

Section D – Interlocal Agreements

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TEXAS BUILDING AND PROCUREMENT COMMISSION (TBPC) STATE CONTRACTS

The Texas Building and Procurement Commission is a central purchasing agency for state government. The participation of local governments in the state program is processed by and through this agency. Sections 271.081 Local Government Code, V.T.C.A., provide the legal authority for local governments to participate in the State of Texas Cooperative Purchasing Program. These sections define local government to include local school districts in the state.

Items on State Contract are to be purchased through the Texas Building and Procurement Commission office only and not directly from the vendor, except where allowed. Coordinate **all** State Contract purchases with Purchasing Services. Exceptions to this requirement are the Non-Automated Contracts and QISV purchases.

State Catalog purchases are not to be made without the approval of Purchasing Services and Business Office. Purchasing Services will assist you by making the information available to you.

Required Procedures to Purchase from a State Contract

1. Determine items needed.
2. Review **List of TBPC Term Contracts** to find the Contract number.
 - Refer to the **List of TBPC Term Contracts** to obtain the contract number. For example, *Term Contract 600-A1 is Office Machines, Equipment and Supplies.*
 - Look for the Contract on the Internet at http://www.tbpc.state.tx.us/cat_page/.

Note: Some State Contracts are divided by zones. McAllen ISD may **only** purchase items sold to **Zone 1**.

- If the item needed is a copier or duplicator, contact the Audio Visual Department for a recommendation.
- Search through the State Contract list for the item needed. The Contract will contain the following information for that item: Company Name, Commodity Code, Unit, Item Description, and Price. For example:

Vendor Number: 83234	NOLANS OFFICE PRODUCTS INC.
600-17-40005-6 EA	CATEGORY A, CALCULATORS, CLASSROOM USE - 10.35
	AURORA - #SC150X

- Enter an on-line requisition for the item(s). The vendor must be the vendor specified on the contract. If the vendor is not on the system, submit a W-9 and Vendor Master form to Accounting for processing. The P.O. Type for the requisition is 2, for Interlocal Agreement. On the first line of the requisition type the following: *****STATE CONTRACT*****. This will ensure that the purchase order is properly routed. Enter the Commodity Code number in the item description for each item. Refer to the attached **Sample State Contract Purchase Order**.
 - Type a **TBPC Contract Purchase Requisition Form** and mail it to Purchasing Services. Include the Vendor Name, McAllen ISD Requisition Number, and Total Purchase Price in the Description and Specifications section. Refer to the attached **Sample TBPC Contract Purchase Requisition Form**.
3. Once the TBPC Contract Requisition form and MISD Purchase Order are complete and at Purchasing, a State Requisition Number is assigned. Purchasing will submit both forms to Business Office for final approval and signature.
 4. After final approval of the TBPC Contract Requisition, Purchasing will fax the requisition to the Texas Building and Procurement Commission in Austin, Texas.
 5. Purchasing Services will forward the original MISD receiving copy (goldenrod) to the user, with the TBPC requisition number in the format S-1080-YR-XXX. Use this number to reference the purchase.
 6. The Texas Building and Procurement Commission requires approximately 2 - 3 working days, from receipt of TBPC Contract Requisition, to process and mail a purchase order to the Vendor.
 7. Upon receipt of the TBPC Purchase Order, the Vendor will require 10 - 30 days for processing and delivery of merchandise to the District.
 8. Orders for equipment and supplies will be shipped directly to the MISD Warehouse. The warehouse will notify the User before delivery. After the merchandise is received, the User must check it for accuracy of configuration ordered and item(s) received. Discrepancies need to be reported immediately to Purchasing for proper action. If merchandise is received complete and in order, submit the signed receiving copy and the approved invoice to Accounting for payment to be processed.
 9. Orders for Copiers will be delivered and installed by the Company. Prior arrangements will be made between the User Department and the Company before delivery. Discrepancies need to be immediately reported to Purchasing for proper action. If merchandise is received complete and in order, sign the goldenrod and invoice and submit to Accounting to process payment.



LIST OF TBPC TERM CONTRACTS

For the most current list of term contracts, browse the TBPC web page at http://www.tbpc.state.tx.us/cat_page/.

NOTE: The products listed are for the use by eligible State of Texas entities ONLY and are not for personal purchase or purchase by commercial entities.

[Zone Map](#) (List Of Counties by Zone, HW District, Area, COG, USSR)
[Search Term Contracts](#)

Starting 09-Dec-2002 Term Contracts group and detail descriptions will be followed by the NIGP code for the item.

In some contracts the NIGP code is the same as the Term Contract Ordering Number. (see 928-A1)

In other contracts, the numbers will not match (see 530-A3) but will match when the new contract goes into effect.

You can use the search option to find an NIGP code in a Term Contract.

Use dashes when looking for a Term Contract Ordering Number. Use no dashes when looking for an NIGP code.

Not all contracts have been cross-referenced yet.

