



HOW TO DO BUSINESS WITH THE ALAMO COMMUNITY COLLEGE DISTRICT*

* The Alamo Community College District is comprised of District Administrative Bldg., Advanced Technology Center, Central Texas Technology Center, Community & Education Service Center, Northeast Lakeview College, Northeast Campus, Northwest Vista College, Palo Alto College, St. Philip's College, San Antonio College, and the Southwest Campus of St. Philip's College.

The basic principle of acquisitions and an indispensable element of the American economic system is free and vigorous competition. As public buyers expending public funds, the Acquisitions Department of the Alamo Community College District (ACCD) fully endorses the above concept.

This information brochure was prepared with the sincere hope that it will be helpful to all vendors engaged in selling supplies, materials, equipment and/or services who would like to do business with the ACCD.

RESPONSIBILITY

The Acquisitions Department is responsible for the purchase of all professional services, property, supplies, materials, equipment, and/or services for the ACCD. The ACCD assumes no liability for payment of obligations except those incurred through an approved purchase order.

POLICY

Provisions of Texas Law, the "ACCD Administration Policy Manual," and the "ACCD Procedures and Guidelines Manual," govern the purchasing practices of the District.

PURCHASE ORDER

An official purchase order with the signature of an authorized agent of ACCD and purchase order number affixed thereon is the only method for the purchase of supplies, materials, equipment and/or services obligating the Alamo Community College District. Vendors are cautioned not to accept purchase requests from ACCD departments other than Acquisitions.

BIDDER SELECTION

The Acquisitions Department maintains a current file of prospective bidders. The bidders' list is continually updated with new prospective bidders added in order to maximize competition in the marketplace.

Vendors who have not previously conducted business with the Alamo Community College District are invited to visit or contact the Acquisitions Department to be added to the bidders' list. All vendors will be required to complete an IRS W-9 Form before being added to the bidders' list.

The Acquisitions Department may solicit competitive bids/proposals from all prospective bidders in any particular category who have a record of being responsible and responsive in fulfilling contracts in a timely manner at a fair and reasonable price.

CONTRACTING WITH MINORITY, SMALL AND WOMEN-OWNED BUSINESS FIRMS

The ACCD is committed to encouraging the participation of SWMBE vendors in all aspects of contract awards. A SWMBE vendor is defined as follows:

1. That is independently owned and operated, formed for the purpose of making a profit, and has fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

OR

2. At least 51% of which is owned or controlled by one or more persons who are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans, and American Indians.

PUBLIC BID OPENINGS AND BID INFORMATION

All bid openings are conducted at 2:00 p.m. on the designated date unless publicly advertised otherwise, and are open to the public. All bids are read aloud at the bid opening site when bids are scheduled to open. Unless otherwise noted, all bids are opened in the Bid Room of the ACCD George E. Killen Community & Education Service Center, 201 W. Sheridan, Building A, Room 102, San Antonio, Texas.

All current Invitations to Bid are available for public viewing in the Acquisitions Department. Specific Invitations to Bid may be requested verbally or in writing by prospective bidders any time prior to bid opening. Invitations to Bid may be picked up by or mailed to the requesting bidder.

The information contained in responses to Invitations to Bid becomes public record once the bid is opened. All bids, quotations, and copies of purchase order awards reflecting firm prices of supplies, materials, equipment and/or services are available for public inspection in the Acquisitions Department between the hours of 9:00 a.m. to 4:00 p.m., Monday through Friday by prior appointment.

PURCHASE ORDER AWARD

Award of a purchase order will be made to the responsible bidder submitting the lowest and best bid which conforms to the specifications, terms, and conditions contained in the Invitation to Bid. Consideration will also be given to the bidder's potential ability to successfully perform the requirements contained in the Invitation to Bid, as well as the bidder's integrity and past performance record.

SOURCE SELECTION

Call and Order/Informal Contract

This is a method of source selection whereby formal competitive bidding is not required based on dollar amount. The transaction may be handled over the telephone. Upon receipt of a verbal quotation from a single bidder a purchase order may be issued to that bidder.

