

**VAN ZANDT COUNTY, TEXAS**

**INVITATION TO BID –Road and Bridge Fuel**

**RETURN BID TO: VAN ZANDT COUNTY AUDITOR'S OFFICE  
121 East Dallas, Room 102  
CANTON, TEXAS 75103**

The enclosed INVITATION TO BID (ITB) and accompanying SPECIFICATIONS AND BID SHEETS are for your convenience in bidding the enclosed referenced products and/or services for VAN ZANDT COUNTY.

**Sealed bids shall be received no later than:**

**2:00 P.M., Thursday, March 28, 2024  
MARK ENVELOPE: "ROAD & BRIDGE FUEL"**

Please note that all bids **must be received at the designated location by the deadline shown.** Bids received after the deadline **will not be considered** for the award of the contract(s), and shall be considered void and unacceptable. **Opening is scheduled to be held in the County Auditor's Office, at the Courthouse 101 E. Dallas St. #102, Canton, Texas, at 2:00 P.M., Thursday, March 28, 2024. You are invited to attend. Bids will be awarded in County Commissioners' Court, Wednesday, April 24, 2024 at 9:00 a.m.**

**Van Zandt County** is aware of the time and effort you expend in preparing and submitting bids to the county. Please let us know of any bid requirements which are causing you difficulty in responding to our bids. We want to make the process as easy and painless as possible so that all responsible vendors can compete for the county's business. If you do not wish to bid at this time, but wish to remain on the bid list for this type commodity, please submit a "No Bid". If you wish to be removed from the bid list, please let us know.

The contract(s) may be awarded at the time of the bid opening, but Van Zandt County reserves the right to delay awarding the bid for approximately two weeks if it appears to be in the best interest of the county. To obtain information regarding the award of the contract, please contact the **VAN ZANDT COUNTY AUDITOR'S OFFICE at 903-567-2171.**

# Road & Bridge Fuel Bid Packet Checklist

Please use the following as a guide to what MUST be returned with your bid packet

\*\*please note that any missing information may result in rejection of bid\*\*

- Bid Affidavit-completed, & signed in front of Notary Public
- Conflict of Interest Questionnaire (Form CIQ), if none, please still sign & date
- House Bill 89 Verification form-completed & signed
- W-9: dated with the "Current" year
- Vendor Information Request Form
- ALL bid sheets you are bidding on, completed & signed, with any exceptions/substitutions as attachments.  
(You only need to return the bid sheet for products you bid on)
- Reference List (see reference section)
- Certificate of Insurance (see insurance section)
- Copy of your invoice (or other suitable evidence) verifying your cost (see Specifications section)
- \*\*reminder\*\*** Bid should be based on bidder's cost as of date\*\* (see Specifications section for date)

**VAN ZANDT COUNTY  
INVITATION TO BID  
INSTRUCTIONS/TERMS OF CONTRACT**

By order of the Commissioners Court of Van Zandt County, Texas, sealed bids will be received for:

**FUEL FOR ROAD AND BRIDGE PRECINCTS**

**TO PROVIDE** for a contract(s) covering the purchase of fuel for the Van Zandt County Road and Bridge Department as specified in the attached specifications for the period commencing from June 1, 2024 and continuing through May 31, 2025.

**IT IS UNDERSTOOD** that the Commissioners Court of Van Zandt County reserves the right to reject any or all bids for any or all products and/or services covered in this bid request and to waive informalities or defects in bids or to accept such bids as it shall deem to be in the best interests of Van Zandt County.

**BIDS MUST BE** submitted on the pricing forms included for that purpose in this packet. Each bid shall be placed in a separate sealed envelope and marked clearly on the outside as shown below.

**SUBMISSION OF BIDS:**

Sealed bids shall be submitted to:

VAN ZANDT COUNTY AUDITOR  
VAN ZANDT COUNTY COURTHOUSE  
121 East Dallas, Room 102  
CANTON, TEXAS 75103

**No later than 2:00 P.M., Thursday, March 28, 2024**  
**MARK ENVELOPE: "ROAD AND BRIDGE FUEL"**

**ALL BIDS MUST BE RECEIVED IN THE COUNTY AUDITOR'S OFFICE BEFORE OPENING DATE AND TIME.**

**LATE BIDS:** Bids received in the County Auditor's office after submission deadline will be considered void and unacceptable. Van Zandt County is not responsible for lateness or non-delivery of mail, carrier, etc., and the date/time stamp in the Auditor's office shall be the official time of receipt.

**ALTERING BIDS:** Bids cannot be altered or amended after submission deadline. Any interlineations, alteration, or erasure made before opening time must be initialed by the signer of the bid, guaranteeing authenticity.

