



Brazosport Independent School District

Vendor Information

General Information

Thank you for your interest in working with Brazosport ISD. Our District encompasses the entire Brazosport area, consisting of six cities/towns; Lake Jackson, Richwood, Clute, Freeport, Jones Creek, Oyster Creek. We have 19 campuses and approximately 12,000 students. The purchasing office is a component of the Business Services Department.

BISD Mission Statement

Inspire continuous learning and ensure academic success for all students by working as a team to focus on the diverse strengths and needs of our community.

Purchasing Goal

Provide assistance to schools and departments in the acquisition of goods and services necessary to meet the needs of the education process. We seek to conserve public funds and ensure fair and equitable trade with all vendors. In addition, we are committed to BISD tax payers to use funds in a manner that gives them the maximum value for each dollar and satisfies the needs of the district, its faculty and students.

Becoming a Potential Brazosport ISD Vendor

Vendors interested in pursuing business with Brazosport ISD are invited to forward information directly to the Business Office at PO Drawer Z, Freeport Texas 77542. In addition to any company brochures or catalogs, the following documents are required:

- Brazosport ISD Vendor Application Form
- W-9
- Form CIQ: Conflict of Interest Questionnaire

Any contractor that would need access onto school property to render contractual services must also provide the following:

- Agreement regarding criminal history background searches
- Proof of liability and workers compensation coverage

Upon receipt of the above documents and based on the categories selected on the Vendor Application Form, the Business Office will add your company information to the BISD potential vendor list. As needed, campus and department personnel will contact the Business Office to obtain a list of all approved vendors for a particular category. The campus/departments are responsible for obtaining price quotes. The Business Office will also distribute appropriate bid/proposal invitations to any and all companies on the potential vendor list.

Purchase Orders

Brazosport ISD only guarantees payment for orders or delivers authorized by the issuance of an official district purchase order. BISD is not responsible for items or services delivered without a written purchase order. A purchase order is official only when both (1) a purchase order number appears in the space provided, and (2) with the signature of the Executive Director of Business Services.

The BISD purchase order number must appear on all invoices, delivery memoranda, bills of lading, packages, and correspondence. All communication concerning problems with a purchase order should be addressed to the Business Office, PO Drawer Z, Freeport Texas 77542.

Warranty, Guarantee, Laws and Regulations

By accepting a BISD purchase order, the vendor (in addition to any guarantees and warranties provided by law) expressly guarantees and warrants all goods as follows:

- That the articles delivered will be in full conformity with the specifications outlined on the purchase order
- This warranty shall survive acceptance of delivery and payment for the articles and the vendor agrees to bear the cost of inspecting and/or testing all articles rejected
- That the articles delivered will not infringe on any valid patent, trademark, trade name, or copyright and that the vendor will, at no expense to BISD, defend any and all actions or suits charging such infringement against the District, its agents and employees, in the event of any action or suit
- That the articles delivered will be manufactured, sold, and/or installed in compliance with the provisions of all applicable federal, state, and local laws and regulations
- That nothing contained herein shall exclude or affect the operation of any implied warranties otherwise arising in favor of the District.

Transportation

All shipments are to be made F.O.B. Destination unless otherwise specified on the bid, proposal, or the purchase order. Any shipping charges must be prepaid and recorded on the invoice as a separate line item. It is understood that title of the articles delivered will not pass until the article is accepted at the delivery destination.

Inspection, Rejection and Excess Shipment

In addition to other rights provided by law, the District reserves the right to:

- Inspect articles delivered and to return those which do not meet specifications or reasonable standards of quality,
- Reject articles shipped contrary to instruction or in containers which do not meet recognized standards, and
- Cancel the order if not filled within the time specified.

The District may return rejected articles or excess merchandise or, subject to the vendor's instructions hold the article at vendor's risk and expense and in either event, charge the vendor with the cost of shipping, unpacking, inspecting, repacking, reshipping, and other like expenses.

Price Changes

The vendor should not fill a purchase order at an increased price from that stated on the purchase order, without prior written authorization. No separate charges, except those clearly recorded on the purchase order can or will be allowed.

Delivery

All merchandise should be shipped to Brazosport ISD, Attn: School Warehouse 200 Lakeview Drive, Clute, Texas 77531. The district will not accept tailgate deliveries at a school entrance unless specifically stated on the purchase order.

Invoices/Payments

Invoices are to be submitted to Brazosport ISD, Attn: Accounts Payable PO Drawer Z, Freeport, Texas 77542. Standard terms for BISD to render payment are thirty (30) days from receipt of goods or services. Any discounts for early payment shall be taken if earned.

Conflict of Interest

Any vendor interested in conducting business with Brazosport ISD should make themselves familiar with the reporting requirements of Local Government Code, Section 176.006. All vendors are required to complete the Conflict of Interest Questionnaire.

Background Searches

As of July 1, 2008, Texas Senate Bill 9 mandated that all school district contractors obtain state and federal background searches on any of their employees who may have direct contact with students. Any contractor must have filled an Agreement with Brazosport ISD regarding criminal history background searches before becoming an approved vendor. The standard Agreement form is located on the BISD website under the Business Services Department