- [031-A1 03/2004 THRU 02/2007](#) AIR CONDITIONING, HEATING, & VENTILATING: EQUIPMENT AND ACCESS
- [037-A2 10/2004 THRU 12/2099](#) TIBH BOOKMARKS
- [045-A1 10/2003 THRU 09/2006](#) APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE
- [050-A1 01/2005 THRU 12/2099](#) ART EQUIPMENT AND SUPPLIES
- [052-A1 01/2005 THRU 12/2099](#) ART OBJECTS
- [055-A1 01/2006 THRU 12/2099](#) AUTOMOBILE AND TRUCK ACCESSORIES
- [055-A3 02/2005 THRU 01/2007](#) ALTERNATIVE FUEL CONVERSION - GASOLINE TO BI-FUEL GASOLINE/LPG OR DEDICATED
- [055-N1 02/2006 THRU 10/2006](#) AUTOMOBILE AND TRUCK ACCESSORIES
- [060-A1 11/2004 THRU 06/2007](#) AUTOMOBILE AND TRUCK MAINTENANCE ITEMS AND REPLACEMENT PARTS
- [070-A1 11/2005 THRU 11/2006](#) AUTOMOBILES AND TRUCKS
- [070-A2 10/2005 THRU 11/2006](#) LAW ENFORCEMENT AND SPECIAL PURSUIT VEHICLES
- [075-A1 04/2004 THRU 12/2006](#) AUTOMOTIVE SHOP EQUIPMENT AND SUPPLIES



- [080-A2 09/1984 THRU 12/2099](#) BADGES, PLAQUES AND CARD HOLDERS
- [080-A3 02/1999 THRU 12/2099](#) SERVICE AWARDS - SPECIALITY ITEMS
- [085-A1 11/1984 THRU 12/2099](#) BAGS, BAGGING, TIES AND EROSION CONTROL EQUIPMENT
- [090-A1 11/2005 THRU 12/2099](#) BAKERY EQUIPMENT, COMMERCIAL
- [095-A1 01/2006 THRU 12/2099](#) BARBER & BEAUTY SHOP SUPPLIES
- [120-A1 11/2004 THRU 09/2006](#) BOAT OUTBOARD MOTORS, TROLLING MOTORS AND ACCESSORIES
- [125-A1 01/2005 THRU 12/2099](#) BOOKBINDING AND BINDERY SUPPLIES
- [165-A1 01/2002 THRU 02/2007](#) CAFETERIA AND KITCHEN EQUIPMENT, COMMERCIAL
- [175-A2 03/2006 THRU 05/2007](#) LABORATORY CHEMICALS, SOLUTIONS AND STANDARDS
- [175-A3 05/2006 THRU 05/2007](#) LABORATORY GLASSWARE
- [180-A1 05/2006 THRU 08/2007](#) CHEMICALS FOR TDCJ/ID SOAP AND DETERGENT MANUFACTURING
- [193-A2 04/2004 THRU 12/2006](#) DRUG AND ALCOHOL TESTING PRODUCTS
- [195-A1 04/2004 THRU 03/2007](#) CLOCKS, STOP WATCHES, AND INTERVAL TIMERS
- [200-A1 03/2004 THRU 11/2006](#) CLOTHING AND APPAREL
- [201-A1 01/2005 THRU 11/2099](#) BELTS; GLOVES; SPORTS BRASSIERES
- [204-A1 01/2005 THRU 12/2099](#) PADS, FOR COMPUTER MICE
- [207-A1 07/2004 THRU 12/2099](#) PRINTER TONER CARTRIDGES
- [207-A2 01/2005 THRU 12/2099](#) DATA PROCESSING TAPES, FLEXI-DISKETTES AND ACCESSORIES
- [240-A1 07/2006 THRU 06/2007](#) CUTLERY, DISHES, FLATWARE, GLASSWARE, TRAYS, UTENSILS AND SUPPLIES
- [245-A1 01/2005 THRU 12/2099](#) DAIRY EQUIPMENT AND SUPPLIES
- [269-A4 07/2006 THRU 04/2007](#) CONTRACEPTIVES
- [269-N3 04/2006 THRU 02/2007](#) INFLUENZA VACCINE
- [270-A1 09/2003 THRU 11/2006](#) DRUGS, PHARMACEUTICALS & MULTI-VITAMINS (HUMAN USE)
- [270-A2 09/2003 THRU 11/2006](#) VACCINES AND BIOLOGICALS



- [271-A1 01/2003 THRU 12/2006](#) I.V. SOLUTIONS, IRRIGATING SOLUTIONS AND ADMINISTRATIVE SETS
- [271-A2 06/2003 THRU 05/2007](#) NUTRITIONAL PRODUCTS - ORAL AND TUBE FEEDING
- [285-A1 10/2004 THRU 08/2007](#) ELECTRICAL EQUIPMENT AND SUPPLIES (EXCEPT CABLE AND WIRE)
- [310-A1 08/2006 THRU 06/2007](#) Envelopes, Plain (Not Printed), Recycled and Virgin Paper
- [320-A1 03/2005 THRU 07/2007](#) FASTENERS, FASTENING DEVICES, PACKAGE STITCHING, STRAPPING, AND TYING
- [335-A1 01/2005 THRU 12/2009](#) SOIL CONDITIONER COMPOST (TIBH ITEMS ONLY)
- [340-A1 11/2001 THRU 10/2006](#) FIRE PROTECTION SUPPLIES
- [345-A1 01/2006 THRU 12/2009](#) FIRST AID AND SAFETY EQUIPMENT
- [350-A1 01/2005 THRU 12/2009](#) FLAGS, FLAG POLES, BANNERS AND ACCESSORIES
- [365-A1 01/2005 THRU 12/2009](#) "FLOOR MAINTENANCE MACHINE PADS"
- [385-G0 09/2006 THRU 08/2009](#) FOODS, FROZEN, TDCJ WAREHOUSE DELIVERY
- [385-GS 08/2006 THRU 06/2008](#) FOOD, FROZEN
- [390-G0 09/2006 THRU 08/2009](#) FOOD, PERISHABLE, TDCJ WAREHOUSE DELIVERY
- [390-GS 08/2006 THRU 06/2008](#) FOOD, PERISHABLE
- [393-A1 01/2005 THRU 12/2009](#) CRAFTS, GENERAL
- [393-G0 09/2006 THRU 08/2009](#) FOODS, STAPLE GROCERY, TDCJ WAREHOUSE DELIVERY
- [393-GS 08/2006 THRU 06/2008](#) FOOD, STAPLES
- [395-A3 12/2002 THRU 11/2006](#) FORMS, CONTINUOUS: COMPUTER PAPER (RECYCLED AND VIRGIN PAPER)
- [405-A1 10/2002 THRU 06/2010](#) RETAIL PURCHASE OF ALTERNATIVE FUEL (LPG) AND (CNG)
- [405-A2 04/2003 THRU 05/2007](#) RE-REFINED/BLENDED OIL
- [415-A1 10/2003 THRU 12/2006](#) LABORATORY FREEZERS AND REFRIGERATORS
- [420-A1 01/1960 THRU 12/2009](#) FURNITURE, NON-OFFICE
- [420-A3 02/1993 THRU 12/2009](#) FURNITURE, NON-OFFICE: WOOD, DORMITORY
- [420-A4 06/1993 THRU 12/2009](#) FURNITURE, LOUNGE: INDOOR, WOOD