**WITHDRAWAL OF BID:** A bid may not be withdrawn or canceled by the bidder without the permission of the county for a period of ninety (90) days following the date designated for the receipt of bids, and bidder so agrees upon submission of their bid.

**SALES TAX:** Van Zandt County is exempt by law from payment of Texas Sales Tax.

**CONTRACT:** The bid, when properly accepted by Van Zandt County, shall constitute a contract equally binding between the successful bidder and Van Zandt County. It is intended that two contracts will be awarded. Bidders may bid on any or all contracts by completing bid sheet(s) for the items they wish to bid.

**DELIVERY:** All delivery and freight charges (FOB Van Zandt County designated location) are to be included in the bid price.

**DELIVERY TIME:** Bids shall show number of days required to place supplies at the County's designated location. Failure to state delivery time may cause bid to be rejected. Successful bidder shall notify the Auditor's Office immediately if delivery schedule cannot be met. If delay is foreseen, successful bidder shall give written notice to the Auditor's Office. The County has the right to extend delivery time if reason appears valid. Successful bidder must keep the Auditor's Office advised at all times of the status of the order.

**CONFLICT OF INTEREST:** No public official shall have interest in this contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, and Chapter 171.

**ETHICS:** The bidder shall not offer or accept gifts or anything of value nor enter into any business arrangement with any employee, official or agent of Van Zandt County.

**EXCEPTIONS/SUBSTITUTIONS:** All bids meeting the intent of this invitation to bid will be considered for award. Bidders taking exception to the specification, or offering substitutions, shall state these exceptions by attachment as part of the bid. The absence of such a list shall indicate that the bidder has not taken exceptions and shall hold the bidder responsible to perform in strict accordance with the specifications of the invitation. Van Zandt County Commissioners Court reserves the right to accept any and all or none of the exception(s)/substitution(s) deemed to be in the best interest of the county.

**DESCRIPTIONS:** Any reference to model and/or make/make/manufacture used in bid specifications is descriptive, not restrictive. It is used to indicate the type and quality desired. Bids on items of like quality will be considered.

**ADDENDA:** Any interpretations, corrections or changes to this Invitation to Bid and Specifications will be made by addenda. Sole issuing authority of addenda shall be vested in Van Zandt County Auditor. Addenda will be mailed to all who are known to have received a copy of this Invitation to Bid. Bidders shall acknowledge receipt of all addenda.

**BID MUST COMPLY** with all federal, state, county and local laws concerning these types of service.

**ALL SUPPLIES** must be new and unused, unless otherwise specified, in first-class condition and of current manufacture.

**MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE BIDDERS:** A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder must meet the following requirements:

1. Have adequate financial resources, or the ability to obtain such resources as required;
2. Be able to comply with the required or proposed delivery schedule;
3. Be able to comply with requested delivery volume;
4. Have a satisfactory record of performance;
5. Have a satisfactory record of integrity and ethics;
6. Be otherwise qualified and eligible to receive an award.

Van Zandt County may request representation and other information sufficient to determine bidder's ability to meet these minimum standards listed above.

**BIDDER SHALL PROVIDE** with this bid response, all documentation required by this ITB. Failure to provide this information may result in rejection of bid.

**INSURANCE REQUIREMENTS** The Seller shall provide Van Zandt County prior to the start of any services and/or goods with a certificate of insurance and agrees to maintain at the Seller's expense such insurance with companies qualified to do business in Texas.

**TYPES AND MINIMUM LIMITS OF INSURANCE**

- a. Worker's Compensation Insurance as required by the **STATE OF TEXAS STATUTORY.**
- b. Employer's liability Insurance with a limit of not less than **\$500,000.00.**
- c. Comprehensive general liability with the limits of **\$1,000,000.00.**
- d. Auto liability limits **\$1,000,000.00.**
- e. Deductible shall be **\$5000.00** or less on each of the above listed coverage.

Van Zandt County shall be named as an **Additional Insured** and held harmless as respects to the service or work performed

**FAILURE TO COMPLY WITH LAWFUL REQUIREMENTS OR ADEQUATE LIABILITY REQUIREMENTS MAY RESULT IN DELAY OF PAYMENTS AND /OR CANCELLATION OF THE AWARD.**

**SUCCESSFUL BIDDER SHALL** defend, indemnify and save harmless Van Zandt County and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful bidder, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from bid award. Successful bidder shall pay any judgment with cost which may be obtained against Van Zandt County growing out of such injury.

**TERMINATION OF CONTRACT:** This contract shall remain in effect until contract expires, delivery and acceptance of products and/or performance of services ordered or terminated by either party with a thirty (30) days written notice prior to any cancellation. The successful bidder must state therein the reasons for such cancellation. Van Zandt County reserves the right to award canceled contract to next lowest and best bidder as it deems to be in the best interest of the county.

