

SPRING HILL INDEPENDENT SCHOOL DISTRICT

General Purchasing Procedures

Vendor / COOP 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 coops, Region 7, BuyBoard (TASB), TCPN (Region 4), The State of Texas Coop (TXMAS), Region XIII (TIPS), Texas DIR. We need to utilize each of these coops to our best advantage; the majority of our purchases can be done through one of these coops.

General instructions: When you notify a vendor from one of the coops about the products you need to purchase, **advise them that we are a member of the specific coop 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 (see **Exhibit C**) or invoice if no requisition.

Region7: Their website is: www.esc7.net. You can look up a vendor or a commodity (see **Exhibit A**). 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 (see **Exhibit B**). 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. 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. 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. 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 Coop TXMAS: Their website is: www.window.state.tx.us/procurement/prog/coop. This coop 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. 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 coops without getting quotes or bids unless you go over \$5000 then you will need 3 quotes (see Exhibit D). 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 coop 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 coops listed, we have a great many awarded vendors. However, if you must use a vendor that is not in one of these coops (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 coop vendor lists. We will try to get as many local vendors as possible on the Region 7 coop 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 \$25,000.00 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 \$25,000.00 or more in the **aggregate for a 12 month period**. Please see **Exhibit E** for the form to be completed and submitted for Board approval.

Purchases made with grant funds will follow the same procedures as above and separate records will be maintained.

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, audiotope, 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, 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.

This institution is an equal opportunity provider.

Contacts for Food Service Department:

TDA –Commodities and Processing Allocations
Tamara Barbery (512) 475-0049
Fax number (888)237-4958
Tamarabarbery@texasagriculture.gov

Manual “Manny” Flores (512) 475-0063
Fax number (888) 237- 4958
Manuel.Flores@texasagriculture.gov

Region 7 ESC
Elaine Revell (903) 988-6782 Program Coordinator
Fax number (988-6838
erevell@esc7.net

Geri Barrett (903) 988-6832 Commodity Specialist
Fax number (903) 988-6838
gbarrett@esc7.net

Martha Lakey (903) 988-6859 Purchasing Specialist
mlakey@esc7.net

Region 8 ESC
Lydia Going (903) 575-2763 Program Specialist
Fax number (886) 929-4406
lgoing@reg8.net

Donna Warren (903) 575-2612 Purchasing / Commodity Specialist
Fax number (866) 929-4406
dwarren@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
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

Use this form for:

- Request of purchases over \$5000
(Also attach Price Comparison Sheet)

- Requisition Request – (under \$5000) Maintenance, Transportation, Technology

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				
TOTAL AMOUNT				
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 over \$5000

Purchases not available through COOP Purchase Programs

- Verbal quotes must be obtained for all purchases not available through COOP Purchase Programs that are approved by the School District.
- Three quotes must be obtained from approved **vendors** before seeking to purchase outside the COOP Program.
- If total purchase is \$5000 or more, the three written quotes must be obtained before the purchase is made. Documentation of the quotes must be attached to this form.
- Splitting of purchases to remain under the \$5000 limit is not allowed.
- Principals/Directors must sign this form.

Date _____ Department _____

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

CHOSEN VENDOR: _____

Reason vendor was chosen:

Quotes obtained by: _____

Principal/Director Approval: _____

Business Manager Approval: _____

PURCHASING AND ACQUISITION

CH
(LOCAL)

Purchasing Authority	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 costs \$25,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.
Purchasing Method	The Board delegates to the Superintendent or designee the authority to determine the method of purchasing in accordance with CH(LEGAL) or CBB(LEGAL), as appropriate.
<i>Competitive Bidding</i>	<p>If competitive bidding is chosen as the purchasing method, the Superintendent or designee shall prepare bid specifications. All bids shall be in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance with Board-adopted rules. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.</p> <p>The District may reject any and all bids in accordance with state or federal law, as applicable.</p>
<i>Competitive Sealed Proposals</i>	<p>If competitive sealed proposals are chosen as the purchasing method, the Superintendent or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with Board-adopted rules. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.</p> <p>The District may reject any and all proposals in accordance with state or federal law, as applicable.</p>
Electronic Bids or Proposals	Bids or proposals that the District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.
Responsibility for Debts	The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy,

PURCHASING AND ACQUISITION

CH
(LOCAL)

and the District's purchasing procedures. [See CE] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.

**Purchase
Commitments**

All purchase commitments shall be made by the Superintendent or designee in accordance with administrative procedures, including the District's purchasing procedures.

Personal Purchases

District employees shall not be permitted to make purchases for personal use through the District's business office.

Copy to Campus/Department to proceed with requisition entry.

EXHIBIT E

FOR PURCHASES OVER \$25,000 – 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	COOP NAME	AMOUNT
VENDOR CONTACT INFORMATION	COOP 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