- [420-A5 12/2005 THRU 12/2009](#) FURNITURE, AUDITORIUM, STADIUM, TEAM SEATING-METAL, TENNIS BENCH-METAL AND HALL BENCH-WOOD/M
- [420-A9 06/2006 THRU 12/2009](#) CHAIRS: STEEL FOLDING AND STEEL CLASSROOM
- [420-N1 05/2004 THRU 01/2007](#) PORTABLE EXHIBIT DISPLAYS: CONVENTION/TRADE SHOW
- [425-54 09/1991 THRU 12/2009](#) MODULAR FURNITURE: TCI ONLY
- [425-A1 11/1991 THRU 12/2009](#) WOOD FURNITURE, OFFICE: SLAB END CASEGOODS
- [425-A2 08/1991 THRU 12/2009](#) FURNITURE, WOOD: TRADITIONAL CASE GOODS
- [425-A4 07/1999 THRU 12/2009](#) CONTEMPORARY CASEGOODS (DESIGNS IN WOOD)
- [425-A5 05/1987 THRU 12/2009](#) FURNITURE-OFFICE-WOOD/LAMINATED-METAL LOCKERS: DESKS,CREDENZAS,BOOKCASES,TABLES,FILES,CHAIRS,FTR
- [425-A8 08/2006 THRU 12/2009](#) CHAIRS - ERGONOMIC - POSTURE BACK, HIGH BACK, SLEDBASE SIDE
- [425-B1 01/2004 THRU 12/2009](#) FILE CABINETS - (LIGHT USAGE) LATERAL AND VERTICAL FILES
- [425-N1 09/2002 THRU 08/2007](#) MODULAR FURNITURE: PROGRESSIVE AND NON-PROGRESSIVE
- [430-A1 06/2005 THRU 02/2007](#) GASES: HOSPITAL, LABORATORY AND WELDING AND EQUIPMENT
- [435-A1 11/2003 THRU 10/2006](#) HOSPITAL GERMICIDES AND ANTISEPTICS
- [445-A1 04/2004 THRU 12/2006](#) HAND TOOLS
- [450-A1 04/2004 THRU 12/2006](#) HARDWARE, SHELF HARDWARE, AND ALLIED ITEMS
- [450-A2 01/2004 THRU 12/2006](#) GARBAGE CARTS (2 WHEEL CONTAINERS)
- [470-A1 01/2005 THRU 12/2009](#) HOSPITAL EQUIPMENT - MOBILITY & SPEECH IMPAIRED
- [475-A1 05/2006 THRU 06/2007](#) HOSPITAL SUNDRIES (DISPOSABLES), INCLUDING SYRINGES
- [485-A1 10/2005 THRU 02/2007](#) JANITOR SUPPLIES, GENERAL LINE
- [490-N1 07/2006 THRU 05/2007](#) MICROSCOPES AND ACCESSORIES
- [495-N1 07/2006 THRU 08/2007](#) BOTANICAL/ZOOLOGY SPECIMENS, MOUNTS, MODELS, SKELETONS & PREPARE
- [505-A1 05/2006 THRU 05/2007](#) LAUNDRY CHEMICALS
- [505-A2 01/1960 THRU 12/2009](#) LAUNDRY SUPPLIES