**TERMINATION FOR DEFAULT:** Van Zandt County reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the county in the event of breach or default of this contract. Van Zandt County reserves the right to terminate the contract immediately in the event the successful bidder fails to: (1) meet delivery or completion schedules, or (2) otherwise perform in accordance with these specifications. Breach of contract or default authorizes the County to award to another bidder, purchase elsewhere and charge the full increase in cost and handling to the defaulting successful bidder.

**PATENTS/COPYRIGHTS:** The successful bidder agrees to protect Van Zandt County from claims involving infringements of patents and/or copyrights.

**PURCHASE ORDER:** A purchase order(s) is required on all purchases in excess of \$500.00.

**PACKING SLIPS** or other suitable shipping documents shall accompany each special order shipment and shall show: (a) name and address of successful bidder, (b) name and address of receiving department and/or delivery location, (c) Van Zandt County Purchase Order number, and (d) descriptive information as to the item(s) delivered, including product code, item number, quantity, number of containers, etc.

**INVOICES** shall show all information as stated above shall be issued for each purchase order and shall be mailed directly to the Van Zandt County Treasurer, 121 East Dallas, Room 101, Canton, Texas 75103.

**PAYMENT** will be made upon receipt and acceptance by the county of items ordered and receipt of a valid invoice, in accordance with the State of Texas Prompt Payment Act, Article 601f V.T.C.S.

**ITEMS** supplied under this contract shall be subject to the county's approval. Items found defective or not meeting specifications shall be picked up and replaced by the successful bidder at the next service date at no expense to the county. If item is not picked up within one (1) week after notification, the item will become a donation to the county for disposition.

**SAMPLES:** When requested, samples shall be furnished free of expense to Van Zandt County.

**WARRANTY:** Successful bidder shall warrant that all items/services shall conform to the proposed specifications and/or all warranties as stated in the Uniform Commercial Code and be free from all defects in material, workmanship and title.

**REMEDIES:** The successful bidder and Van Zandt County agree that both parties have all rights, duties and remedies available as stated in the Uniform Commercial Code.

**VENUE:** This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Van Zandt County, Texas.

**ASSIGNMENT:** The successful bidder shall not sell, assign, transfer or convey this contract, in whole or in part, without the written consent of Van Zandt County.

**SILENCE OF SPECIFICATION:** The apparent silence of these specifications as to any detail or to the apparent omission of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

**ANY QUESTIONS** concerning this Invitation to Bid and Specifications should be directed to the Van Zandt County Auditor's Office at 903-567-2171.

**SPECIFICATIONS  
FOR  
GASOLINE AND DIESEL FUEL**

1. Gasoline and diesel should be bid based on the bidder's cost as of Monday, March 25, 2024.
2. Prices should be quoted on a cost plus basis. Both the wholesale cost of the products and the amount charged in excess of the wholesale price will be used to evaluate the bid.
3. Bidders must submit with their bid a copy of their invoice (or other suitable evidence) verifying their cost. Any time during the year the Commissioners' Court or Auditor's Office shall be furnished, on request, verification of the vendor's current cost.
4. All prices should include delivery.
5. The term of this contact(s) shall be one year.
6. Brand of gasoline and diesel must be specified on bid sheet.
7. Include all octane ratings with bids.
8. Successful bidder(s) may also supply the precincts with motor oil and lubricants.
9. Bidders will bid one price to apply to deliveries to each of the four Precinct Barns as specified by Van Zandt County.
10. Fuel tank capacity i.e. maximum requested delivery at each precinct is
  - Pct. 1 – Grand Saline - 1000 gal diesel; 1000 gal no lead gasoline
  - Pct. 2 – Phalba – 1000 gal diesel; 1000 gal no lead gasoline
  - Pct. 3 – Wills Point – 1000 gal diesel; 1000 gal no lead gasoline
  - Pct. 4 – Ben Wheeler – 1000 gal diesel; 1000 gal no lead gasoline
11. Delivery limited to tandem axle vehicle due to turn-around limitations.

**FUEL BID SHEET  
FOR  
VAN ZANDT COUNTY ROAD AND BRIDGE**

Please bid the price at which you are willing to supply Van Zandt County the following fuels for one year beginning June 01, 2024 – May 31, 2025:

	<b>Super Unleaded</b>	<b>Regular Unleaded</b>	<b>#2 Diesel*</b>
<b>Brand of Fuel</b>	_____	_____	_____
<b>Octane Rating</b>	_____	_____	_____
<b>Wholesale Price</b>	_____	_____	_____
<b>Mark Up</b>	_____	_____	_____
<b>Delivered Price</b>	_____	_____	_____
<b>State Tax On</b>	_____	_____	_____
<b>Federal Tax On</b>	_____	_____	_____

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

All prices are to be quoted per gallon. Wholesale price is bidder's cost on Monday, March 25, 2024. Attach copy of invoice of other suitable evidence to substantiate wholesale cost.



