

# How to Do Business with PAISD

The Port Arthur Independent School District was established in 1899. More than 100 years later the district is still about the business of educating children. However, today, PAISD has more than 9,000 students, more than 1,200 employees, numerous buildings and a host of various operations. In the age of high technology, business practices are much different than days of old. The purchasing division for the district continues its daily goals of procuring the highest quality goods and services possible in the most timely manner at the lowest possible cost.

Hundreds of products and services are utilized in PAISD. Service providers, manufacturers, retail outlets, warehouse operations and other operations are encouraged to list their businesses with the PAISD Purchasing Division as prospective vendors. In keeping with its high standards, good business practices, and fiduciary responsibility as a taxpayer-supported public entity, PAISD uses suppliers for goods and services. Suppliers are categorized as follows: general purchases, construction, and professional services.

## The Vendor List

To be considered for business opportunities with PAISD, organizations should first register their company with the PAISD Purchasing Division. Upon providing the required information, the name of the business is placed on PAISD's Vendor List. The following information should be submitted on the company's letterhead to the Purchasing Division:

1. Company Name,
2. Mailing Address,
3. Physical Address,
4. Contact Person,
5. Telephone Number,
6. Facsimile Number,
7. E-Mail Address (if available),
8. Website Address (if available),
9. Federal Tax Identification Number  
(Certificate should be included)  
or Social Security Number,

10. List of services and/or products provided,
11. Three business references  
(depending on the service or product, this information may be required prior to awards),
12. Any bonding information required for contracts valued at \$25,000 or more,
13. If LMWBE, include supporting data.

## Local & Minority Vendors

PAISD's minimum LMWBE goal levels are 20% for all levels of general purchases and construction and 25% for professional services. Different procurement procedures are used for each. At all levels, good-faith efforts to include LMWBEs are required by policy. Suppliers that use LMWBEs will be required to report their participation on a periodic basis.

### Purchasing of Goods and General Services

For purchases under \$10,000, every effort must be made to achieve equitable distribution of LMWBE participation based on local availability. Suppliers submitting bids above \$10,000 must provide documentation demonstrating that the bidder has made good-faith efforts to use LMWBEs or proposes to use its own resources.

### Construction Contracts (General and Sub-contractors)

For projects under \$25,000, every effort must be made to achieve equitable distribution of LMWBE participation based on local availability. Construction contracts of \$25,000 or more must contain documentation demonstrating that the bidder has provided equal opportunity for LMWBE participation as subcontractors or suppliers. In addition, successful bidders are required by contract to submit data showing actual LMWBE participation or reasonable efforts to achieve LMWBE participation.

### Professional Services

Professional services are selected on the basis of qualifications and demonstrated competence. Proposers are encouraged to use LMWBEs in project related areas. Where the direct use of LMWBEs is not feasible due to industry restrictions, the indirect use of LMWBEs for the purchase of general goods and services to operate the business is acceptable.

## How the PAISD Buying Process Works

When PAISD buys services or commodities estimated to be valued at more than \$25,000, an official notice of the bid is posted in the Port Arthur News. Bid specifications are placed on the local government educational channel, Cable TV-7, as well as on the district's website, [www.paisd.org](http://www.paisd.org). Furthermore, businesses listed as prospective vendors for related categories as well as anyone requesting bid specifications may have the forms mailed, faxed, or emailed to them.

## The Bidding Process

Sealed bids are due in the Purchasing Division by a specified time and date. It is the vendor's responsibility to ensure that their bid is delivered to PAISD Purchasing by the date and time specified. All bids are to be sent attention to Joe Escobedo at 4801 9th Ave in Port Arthur, Texas. Bids are read aloud in the Administration Building. It is the intent of the school district and the Port Arthur ISD Purchasing Department to obtain the best quality materials at the lowest prices possible. The bid evaluation process will begin at the lowest bid price and if that bid meets all requirements and specifications an award will be made. If the lowest bid price does not meet all requirements and specifications, we will move to the next lowest bidder until a bid is found that meets all requirements. In order for bids to be considered, all required documents specified in bid pack should be included. Failure to submit this information may cause the bid to be disqualified. Bid awards are issued accordingly.

