

**Classification of
Approved Vendors**

The Board shall establish a basis for preferential treatment of approved suppliers that is consistent with existing provisions of law.

Vendors approved by the Board shall be classified as follows:

Local

Those approved vendors who qualify under the following definition shall be classified as local suppliers:

An approved vendor of materials, supplies, nonprofessional services, or equipment who maintains a distributing, manufacturing, or processing facility within the confines of the District, and who occupies real property or retains personal property of a commercial nature appearing on the ad valorem tax rolls of the District.

Regional

Those approved suppliers who qualify under the following definition shall be classified as regional suppliers:

An approved vendor of materials supplies, nonprofessional services, or equipment who maintains a distributing, manufacturing, or processing facility within the confines of the State of Texas, but outside of the District.

Other

Those vendors of materials, supplies, nonprofessional services, or equipment who do not qualify under the above two definitions shall be classified as other suppliers.

The Board shall purchase materials, supplies, nonprofessional services, and equipment required by the educational program from the approved vendor who offers products conforming to purchase specifications and whose total net price for such products is the lowest of the approved vendors submitting quotations.

“Total net price” shall be defined as that price quoted for the quantity offered for bid in accordance with the published terms, delivered to the address or addresses indicated. This “total net price” shall include functional and cash discounts offered by the approved vendor.

The Board shall discount all supplier’s invoices according to the terms recorded thereon.

In that instance where two or more approved vendors offer materials, supplies, nonprofessional services, or equipment at an identical “total net price,” preference shall be given such vendors in the following rank-order of preference:

Approved Vendor Classification -----
Local
Regional
Other

However, in determining whether two or more approved vendors have submitted bids with an identical "total net price," any bid by an approved supplier domiciled outside the State of Texas, to be successful, must be the same percent less than the lowest responsible bid submitted by a Texas approved vendor as would be required of the Texas domiciled vendor to succeed over the vendor domiciled outside Texas on a like contract let in his or her domiciliary state.

In those instances where two or more approved vendors who are judged to belong in the same classification submit identical quotations for the same item, it shall be the administrative responsibility of the bid committee to select the vendor to be awarded the purchase contract, based upon consideration of each vendor's past performance such as meeting delivery deadlines, offering product warranties, and meeting specifications. If the past performance of the vendors is equal, then the selection shall be by means of a chance drawing conducted by the purchasing agent and witnessed by those suppliers affected, provided that they express a desire to be present.

If the purchase exceeds the delegated dollar limit of the purchasing agent, the selection shall be administered by the position with the appropriate authority.