

**How To Do
Business with
Spring Branch ISD**

**Vendor
Relations
and
Purchasing
Procedures**

2011-2012



Table of Contents

	Page
Foreword	<i>ii</i>
Purchasing Department Organization	1
Texas School Laws: Purchasing	2
Vendor Information	2
Solicitation of Bids	3
Advertising of Bids	4
Submission of Bids	4
Conflict of Interest Disclosure Statement	4
Bidder's Checklist	5
Bid Opening Procedures	6
Current Bids and Proposals	7
Tax Exemption	8
Processing Vendor Payments	8
Vendor Delivery Responsibilities	9
Gifts and Gratuities	9
Fundraiser Vendor Information	9

Foreword

This booklet has been compiled and published by the Purchasing Department of the Spring Branch Independent School District as a guide to acquaint vendors and suppliers with District purchasing policies and procedures.

The primary function of the Purchasing Department is to meet the product and service needs of the District by:

- Meeting all state laws and District policies in the obtainment of the best product offering the lowest cost or best value to the taxpayer and the District
- Fair competition among bidders
- Full opportunity for all vendors to bid for District business on an equal basis
- Understanding by all bidders on the District's method of purchasing and basis of award
- Constantly seeking to identify and implement strategies and techniques that will enhance the level of service and integrity provided by the Purchasing Department

Spring Branch Independent School District

Superintendent of Schools	Duncan F. Klussmann, Ed.D.
Associate Superintendents	
Administration & Personnel	Marjorie Duffey
Curriculum & Instruction	Jennifer Blaine, Ed.D.
Finance	Karen Wilson
Operations	Ruben Reyes
Chief Information Officer	Venu Rao
Community Relations Officer	Linda Buchman

Purchasing Department Organization

Director of Purchasing	Barbara Robillard
Administrative Assistant to Director	Elvanna Galbreth
Manager of Central Warehouse, Textbooks, and Logistics	Wayne Schaper, Jr.
Purchasing Supervisor	Lan Nguyen
Central Warehouse Team Leader	Kenneth Shorts
Administrative Bid Specialist	Claudia Solorzano
Purchasing Specialist	Edna E. Johnson
Construction Buyer	Gerald McCall
Buyer II	Cristina Varisco
Buyer I	Nicole Ricketts
Central Warehouse Buyer	Robin Mercer-Beckett
Records Management Specialist	Maria Lopez

Location: 1031 Witte Road, Building E
Houston, Texas 77055-6016

Phone Number: 713-251-1100

Office Hours: 7:30 A.M. – 4:30 P.M. (Monday – Thursday)
7:30 A.M. – 4:00 P.M. (Friday)

Website: www.springbranchisd.com/admin/purch/purchasing.htm

Texas School Laws: Purchasing

District contracts valued at \$50,000 or more in the aggregate for each 12-month period shall be made by one of the following methods that provides the best value for the District:

1. Competitive bidding
2. Competitive sealed proposals
3. Request for proposals
4. An interlocal contract
5. A design/build contract
6. Construction manager—construct, rehabilitate, alter, or repair facilities
7. JOC—job order contract
8. Reverse Auction
9. Political subdivision

Education Code 44.031(a)

Vendor Information

Spring Branch Independent School District continuously solicits prospective vendors for bids on categories of personal property as required by *Section 44.031* of the *Texas Education Code*.

Any vendor wishing to do business with Spring Branch Independent School District may mail or fax a letter to us, describing in detail the categories of goods and services offered.

Address to: Spring Branch ISD Purchasing Department
Claudia Solorzano, Bid Specialist
1031 Witte Road, Building E
Houston, Texas 77055-6016

Phone: 713-251-1137

Fax: 713-365-5216

Or you can register online by filling out the form and submitting it to the Purchasing Department electronically.

Register Online: Please state the categories of products you propose to sell. Be specific and include the address and contact name where you want bids mailed. The Purchasing Department will code your categories and include you in our bidder's database. **MUST ENTER DATA IN ALL CAPS.**

Solicitation of Bids

When the District identifies a commodity or service that meets the bid requirements, an "Invitation to Bid" document will be mailed to all vendors on the vendor list for that specific commodity.

