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PURCHASING OFFICE

INTER-DEPARTMENTAL MEMO

TO: Mike Ball
FROM: Mark Pantel 
DATE: November 7, 2007
SUBJECT: Purchasing Cooperative Fees Report for 2006-2007

Per House Bill 273 passed during the 80th Legislative Session, school districts must submit annually a written report to 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 2006-2007 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 2007-2008 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 purchase warehouse commodities and food through this organization that has food and commodities cooperatives.
2. The Cooperative Purchasing Network (TCPN) (sponsored by Region 4 ESC in Houston) – **no membership fee**
We purchase a variety of products and services through TCPN in areas of furniture, maintenance and technology.

3. Texas Local Government and Statewide Purchasing Cooperative (TASB Buyboard)- **no membership fee**

We utilize a variety of contracts for playground equipment, vehicles, portable buildings, furniture and maintenance supplies. A **\$400 administrative handling fee** is charged for each purchase order for vehicles. We did not purchase any vehicles through this cooperative.

4. State Cooperative Purchasing Program (provided by the State of Texas) – **Annual membership fee of \$100**

This cooperative has been operating through the Texas Building and Procurement Commission. As of September 4, 2007, this cooperative will be accessed through the Texas Comptroller of Public Accounts. We purchase light bubs, rent copiers and utilize the state travel contract through this cooperative.

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 purchase computer hardware and software through this agency. As of September 4, 2007, DIR will also handle all multiple award technology contracts awarded at the federal level.

6. Houston-Galveston Area Cooperative (HGAC) (sponsored by Houston-Galveston Area Council of Governments) – **no membership fee**
We purchase vehicles, portable radios and other services through this cooperative. For **vehicles, there is a \$600 management fee** for each purchase order.

We issued two different purchase orders in 2006-2007 for buses and vehicles with total administrative fees of \$1200.00.

7. Region 6 ESC Purchasing Cooperative – **membership fee of \$100**
Discount pricing is offered through this cooperative for office supplies, technology supplies, p.e. supplies, custom clothing, library books, and instructional products.

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. We issue joint bids with BISD for milk and dairy products and for bread products. We participate in a fuel bid with these entities with the City of Bryan being the lead purchaser.