## The Quote Process (FORMAL & VERBAL)

**Formal** quotes are generally utilized for potential purchases with dollar values less than \$25,000. **Verbal** quotes are generally utilized for potential purchases with dollar values less than \$10,000.

## Invoice and Payment Terms

To ensure prompt payment vendors **must have a purchase order number** prior to conducting business. Invoices must reference a purchase order number. PAISD makes every effort to pay all invoices in accordance with quoted terms. By law, the school district has 30 days after receipt of an invoice to present payment. It is the intent of the school district to pay all invoices promptly. However, by acceptance of a Port Arthur ISD purchase order, you have agreed to the 30-day payment policy. Checks are mailed once a week. Questions regarding payments should be directed to the Accounts Payable Division.

### All invoices should be submitted to:

Port Arthur ISD  
Accounts Payable Department  
PO Box 1388  
Port Arthur TX 77641-1388  
(409) 989-6100

## Tax Exemption

PAISD is exempt from state and local taxes. Tax must NOT be included on bids or invoices. A tax exemption certificate from PAISD is furnished upon request.

In order to take advantage of lower pricing opportunities through mass buying, Port Arthur ISD is a member of eight purchasing cooperatives. In addition to getting on PAISD's Vendor List, prospective vendors may also want to register their business with the cooperatives listed below.

## PAISD Purchasing Cooperatives



The following purchasing cooperatives provide PAISD with discounted pricing:

### Region V Education Service Center

Attention: Don Travis  
dtravis@esc5.net

350 Pine Street STE 500, Beaumont, TX 77701  
409.838.5555 \* Fax: 409.833.9755

<http://www.esc5.net/setexaspurchasing>

### The Texas Cooperative Purchasing Network

Attention: Gary Wells  
East Texas Regional ESC

7145 West Tidwell, Houston, TX 77092  
713.744.6356 \* Fax: 713.744.0648

[www.tcpn.org](http://www.tcpn.org)

### Houston-Galveston Area Council of Governments

3555 Timmons Lane, Suite 600, Houston, TX 77027  
800.926.0236 \* Fax: 713.993.4548

[www.hgacbuy.org](http://www.hgacbuy.org)

### Texas Building & Procurement Commission

1711 San Jacinto, Austin, TX 78701  
512.463.6363

[www.window.state.tx.us](http://www.window.state.tx.us)

### Buy Board On-Line Purchasing

P.O. Box 400, Austin, TX 78767-0400  
800.695.2919 \* Fax: 800.211.5454

[www.buyboard.com](http://www.buyboard.com)

### The Interlocal Purchasing System (TIPS)

866.839.8477

[www.tips-usa.com](http://www.tips-usa.com)

### The State of Texas Co-op Purchasing

Texas Comptroller of Public Accounts  
PO Box 13528, Capitol Station  
Austin, TX 78711-3528  
1.888.334.4112

[www.window.state.tx.us/procurement](http://www.window.state.tx.us/procurement)

### Harris County Dept. of Education (HCDE) / Choice Facility Partners

6300 Irvington Blvd., Houston, TX 77022  
HCDE: 713.694.6300 \* Choice Facility: 877.696.2122

[www.choicefacilitypartners.org](http://www.choicefacilitypartners.org)

## Port Arthur Independent School District Purchasing Division



**Kristin Gentry**  
**Purchasing Manager**  
**Administration Building**  
**4801 9th Ave**  
**Port Arthur, TX 77642**  
**409.989.6264**  
**Fax: 409.983.1590**  
**E-mail:**  
**[kristin.gentry@paisd.org](mailto:kristin.gentry@paisd.org)**



*PAISD is an equal opportunity entity in full compliance with the Title VI, Civil Rights Act, 1964, as amended; Title IX, Education Amendment, 1972; Section 504, Rehabilitation Act of 1975, as amended; and Age Discrimination Act of 1975, as amended. It is the policy of PAISD not to discriminate on the basis of gender, handicap, race, color, or national origin in its purchasing educational and vocational programs, activities or employment.*

## How to Do Business with



## Port Arthur Independent School District

**Dr. Mark Porterie**  
Superintendent of Schools

**Phyllis Geans, CPA, CFO, RTSBA**  
Assistant Superintendent for  
Business & Finance