- [515-A1 06/2003 THRU 02/2007](#) LAWN EQUIPMENT
- [520-A1 11/2003 THRU 10/2006](#) SHOE LACES, POLISH & SADDLE SOAP
- [520-A2 12/2001 THRU 11/2009](#) LEATHER PRODUCTS AND ACCESSORIES
- [525-A1 08/2001 THRU 12/2006](#) LIBRARY MACHINES AND SUPPLIES
- [530-A1 10/2004 THRU 12/2009](#) KEY CASE AND CREDIT CARD CASE - TCI AND TIBH
- [540-A1 01/2005 THRU 12/2009](#) ENGINEERING STAKES AND LATHS
- [550-A1 06/2002 THRU 05/2007](#) PAVEMENT MARKINGS, BEADS, AND REFLECTORS
- [550-A3 06/2003 THRU 11/2006](#) POSTS, SIGN SUPPORT, DELINEATOR, ETC., ROUND, SQUARE & CHANNEL
- [560-A1 01/2005 THRU 12/2009](#) MATERIAL HANDLING AND ALLIED ITEMS
- [575-A3 12/2003 THRU 11/2006](#) MICROFILMING SUPPLIES
- [578-N1 03/2005 THRU 12/2006](#) ELECTRONIC VOTING SYSTEMS - PURCHASE
- [600-A1 04/2003 THRU 03/2007](#) OFFICE MACHINES, EQUIPMENT AND SUPPLIES
- [600-A2 02/2003 THRU 10/2006](#) FACSIMILE TRANSCEIVERS - PURCHASE (NEW UNITS)
- [600-A4 05/2002 THRU 11/2006](#) POSTAGE MACHINE SUPPLIES
- [600-A7 09/2001 THRU 02/2007](#) OFFICE MACHINES - PURCHASE MAILING MACHINES
- [600-B1 11/1998 THRU 08/2007](#) FACSIMILE TRANSCEIVERS (FAX) RENTAL RENEWAL
- [601-A1 11/1998 THRU 08/2007](#) FACSIMILE TRANSCEIVERS RENTAL RENEWAL-RENTED FROM 600-B1 (9'95/10'98)
- [605-A1 08/2003 THRU 07/2007](#) OFFICE MECHANICAL AIDS, SMALL MACHINES AND APPARATUSES
- [610-A1 01/2005 THRU 12/2009](#) OFFICE SUPPLIES - CARBON PAPER
- [615-A1 04/2005 THRU 06/2007](#) DESK ACCESSORIES
- [615-A3 08/2002 THRU 10/2006](#) FILE PRODUCTS
- [615-A4 08/2002 THRU 09/2006](#) BINDER PRODUCTS
- [615-A6 06/2003 THRU 05/2007](#) OFFICE SUPPLIES: OFFICE FASTENERS AND ADHESIVES
- [615-A7 09/2002 THRU 06/2007](#) CALENDARS - 2007
- [615-A8 01/2005 THRU 12/2009](#) OFFICE SUPPLIES, PERSONAL PLANNERS/ORGANIZERS
- [615-N1 08/2004 THRU 07/2007](#) CUSTOM & STOCK RUBBER STAMPS



- [615-N3 01/2004 THRU 12/2006](#) OFFICE SUPPLIES - EL PASO AREA ONLY
- [620-A1 08/2003 THRU 07/2007](#) OFFICE SUPPLIES: PENS, PENCILS, ERASERS, INKS, ETC.
- [625-A1 03/2005 THRU 12/2009](#) OPTICAL EQUIPMENT, ACCESSORIES, AND SUPPLIES
- [630-A2 01/2005 THRU 04/2007](#) INTERIOR AND EXTERIOR PAINTS
- [640-A1 08/2006 THRU 05/2007](#) PAPER AND PLASTIC PRODUCTS, DISPOSABLE
- [645-A1 02/2002 THRU 10/2006](#) PAPER: FOR OFFICE AND PRINT SHOP USE, RECYCLED AND VIRGIN
- [645-N1 11/2001 THRU 10/2006](#) PAPER (FOR OFFICE AND PRINT SHOP USE)
- [650-A1 01/1960 THRU 12/2009](#) PARK, PLAYGROUND AND SWIMMING POOL EQUIPMENT
- [655-A1 10/2003 THRU 09/2007](#) PHOTOGRAPHIC FILM EQUIPMENT AND ACCESSORIES
- [665-A1 05/2006 THRU 04/2007](#) BAGS (LINERS) POLYETHYLENE PLASTIC
- [665-A2 12/2001 THRU 11/2009](#) NAME PLATES EASELS, AND SIGNS (ENGRAVED) UP TO 24 X 48 INCHES
- [670-A1 11/2005 THRU 04/2007](#) INDUSTRIAL AND MECHANICAL PLUMBING SUPPLIES
- [670-A2 11/2005 THRU 04/2007](#) PLUMBING PARTS, FIXTURES AND SUPPLIES
- [680-A1 11/2002 THRU 10/2006](#) POLICE EQUIPMENT & ACCESSORIES
- [713-A3 09/1999 THRU 08/2007](#) PHOTOCOPIERS WITH DISABLED ASSISTIVE DEVICES - RENTAL RENEWAL ONLY
- [714-A3 09/1999 THRU 08/2007](#) PHOTOCOPIERS - RENTAL RENEWAL - MACHINES RENTED 9/93-8/95 (713-A1)
- [714-A4 09/1997 THRU 08/2007](#) PHOTOCOPIERS - RENTAL RENEWAL OF MACHINES RENTED FROM 713-A1 (9-95/8-97)
- [714-A5 09/1999 THRU 08/2007](#) PHOTOCOPIERS-RENTAL RENEWAL OF MACHINES RENTED FROM 713-A1 (9-97/8-99)
- [714-A6 09/2002 THRU 08/2007](#) PHOTOCOPIERS-RENTAL RENEWAL OF MACHINES RENTED FROM 713-A1 (9-99/8-02)
- [714-B1 09/1999 THRU 08/2007](#) PHOTOCOPIERS - RENTAL RENEWAL OF MACHINES RENTED FROM 713-A3 (1-96/8-99)
- [715-N1 01/1999 THRU 09/2006](#) BOOKS, PUBLICATIONS AND AUDIO VISUAL MATERIALS
- [735-A1 01/2005 THRU 09/2006](#) RAGS, SHOP TOWELS & WIPING CLOTHS
- [740-A2 10/2002 THRU 09/2006](#) COMMERCIAL REFRIGERATORS, FREEZERS, MERCHANDISERS, ICE MAKERS/DISPENSE



