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PURCHASING OFFICE

INTER-DEPARTMENTAL MEMO

TO: Mike Martindale

DATE: September 7, 2016

SUBJECT: Purchasing Cooperative Fees Report for 2015-2016 and
Approval of Renewal Memberships for 2016-2017

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.

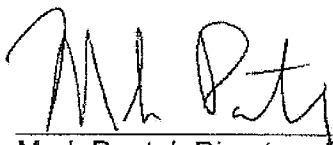
College Station ISD was a member of the following purchasing cooperatives during the 2015-2016 school year. Membership in these purchasing cooperatives is authorized under TEC 44.031 (a) (4), was instituted through an inter-local agreement between the cooperative and College Station ISD. Each of these 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) which includes Choice Facility Partners and the Choice Food Cooperative- no membership fee.
2. The Cooperative Purchasing Network (TCPN) (sponsored by Region 4 ESC in Houston)- no membership fee.
3. Texas Local Government and Statewide Purchasing Cooperative (TASB Buy Board) - no membership fee. The district received a rebate check for \$4,428.00 based on its participation in the cooperative for the 2014-2015 fiscal year.

The district issued two purchase orders for (2) 2016 Toyota Sienna Passenger/Cargo Vans for the Technology Department and (1) 2016 Chevrolet Silverado Crew Cab Truck, (2) 2016 Chevrolet Express Cargo Vans for Facilities and (1) 2016 Ford F350 Crew Cab Truck for the AMCHS Career and Technology program. An administrative handling fee of \$400 per order or \$800 total was paid to the vendors for these vehicle purchases.

4. State of Texas Cooperative Purchasing Program (administered by Texas Comptroller of Public Accounts)- **annual membership fee is \$100.**
5. Department of Information Resources (DIR) (State Agency) - no membership fee.
6. Choice Partners Cooperative (sponsored by Houston-Galveston Area Council of Governments) - no membership fee.
7. Purchasing Solutions Alliance (PSA) - no membership fee.
8. Region 6 ESC Purchasing Cooperative- no membership fee.
9. Region 19 ESC Purchasing Cooperative - no membership fee.
10. U.S. Communities Purchasing Cooperative- no membership fee.
11. PACE Purchasing Cooperative- no membership fee.
12. School Purchasing Alliance- no membership fee.
13. Region 20 ESC 2013 Purchasing Cooperative- no membership fee was paid for 2015-2016 based on a commitment to remain a member for 2016-2017. The annual membership fee will be \$875 for 2016-2017. A recommendation was made to the board in May 2016 to join this cooperative and purchase Stage Lighting Equipment for the A&M Consolidated High School Auditorium from Texas Scenic Company. The specifications and advertisement fees would have exceeded this amount had we issued a formal request for bids. This cooperative will provide access to additional vendors, materials and services.

It is recommended that the Board of Trustees accept the cooperative report for FY 2015-2016 and renew the current cooperative memberships for FY 2016-2017.



Mark Pantel, Director of Purchasing