



Cypress-Fairbanks Independent School District

Colleen Wells

Assistant Superintendent of Support Services

VENDOR INFORMATION FORM

For Cy-Fair I.S.D. Use Only:

Approved: _____

Date: _____

Vendor Name: _____

Sales Representative: _____

Tax ID: (Social Security Number or Employee ID Number) _____

Discount Terms: _____

Bid Invitation/Purchase Order Address

Bid Contact: _____

Bid Mailing Address: _____

City: _____ State/Province: _____ Zip Code: (9 digit) _____

Telephone: _____ Fax: _____

E-Mail: _____ Web Site: _____

Purchase Order Contact: _____

Purchase Order Mailing Address: _____

City: _____ State/Province: _____ Zip Code: (9 digit) _____

Telephone: _____ Fax: _____

E-Mail: _____ Web Site: _____

Remittance Address

A/R Contact: _____

Remit Mailing Address: _____

City: _____ State/Province: _____ Zip Code: (9 digit) _____

Telephone: _____ Fax: _____

E-Mail: _____ Web Site: _____

Doing Business as: (Check one)

- Corporation
- Proprietorship
- Partnership
- Individual

Type of Business: (Check as applicable)

- Retail
- Distributor
- Broker
- Manufacturer
- Other _____

Number of years operational under this business name: _____ years.

Chief Executive Officer: _____

Minimum Order Requirement: (if any) _____

Service Policy: (if applicable) _____

Back Order Policy: (if applicable) _____

Form Completed By: _____ Date: _____

REFERENCES:

Company Name	Contact	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Cypress-Fairbanks Independent School District

PURCHASING PROCEDURES

I. Vendor Qualifications

Any vendor, new service company representative, or sales organization shall show written authorization from the Purchasing Department before visiting any school or building in Cypress-Fairbanks Independent School District.

The Purchasing Office shall verify product and service quality, company performance, insurance and warranty standards. **The Purchasing Office shall issue a Vendor Pass that serves as an introduction to be presented to the building administrator.**

II. Purchase Orders

All purchases shall be executed by a Cypress-Fairbanks I.S.D. purchase order, signed by the proper authorities and shall conform to the terms of that contract.

III. Invoicing

Original invoices should be addressed to Cypress-Fairbanks I.S.D., Attn: Accounts Payable, P.O. Box 692003, Houston, TX 77269-2003, **having the authorizing purchase order noted on it.**

IV. Statements

When available, a monthly statement should be sent to Cypress-Fairbanks I.S.D., Attn: Accounts Payable, P.O. Box 692003, Houston, TX 77269-2003.

V. Payment

Payment of a satisfactorily completed purchase order having an accompanying, authorized invoice, may be expected within forty-five (45) days.

VI. Pricing and Freight

Goods or services purchased by Cypress-Fairbanks I.S.D. purchase order shall be considered delivered and freight prepaid unless especially noted on the bid, contract, or purchase order. Changes of prices are not allowed without written authorization from the purchasing authority.

VII. Service

A local service organization, or service arrangement satisfactory to Cypress-Fairbanks I.S.D. and the purchasing authority, is required for goods or services presented for consideration for District use.

VIII. Warranty

When goods or services sold in Cypress-Fairbanks I.S.D. have no written warranty statement or disclaimer or warranty presented to the purchasing authority, a one year parts and labor warranty will be assumed to be a part of the contract of purchase.

**Please return the completed Vendor Information Form to:
Cypress-Fairbanks Independent School District
Windfern Administrative Annex
Attention: Mrs. Colleen Wells, Assistant Superintendent of Support Services
P. O. Box 692003, Houston, Texas 77269-2003 or
12510 Windfern Road, Houston, Texas 77064-3108
281-897-3848 Fax: 281-897-4185**

Maintenance, Operations, Repair and Transportation Commodity List

Please indicate all commodity areas that apply to your firm.