- [760-A1 04/2003 THRU 11/2006](#) ROAD AND HIGHWAY EQUIPMENT
- [765-A1 04/2003 THRU 11/2006](#) ROAD AND HIGHWAY EQUIPMENT
- [785-A1 09/2002 THRU 12/2006](#) SCHOOL AND HIGHER EDUCATION EQUIPMENT AND SUPPLIES
- [800-A1 10/2005 THRU 12/2009](#) SHOES AND BOOTS - TIBH SAFETY SHOES
- [803-A1 06/2003 THRU 12/2009](#) INTERCOM,PUBLIC ADDRESS,HEARING ASSISTANCE EQUIPMENT & RECORDING TAPE
- [805-N1 04/2005 THRU 12/2006](#) SPORTING AND ATHLETIC EQUIPMENT
- [825-A1 02/2002 THRU 01/2009](#) STOCKMAN EQUIPMENT AND SUPPLIES
- [832-A1 04/2004 THRU 03/2007](#) TAPE: SELF ADHESIVE, GUMMED AND BARRIER TYPES
- [840-A1 06/2003 THRU 05/2007](#) TAPES: VIDEO
- [840-A2 10/2003 THRU 09/2006](#) TELEVISION EQUIPMENT, (COMMERCIAL & INDUSTRIAL)
- [840-A3 12/2002 THRU 08/2007](#) MOBILE POLICE VIDEO AND AUDIO EQUIPMENT AND SERVICES
- [850-A1 07/2006 THRU 06/2007](#) DRY GOODS
- [880-A1 04/2005 THRU 06/2007](#) VISUAL EDUCATION EQUIPMENT AND ACCESSORIES
- [885-N1 02/2003 THRU 12/2006](#) COOLING TOWER, BOILER & WASTEWATER, WATER TREATING CHEMICALS ONLY
- [908-A1 09/2002 THRU 08/2007](#) BOOKBINDING, REBINDING AND REPAIRING
- [915-C1 02/2003 THRU 08/2007](#) PARCEL MAIL EXPEDITED DELIVERY SERVICES
- [928-A1 12/2002 THRU 12/2009](#) TIRE RECAPPING SERVICES
- [928-A2 10/2004 THRU 12/2009](#) SCHOOL BUS REPAIR AND REFURBISHING - TCI ONLY
- [946-A1 06/2003 THRU 08/2009](#) PAYMENT CARD SERVICES (PROCUREMENT/TRAVEL)
- [946-A2 06/2003 THRU 10/2006](#) FUEL CARD SERVICES FOR CO-OPERATIVE PURCHASING MEMBERS ONLY
- [952-A1 01/2002 THRU 12/2006](#) ALCOHOL AND DRUG SCREENING SERVICES
- [961-02 09/2001 THRU 12/2009](#) TEMPORARY PERSONNEL SERVICES TIBH TXDOT FT. WORTH DISTRICT (02)
- [961-05 09/2001 THRU 12/2009](#) TEMPORARY PERSONNEL SERVICES TIBH TXDOT LUBBOCK DISTRICT (05)



- [961-07 09/2001 THRU 12/2099](#) TEMPORARY PERSONNEL SERVICES TIBH TXDOT SAN ANGELO DISTRICT (07)
- [961-09 09/2001 THRU 12/2099](#) TEMPORARY PERSONNEL SERVICES TIBH TXDOT WACO DISTRICT (09)
- [961-10 09/2001 THRU 12/2099](#) TEMPORARY PERSONNEL SERVICES TIBH TXDOT TYLER DISTRICT (10)
- [961-12 09/2001 THRU 12/2099](#) TEMPORARY PERSONNEL SERVICES TIBH TXDOT HOUSTON DISTRICT (12)
- [961-14 09/2001 THRU 12/2099](#) TEMPORARY PERSONNEL SERVICES TIBH TXDOT AUSTIN DISTRICT (14)
- [961-15 09/2001 THRU 12/2099](#) TEMPORARY PERSONNEL SERVICES TIBH TXDOT SAN ANTONIO DISTRICT (15)
- [961-16 09/2001 THRU 12/2099](#) TEMPORARY PERSONNEL SERVICES TIBH TXDOT CORPUS CHRISTI DISTRICT (16)
- [961-18 09/2001 THRU 12/2099](#) TEMPORARY PERSONNEL SERVICES TIBH TXDOT DALLAS DISTRICT (18)
- [961-20 09/2001 THRU 12/2099](#) TEMPORARY PERSONNEL SERVICES TIBH TXDOT BEAUMONT DISTRICT (20)
- [961-24 09/2001 THRU 12/2099](#) TEMPORARY PERSONNEL SERVICES TIBH TXDOT EL PASO DISTRICT (24)
- [961-A2 08/2003 THRU 08/2007](#) REVERSE AUCTION SERVICES
- [962-A1 08/2006 THRU 06/2008](#) TEXAS OVERNIGHT, SECOND DAY, AND SMALL PARCEL GROUND DELIVERY SERVICE
- [962-A3 05/2004 THRU 01/2007](#) COURIER/DELIVERY SERVICE - EL PASO AREA ONLY
- [962-A5 09/2003 THRU 01/2007](#) RECORDS STORAGE SERVICES
- [962-A6 09/2001 THRU 09/2006](#) USED TIRE AND RUBBER SCRAP REMOVAL AND DISPOSAL/RECYCLING SERVICES
- [962-N1 03/2004 THRU 01/2007](#) COURIER/DELIVERY SERVICE - AUSTIN AREA ONLY (FORMALLY 962-A2)
- [966-A1 04/2002 THRU 11/2006](#) PRINTED ENVELOPES RECYCLED AND VIRGIN PAPER
- [966-A2 01/2006 THRU 12/2099](#) TIBH CUSTOM PRINTED DECALS FOR ID CARD REEL
- [966-N1 12/2001 THRU 11/2006](#) PRINTING AND TYPESETTING SERVICES FOR BUSINESS CARDS
- [966-N2 12/2002 THRU 11/2006](#) PRINTING/CUSTOM PRINTED CONTINUOUS/TRACTOR FED/& SNAP OUT FORMS



