

CARRIZO SPRINGS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT



2025-2026 COOPERATIVE VENDORS

Board Approved: 7/29/2025

Anna Rocha-Diaz, Chief Financial Officer

300 N. 7th Street, Carrizo Springs Tx 78834 Phone: (830) 876-3869 Fax: (830) 876-9758 Website: www.cscisd.net

Carrizo Springs CISD

Vendor Process

Local Vendor

The procedure for a vendor in the Carrizo Springs area who requests to become a vendor of the School District is to make a formal request in writing. The vendor's request is then filed until time for bids to be obtained for that particular type of service or supply. At the bid processing time, a courtesy bid package may be mailed to the vendor, including a bid/proposal with specifications, a non-collusion statement, a felony conviction notice, a debarment and suspension certificate, and a notice of "non-bid" form; or, the vendor may print the package/forms from the district web page found at www.cscisd.net. However, it is the sole responsibility of the vendor to stay abreast of notices published in local newspapers and on the district's web page regarding Requests for Proposals/Bids (RFP) and Requests for Qualifications (RFQ). Responding vendors must return all paperwork by the submission deadline in order to have the application considered. All vendors applying are submitted to the Board for final approval. Upon approval by the Board, the vendor is notified of their acceptance as an approved vendor for the School District, and school personnel may begin purchasing from the vendor.

Non-Local Vendor

The procedure for a non-local vendor who requests to become a vendor of the School District is to provide information to them to apply to one of the Purchasing Cooperatives that are used by the School District. Vendors are generally directed to the 2013 Purchasing Cooperatives, which is the largest cooperative program used by the District. You can request a copy of the district's list of Purchasing Programs, or the vendor may print the list from the district web page found at www.cscisd.net under [departments>business office>accounts payable> cooperatives & approved vendors](#).

Cooperative Vendor

If a vendor is already a part of one of the Purchasing Programs that Carrizo Springs CISD is a member of, then they are **automatically an approved vendor** for the district. As the cooperative runs new bids, the bid numbers may change, or new vendors may be added or dropped. The vendors can be changed at any time of the year, ***so check the cooperative link(s) for the most updated information***. Please see the attachment(s) for a list of the Purchasing Programs with which Carrizo Springs CISD participates.

Sole Source Vendor

Sole source vendors are allowed with proper documentation on:

1. An item for which competition is precluded because of the existence of a patent, copyright, secret process, or monopoly;
 - A film, manuscript, or book;
 - A utility service, including electricity, gas, or water; and
 - A captive replacement part or component part for equipment.

NOTICE TO EMPLOYEES:

*Purchasing laws have become very stringent, and we must use our cooperatives or the vendors approved by the Board for any supplies ordered. Please make sure that you purchase **ONLY** from approved vendors of the district. When requesting a quote from the vendor and/or creating a requisition, please reference the cooperative name, bid, contract, or proposal number(s).*

If you have any questions or concerns, please contact Mrs. Anna Rocha-Diaz, Chief Financial Officer at (830) 876-3869 or Purchasing Clerk at 830-876 -3503 ext. 1112.

Carrizo Springs CISD

2025-26 Purchasing Programs

September 1, 2025 - August 31, 2026

The following is our list of Board approved vendors and the complete list of our cooperative vendors.

1. 2013 & Texas 20 Purchasing Cooperative

Education Service Center, Region 20
1314 Hines Avenue
San Antonio, TX 78208-1899

Contact: James (Jim) Metzger, Coordinator III
Email Address: jim.metzger@esc20.net
Telephone: (210) 370-5204
Fax: (210) 370-5776

Web Address: www.esc20.net

Cost: \$1,647.00 (Business Office, Technology, and Food Services)

Renews: October (annually)

Link: <https://www.esc20.net/apps/pages/2013-purchasing-cooperative>

LOCATION: Select Business Services, scroll down and select 2013 Purchasing Cooperatives. On the left side, select where it says Awarded Vendors, the excel spreadsheet will be at the bottom left corner, open excel to see the awarded vendors.