The bid/proposal document serves as notification or announcement of a competitive opportunity. The bid will reference the name, date, and time for the bid/proposal. Complete documents are also accessible via the Purchasing Department website:

www.springbranchisd.com/admin/purch/purchasing.htm

Invitation to Bid documents will be posted on SBISD website in sufficient time as to permit full and free competition. Specifications, restrictions, and conditions that have the effect of limiting bidding will be avoided.

Bid or Proposal documents contain:

- The item or service to be purchased with specifications
- The quantity to be purchased
- Any installation, maintenance, or repair services to be provided with the item
- The name and location to which delivery is to be made
- The date or dates of delivery
- Date, time, and place of bid opening
- The right of the Board of Trustees to reject any and/or all bids and to accept the bid which appears to be in the best interest of the District
- Any other terms and conditions as stated in the bid/RFP

Each vendor has an opportunity to respond to the items or services requested or to return the "No Bid Notification" page, which allows the vendor to remain on the District's active vendor list.

Advertising of Bids

As required by state law, Spring Branch Independent School District publishes notification of when and where bids will be opened in a county newspaper (*Houston Chronicle*) once a week for at least two weeks prior to the time set for receiving bids, proposals, or responses. The advertisement includes the following information:

- Type of commodity, equipment, or service requested
- Contact phone number and address for information on bid invitation
- Bid number
- Date, time, and place of bid opening

Education Code 44.031(g)

Submission of Bids

Bids are required to be submitted on the bid document furnished by the Purchasing Department. This provides a uniform type of response for accurate comparison of bids. All bids must be submitted to the Director of Purchasing at 1031 Witte Road, Building E, Houston, TX 77055-6016.

Conflict of Interest Disclosure Statement

Effective January 1, 2006, any person or entity who contracts or seeks to contract with SBISD for the sale or purchase of property, goods, or services (as well as agents of such persons) (hereafter referred to as Vendors) is required to file a Conflict of Interest Questionnaire with the District. Each covered person or entity who seeks to or who contracts with SBISD is responsible for complying with any applicable disclosure requirements. SBISD will post the completed questionnaires on its website.

Local Government Code 176

The Conflict of Interest Questionnaire may be downloaded from the SBISD website at: <http://www.springbranchisd.com/alpha.htm> (Disclosures).

Completed form should be sent to SBISD Purchasing Department, 1031 Witte Road, Building E, Houston, TX 77055-6016.

Bidder's Checklist

It is critical that bids are completed in every detail. Review the following checklist prior to bid submittal.

- Has the bid been completely filled out **on** the Spring Branch ISD bid form?
- Has the unit price been filled in?
- Has the extension been calculated?
- Have you included the description of item bidding?
- Has the delivery time been noted?
- Have you provided warranty information?
- If product, commodity, or equipment deviates from the specifications or Design Guide, have you listed the deviations?
- If descriptive literature has been requested, has it been attached to the bid form?
- Has the bid been signed?
- Has the bid been submitted in a sealed envelope/box?
- Have you completed the requested identification data on the front of the bid envelope and the bid form page of the bid document?
- Has Conflict of Interest document been completed?

Failure to complete any of the requested items may result in bid disqualification.

Bid Opening Procedures

All bid openings are open to the public at the date and time specified in each document. The bid opening will be conducted by the Director of Purchasing & Contracts or designated representative.

Bidders or other interested persons are invited to be present at bid openings. Any bid may be withdrawn prior to the scheduled time for opening. A bid that has been opened may not be changed for the purpose of correcting an error in the bid price. Bids received after the specified date and time will not be considered and will be returned to the vendor unopened.

Local Government Code 271.026

The Board shall have the right to reject any and/or all bids.

Local Government Code 271.027(a)

Sealed bids will be tabulated for comparison purposes. The public may record any information read aloud at the public bid opening. After bids are read and tabulated, the bids will then go into an evaluation stage until an award is made by the Board of Trustees.

