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PURCHASING OFFICE

INTER-DEPARTMENTAL MEMO

TO: Glynn Walker
FROM: Mark Pantel 
DATE: September 3, 2012
SUBJECT: Purchasing Cooperative Fees Report for 2011-2012

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 201-2012 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 2012-2013 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.**
Purchased warehouse commodities and groceries, ice cream, frozen beverages, commodity processing and kitchen equipment and lease vending machines.
2. The Cooperative Purchasing Network (TCPN) (sponsored by Region 4 ESC in Houston) – **no membership fee**
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**

Purchased playground equipment, musical instruments, custodial and maintenance supplies and equipment, food services supplies and equipment, scientific equipment, furniture, audio visual equipment and vehicles.

Issued two purchase orders for one (1) Chevrolet Suburban and (1) Chevrolet Tahoe. An administrative handling fee of \$400 per order was paid to the vendor.

The district also received a rebate check in the amount of \$2,285.86 from this cooperative based on its participation in the cooperative for the 2010-2011 fiscal year.

4. State of Texas Cooperative Purchasing Program (administered by Texas Comptroller of Public Accounts)- **annual membership fee is \$100.** Purchased copier leases and travel and vehicle rental.

Texas Municipal Award Schedule (TXMAS) (administered by the Texas Procurement and Support Services) (TPASS). 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. Purchased computer hardware and software.

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

Purchased vehicles and leased portable buildings. For vehicles, there is a \$600 management fee for each purchase order.

Issued three purchase orders in 2011-2012 for (2) 77 passenger buses and (3) special needs buses with total administrative fees of \$1,800.00.

7. Region 6 ESC Purchasing Cooperative --**no membership fee.** Purchased office supplies and equipment, technology supplies, physical education supplies, custom clothing, library books, instructional supplies and awards and trophies and musical instruments.

8. Purchasing Solutions Alliance (PSA)- **no membership fee.** Purchased office supplies, custodial supplies and automotive parts, shop and equipment.

9. Region 19 ESC Purchasing Cooperative –**no membership fee.**
Purchased Microsoft software licenses.
10. U.S. Communities Purchasing Cooperative- **no membership fee.**
11. Region 5 ESC Purchasing Cooperative- **\$500 annual membership fee**
paid by the Operations Department. Purchased custodial supplies and
equipment.

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 technology, fuel, milk and dairy products, bread, cafeteria chemicals and bus charter services at reduced prices. There were no membership fees for these cooperative purchases.