- Air Purification System
- Air Quality Control Systems
- Automotive**
 - Alternator
 - Batteries and Hard Parts
 - Bearings
 - Diagnostics
 - Engine Rebuilders
 - Paint
 - Radiators
 - Signs and Graphics
 - Supplies
 - Tire
 - Tools and Equipment
 - Transmission
 - Truck/Van Accessories
- Bark Mulch**
- Building Materials and Supplies**
 - Anchors, Bolts, Screws, Nuts and Washers
 - Cabinet and Drawer Hardware
 - Ceiling Tile
 - Commercial Doors and Gates
 - Contracted Services
 - Coverings**
 - Bleachers
 - Playground Equipment
 - Door Replacement
 - Fencing and Related Supplies
 - Ladders
 - Lumber and Framing Materials
 - Portable Risers
 - Prefabricated Modular Aluminum Stair Systems
 - Scaffolding
 - Structural Steel Aluminum Awning
 - Structural Steel Metal Framing
- Dust Collector Ductwork**
- Electrical Contractors**
- Electrical Parts, Equipment and Supplies**
- Electricity Providers**
- Electronic Components**
- Elevator Maintenance**
- Energy Mgmt Temperature Controls Installation**
- Engineering Equipment and Supplies**
- Environmental Testing**
- Enzymes**
- Fasteners**
- Fertilizers**
- Fire Alarm Inspection and Repair**
- Fire Extinguisher Service**
- Fire Sprinkler System Service**
- Flooring Materials and Supplies**
- Football Field Resurface**
- Fuel Control System**
- Fuel Tank Services**
- Glass Replacement Service**
 - Automotive
 - Building
- Grease Trap and Line Clean**
- Grounds Maintenance Equipment and Supplies**
- Gymnasium Floor Refinish**
- HVAC**
 - Air Filters
 - Air Handling and Roof Top Units
 - Chiller Equipment
 - Compressor Equipment
 - Cooling Towers
 - Equipment and Supplies
 - Geo-Thermal
 - Inverters
 - Mechanical Contractors
 - Pumps (Chilled, Hot and Condenser Water)
 - Rebuilt Compressors
 - Refrigerant Gases/Recovery Service
 - Refrigerant Monitors
- Industrial Gases and Cylinders**
- Industrial Power Transmission**
- Insulation**
- Janitorial Products**
- Land Surveying**
- Lighting Equipment and Supplies**
 - Audio Visual Equipment Bulbs (Specialty)
 - Emergency Lighting & Parts
 - Light Bulbs and Tubes
 - Stage Lighting Equipment and Supplies
- Locks, Locksmith Supplies and Door Hardware**
- Low Voltage Material and Supplies**
 - Clocks, Time Recorders and Time Stamps
 - Fire Alarm Systems and Supplies
 - Fuses
 - Public Address Systems and Supplies
 - Sound Systems and Equipment
 - Speech Synthesizers
- Material Handling Equipment**
- Metal Fabrication**
- Motor Fuels and Lubricants**
- Packaging Machinery and Materials**
- Paint**
 - Painting Equipment
 - Painting Supplies
- Parking Lot Supplies**
- Pest Control Service**
- Pesticides-Herbicides-Insecticides**
- Pipe and Fittings**
 - Copper Fittings
 - Galvanized Malleable Fittings and Accessories
 - Galvanized Pipe
 - Galvanized Steel Nipples
 - Pipe Clamps and Hangers
- Plastics**
- Plumbing Parts, Equipment and Supplies**
 - Cast Iron Pipe and Fittings
 - Drinking and Wash Fountains and Accessories
 - Faucets, Fixtures and Accessories
 - Flush Valves and Accessories
 - Plumbing Fittings
 - Polypropylene/Polybutylene/Polyethylene Pipe and Fittings
 - Water Heaters and Accessories
- Repair**
 - Appliances and Parts
 - Audio Visual, Computer and Office Equipment
 - Brick/Masonry/Stucco
 - Carpentry/Drywall
 - Electric Motor
 - Fire Sprinkler System
 - Generator
 - Musical Instruments
 - Parking Lot
 - Parts (Audio Visual, Computer and Office Equipment)
 - Pressure Vessel
 - Pump and Motor
 - Roofing
- Resurface - Track**
- Roofing/Masonry Supplies**
- Safety Supplies**
- Security**
 - Camera (Bus)
 - Canine
 - Courier Service
 - Metal Detectors
 - Systems
- School Bus Parts and Supplies**
- School Buses**
- Scoreboard Maintenance**
- Sewage Ejectors - Sump**
- Sewer Cleaning Equipment**
- Sprinkler Equipment and Supplies**
- Swimming Pool Equipment**
- Swimming Pool Maintenance and Supplies**
- Tachograph Parts, Service and Supplies**
- Tools**
 - Hand
 - Power
 - Surveying and Engineering
- Track Resurface**
- Traffic Control Products**
- Trailers**
 - Stock
 - Equipment
- Transportation Towels (Material)**
- Turf**
- Underground Utility Service**
- V-Belts**
- Vehicles**
- Waste Disposal/Hazardous**
- Waste Management**
- Waste Oil Removal**
- Water Conditioning System - Magnetic**
- Water Heaters and Accessories**
- Water Treatment Systems**
- Water Well and Pump Equipment**
- Wire and Cable - Electric**

