



College of
the Mainland™

Purchasing Department

Vendor Handbook

College of the Mainland

1200 Amburn Road

Texas City, Texas 77591

Website: www.com.edu/purchasing

Phone: 409-933-8473

Fax: 409-933-8020

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Doing Business with College of the Mainland

Vendors should note that all information presented in this booklet is based on College of the Mainland general business practices. Terms & Conditions in specific contracts can be more stringent depending on the College's needs and requirements.

College of the Mainland does not discriminate on the basis of sex, race, disability, color or national origin in its business practices.

General Information

College of the Mainland is located southeast of Houston, the nation's fourth largest city. The main campus is in Texas City and a North County Learning Center is located in League City. The College is 20 minutes from NASA, 45 minutes from downtown Houston, and 55 minutes from the museum district. Texas City is 20 minutes north of Galveston Island. The two largest groups of employers in the area include the petro-chemical industry in Texas City and the healthcare industry consisting of several University of Texas Medical Branch facilities and other local hospitals.

Founded in 1967, College of the Mainland is a comprehensive, two-year community college that confers the associate's degree. COM offers 13 transfer degrees, 14 associate of applied science degrees and 39 certificates. The College of the Mainland has a Board of seven elected Trustees who have the authority to levy a local property tax.

Approximately 4,150 credit students enrolled each Fall earn associate degrees, certificates, or complete the first two years of a baccalaureate degree at COM. An additional 7,300 students enroll each year in continuing education classes. Our student body is approximately 41 percent minority that includes 24 percent Hispanic and 18 percent African American

Purchasing Department Goal

The goal of the COM Purchasing Department is to provide our customers with excellent customer service by obtaining quality goods and services based on BEST VALUE criteria. Thus, the department welcomes and encourages information from any prospective supplier or service provider offering competitive fair-market pricing and quality products and services.

Applicable Rules

College of the Mainland is subject to the State of Texas statutes regarding junior college spending. Additionally, the Texas Education Agency has produced a financial guide for the handling of college funds, the Financial Accountability System Resource Guide.

Best Value

In evaluating procurement decisions, the College will always apply best business practices. In doing so, the College may consider Best Value criteria as listed below for the basis of any procurement. When seeking a competitively procured contract, the College can state the Best Value criteria listed in this section as well as any criteria pertinent to the contract performance as the criteria considered when awarding the contract. This information will be clearly listed in the Request for Proposal (RFP).

Best Value criteria include:

- 1) The purchase price;
- 2) The reputation of the vendor and of the vendor's goods or services;
- 3) The quality of the vendor's goods and services;
- 4) The extent to which the goods or services meet the district's needs;
- 5) The vendor's past relationship with the College;
- 6) The impact on the ability of the College to comply with laws and rules relating to historically underutilized businesses;
- 7) The total long-term cost to the College to acquire the vendor's goods or services;
- 8) Any other relevant factor specifically listed in the request for bids or proposals.

Please note that contracts for professional services such as engineers, attorneys, accountants, etc. are awarded based on the College's evaluation of the firm's qualifications, as required by statute.

How to Begin

The Purchasing Department office acts as a liaison between vendor sales representatives and college personnel; therefore, all vendor representatives are asked to contact the Purchasing Department prior to contacting other college offices or departments.

The first step in doing business with the College of the Mainland by reviewing and understanding the importance of compliance with the guidelines outlined in the subject handbook. Secondly, prospective vendors interested in doing business can review the COM Purchasing website for open bid opportunities. Additionally, submittal of a complete Vendor Information form to the Purchasing Department may be used to help us to develop potential bidders on those contracts required by statute to be competitively awarded.

A current W-9 form will be required prior to any business opportunity resulting in a Contract.

Completion of the required documents may place you on the list of potential vendors. It does not guarantee any level of business expenditure by the College. Please note the Purchasing Department staff will be happy to meet with you to discuss where your goods or services might fit in with the College's operations. If you would like to schedule an appointment to meet with the Director or the department's Buyer, please contact the office.

Conflict of Interest

Any vendor contemplating business activity with COM or one who is currently doing business with COM should familiarize themselves with the reporting requirements of Local Government Code 176.006.

If warranted, a vendor should complete the Conflict of Interest Questionnaire form posted at www.com.edu/purchasing and return it to the Purchasing Office for posting. It is the vendor's responsibility to report any Conflict of Interest that exists.

Independent Contractors

Vendors providing services or programs to COM on college property or on behalf of the College are designated as Independent Contractors. Such contracts may be procured through a competitive process or may be purchased through the State of Texas provision for professional services.

The College has adopted procedures for the procurement of such services. Vendors are asked to assist the College by responding to Independent Contractor/Consultant Status Questionnaire. Vendors will also be asked to meet all requirements for background searches, felony conviction reporting, and insurance.

