

## 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 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](http://www.collin.edu/purchasing/staffinfo.html).

## INVOICING QUESTIONS

Accounts Payable Supervisor

Phone: 972.758.3839

Accounts Payable Assistant

Phone: 972.758.3826

- ◆ Invoice payments
- ◆ Freight charges

## DISTRICT SURPLUS

District surplus is available via online auction at [www.renebates.com](http://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.



Collin College is an equal opportunity institution and provides educational, business and employment opportunities without discrimination on the basis of race, color, religion, gender, age, national origin, disability, veteran status or other legally protected class.

# How to do Business with



## *Vendor's Guide*

## **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. Collin College also uses procurement cards for some small dollar purchases.

Vendors supplying goods or services without a valid purchase order or credit card order do so at their own risk. Collin College cannot guarantee payment of any goods or services provided without a valid purchase order or credit card.

## **CONTACTING PURCHASING**

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

Phone: 972.758.3873

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-\$9,999.99 One (1) quote is obtained by the requesting department.
- ◆ \$10,000-\$49,999.99 Three (3) written quotes are obtained by the requesting department or Purchasing
- ◆ \$50,000 and over requires competitive sealed solicitations for all goods and services.
- ◆ \$100,000 and over requires board approval and submission of Texas HB1295 with the Texas Ethics Commission

Vendors interested in doing business with Collin College will find bidding opportunities posted on the college district's website at [www.collin.edu/purchasing](http://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
- ◆ Vendors are responsible for maintaining their profile to ensure notifications are received

Collin College utilizes the college district website and the *McKinney Courier Gazette* ([www.couriergazette.com](http://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 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.