Cypress-Fairbanks Independent School District Commodity List

Please indicate all commodity areas that apply to your firm.

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Appliances <input type="checkbox"/> Art and Drafting Furnitur <input type="checkbox"/> Art Equipmen <input type="checkbox"/> Art Supplies <input type="checkbox"/> Athletic Equipment and Supplie <input type="checkbox"/> Auctioneers <input type="checkbox"/> Audio Visual Furniture and Equipmer <input type="checkbox"/> Auditorium Curtain <input type="checkbox"/> Bleachers <input type="checkbox"/> Business Equipment and Supplie <input type="checkbox"/> Calculators for Math Educatio <input type="checkbox"/> Charter Bus Servic <input type="checkbox"/> Commemorative Product <input type="checkbox"/> Communication Equipment and Supplie <input type="checkbox"/> Communication Systems/Suppor <input type="checkbox"/> <u>Computer</u> <ul style="list-style-type: none"> <input type="checkbox"/> Document Imaging <input type="checkbox"/> Hardware (CPU, Monitors, Printers) <input type="checkbox"/> Networking <input type="checkbox"/> Repair <input type="checkbox"/> Security System <input type="checkbox"/> Software <input type="checkbox"/> Supplies (Ribbons, Paper, Printer Cartridges) <input type="checkbox"/> System - Financial/Human Resource <input type="checkbox"/> Technology Related Equipment
(Laser DiscPlayers, LCD Projection Panels,
Scanners, Switch Devices, Uninterrupted Power Supply, etc.) <input type="checkbox"/> Consulting <input type="checkbox"/> Contracted Services <input type="checkbox"/> Copier Equipment and Supplie <input type="checkbox"/> Cosmetology Furniture and Equipmer <input type="checkbox"/> D.A.R.E. Incentives <input type="checkbox"/> Dictionaries <input type="checkbox"/> Document Destruction/Shredding Service <input type="checkbox"/> Drafting Supplies <input type="checkbox"/> Drug Testing <input type="checkbox"/> Filing Systems <input type="checkbox"/> Fine Paper <input type="checkbox"/> First Aid Equipment and Supplie <input type="checkbox"/> Flags/Flagpoles <input type="checkbox"/> Food Service Equipment and Supplie <input type="checkbox"/> Gymnasium Wall Mat <input type="checkbox"/> Houseware Equipment and Supplie <input type="checkbox"/> Instructional Aid <input type="checkbox"/> Instructional Furnitur <input type="checkbox"/> <u>Insurance</u> <ul style="list-style-type: none"> <input type="checkbox"/> Athletic & Student Accident <input type="checkbox"/> <u>Employee Benefits</u> <ul style="list-style-type: none"> <input type="checkbox"/> Administrative Services <input type="checkbox"/> Dental <input type="checkbox"/> Disability <input type="checkbox"/> Health <input type="checkbox"/> Life <input type="checkbox"/> Long Term Care <input type="checkbox"/> Service Plans <input type="checkbox"/> Vision Plans <input type="checkbox"/> Workers Compensation <input type="checkbox"/> Property & Casualty <input type="checkbox"/> Risk Management Service <input type="checkbox"/> Services <input type="checkbox"/> Internet Services <input type="checkbox"/> Kindergarten Furniture and Equipmer <input type="checkbox"/> Laundry Equipmen <input type="checkbox"/> Leasing Agents | <ul style="list-style-type: none"> <input type="checkbox"/> Letter Jackets <input type="checkbox"/> Library Book <input type="checkbox"/> Library Furnitur <input type="checkbox"/> Local Business Phone Service <input type="checkbox"/> Lockers <input type="checkbox"/> Mailing Equipment and Supplie <input type="checkbox"/> Mailing/Publisher <input type="checkbox"/> Maps and Globes <input type="checkbox"/> Markerboards and Tackboard <input type="checkbox"/> Microfilm Equipment and Supplie <input type="checkbox"/> Mobile Classroom Cabinet <input type="checkbox"/> Music Piano Repair <input type="checkbox"/> Music Piano Tuning <input type="checkbox"/> Music Supplies/Sheet Music <input type="checkbox"/> <u>Musical Instrument</u> <ul style="list-style-type: none"> <input type="checkbox"/> Band <input type="checkbox"/> Orchestra <input type="checkbox"/> Piano <input type="checkbox"/> Office Furnitur <input type="checkbox"/> Office Supplies <input type="checkbox"/> Park Equipmen <input type="checkbox"/> Pathology/Therapy Equipmen <input type="checkbox"/> PE Equipment and Supplie <input type="checkbox"/> Photo ID Systems <input type="checkbox"/> Photographic Equipment and Supplie <input type="checkbox"/> Photography - Sport <input type="checkbox"/> Playground Equipmen <input type="checkbox"/> Playground Equipment - ROPE <input type="checkbox"/> Portable Building Constructio <input type="checkbox"/> Portable Building Removal/Relocatio <input type="checkbox"/> Portable Risers <input type="checkbox"/> Print Shop Equipment and Supplie <input type="checkbox"/> Printed Form <input type="checkbox"/> Printer Maintenan <input type="checkbox"/> Printing Service <input type="checkbox"/> Professional Services (Miscellaneous <input type="checkbox"/> Publication <input type="checkbox"/> Radio Communication <input type="checkbox"/> Retrospective Conversion <input type="checkbox"/> Safes <input type="checkbox"/> Science Equipment and Supplie <input type="checkbox"/> Science Laboratory Furnitur <input type="checkbox"/> Science Laboratory Specimen <input type="checkbox"/> Sewing Machines <input type="checkbox"/> Shop Equipment and Supplies (Vocational <input type="checkbox"/> Signs/Banners/Graphic <input type="checkbox"/> Special Education Adaptive Equipmen <input type="checkbox"/> Specialty Items <input type="checkbox"/> <u>Surplus Equipment</u> <ul style="list-style-type: none"> <input type="checkbox"/> Computers <input type="checkbox"/> School Buses <input type="checkbox"/> Vehicles <input type="checkbox"/> Travel Services <input type="checkbox"/> TV Studio Equipmen <input type="checkbox"/> <u>Uniform</u> <ul style="list-style-type: none"> <input type="checkbox"/> Athletics/PE <input type="checkbox"/> Band <input type="checkbox"/> Choir/Orchestra/Drill Team <input type="checkbox"/> Food Service <input type="checkbox"/> Shop/Maintenance/Grounds <input type="checkbox"/> Student <input type="checkbox"/> Swim Team <input type="checkbox"/> Utility Auditing <input type="checkbox"/> Vending Machines <input type="checkbox"/> Vocational - Livestock Equipmen <input type="checkbox"/> Vocational - Show Pens & Coop <input type="checkbox"/> Wall Partitions <input type="checkbox"/> Window Treatment |
|--|--|

Other: