

# SPRING HILL INDEPENDENT SCHOOL DISTRICT

General Purchasing Procedures

Vendor / CO-OP Information

## Cooperative Purchasing

Belonging to cooperative purchasing entities offer several benefits. First there are cost savings on products and services due to the volume discounts, second is savings on administrative cost such as salaries, we don't have to spend the time getting quotes on everything we buy, third is the accessibility to more products and services.

We belong to six co-ops: Region 7, BuyBoard (TASB), TCPN (Region 4), The State of Texas Co-op (TXMAS), Region XIII (TIPS), Texas DIR and the Food Service Department is included in these same procedures. We need to utilize each of these co-ops to our best advantage; the majority of our purchases can be done through one of these co-ops.

**General instructions:** When you notify a vendor from one of the co-ops about the products you need to purchase, **advise them that we are a member of the specific co-op you located them in and give them the bid number that is located on their vendor sheet. The vendors are not required to give us the correct discount if you do not follow appropriate procedures.** Please put the bid number and validity dates of approval from the vendor sheet on the requisition or invoice if no requisition.

**Region7:** Their website is: [www.esc7.net](http://www.esc7.net). You can look up a vendor or a commodity. When you have selected a vendor you will need to look at the vendor award information and check to see if they have a discount listed. Most vendors will give you either a range of discounts or you will have to call them for the correct discount and shipping charge on the product you need.

**Texas DIR:** Their website is [www.dir.texas.gov](http://www.dir.texas.gov). For general inquiries or to provide feedback about any DIR program or service, use our new general information access line: 1-855-ASK-DIR1 (1-855-275-3471).

**TCPN:** Their website is: [www.tcpn.org](http://www.tcpn.org). You can look up a vendor or a commodity. Once you have selected a vendor look at their vendor information sheet, it will tell how they want the purchase order processed. Some vendors will want you to fax the purchase order to them and some will want you to fax the order to TCPN, if you do not follow their instructions they are not required to give you the correct discount. TCPN fax number is 1-800-458-0099.

**BUYBOARD:** Their website is: [www.buyboard.com](http://www.buyboard.com). You can look up a vendor or a commodity. Once you have selected a vendor and have received the correct pricing from the vendor you are required to fax the purchase order to Buy Board at 1-800-211-5454. When it has been processed through Buy Board you can check the status of your order online at the Buy Board site. The orders are usually processed within a very short time.

**Texas State Co-op TXMAS:** Their website is: [www.window.state.tx.us/procurement/prog/coop](http://www.window.state.tx.us/procurement/prog/coop). This co-op is very good for technology, maintenance and transportation; however they do have vendors for athletics, office supplies and many other categories. You will need to contact the vendor directly to obtain pricing. When your purchase order is complete you are required to fax a copy of the purchase order to the Texas Comptroller of Public Accounts at 512-936-2667.

**TIPS/TAPS (Region XIII):** Their website is [www.tips-usa.com](http://www.tips-usa.com). View the list of Awarded Vendors by clicking on VENDORS. Select a Vendor(s) that provides the particular commodity or service. Contact the Awarded Vendor Representative as listed on the vendor page. Identify yourself as a TIPS/TAPS Member to receive the special TIPS/TAPS price. Note: Vendors have a list of members for validation. Compare quotes from multiple TIPS/TAPS Vendors (if desired). Create a purchase order (use your district's normal procedure). Be sure to write or type in TIPS/TAPS PURCHASE somewhere on the purchase order. Some vendors have specific Contract #'s that must appear on the purchase orders. The Contract # is listed on the Vendor Profile page. Please see the Vendor Page for specific requests. FAX the purchase order as instructed on the Vendor Page. If the PO goes directly to the vendor, you are requested to FAX a COPY of the PO to TIPS/TAPS at 866-839-8472.

**You may purchase from any vendor in any of these co-ops without getting quotes or bids. The purchasing cooperatives have already met all legalities of the purchasing law. Please note SHISD does not accept any electronic bids at this time.**

Copy the authorization page from the co-op list from which you are purchasing, highlight the vendor you are using and attach to your requisition/purchase order/invoice to verify approved vendor status. Please note the face of your purchase orders the amount of our discount, if any and use the proper bid identification number or reference number to insure that we are billed the right discounted price. **Do not approve any item for payment without verifying that the amount charged is the correct discounted price.**

By becoming a member of the co-ops listed, we have a great many awarded vendors. However, if you must use a vendor that is not in one of these co-ops (such as local business, etc.) please contact Chenena Martin before you make a purchase and she will give you instructions as to how to make your purchase. The bid cycles for these co-ops will determine when a vendor may be added to the co-op vendor lists. We will try to get as many local vendors as possible on the Region 7 co-op when bid cycles open for that particular vendor.

For all of the entities be sure to note on the purchase order the necessary data to document that you are using this purchasing method.

**We must purchase from the lowest most responsible vendor.** Be sure to consider the entire cost to the district from each item including freight/delivery charges and costs (such as payroll and transportation) prior experience with a vendor, etc.

In an emergency situation, the Superintendent may choose to circumvent these controls in order to protect students, staff and or property. Care must be taken that emergency purchases do not result from lack of proper planning rather than from a true emergency. All emergency purchases must be noted as such on the face of the purchase order/requisition along with complete justification as to the nature of the emergency and written authorization from the Superintendent.

The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single budgeted purchase of goods or services that cost \$10,000.00 or more regardless of whether the goods or services are competitively purchased shall require Board

approval before a transaction may take place. This includes purchases that are \$10,000.00 or more in the **aggregate for a 12 month period**. Please see the form attached **For Purchases Over \$10,000-Board Approval** to complete and submit for Board approval.

A Form 1295 from the Texas Ethics Commission is required on any Board approved purchases.

Please see the State and Federal program section for instructions on State and Federal funding sources as these funding sources have more rigorous requirements.

In accordance with Federal civil rights law and U. S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at [\(800\) 877-8339](tel:8008778339). Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in letter all of the information requested in the form. To request a copy of the complaint form, call [\(866\) 632-9992](tel:8666329992). Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) fax: [\(202\) 690-7442](tel:2026907442); or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

**Contacts for Food Service Department:**

TDA–Commodities and Processing Allocations

Angela Hodapp (512) 463-3394

Fax number (888)237-4958

[Angela.Hodapp@TexasAgriculture.gov](mailto:Angela.Hodapp@TexasAgriculture.gov)

Manual “Manny” Flores (512) 475-0063

Fax number (888) 237- 4958

[Manuel.Flores@texasagriculture.gov](mailto:Manuel.Flores@texasagriculture.gov)

Region 7 ESC

Elaine Revell (903) 988-6782 Program Coordinator

Fax number (988-6838

[erevell@esc7.net](mailto:erevell@esc7.net)

Geri Barrett (903) 988-6832 Commodity Specialist

Fax number (903) 988-6838

[gbarrett@esc7.net](mailto:gbarrett@esc7.net)

Martha Lakey (903) 988-6859 Purchasing Specialist

[mlakey@esc7.net](mailto:mlakey@esc7.net)

Region 8 ESC

Lydia Going (903) 575-2763 Program Specialist

Fax number (886) 929-4406

[lgoing@reg8.net](mailto:lgoing@reg8.net)

Karen Buckner (903) 575-2612 Purchasing / Commodity Specialist

Fax number (866) 929-4406

[kbuckner@reg8.net](mailto:kbuckner@reg8.net)

If you have questions, please call Chenena Martin at 903-323-7704 extension 1106. Thank for your assistance in keeping Spring Hill ISD in compliance with the purchasing laws for school districts.




# Region 7 & Purchasing Vendor Services

Search website

[For Districts](#) | 
 [For Vendors](#) | 
 [Quicklinks](#) | 
 [Vendor Search](#) | 
 [Log In](#)

## Find A Vendor

[Awarded Vendor Spreadsheet](#)

Bid    
 Commodity / Service Keyword   
 Vendor Name    
 Award Year    
 Bid Number

Select a Bid Category or Commodity and click on "Search"

Or you can enter a name or partial name of a Vendor and click on "Search"

[Sole Source Vendors](#)



### Results

Not all companies listed under 'Vendor Search' are current, since this list contains historical information. Verify company is awarded by viewing 'Approved Bids' in the record or downloading the 'Awarded Vendor Spreadsheet' above.

The Purchasing Member is responsible for verifying a company's award status, compiling necessary documents and discounts prior to purchase.

For more information, please review the [FAQ page](#) or call Region 7 Purchasing at (903) 988-6859

Company Name	Contact Information	Awarded Bids
HOMETOWN DESIGNS	MATTHEW HARRISON 903-288-9761	Physical Education/Recreational Sports, Equipment & Supplies PE1415
HOMETOWN HARDWARE INC	KEN TURNER 903-291-1120	Building Maintenance & Safety Supplies MAIN1617 Building Maintenance & Safety Supplies MAIN1516 Building Maintenance & Safety Supplies MAIN1415 Building Maintenance & Safety Supplies MAIN1314

# Region 7 & Purchasing Vendor Services

[For Districts](#)[For Vendors](#)[Quicklinks](#)[Vendor Search](#)[Log In](#)