Background Search Requirements

As of July 1, 2008 Texas Senate Bill 9 mandated that all independent contractors obtain state and federal background searches on any of their employees who may have direct contact with students. The form contained in this booklet must be completed by the prospective contractor before a purchase order can be issued. Requirements and instructions as provided by the State of Texas are included in the form. **All applicable charges are the responsibility of the vendor.**

Felony Conviction Report Requirements

All competitively awarded vendors must have a Felony Conviction Report on file with the District. A sample of the form is attached at the end of the booklet. The form can also be downloaded from the Purchasing Department website at www.katyisd.org/purchasing.

Insurance Requirements

Vendors performing services or providing goods where deliveries or services are included must provide the College with a current Certificate of Insurance. Insurance requirements will vary based on the total value of the contract awarded or type of service to be performed. All vendors performing services to or on a College of the Mainland campus must produce proof of worker's compensation coverage or a statement of waiver thereof.

Tax Exempt Status

The College is a political subdivision of the State of Texas and as such is exempt from state sales tax under Chapter 20, Title 122A, Revised Statutes of Texas.

Purchase Orders

COM requires purchase orders to be issued for all procurement transactions. A valid purchase order will contain a purchase order number in the space provided and the signature of the College's Director of Purchasing in the space provided. COM will accept responsibility and will only guarantee payment for those transactions authorized by an official College of the Mainland purchase order. This purchase order number must appear on all invoices, delivery memoranda, bills of lading, packages, and correspondence.

Any communications (excluding invoices) concerning problems with a purchase order should be addressed to the College of the Mainland Director of Purchasing, 1200 Amburn Road, Texas City, Texas 77591.

Price Changes

For any item where COM has received and accepted firm pricing through a competitive process, no price changes will be honored without advanced notice from the vendor and notice of acceptance by the College. For all other items and services, any price changes or changes in the terms and conditions of the original purchase order must be authorized by the originator of the purchasing request. Vendors should note the date, time, and name of the person authorizing any such change. Such authorization should be obtained in writing by a change order from the college representative. Without such authorization, the vendor should not fill the order request as the College will consider the price increases as unauthorized charges.

Substitutions

No substitution of goods and services will be accepted unless authorized by the College in writing prior to delivery or service performance. Failure to provide the goods and services as specified on the purchase order may result in the vendor's disqualification from future orders.

Sole Source

Items which are considered to be sole source items include items for which competition is precluded because of the existence of a patent, copyright, secret process or monopoly, a film, a manuscript, or book. The vendor must sign an affidavit stating that he is the sole source of the item and the only source of distribution for the item.

Delivery

All orders placed by the College include delivery F.O.B. Destination unless otherwise noted on the purchase order. No shipping or delivery charges will apply unless accepted by the College prior to the delivery.

All deliveries to a campus or college facility, other than the COM Shipping/Receiving Warehouse, will require inside delivery. Additionally, deliveries must be scheduled during normal business hours, Monday through Friday. Off-campus locations have no delivery docks or equipment for unloading.

Vendor Gifts

College officials and employees cannot accept anything of value from a vendor, such as personal gifts or gratuities, which may be construed to have been given to influence the purchasing process. It is permissible to offer small incidental advertising items. These items must be clearly identified as marketing items with the company's name or logo clearly displayed. These items include, but are not restricted to, coffee mugs, calendars, notepads, pens, and pencils.

Any violations will be reported to the Purchasing Department and may be a basis for vendor disqualification.

Invoices/Payment

COM will process all payments as per the terms specified in Texas Government Code. Standard terms for the College are payment within 30 days after receipt of goods or services. All invoices should be submitted in duplicate to the COM Accounts Payable Department as listed on the purchase order. All invoices should reference the applicable purchase order. Failure to do so may result in payment delay.

Purchasing Department Code of Ethics

- Endeavor to obtain the greatest value for every College dollar expended by conducting business in a manner consistent with exemplary business practices and legal statutes.
- Give prompt and courteous reception to all College staff and legitimate business representatives.
- Provide support to the College's campuses and departments charged with the responsibility of creating an educational environment of excellence.
- Insure that all responsible bidders receive equal consideration and the assurance of unbiased judgment in determining whether their products meet the educational and/or operational needs of the College.
- Always consider the interests of the College and the enhancement of its educational programs first.
- Strive for a thorough knowledge and understanding of the College's equipment and supplies in order to assist in the Best Value evaluation for the products and services purchased.
- Work to identify and implement strategies and techniques that will preserve the integrity of the department while enhancing the level of service provided by the department.
- Never accept gifts or favors which might influence, or be construed to influence, the purchase of goods and services.

Felony Conviction Notification

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or owner or operator of the business entity has been convicted of a felony.” The notice must include a general description of the conduct resulting in the conviction of a felony.

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

This notice is not required of a publicly held corporation

I, the undersigned for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Please select ONE choice below:

My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

My firm is not owned or operated by anyone who has been convicted of a felony.

My firm is owned or operated by the following individuals who has/have been convicted of a felony.

Name of individual (s): _____

Details of conviction (s): _____

Please complete the information below:

Name of Vendor: _____

Name of Company Official:

Signature of authorized agent: _____ **Date:** _____