**THIS FORM MUST BE RETURNED WITH YOUR BID**

**BID AFFIDAVIT**

The undersigned certifies that the bid prices contained in this bid have been carefully reviewed and are submitted as correct and final. Bidder further certifies and agrees to furnish any and/or all commodities upon which prices are extended at the price offered, and upon which prices are contained in the specifications of the Invitation to Bid. The period of acceptance of this bid will be \_\_\_\_\_ calendar days from the date of the bid opening.

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned authority, a Notary Public in and for

The State of \_\_\_\_\_, on this day personally appeared

\_\_\_\_\_, who after being by me  
(Name)

Duly sworn, did depose and say:

"I, \_\_\_\_\_ am a duly authorized  
(Name)

Officer of/agent for \_\_\_\_\_  
(Name of firm)

and have been duly authorized to execute the foregoing on behalf of

the said \_\_\_\_\_.  
(Name of firm)

I hereby certify that the foregoing bid has not been prepared in collusion with any other bidder or other person or persons engaged in the same line of business prior to the official opening of this bid. Further, I certify that the bidder is not now, nor has been for the past six (6) months, directly or indirectly concerned in any pool or agreement or combination, to control the price of services/commodities bid on, or to influence any person or persons to bid or not to bid thereon."

Name and address of bidder: \_\_\_\_\_

\_\_\_\_\_ Telephone # \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_  
(Print name)

(Below section must be signed in front of Notary Public)

Signature: \_\_\_\_\_

SUBSCRIBED AND SWORN to before me by the above-named \_\_\_\_\_

\_\_\_\_\_. On this the

\_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_.

Notary Public in and for the State of \_\_\_\_\_.

Notary Public Stamp:

Notary Public Signature:

\_\_\_\_\_

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# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

**FORM CIQ**

**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.



**HOUSE BILL 89 VERIFICATION**

I, \_\_\_\_\_, the undersigned representative of  
(Individual's Name)

\_\_\_\_\_  
(Business or Company)

hereinafter referred to as "Company", being an adult over the age of eighteen (18) years of age, do hereby verify that the company named above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

- 1. Does not boycott Israel currently; and
- 2. Will not boycott Israel during the term of the contract.

*Pursuant to Section 2270.01, Texas Government Code:*

- 1. *"Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israel-controlled territory, but does not include an action made for ordinary business purposes; and*
- 2. *"Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.*

\_\_\_\_\_  
SIGNATURE OF COMPANY REPRESENTATIVE

\_\_\_\_\_  
PRINTED NAME OF COMPANY REPRESENTATIVE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

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# VAN ZANDT COUNTY

## Vendor Information Request Form

**Please type or print legibly. A W-9 must be completed to process the application.**

Van Zandt County requires a Federal Tax Identification Number or Social Security Number for all vendors doing business with the County. Additionally, the VZC maintains a vendor information database that assists in communicating with its vendors. Completion of the vendor information request form does not guarantee receipt of competitive bid.

**You may return this request to the VZC Auditors office, email [nnix@vanzandtcounty.org](mailto:nnix@vanzandtcounty.org) or fax to (903) 567-4700**

<b>Van Zandt County Dept. (office) that requested this form:</b>			
<b>Name of Firm:</b> <small>(Company or individual- As shown on tax return.)</small>			
<b>Business Name:</b> <small>(if different from above)</small>			
<b>Address:</b> <small>Include City, ST Zip</small>			
<b>EIN #</b> _____	<b>SS#</b> _____ <small>(if an individual)</small>	<b>Type of Business:</b> <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other	
<b>Telephone Number:</b>		<b>Cell Number:</b>	
<b>Fax Number:</b>		<b>Email Address:</b>	
<b>Website:</b>			
<b>Remit To Address:</b> <small>(if different from above)</small>			
<b>Description of products/services provided to VZC:</b>			
<b>Main Contact Person:</b>		<b>Telephone Number:</b>	
<b>Fax number:</b>		<b>Email address:</b>	
<b>A/P Contact Person:</b>		<b>Telephone Number:</b>	
<b>Fax number:</b>		<b>Email address:</b>	

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

VAN ZANDT COUNTY OFFICE ONLY	
<b>Vendor Number:</b>	<b>Set-Up by:</b> <b>Date:</b>