of notification and information received from any other source other than those listed. It shall be the vendor’s responsibility to verify the validity of all bid information received by sources other than those listed.

**SUBMISSION OF RESPONSES**

Collin College prefers to receive all responses electronically via the district’s e-bidding system. E-mailed and faxed responses are not acceptable forms of formal bid submission. Vendor’s wishing to submit bids electronically should click on the “Vendor Registration” link on the college district’s purchasing website to register for electronic bid submission.

**COOPERATIVE PURCHASING CONTRACTS**

In addition to bids for goods and services solicited directly by the college, Collin College often utilizes cooperative contracts to satisfy their competitive solicitation requirements for various goods and services.

**PURCHASING STAFF INFORMATION AND RESPONSIBILITIES**

A current list of Purchasing staff and their responsibilities is available at www.collin.edu/purchasing/staffinfo.html.

**INVOICING QUESTIONS**

Accounts Payable Supervisor  
Phone: 972.758.3834

Accounts Payable Assistant  
Phone: 972.758.3836

- Invoice payments  
- Freight charges

**DISTRICT SURPLUS**

District surplus is available via online auction at www.renebates.com. Surplus is auctioned off on an ongoing basis as it becomes available.

Collin College encourages participation in the solicitation process by small, minority- and women-owned businesses.
PURCHASING DEPARTMENT
MISSION STATEMENT
Our mission is to provide guidance and leadership to District educators, staff and administrators by working with the supplier community in the procurement of high quality goods and services, while ensuring compliance with state and federal laws, Board policies, and administrative requirements. The Purchasing Department strives to provide systems and procedures that will make the procurement process more efficient, cost effective and user friendly. We are committed to maximizing the tax payer’s dollar while maintaining the highest standards of ethics, integrity, public trust and transparency.

PURCHASING FUNCTION
Collin College has a centralized purchasing system which requires the Purchasing Department to place all orders for all campuses. The Purchasing Department assigns purchase order numbers to all purchases, confirms all purchase orders in writing and processes all change orders. Vendors supplying goods or services without a valid purchase order do so at their own risk. Collin College cannot guarantee payment of any goods or services provided without a valid purchase order.

CONTACTING PURCHASING
Our office is located at the Collin Higher Education Center, 3452 Spur 399, Suite 367, McKinney, TX 75069.

Phone: 972.758.3873
Fax: 972.758.3881

Office hours are Monday-Friday, 8 a.m.-5 p.m., excluding college district holidays. Appointments are appreciated and will ensure availability of the staff member.

AWARD OF SOLICITATIONS
Awards are made to the bidder providing the best value to the college district. In determining to whom to award a contract, the college district shall consider the following:
- The purchase price
- The reputation of the vendor and of the vendor’s goods or services
- The extent to which the goods or services meet the college district’s needs
- The quality of the vendor’s goods and/or services
- The vendor’s past relationship with the college district
- The impact on the ability of the college district to comply with laws and rules relating to historically underutilized businesses
- The total long-term cost to the college district to acquire the vendor’s goods or services
- For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor’s ultimate parent company or majority owner:
  (A) has its principal place of business in this state; or
  (B) employs at least 500 persons in this state.
- Any other relevant factor specifically listed in the request for bids or proposals.

PURCHASING AND BID OPPORTUNITIES
The procedure for processing purchase requests is determined by the estimated expenditure as shown below:
- $0-$999 One (1) quote is obtained by the requesting department.
- $1,000-$4,999 Three (3) quotes are obtained by the requesting department.
- $5,000-$49,999 Purchasing solicits written quotes.
- $50,000 Competitive sealed solicitations for all goods and services.
- $25,000 and over requires board approval.

Vendors interested in doing business with Collin College will find bidding opportunities posted on the college district’s website at www.collin.edu/purchasing.

Prospective vendors are encouraged to register with the college district’s e-bidding and supplier management system. Vendor pays no fees for utilizing the online bidding system. With e-bidding, vendor’s will:
- Register to receive notifications of upcoming bids in vendor’s respective fields.
- Complete and submit bids online.
- Review bid tabulations and awarded bid information online

Collin College utilizes the college district website and the McKinney Courier Gazette (www.couriergazette.com) for notification of solicitation opportunities. These are the only forms of notification authorized by the college district. Collin College shall not be responsible for receipt