NOTE: Create requisition: Issue your purchase order (PO) in the name of the vendor, indicate coop name and bid # on the PO: "ESC20 Proposal #_". If the proposal (bid) number says TCPN or TIPS_USA, you will have to go into their website to get the contract number. Use <http://www.tips-usa.com/> for TIPS-USA and type in vendor name in the search box. For TCPN, the link is <http://www.tcpn.org/default.aspx?name=tcpn.vendors> and a list of vendors will come up. Please note that you will have 3 lists A-Z for the 2013 vendor list, then the TIPS vendor list and finally the TCPN vendor list.

2. Allied States Cooperative

Education Service Center-Region 19
6611 Boeing Drive
El Paso, TX 79925

Contact: Becky Hernandez,
Procurement Director
Email Address: rshernandez@esc19.net
Telephone: (915) 780-5021

Web Address: www.esc19.net

Cost: None

Renews: Perpetually

Link: <https://www.esc19.net/site/Default.aspx?PageID=884>

NOTE: Please remember that all ASC contracts require a purchase order to be filled out, referencing the contract number, and a copy must be given to the vendor that you are using that has been awarded on that contract prior to work being completed. If this is an emergency situation, the purchase order is required within 10 business days of the services being rendered.

REMINDER: Vendors may be added or removed according to the cooperative's bidding process.
Visit the cooperative's website to obtain the latest information on vendor contracts, and/or bid numbers as these may change throughout the year.

Carrizo Springs CISD

2025-26 Purchasing Programs

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3. Buy Board

Texas Assoc. of School Boards
P.O. Box 400
Austin, TX 78767-0400

Contact: Steve Fisher, Division Director
Email for Member Inquiry: info@buyboard.com
Email Vendor Registration
& RFP Inquiries to: bids@buyboard.com

Telephone: (800) 695-2919

Web Address: www.buyboard.com

Cost: None

Renews: Perpetually

Link: <https://www.buyboard.com/texas/resources.aspx>

LOCATION: Create member login or you can select Texas, select resources, scroll down and select current texas vendors list (pdf or excel).

NOTE: Purchase orders are emailed directly to Buy Board at info@buyboard.com (not the vendor). Create requisition: Issue your purchase order (PO) in the name of the vendor, indicate contract# on the PO: "Per BuyBoard, Contract #," and e-mail it to info@buyboard.com

4. Choice Partners a division of Harris County Dept of Education

National Purchasing Cooperative
6505 Westview Dr
Houston, TX 77055

Contact: Kristi Nichols, Contract Manager
Email Address: kristi@choicepartners.org
Telephone: (877) 696-2122
Fax: (713) 696-0732

Web address: www.choicepartners.org

Cost: None

Renews: Perpetually

Link: <https://www.choicepartners.org/vendors>

NOTE: Create requisition: Issue your purchase order (PO) in the name of the vendor, indicate coop name & contract # on the PO: "Choice, RFP Contract Number". Must mention the RFP number and reference # for discounted pricing when contacting the vendor.

5. H-GAC Buy

Houston-Galveston Area Council
P.O. Box 22777
Houston, TX 77227-2777

Contact: Tammy Metty
Email Address: tammy.metty@h-gac.com
Telephone: (800) 926-0234
Fax: (713) 993-4548

Web Address: www.hgacbuy.org

Cost: None

Renews: Perpetually

Link: <https://www.hgacbuy.org/contracts/contact-information>

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6. OMNIA Partners, Public Sector

Formerly U.S. Communities Government Purchasing Alliance/The Cooperative Purchasing Network (TCPN)
840 Crescent Centre Drive/7145 West Tidwell Road
Franklin, TN 37067/Houston, TX 77092

Web Address: www.omniapartners.com

Cost: None

Renews: Perpetually

Link: <https://www.omniapartners.com/industries/k-12-education>

Contact: Leslie Garza, Regional Mgr.-San Antonio

Email: leslie.garza@omniapartners.com

Email General Inquiries to: info@omniapartners.com

Telephone: (866) 875-3299

7. Sourcewell

Formerly National Joint Powers Alliance (NJPA)
200 First Street NE, Ste. 1
Staples, MN 56479

Web Address: www.sourcewell-mn.gov

Cost: None

Renews: Perpetually

Link: <https://www.sourcewell-mn.gov/contract-search>

Contact: Jake Denning

Email Address: Jake.Denning@sourcewell-mn.gov

Email General Inquiries to: info@sourcewell-mn.gov

Telephone: (888) 894-1930

NOTE: Create requisition: Issue your purchase order (PO) in the name of the vendor, and indicate coop name and contract # on PO: "Sourcewell, Contract #". Reference contract number when requesting a quote.