- [966-N3 11/2001 THRU 10/2006](#) ENGRAVED BUSINESS CARDS AND STATIONERY
- [979-A1 09/2001 THRU 11/2006](#) POSTAGE SCALES, RENTAL-CONVENTIONAL/ELECTRONIC/DIGITAL ONLY
- [985-A1 09/2001 THRU 02/2007](#) OFFICE MACHINES - RENTAL MAILING MACHINES
- [985-A2 09/2002 THRU 08/2007](#) POSTAGE MACHINES, METERS ONLY - RENTAL
- [985-A3 08/2002 THRU 12/2006](#) PHOTOCOPIER LEASES
- [985-A4 04/2002 THRU 02/2007](#) MAILING EQUIPMENT - LEASE
- [985-A5 09/2002 THRU 08/2008](#) PHOTOCOPIERS - RENTAL RENEWAL ONLY
- [985-A6 09/2005 THRU 08/2008](#) PHOTOCOPIERS - NEW RENTALS AND RENTAL RENEWALS
- [985-B1 02/2003 THRU 08/2007](#) FACSIMILE TRANSCEIVERS - RENTAL UNITS







Sample State Contract Purchase Order

PURCHASE ORDER NO.

2000 North 23rd Street
McAllen, TX 78501-6126

000000

Standard Purchase Order – IA, Prof. Serv

V
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R

NOLANS OFFICE PRODUCTS INC.
10622 SENTINEL
SAN ANTONIO, TX 78217

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MCALLEN ISD CENTRAL RECEIVING
3100 COLBATH
MCALLEN, TX 78503

ORDER DATE	SUBMITTED BY	CAMPUS/DEPARTMENT
01/08/2003	SUBMITTOR	999 [DEPARTMENT/CAMPUS NAME] For Questions Call: (956) 632-9999

ITEM NO.	QUAN.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	5	EA	<p>*****STATE CONTRACT*****</p> <p>CATEGORY A, CALCULATORS, CLASSROOM USE</p> <p>CASIO - #SC150X</p> <p>CC: 600-17-40005-6</p> <p style="text-align: center; font-size: 48px; font-weight: bold; margin-top: 20px;">SAMPLE</p>	10.35	51.75

01/09/2003

51.75

IMPORTANT	CONDITIONS OF PURCHASE	***IMPORTANT***
<ol style="list-style-type: none"> 1. Vendor shall not accept orders without an approved signed purchase order from the District. The District will not be liable for payment when a vendor accepts an order without an approved signed purchase order. 2. In accepting an order, vendor agrees to deliver merchandise at prices stated hereon, or at lower prices and any better terms and discounts prevailing or quoted up to date of shipment that are favorable to the District. 3. Payment covering this order <u>WILL NOT</u> be made prior to the receipt of merchandise, unless signed evidence of receipt of shipment is available. 4. FREIGHT CHARGES & F.O.B. POINT: Ship to District F.O.B. destination, transportation prepaid and allowed. Alternate F.O.B. point or freight terms may be allowed but are subject to prior approval by the District. District reserves the right to deny payment on shipping charges for unauthorized shipping charges or freight terms other than those approved by the District. Overcharges on postage or freight charges will be deducted from payment. DO NOT INSURE parcel post shipments at our expense. 5. The ATTN: and SBMT: names, SHIP TO Address and PURCHASE ORDER NO. shall appear on all <u>INVOICES</u>, as well as on cartons, bill of lading and packing slips. Attach bill of lading, freight bill or packing slip to freight shipment. 6. Mail <u>ORIGINAL</u> invoice ATTN: Accounting Department, McAllen ISD, 2000 N. 23rd Street, McAllen, TX 78501-6126. Invoice copies will not be accepted for payment of merchandise. 		

VENDOR COPY

CONTRACT PURCHASE REQUISITION
to the
TEXAS BUILDING AND PROCUREMENT COMMISSION
PO Box 13047
Austin, TX 78711-3047

Name and Address to Invoice:	Address Code
McAllen Independent School District Purchasing Department 2000 North 23 rd Street McAllen, TX 78501-6126	100
Ship to (if different):	Address Code
McAllen Independent School District Warehouse 3100 Colbath McAllen, Texas 78503-8331	103

Requisition#: S1080-7- <small>(Acct No) - (FY) - (Order #)</small>
Date: _____
Name and phone # of person to be contacted regarding this request: Name: _____ Phone: (956) 632-3241
Accounts Payable Name and phone # of person to be contacted regarding this requisition: Name: <u>Cynthia Richards</u> Phone: (956) 618-6032

Quantity	Unit	Commodity Code	Description and Specifications
5	EA	600-17-40005-6	<p>CATEGORY A, CALCULATORS CLASSROOM USE AURORA - #SC150X</p> <p>VENDOR NAME: NOLANS OFFICE PRODUCTS INC. MISD REQUISITION #: XXXXXX TOTAL PURCHASE PRICE: \$51.75</p> <p style="text-align: center; font-size: 48px; font-weight: bold; letter-spacing: 10px;">SAMPLE</p>

The above Local Government hereby requests that the Texas Building and Procurement Commission purchase the items specified above under provisions of Local Government Code - V.T.C.S., Sections 271.081 - .083. The above Local Government accepts sole responsibility for payment to the vendor, and will make payment directly to the vendor in accordance with provisions of the purchase order. It is understood that the state shall incur no financial responsibility in connection with this purchase.

