals, this is your social security number (SSN). However, fo							
	resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other							
entitie	entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a</i>							

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number							
	-						

Part II Certification

TIN on page 3.

Under penalties of perjury, I certify that:

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

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

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

General Instructions

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

Future developments. The IRS has created a page on IRS.gov for information

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.

Note. If you are a U.S. person and a requester gives you a form other than Form