



EST. 1955

SPRING VALLEY

V I L L A G E

City of Spring Valley Village
1025 Campbell Rd.
Houston, TX 77055

New Vendor Registration

Effective Date: June 1, 2018

This pamphlet is designed to explain how to become a vendor for the City of Spring Valley Village. Below is a checklist of forms that need to be completed and returned to the Finance Department.

Checklist for New Vendors:

- City of Spring Valley Village Vendor Application Form completed & returned*
- Vendor Statement of Agreement signed & returned*
- IRS Form W-9 completed & returned*
- Texas State Form CIQ completed & returned*
- Texas Ethics Commission Form 1295 (if applicable)*



New Vendor Information

Name: _____

Primary Address: _____

Remit Address: _____

Tax ID Number: _____

Contact Name: _____

Phone: _____ Fax: _____

E-mail: _____

Website: _____

Historically Underutilized Bidder (HUB)
HUB Vendor # _____

Special Information: _____

Please submit this form duly filled out to the Finance Department

Vendor Statement of Agreement

The City of Spring Valley Village requires all vendors who desire to conduct business with the City to complete a New Vendor Registration as outlined in this manual. This packet must be filled out and agreed to by an authorized representative of the vendor.

1. All invoices, statements, and other correspondence must be sent to:

City of Spring Valley Village
Finance-Accounts Payable
1025 Campbell Rd.
Houston, TX 77055

or e-mailed to:
asstreasurer@springvalleytx.com

2. All invoices are paid no later than 30 days past the invoice received date or date of acceptance of the product or service by an authorized City representative, in compliance with the **Prompt Payment Act**, provided the invoice is submitted as stated above.
3. Invoices for products must include the Purchase Order Number if applicable or invoice number. A purchase order is not valid unless it contains a signature from authorized City personnel. Purchase Orders of any kind by phone are **NOT** permitted.

My signature below certifies that I am an authorized representative of the vendor named on the W-9, and that my company agrees to abide by the policy statements unless otherwise agreed to in writing.

Printed Name

Title

Signature

Date



EFT/ACH Authorization Form

Dear Vendor:

The city makes every effort to get payment to our vendors within the terms agreed to and for the correct amount. With this goal in mind, we offer you the opportunity to receive payments by Electronic Funds Transfer (EFT)/ACH. We believe this method of payment will make the process more efficient. If you are interested, please complete this form and e-mail for fax it back to us.

Company Name: _____

Financial Institution: _____

Routing/ABA Number: _____ Bank Account Number: _____

Checking

Savings

Complete Bank Address: _____

Bank Phone Number: _____

Name of Authorized Official(Print): _____

Title: _____ e-mail address: _____

Phone Number: _____ Fax Number: _____

Provide contact information for the person or position that is to be notified of payments:

EFT Notification name & phone number: _____

EFT Notification e-mail address: _____

Please feel free to contact us should you have any questions:

Mail: City of Spring Valley Village
Attn: Accounts Payable
1025 Campbell Rd
Houston, TX 77055

Phone: (713) 465-8308
Fax: (713) 461-7969
e-mail: assttreasurer@springvalleytx.com

**** Automatic Credit Authorization ****

I authorize the City of Spring Valley Village, hereinafter called COSVV, to initiate electronic credit entries representing payments by COSVV to us for services/products provided by us to COSVV. The initial credit will start 30-60 days from the time this request is approved by COSVV. This authority is to remain in full force and effect until COSVV has received from us a written notice of termination of this authorization. Upon receipt of the above mentioned termination notice, COSVV shall be allowed a reasonable amount of time to process the termination within its business system.

Signature of Authorized Official

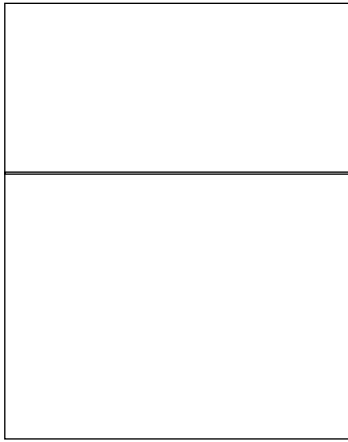
Date

****Please verify the bank information is correct. You *may* also fax us a copy of a voided check.****









CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

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.

Certificate of Interested Parties Form 1295

Section 2252.908 of the Texas Government Code states that a governmental entity or state agency may not enter into certain contracts with a business unless the business entity submits a disclosure of interested parties to the government entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity of agency before the contract may be signed or (2) has a value of at least \$1 million.

All vendors entering into a contract that is approved by City Council must complete a Form 1295

A business entity must enter the required information on Form 1295 online at <https://www.ethics.state.tx.us/File/> and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the City.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

OFFICE USE ONLY

Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
(month) (year)

Signature of authorized agent of contracting business entity
(Declarant)

ADD ADDITIONAL PAGES AS NECESSARY