8. State of Texas, Department of Information Resources (DIR)

P.O. Box 13564
Austin, TX 78711-3564

Web Address: <https://dir.texas.gov/>

Cost: None

Renews: Perpetually

Link: <https://dir.texas.gov/search?collection=dir->

Contact: Tom Hay, Outreach & Training

Email Address: tom.hay@dir.texas.gov

Toll Free: (855) 275-3471

Telephone: (512) 475-4700

Fax: (512) 475-4759

NOTE: Create requisition: Issue your purchase order (PO) in the name of the vendor, and indicate coop name and contract # on the PO: "DIR, Contract Number". When contacting the vendor, make sure to reference the DIR Contract Number to request a quote. Email or fax both the request for quote and purchase order to the vendor to place order.

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9. Texas Interlocal Purchasing System (TIPS)

Education Service Center, Region VIII
P.O. Box 1894
Mt. Pleasant, TX 75456

Contact: Javier Farias, Program Manager
Email Address: javier.farias@tips-usa.com
Telephone: (866) 839-8477
Fax: (866) 839-8472

Web Address: www.tips-usa.com

Cost: None

Renews: Perpetually

Link: https://www.tips-usa.com/assets/documents/docs/MEMBER_Purchase_Order_Processing_Procedure.pdf
<https://www.tips-usa.com/vlist.cfm>

10. Texas SmartBuy

Statewide Procurement Division (SPD) Texas
Comptroller of Public Accounts Cooperative Purchasing
P.O. Box 13186
1711 San Jacinto Austin, TX 78701

Contact: Karen Cyphers, Marketing Coordinator
Email Address: Karen.Cyphers@cpa.texas.gov
Email for Inquiries: txsmartbuy@cpa.texas.gov
Telephone: (512) 463-3034 option 1
Fax: (512) 936-2667

Web Address: <https://www.txsmartbuy.com/>

Cost: \$100.00

Renews: August (annual renewal through payment)

Link: <https://www.txsmartbuy.com/contracts>

REMINDER: Vendors may be added or removed according to the cooperative's bidding process.

Visit the cooperative's website to obtain the latest information on vendor contracts, and/or bid numbers as these may change throughout the year.

Carrizo Springs Consolidated Independent School District
BUSINESS OFFICE
 Approved 8/26/2025

BID ANALYSIS FORM
Company Information

DESCRIPTION:

RFP 25-07 - MAINTENANCE, OPERATIONS & BUILDING SUPPLIES

Date of Board Meeting
August 26, 2025

VENDOR	Vendor 1	Vendor 2	Vendor 3
Company Name	Triple-S Steel Supply, LLC (dba Alamo Iron Works)	Ferguson Enterprises, LLC dba Ferguson Facilities Supply	KC & Company, Inc.
Address - Line 1	943 Frost Bank Center		P.O. Box 216
Address - Line 2		FFS #61, PO BOX 847411	1302 W. Pena
City, State, Zip	San Antonio, TX 78219	Dallas, TX	Carrizo Springs, TX 78834
Contact Name	Carmen Mata	Kerry Byerly	Kristin Urban Kemmet
Title			Co-Owner
Phone	210-704-8341	361-857-6783	830-876-3229
Fax			830-876-5795
internet address			
email	cmata@aiwnet.com	kerry.byerly@ferguson.com	kkemmett@kccoinc.com
Comment:	none stated	none stated	Offers discounts based on type of product and volume
Recommendation:	The administration recommends that the Board of Trustees award to all three (3) vendors to allow the District to work with local vendors and access to multi-products. Unless otherwise noted, the preferred terms for which proposals are being requested are for three (3) years, with the District's option to terminate the contract at the end of each anniversary date or other necessary time. A single contract of one (1) year duration will be awarded, with the District's option to extend for two (2) additional years, in one (1) year increments, depending on district's periodic evaluation results.		
Outcome of Brd Mtg:	THREE VENDORS APPROVED AT 8.26.2025 BOARD MEETING		