In awarding a contract, the District shall consider:

1. Purchase price
2. The reputation of the vendor and of the vendor's goods and services
3. The quality of the vendor's goods or services
4. The extent to which the goods or services meet the District's needs
5. The vendor's past relationship with the District
6. The impact on the ability of the District to comply with laws and rules relating to historically underutilized businesses
7. The total long-term cost to the District to acquire the vendor's goods or services
8. Any other relevant factor specifically listed in the request for bids or proposals

Education Code 44.031(b)

Current Bids and Proposals

[Excerpt from www.springbranchisd.com/admin/purch/purchase/bid.htm]

NOTICE: Many times before bids/proposals are accepted, an addendum or change in the specifications is released. Registration is the only way Purchasing Department will know who has an incomplete or inaccurate set of specifications. Bids may **NOT** be returned electronically at this time. Click on *Word* or *pdf* icon to view and/or download a copy of bid/proposal and/or addenda. Only complete bids/proposals on file in Purchasing Department are listed for download. Construction bid/proposal documents can be obtained from the locations listed in the Notice to Bidders/Proposers posted here.

Current Bids/Proposals	Bid/Proposal Downloads & Addenda	Opening Date	Time
ACF Restaurant/Catering Delivery and Services	9150P	07/14/10	11:00 A.M.
After School Program Services Addendum No. 1	9114Q Addendum 1	05/18/10	2:00 P.M.
Annual Contract for Metal Network Computer Charging Cabinet (Pre-proposal Conference: 03/08/11 @ 10:00 A.M.)	9270P	3/24/11	11:00 A.M.

Register by filling out the registration form. You may also use this to add your name to Purchasing Department bidder lists. You can also register by sending an email to Claudia Solorzano, Bid Specialist. Please state your name, company name, street address, phone number, fax number, and bid/proposal number in your message. You will be notified of any changes. If you need a copy of the bid/proposal in another format, email Claudia Solorzano, Bid Specialist, for a hard copy.

Tax Exemption

Spring Branch Independent School District is exempt from payment of taxes under *Chapter 20, Title 122A, Article 20.04, Revised Civil Statutes of Texas*, for the purchase of tangible personal property. The Texas Sales Tax Exemption Certificate may be requested from the Purchasing Department at 713-251-1100.

Processing Vendor Payments

Payment for purchased goods or services is initiated only after goods have been received or service rendered.

Invoices are submitted to the Accounts Payable Department where they are matched with a copy of the purchase order; therefore, it is essential for the purchase order number to appear on the invoice for verification of delivery and approval for payment. Upon receipt by the Accounts Payable Office, the invoice will be processed for payment within thirty (30) days of its receipt if services are complete. **Electronic invoices can be sent to accountspayable@springbranchisd.com.**

Vendors may select one of the following methods by which SBISD will process payments:

- CARD (Ghost Card)—SBISD's preferred method of payment
- Automatic Clearing House (ACH)—Electronic Fund Transfer to vendor's bank account
- Check—Printed checks are mailed to vendors at the end of the week

For inquiries regarding the methods of payments, email accountspayable@springbranchisd.com.

Vendor Delivery Responsibilities

Failure to meet delivery dates specified in bid documents may be a factor in subsequent award determinations. It is the responsibility of the supplier to notify the appropriate campus/department when a delay in delivery is anticipated or occurs. Information of a new anticipated delivery date and the reason for the delay should also be given.

Gifts and Gratuities

School district officials and employees cannot accept anything of value from a vendor, such as personal gifts or gratuities. Although such practices are legitimate and generally accepted in the private sector, there is substantial possibility that both giving and receiving of such “hospitality” constitutes a Class A misdemeanor offense of “Gift to a Public Servant” if the recipient is a government employee who exercises some influence in the purchasing process of the governmental body.

Fundraiser Vendor Information

In an effort to maintain appropriateness of products offered as fundraisers to our schools, Spring Branch ISD requires all vendors to contact the campus principals directly. The principal at each campus is the final authority for meetings or presentations at that campus.



**How To Do
Business with
Spring Branch ISD**

1031 Witte Road, Building E
Houston, TX 77055

Phone: 713-251-1100

Fax: 713-365-5216

Email: barbara.robillard@springbranchisd.com