Signature (Authorized by Resolution)

Title

Date

CONTRACT PURCHASE REQUISITION
to the
TEXAS BUILDING AND PROCUREMENT COMMISSION
PO Box 13047
Austin, TX 78711-3047

Name and Address to Invoice:	Address Code
McAllen Independent School District Purchasing Department 2000 North 23 rd Street McAllen, TX 78501-6126	100
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Title

Date

CATALOG INFORMATION SYSTEMS VENDORS

CISV CATALOGUE PURCHASING "BEST PRACTICES" GUIDELINES

Quotes may be obtained from the Texas Building and Procurement Commission Catalog Information Systems Vendors (CISVs) State Catalogue Purchasing Program. In following these guidelines, end users ensure themselves of obtaining the best value for the District as well as complying with the District's goal of establishing the spirit of open competition for goods and services needed within our District.

A. *Request for Offers (RFO)*

1. This term may be used to identify a document issued to Catalogue Vendors/CISVs by McAllen ISD in order to obtain information and facilitate negotiation through the catalog purchase procedure.
2. The RFO provides a method of negotiating prices, terms, and conditions with catalog vendors. It assumes that negotiation for "best value" will occur with catalog vendors, instead of making selections for goods and services based on the published prices, terms and conditions in the catalogs.

B. *Identify Potential Vendors*

1. Although not required, at least three catalog vendors should be selected to receive the RFO. If practical, more can be included. The number of vendors may be limited by the amount of time available to conduct negotiations, and to evaluate their responses. Purchasing Services will determine how many vendors are to be invited to submit RFO's.
2. Factors that may influence the selection of vendors/products include applicable law, industry reputation, HUB status, user recommendations, and specifications.

C. *Contact Vendors*

1. Selected vendors should be provided with a written copy of the requirements. This can be done via the mail, facsimile, e-mail, or in separate face-to-face meetings with each selected vendor. Contact methods should be consistent.

2. If a vendor declines to be included and the total number of vendors drops below three, another vendor should be selected.
3. It should be clearly explained to vendors that the RFO process is an interactive negotiation process. Each vendor should be provided with the same information (RFO Form) including the specifications, deadlines for responses, and other clarifying information.
4. Open dialogue should be conducted with each vendor until the campus/department has a complete understanding of the vendor's offer, and the vendor has a complete understanding of the District's need.
5. The process of negotiation can be beneficial to the District and the vendor if conducted properly. Only qualified negotiators should attempt to communicate with vendors.
6. Everything within each offer will be kept confidential until the award is final. Good judgment should be used in determining what information from any vendor's offer may be revealed to other vendors.

CAUTION: Under no condition should the pricing information from other vendors be made available to competing vendors until after an award has been made.

7. Vendors may be required to fill out standard forms or spreadsheets for evaluation purposes. Use of standard forms in the evaluation process may facilitate an objective analysis of the offerings, and may be useful as backup documentation.
8. In addition to, but not in replacement of the minimum requirements, vendors may propose enhancements or innovations.
9. A minimum of three (3) quotes may be required prior to approval from Purchasing Services for single purchases of two thousand dollars or more. These are prices from vendors. No bids, Not Available, Out of Stock, etc. responses might not be acceptable as vendors responses or quotes unless approved by Purchasing Services.

If there are any questions regarding any part of this process, you may contact Purchasing Services for assistance. To perform a search to determine if vendors and their products are available through the CISV Catalogue Purchasing Program visit the CISV website at <http://www.tbpc.state.tx.us/cmb/cmbhub.html>.

REGION ONE PURCHASING COOPERATIVE

McAllen ISD participates in the Region One Purchasing Cooperative through an Interlocal Agreement. The District is able to purchase from Region One bids. Some of the commodities available through these bids include multimedia and technology items, audiovisual equipment, library books, library supplies, library furniture, food products, food service equipment and janitorial supplies. Copies of the awarded vendors can be obtained from Purchasing Services.

If you need any information on using this bid service, please contact Purchasing Services.

THE STATE OF TEXAS DEPARTMENT OF INFORMATION RESOURCES

An additional source for technology purchases is through the State of Texas Department of Information Resources (DIR). This department was created to provide governmental entities the benefit of volume pricing for small quantities of purchases. DIR is a cost-effective source for software and licenses, hardware and supplies.

For a list of vendors and products available through DIR visit the DIR website at www.dir.state.tx.us. Under the “DIR Links” heading, click on **Products and Services**. This link will take you to the DIR list of available product/service categories. Click on the category desired. By doing so, you will obtain a list of available manufacturers.

To view the ordering instructions, in some instances, you may have to click on the Vendor Name in the “Vendor Name, Vendor ID, Contract” column. Some vendors may utilize order forms, while others may not. Follow the ordering instructions to find out whether the MISD purchase order must be made out to the vendor or to DIR. Once the vendor is determined, enter the requisition as instructed and complete an order form if needed. The **completed** order form may be forwarded to Purchasing Services if Purchasing is to fax the purchase order. Most order forms must be faxed with the purchase order.