FY Start & End Dates

Sept. 1, 2025 - Aug. 31, 2026

Sept. 1, 2026 - Aug. 31, 2027

Sept. 1, 2027 - Aug. 31, 2028

Carrizo Springs Consolidated Independent School District
BUSINESS OFFICE
Board Approved: 8/26/2025

BID ANALYSIS FORM
Company Information

DESCRIPTION:

RFP 25-08 - T-SHIRTS, STUDENT JACKETS & UNIFORMS, ACCESSORIES & PROMOTIONAL SUPPLIES

Board Approved: August 26, 2025

VENDOR	Vendor 1	Vendor 2	Vendor 3
Company Name	BSN Sports, LLC	Alpha Print Services, LLC	Cristina O. Perez dba Sisters Gifts & More
Address - Line 1		1102 S. Industrial Blvd Suite A	P.O. Box 434
Address - Line 2	PO Box 841393		509 N. 1st St., Ste. B
City, State, Zip	Dallas, TX 75284-1393	Round Rock, TX 78681	Carrizo Springs, TX 78834
Contact Name	Craig A. Mostaffa	Jeremy Stillman	Cristina Perez, Owner
Phone	800-527-7510	800-277-1836	830-255-0013
internet address	www.bsnsports.com		www.sistersgiftsandmore.com
email	bsnbid@bsnsports.com	jeremy@alphaprintservices.com	sisters.giftsandmore@yahoo.com
Comment:			Quantity Discounts
Recommendation:	The administration recommends that the Board of Trustees award contracts to six (6) vendors with a total score of 85 points and above, allowing the District to work with local vendors and have access to multiple products. Unless otherwise noted, the preferred terms for which proposals are being requested are for three (3) years, with the District's option to terminate the contract at the end of each anniversary date or other necessary time. A single contract of one (1) year duration will be awarded, with the District's option to extend for two (2) additional years, in one (1) year increments, depending on the District's periodic evaluation results.		
Outcome of Brd Mtg:	SIX VENDORS APPROVED AT 8.26.2025 BOARD MEETING		

FY Start & End Dates

Initial Award 1 Sept. 1, 2025 - Aug. 31, 2026
Extend 2 Sept. 1, 2026 - Aug. 31, 2027
Extend 3 Sept. 1, 2027 - Aug. 31, 2028

Carrizo Springs Consolidated Independent School District
BUSINESS OFFICE
Board Approved: 8/26/2025

BID ANALYSIS FORM
Company Information

DESCRIPTION:

RFP 25-08 - T-SHIRTS, STUDENT JACKETS & UNIFORMS, ACCESSORIES & PROMOTIONAL SUPPLIES

Board Approved: August 26, 2025

VENDOR	Vendor 4	Vendor 5	Vendor 6
Company Name	The Overall Graduation Office dba The Overall Graduation Office of Herff Jones	FYRE MARKETING LLC	Riddell
Address - Line 1	10115 Broadway	5026 Tivoli Drive	
Address - Line 2			PO Box 676256
City, State, Zip	San Antonio, TX 78217	Wesly Chapel, FL 33544	Dallas, TX 75267
Contact Name	Colinda Grochett, Co-Owner, Corp. Sec.	Humberto Arguello	Robin Campbell Hotchkiss
Phone	210-460-6499	813-753-5252	440-353-8697
internet address	www.gradtogo.com		
email	colinda@gradtogo.com	bids@fyremarketingadvisors.com	dcampbell@riddellsales.com
Comment:	Discount done on per order basis depending on product/item	55% off catalog, price list, and/or shelf price	1-40% off catalog price