



Dear Vendor or Potential Vendor:

A recent law in the State of Texas requires all vendors or potential vendors doing business with a local government to file information about potential conflicts of interest. The law applies to a person, or the agent of a person, who contracts or seeks to contract for the sale or purchase of property, goods, or services with the City of Sherman. The report form from the Texas Ethics Commission is available at the City's website at www.ci.sherman.tx.us.

A vendor must report:

1. Any relationship where the Mayor, any Councilmember or the City Manager receives taxable income from the vendor;
2. Situations where the Mayor, any Councilmember or the City Manger is a director or officer or holds an ownership interest of ten (10) percent or more in the vendor entity;
3. Situations where the vendor receives taxable income from the Mayor, any Councilmember or the City Manager apart from income from the City of Sherman;
4. Situations where the vendor has a business relationship or affiliation with an employee or contractor of the City of Sherman who makes recommendations to the Mayor, any Councilmember or the City Manager regarding expenditures of the City of Sherman.

A vendor or potential vendor must file not later than the seventh (7th) business day after the vendor:

1. Begins contract discussions or negotiations with the City of Sherman;
2. Submits to the City of Sherman an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the City of Sherman.

The reports dealing with the City of Sherman are to be filed with Mrs. Linda Ashby, Sherman City Clerk. Her office is in City Hall at 220 West Mulberry Street, and her mailing address is Post Office Box 1106, Sherman, TX 75091-1106.

An offense of these provisions is a Class C misdemeanor.

I am sorry for this inconvenience and the implementation of another state law that we are required to follow. If you have any questions about this matter, please feel welcome to contact Mrs. Mary Ann Winkler, Purchasing Agent for the City of Sherman, whose office is in the Sherman Municipal Building at 405 North Rusk Street, and whose mailing address is P. O. Box 1106, Sherman, TX 75091-1106.

Sincerely,

L. Scott Wall
City Manager

LSW:pc