## Vendor: HOMETOWN HARDWARE INC

**Website:** <http://hometown-hardware.com>

**Company:** HOMETOWN HARDWARE INC

**Contact:** KEN TURNER  
[kensuzy@juno.com](mailto:kensuzy@juno.com)  
903-291-1120

**Bid Address:** 1341 HERITAGE BLVD  
LONGVIEW, TX  
75605

**Order Address:**

**Billing Address:**

**Commodities:**

**Approved Bids:**

Building Maintenance & Safety Supplies MAIN1617 (valid 02/18/2016 - 02/18/2017)  
Building Maintenance & Safety Supplies MAIN1516 (valid 02/19/2015 - 02/19/2016)  
Building Maintenance & Safety Supplies MAIN1415 (valid 02/20/2014 - 02/20/2015)  
Building Maintenance & Safety Supplies MAIN1314 (valid 02/19/2013 - 02/19/2014)  
Building Maintenance & Safety Supplies MAIN1213 (valid 04/19/2012 - 04/19/2013)  
Building Maintenance & Safety Supplies MAIN1112 (valid 02/18/2011 - 04/19/2012)

**Not yet approved Bids:**

# PURCHASE ORDER/REQUISITION REQUEST FORM

Optional Form - Used at Campus Direction

This form may be used to communicate a request for a requisition to principal or director. It is optional and used at campus/department director.

DATE \_\_\_\_\_

VENDOR \_\_\_\_\_

VENDOR ADDRESS \_\_\_\_\_

\_\_\_\_\_

COOP QUOTE USED (ex: Region 7, Buyboard, etc) \_\_\_\_\_

SHIP TO (NAME) \_\_\_\_\_

CAMPUS \_\_\_\_\_

ORDERED FOR \_\_\_\_\_

ITEM NUMBER	QTY	ITEM DESCRIPTION	UNIT COST	TOTAL
			Total Extended Cost	
			Total Net Cost	
			Total Freight	
			<b>TOTAL AMOUNT</b>	
			Budget code (campus order)	

Approval for purchase over \$5000:

Business Manager \_\_\_\_\_ Date \_\_\_\_\_

**Copy to Campus/Department to proceed with requisition entry**



# PRICE COMPARISON QUOTES

**Purchases not available through CO-OP Purchase Programs**

- Verbal quotes must be obtained for all purchases not available through CO-OP Purchase Programs that are approved by the School District.
- Three quotes must be obtained from approved **vendors** before seeking to purchase outside the CO-OP Program.
- Principals/Directors must sign this form.

Date\_\_\_\_\_ Department \_\_\_\_\_

QTY	ITEM	VENDOR # 1 NAME	VENDOR # 2 NAME	VENDOR #3 NAME	VENDOR #4 NAME

CHOSEN VENDOR: \_\_\_\_\_

Reason vendor was chosen: \_\_\_\_\_

Quotes obtained by: \_\_\_\_\_

Principal/Director Approval: \_\_\_\_\_

Business Manager Approval: \_\_\_\_\_

**Copy to Campus/Department to proceed with requisition entry.**

**FOR PURCHASES OVER \$10,000 – BOARD APPROVAL**

SPRING HILL ISD

BOARD MEETING DATE \_\_\_\_\_

PURCHASING PROPOSAL FOR \_\_\_\_\_  
TO BE LOCATED AT \_\_\_\_\_

REQUESTED BY \_\_\_\_\_ DIRECTOR OF \_\_\_\_\_

The director listed above requests that the board of trustees consider and approve the purchase of the above referenced items based on the attached information. This purchase is made in compliance with section 44.031 of the public education code which requires the selection of the lowest, most responsible vendor.

RECOMMENDED VENDOR: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

TOTAL AMOUNT (including shipping, installation, and all additional costs) \$ \_\_\_\_\_

FUNDING SOURCE: USE OF FUND BALANCE \_\_\_\_\_ ACTIVITY FUND \_\_\_\_\_  
FUNDS CURRENTLY BUDGETED IN ACCOUNT # \_\_\_\_\_

**SUMMARY OF ATTACHED QUOTES:**

VENDOR NAME	CO-OP NAME	AMOUNT
VENDOR CONTACT INFORMATION	CO-OP ID/BID #	VERIFIED APPROVED VENDOR

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

RATIONALE IN SELECTION OF VENDOR \_\_\_\_\_

Please comment on any personal or business relationships you have with the recommended vendor:  
\_\_\_\_\_

To the best of my knowledge, this purchase meets the requirements of school board policy CAA related to conflicts of interest.

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Date Submitted