If there are any questions regarding any part of this process, you may contact Purchasing Services for assistance. For further information regarding any of the DIR contracts, you may contact DIR at (512) 475-4700. Please note that vendor prices may change on a monthly basis.

TEXAS LOCAL GOVERNMENT STATEWIDE PURCHASING COOPERATIVE (BUYBOARD)

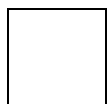
The Texas Local Government Statewide Purchasing Cooperative is an administrative agency created in accordance with Section 791.001 of the Texas Government Code. Its purpose is to centralize the purchasing function and increase the purchasing power of Texas local governments. This purchasing cooperative provides several benefits to Co-op members:

- Reduced costs of goods and services purchased
- Reduced administrative burden and costs
- Increased efficiency through Internet purchasing
- Compliance with state purchasing statutes

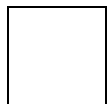
The Cooperative is administered by the [Texas Association of School Boards](#) and is endorsed by the [Texas Municipal League](#) and the [Texas Association of Counties](#).

The Cooperative uses Internet-based technologies to create a single source for product and awarded contract information. This secured Internet Web site, called the BuyBoard, allows Co-op members to access awarded contracts and place electronic orders. MISD uses the Cooperative's Internet Web Site to **view the awarded contracts only**. At this time, users may not place electronic orders through this web site.

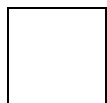
All items and catalogs posted on the BuyBoard have been competitively bid and awarded by the Cooperative's Board of Trustees, composed of school district, city and county representatives, based on Texas Statutes. Currently, the following contracts are available:



[Athletic Supplies & Equipment/Scoreboards](#) *(Vendors) (RFQ)*



[Audio Visual Equipment and Supplies](#) *(Vendors) (RFQ)*



[Automotive Parts/Tires/Equipment/Fuel](#) *(Vendors) (RFQ)*

- [Building Maintenance, Repair & Operation](#) *(Vendors) (RFQ)*
- [Computers/Technology/Software Supplies and Equipment](#) *(Vendors) (RFQ)*
- [Custodial Supplies & Equipment](#) *(Vendors) (RFQ)*
- [First Aid, Medical Supplies & Equipment](#) *(Vendors) (RFQ)*
- [Floor Covering and Sports Surfaces](#) *(Vendors) (RFQ)*
- [Food Services, Supplies & Equipment](#) *(Vendors) (RFQ)*
- [Furniture](#) *(Vendors) (RFQ)*
- [Ground Maintenance Equipment & Supplies](#) *(Vendors) (RFQ)*
- [Instructional/Teaching Aid Supplies & Equipment](#) *(Vendors) (RFQ)*
- [Library Books, Supplies and Equipment](#) *(Vendors) (RFQ)*
- [Modular Buildings/Aluminum Ramps](#) *(Vendors) (RFQ)*
- [Music and Theater](#) *(Vendors) (RFQ)*
- [Office Supplies & Equipment](#) *(Vendors) (RFQ)*
- [Paper \(Copy/Computer/Office Paper Products\)](#) *(Vendors) (RFQ)*
- [Parks & Recreation Supplies & Equipment/Field Lighting](#) *(Vendors) (RFQ)*

- [Public Safety Equipment/Police/Fire/EMS](#) *(Vendors) (RFQ)*
- [Public Works Supplies & Equipment](#) *(Vendors) (RFQ)*
- [Uniforms & Clothing Apparel](#) *(Vendors) (RFQ)*
- [Vehicles/Trucks/Buses/Trailers](#) *(Vendors) (RFQ)*

To obtain a Login and Password to access the BuyBoard contracts, contact Purchasing Services. When placing an order from the Cooperative, make the purchase order out to the awarded vendor. **On the first line of the description, enter the statement “As Per Buy Board.”** This will enable Purchasing Services to retrieve your purchase order and submit it to the BuyBoard. When using a BuyBoard contract, Purchasing Services faxes all purchase orders to the Cooperative.

If there are any questions regarding any part of this process, you may contact Purchasing Services for assistance. For further information regarding any of the contracts, you may contact the BuyBoard at (800) 695-2919.

THE COOPERATIVE PURCHASING NETWORK

The Board of Trustees approved an Interlocal Agreement between McAllen ISD and Region IV ESC to participate in the The Cooperative Purchasing Network (TCPN). The TCPN allows cooperative members to purchase from awarded contracts. Currently, technology, instructional, office and maintenance items are a few among those available. In addition, TCPN offers services such as temporary labor and networking services.

You may use TCPN to supplement your purchasing needs. To obtain pricing information from TCPN you may access their website at <http://www.tcpn.org/index-texas.htm>. Click on the **Commodity** link under the “Contracts by:” heading to view a list of the available products/service categories. Or, you may click on the **Vendor** link under the “Contracts by:” heading to view an alphabetized listing of the current awarded vendors and their awarded categories.

When placing an order from a TCPN contract, make the purchase order out to the awarded vendor and use a purchase order type 2, for Interlocal Agreement. **On the first line of the description, enter the statement “As Per TCPN Contract”**. This will ensure that your purchase order is faxed to Region IV and not to the vendor. Please note that when using a TCPN contract, Purchasing Services faxes all purchase orders to Region IV. If you need to contact the vendor, please refer to MISD as a member of the The Cooperative Purchasing Network to ensure contract pricing.

If there are any questions regarding any part of this process, you may contact Purchasing Services for assistance. For further information regarding any of the awarded contracts, you may contact TCPN at (888) 884-7695.