City of Appley, Texas

14760 US Hwy 59

Nacogdoches, Texas 75965

Vendor/Contractor Policy

As a result of our recent city audit, we are now requiring all vendors/contractors to provide the information listed below to be put into our files. This new policy is a result from the Texas Attorney General's office recent opinion on Worker's Compensation coverage for contractors performing work for a city.

- **General Information:**
  - Vendor name
  - Business address
  - Contact person name and title
  - Phone number
  - Email address
  - Website (if applicable)
- **Legal and Tax Information:**
  - Federal Tax ID number (EIN)
  - Business structure (sole proprietorship, LLC, corporation)
  - W-9 form (for tax reporting)
- **Financial Information:**
  - Payment terms
  - Billing address
  - Banking details (if necessary)
- **Contract and Agreement Details:**
  - Signed vendor contract with the city
  - Scope of work description
  - Any special terms or conditions
- **Insurance Requirements:**
  - Copies of current liability insurance certificates
  - Named insured information
- **Permits and Licenses:**
  - Copies of any required city permits or licenses to operate
- **Performance Tracking:**
  - Vendor performance evaluations
  - Records of past orders and deliveries
  - Any complaints or issues related to the vendor

Please send any information directly to Shelly Williford at shelly@thecityofappleby.com or call at 936 554-6716.