Titus County Auditor

100 W. 1st Street, Suite 106, Mt Pleasant, Texas 75455   
(903) 572-8101 1: auditor@ co.[titus.tx.us](http://titus.tx.us)

Dear Vendor:

Welcome to Titus County!

Attached please find information and forms that must be completed prior to doing business with Titus County. Please note vendors must submit a completed and signed W-9 and a Certificate of Insurance. Vendors should also visit the Titus County Webpage regularly for bid opportunities, information, and update. Please click on the purchasing link under County Information on the lower left side of the homepage at [www.co.titus.tx.us](http://www.co.titus.tx.us). I have also listed some helpful hints below to aid you in doing business with Titus County. Please contact the Auditor’s Office via email or phone should you have any questions or require assistance in completing this application. The purchasing contact is Ms. Linda Marshall. You can reach her at the above email and phone number.

Thank you for your interest in doing business with Titus County; we look forward to working with you!

Nanette Wilabay, Titus County Auditor   
Titus County, Texas

**Helpful Hints:**

**Vendors Should Always:**

**v'** Request and obtain a Purchase Order Number from the County prior to delivering any items or performing services.

v' Reference the Purchase Order Number on the invoice.

v' Obtain a legible signature, the name and telephone number from the individual receiving the goods or services on behalf of the ordering department.

**Vendors should NOT:**

**v'** Accept orders without a Purchase Order Number. These orders are not the responsibility of Titus County.

**v'** Modify orders unless the Auditor's Office has issued an amendment to the Purchase Order.

v' Invoice for items that have not been delivered.

Titus County Auditor Department

100 W. 1St Street, Suite 106, Mt Pleasant, Texas 75455   
Phone (903) 572-8101 — Fax (903) 572-1467 — auditorab,eo,titus.tx.vis

VENDOR REGISTRATION REQUEST FORM

Return this form with your application

To: Titus County Auditor Dept.

Fax: (903)-572-1467 or   
[E-Mail: auditor@co.titus.tx.us](mailto:auditor@co.titus.tx.us)

Requested by:

Phone E-mail

Name of Vendor (As reported on Federal tax return)

Contact Name

Billing Address City/State/Zip

Telephone Facsimile E-mail

A COMPLETED AND SIGNED W-9 AND CERTIFICATE OF INSURANCE MUST BE ATTACHED TO THIS REQUEST

**Titus County, Texas**

100 W. 1 Street, Suite 106   
Mt Pleasant, Texas 75455   
Office: 903-572-8101 Fax: 903-572-1467   
http://www.co.titus.tx.us/ [Email: auditor@co.titus.tx.us](mailto:auditor@co.titus.tx.us)

**VENDOR INFORMATION - TYPE OF WORK OFFERED:**

**Return this form with your application**

1. Please list type of work for which you would like to be considered.

1. Please note that completion of this packet does not guarantee that you [will. be](http://will.be) selected. Completion of this packet is an opportunity for you to notify elected officials of the type of work you are capable of performing.
2. If you would like to include a rate sheet with the hourly rate for the various types work you are offering to perform, please attach the rate sheet.
3. If rate sheet is attached when do these rates expire? MM/DD/YEAR

SIGNATURE/TITLE DATE

***Conflict of Interests***

Beginning January 1, 2006, a new state law (Chapter 176 of the Texas Local Government Code) requires the filing of conflict-of-interest questionnaires by certain individuals and businesses.

The questionnaire requires disclosure of certain business and gift giving relationships, if any, the filers may have with commissioner's court members, the purchasing agent, and any other elected/appointed officials.

The new law applies to:

1,1t businesses and individuals who contract with the County,

16) businesses and individuals who seek to contract with the County, (regardless of whether a bidder is awarded the contract), and

le Agents who represent such businesses in their business dealings with the County.

If you have any questions about compliance, please consult your own legal counsel. Compliance is the individual responsibility of each individual, business, and agent who is subject to the law's filing requirement. A copy of this form is attached.

If you are required to file a Conflict-of-Interest Questionnaire, you should file with the county clerk by mailing it to the county clerk's office at:

Titus County Clerk

100 W 1st Street, Suite 204

Mt Pleasant, Texas 75455

Phone: 903-577-6796

Fax: 903-572-5078

|  |  |
| --- | --- |
| **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, BOth 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 governmental 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 governmental entity not 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 offense under this section is a Class C misdemeanor. | OFFICE USE ONLY |
| Date Received |
| 1.I Name of person who has a business relationship with local governmental entity. |
| 2.1  \_ | filing authority not incomplete or inaccurate.) |
| Check this box if you ars filing an update to a previously filed questionnaire. |
| (The law requires that you file an updated completed questionnaire with the appropriate  later than the 7th business day after the date the originally filed questionnaire becomes |
| Name of local government officer with whom filer has employment or business relationship, | with whom the filer has an  Code, Attach additional  other than investment  income, from or at the not received from the local  respect to which the local  in this section. |
| Name of Officer  This section (item 3 including subparts A, B, C & D) must be completed for each officer  employment or other business relationship as defined by Section 176,001(1-a), Local Government pages to this Form CIQ as necessary,   1. Is the local government officer named in this section receiving or likely to receive taxable income, income, from the filer of the questionnaire? |
| Yes No |
| 1. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment  direction of the local government officer named in this section AND the taxable income is governmental entity? |
| Yes No |
| 1. is the filer of this questionnaire employed by a corporation or other business entity with  government officer serves as an officer or director, or holds an ownership of 10 percent or more? |
| Yes No |
| D, Describe each employment or business relationship with the local government officer named |
| Iti | |
| Signature of person doing business with the governmental entity Date | |

Adopted 06/29/2007