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PURCHASING OFFICE

INTER-DEPARTMENTAL MEMO

TO: Glynn Walker
FROM: Mark Pantel
DATE: September 1, 2010
SUBJECT: Purchasing Cooperative Fees Report for 2009-2010

Per House Bill 273 passed during the 80th Legislative Session, school districts are required to submit annually a written report to the their board of trustees the fees paid to purchasing cooperatives and the purpose of such fees.

College Station ISD was a member of the following purchasing cooperatives during the 2009-2010 school year. Membership in these purchasing cooperatives is authorized under TEC 44.031 (a) (4), was instituted through an inter-local agreement between the cooperative and College Station ISD, and has been renewed for the 2010-2011 school year. Each of these cooperatives follows the competitive bidding laws of the State of Texas, and College Station ISD accesses this discount pricing by following the guidelines of the cooperative.

1. Harris County Department of Education (HCDE) – **no membership fee.**
We purchased warehouse commodities and groceries, ice cream, frozen beverages, commodity processing and kitchen equipment and lease vending machines through this organization that has purchasing cooperatives for these items.
2. The Cooperative Purchasing Network (TCPN) (sponsored by Region 4 ESC in Houston) – **no membership fee**
We purchased a variety of products and services through TCPN in the areas of classroom and office furniture, orchestra equipment and furniture, maintenance and technology items.
3. Texas Local Government and Statewide Purchasing Cooperative (TASB Buyboard)- **no membership fee**

We utilized a variety of contracts for playground equipment, musical instruments, custodial and maintenance supplies and equipment, scientific equipment, furniture and audio visual equipment. A \$400 administrative handling fee is charged for each purchase order for vehicles. The district also received a rebate check in the amount of \$2,685.78 from this cooperative based on its participation in the cooperative for the 2008-2009 fiscal year.

4. State of Texas Cooperative Purchasing Program (administered by Texas Comptroller of Public Accounts)- **annual membership fee is \$100.** We utilized the state copier rental and travel contracts through this cooperative.

Texas Municipal Award Schedule (TXMAS) (administered by the Texas Procurement and Support Services) (TPASS). We purchased office furniture from TXMAS program vendors. You must be a member of the State of Texas Cooperative Purchasing program to utilize TXMAS.

5. Department of Information Resources (DIR) (provided by the State of Texas) – **no membership fee**

This is the state agency that bids and negotiates technology services and products. We purchased computer hardware and software and calculators through this agency.

6. Houston-Galveston Area Cooperative (HGAC) (sponsored by Houston-Galveston Area Council of Governments) – **no membership fee.**

We purchased vehicles and leased portable buildings through this cooperative. For vehicles, there is a \$600 management fee for each purchase order.

We issued three purchase orders in 2009-2010 for two (2) cargo vans for Operations, one (1) cargo van for Purchasing and one (1) passenger van for Headstart with total administrative fees of \$1800.00.

7. Region 6 ESC Purchasing Cooperative –**no membership fee.** Discount pricing is offered through this cooperative for office supplies and equipment, technology supplies, physical education supplies, custom clothing, library books, and instructional products.
8. Purchasing Solutions Alliance (PSA)- **no membership fee.** Contracts for custodial supplies and automotive parts, shop and equipment are available through PSA. We purchased custodial supplies and automotive parts, shop and equipment through this cooperative in 2009-2010.

9. Region 19 ESC Purchasing Cooperative –**no membership fee**. We purchased Microsoft software licenses through this cooperative in 2009-2010.

In addition to these purchasing cooperatives, College Station ISD has inter local agreements with Texas A&M University, Bryan ISD, City of College Station and City of Bryan which allowed the district to purchase fuel, milk and dairy products, bread, cafeteria chemicals and bus charter services at reduced prices. There were no membership fees for these cooperative purchases.