Verbal and Written Quotations

This is a method of source selection whereby verbal or written bids are solicited from several prospective bidders based on dollar amount. The criteria as to whether the quotations are verbal or written depends upon the estimated dollar value of the request and the annual aggregate expenditure for that commodity. After evaluation of the bids, a purchase order may be issued to the responsible bidder submitting the lowest and best bid.

Public Sealed Bid/Formal Contract

This is a method of source selection whereby detailed, written specifications are prepared to maximize competition, and Invitations to Bid are publicly advertised. The Bids are opened at the scheduled site and time after which they are evaluated. A purchase order may be issued to the responsible bidder submitting the lowest and best bid.

Competitive Sealed Proposal Contract

This is a method of source selection chosen by the ACCD Board of Trustees for large construction projects. The proposal deadline is publicized and the name and dollar amount of the offerors are read. Evaluations and negotiations follow; the Board of Trustees awards the contract.

Request for Proposals

This is a method of source selection used primarily for engagement of professional services. Qualification statements and proposals are evaluated based on published criteria, and are submitted to the Board of Trustees awards the contract.

CALLING HOURS

Vendors and/or sales representatives may call or visit the Acquisitions Department from 9:00 a.m. to 4:00 p.m., Monday through Friday. It is requested that appointments be made in advance.

INVOICES

Vendors are required to submit invoices for all billings and mail them to the Alamo Community College District, Accounts Payable, 811 W. Houston, Suite 204, San Antonio, Texas 78207-3033. Vendors requesting a remittance copy should so indicate. Reconciliation of the invoice, receiver, and a purchase order is necessary before payment can be made.

TAX STATUS

The Alamo Community College District claims an exemption from taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas, for the purchase of tangible personal property, as this property is being secured for the exclusive use of ACCD. Each purchase order references the state tax exempt status. An exemption statement will be furnished upon request.

DELIVERY OF MATERIALS

Deliveries of the Alamo Community College District must be processed through Central Receiving located at 7990 Pat Booker Road, Live Oak, Texas 78233. Deliveries are accepted by Central Receiving from 9:00 a.m. to 4:00 p.m., Monday through Friday. Deliveries to other locations are prohibited unless approved in advance by the Acquisitions Department.

ACCD ACQUISITIONS PERSONNEL

The ACCD Acquisitions Department maintains a highly skilled and well-qualified staff of purchasing professionals. The highest of ethical standards are employed in carrying out the purchasing functions necessary for the acquisition of professional services, supplies, material, equipment and/or services required for the operation of the ACCD. The Acquisitions Department is a member of the National Association of Educational Buyers.

Helpful Contact Information

Linda O'Nave, Associate Vice Chancellor for Administrative Services

Dwight Gillespie, Associate Director of Acquisitions,

DGILLESPIE@MAIL.ACCD.EDU, (210) 485-0104

Karen Gottfried, Contracting Coordinator,

KGOTTFRIED@MAIL.ACCD.EDU, (210) 485-0122

Team 1: Computers, Facsimiles, AV, Electronics, Answering Machines
& Photographic Supplies

David Gonzales, DGONZALES325@MAIL.ACCD.EDU, (210) 485-0115

Team 2: Electrical, Custodial, Sporting Equipment, Hardware, Lumber,
Paint & Plumbing Supplies

Richard Anderson, RANDERSON67@MAIL.ACCD.EDU, (210) 485-0117

Team 3: Furniture, Office Supplies & Equipment, Books, Scientific Supplies,
Videotapes & Medical Supplies

Cynthia Tomlinson, CTOMLINSON@MAIL.ACCD.EDU, (210) 485-0113

Acquisitions Department

Alamo Community College District

George E. Killen Community &

Education Service Center

201 W. Sheridan, Bldg. A, Room 101

San Antonio, Texas 78204-1429

Telephone: (210) 485-0100

Fax: (210) 485-0101

Office Hours: 8:00 a.m. – 5:00 p.m.

Monday through Friday

www/accd.edu/district/purchase/home.html