

VENDOR'S GUIDE

Division of Finance and Administrative Services Purchasing Department

Purchasing Department

3200 W Pecan Blvd
Building N Room 145
(Corner of Quince and 31st St)
McAllen, TX 78501
Phone: (956) 872-4681
Fax: (956) 872-4688
Email:
stcpurchasing@southtexascollege.edu

Business Hours

Monday – Thursday
8:00 a.m. – 5:00 p.m.

Friday
8:00 a.m. – 12:00 p.m.
excluding College holidays

Delivery of Materials

South Texas College
Central Receiving Warehouse
(accepts delivery of all goods
ordered by the College)

3700 W Military Hwy Bldg D
McAllen, TX 78503
Phone: (956) 872-2781
Fax: (956) 872-2785

Mission Statement

South Texas College Purchasing and General Services supports the College's educational mission by its commitment to securing the best value in the acquisition of goods and services; maintaining an efficient system for the delivery of goods and processing of mail for College departments; and maintaining an accurate and up to date inventory of the College assets. These services are conducted in adherence to applicable laws, policies, and best practices.

Purchasing Function

South Texas College has a centralized purchasing system requires the Purchasing Department to place all orders for all campuses. The Purchasing Department assigns purchase order numbers for each order, confirms all purchase orders in writing, and processes all change orders.

Vendors supplying goods or services without a valid South Texas College purchase order or credit card order do so at their own risk. South Texas College cannot guarantee payment of any goods or services provided without a valid purchase order.

Solicitations

All formal solicitations for bids, proposals, and qualifications are advertised in the Advance News Journal.

Vendors are requested to visit South Texas College's Purchasing Department website at <https://southtexascollege.bonfirehub.com/login>, then follow the link to the Bonfire vendor registration page to register to conduct business with the College.

Submission of Responses

South Texas College requires that all formal solicitations be delivered in person, by the U.S. Postal Services, FedEx, UPS, etc.
Emailed or faxed solicitations will not be accepted

Award of Solicitations

Awards are made to the bidder providing the “best value” to the College. In determining to whom to award a contract, the College shall consider the following:

- The purchase price;
- The reputation of the vendor and of the vendor’s goods or services;
- The quality of the vendor’s goods or services;
- The vendor’s past relationship with the district;
- The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses;
- The total long-term cost to the district to acquire the vendor’s goods or services; and
- For a contract for goods and services, other than goods or services related to telecommunications and information materials, whether the vendor or the vendor’s ultimate parent company or majority owner:
 - Has its place of business in this state; or
 - Employs at least 500 persons in this state.
- Any other relevant factor specifically listed in the request for bids or proposals.

Purchasing and Bid Opportunities

The procedure for processing purchase requests is determined by the estimated expenditure as shown below:

- \$0 - \$999.99 A verbal or written quote is obtained by the Purchasing Department.
- \$1,000.00 - \$24,999.99 One (1) written quote is obtained by Purchasing or the requesting department.
- \$25,000.00 - \$49,999.99 At least three (3) written quotes will be required.
- \$50,000.00 requires competitive sealed solicitations and Board of Trustees approval. A Form 1295 must be completed and submitted to the College.

Cooperative Purchasing Contracts

In addition to proposals for goods and services solicited directly by the College, South Texas College often utilizes cooperative contracts to satisfy its competitive solicitation requirements for various goods and services.

Request for Public Information

The Texas Public Information Act makes a variety of the College’s information available to the general public. Requests for Public Information, as defined in the Public Information Act (Chapter 552 of the Texas Government Code) should be submitted via email to stcpurchasing@southtexascollege.edu.

The request form is available at the following link: <https://www.southtexascollege.edu/about/pdf/Request%20for%20Information.pdf>.

Invoices

All invoices should be submitted at accountspayable@southtexascollege.edu or mailed to the following address:

South Texas College
Attn: Accounts Payable
P O Box 9500
McAllen, TX 78502