



VENDOR APPLICATION

Instructions: Complete all applicable information, mark appropriate categories, and mail with \$35 application fee to address below. Vendors must participate in proposals to remain in database. Vendors will be purged after two consecutive school calendar years of inactivity.

Education Service Center, Region 20
 Attention: Purchasing
 1314 Hines Avenue
 San Antonio, TX 78208-1899
 Phone: 210-370-5206
 Email: michael.garcia@esc20.net

Note: This is for internal use for bid distribution purposes. Your company will have to participate in the bidding process for a chance to be awarded. This application does not automatically include your company on our awarded vendor list.

BUSINESS DATA	Name of firm		Telephone ()	
	Address		Fax ()	
	City	State	Email :	
	Zip		Website:	
	Contact for firm (Must be authorized to sign bids, proposals, offers, & contracts)			Title
	Federal I.D. or Social Security Number	License No. (If applicable)	Local Stock ? Local Service?	
	Historically Underutilized Business ? No <input type="checkbox"/> Yes (enclose copy of certification) <input type="checkbox"/>			
Are any officers, owners, or partners of your organization relatives of Education Service Center, Region 20?				
REFERENCES	Company	Contact	Telephone	
	1.			
	2.			
	3.			
	4.			
<p>I certify that the information supplied herein, including all pages attached is correct and that no officer, board member or Region 20 employee shall have a financial interest, direct, or indirect, in any contract with Region 20, or shall be financially interested, directly or indirectly, in the sale to Region 20 of any land, materials, supplies, or services, except on behalf of Region 20 as an officer, board member or employee.</p> <p>NOTE: Vendor name may be removed from the vendor list for failure to respond to bid/proposal request.</p>				
Signature	Typed Name	Title	Date	

7/13/2006

2013 Cooperative Purchasing

Circle the appropriate categories and return
this page with your vendor application form.

Bid Categories

ADAPTIVE/ASSISTIVE DEVICES
ALCOHOL & DRUG TESTING
AUTOMOBILE
CATERING
CUSTODIAL SUPPLIES
DEPOSITORY
ELECTRICAL & CABLING SERVICES
EQUIPMENT & OFFICE RELOCATION
FLOORCARE, WAX, PADS
FOOD SERVICE - COMMODITY PROCESSING
FOOD SERVICE - PAPER
FORMS-BAR CODE
FORMS-STOCK
GASOLINE
GEN. SUPPLIES - BUS/VEHICLE EQUIP.
GEN. SUPPLIES - FIRST AID/ MEDICAL
GEN. SUPPLIES - LAWN AND GARDEN
GEN. SUPPLIES - PLAYGROUND EQUIP.
GEN. SUPPLIES - UNIFORMS
HVAC-LIEBERT CHILL WATER-MAINTENANC
INSURANCE-BENEFITS
INSURANCE-SCRIPT CARD
LANDSCAPE
MICROFICHE SERVICE-TAPE
OFFICE AND COMPUTER SUPPLIES
PAPER SUPPLIES
PRINTER MAINTENANCE
RECORD STORAGE
SECURITY/ LOSS PREVENTION-GEN SUPPL
TELEPHONE EQUIPMENT
TEMP. LABOR SECURITY SERVICE
TYPEWRITER/EQUIPMENT MAINTENANCE
VIDEO EQUIPMENT

AIR-COND/CHILLER MAINTENANCE
ART SUPPLIES
BILLBOARDS
CLASSROOM FURNITURE
CUSTOM SOFTWARE PROGRAMMING
DP EQUIPMENT-PC'S MAINTENANCE
ELECTRICIAN
EQUIPMENT FOR VISUALLY IMPAIRED
FOOD SERVICE - BREAD
FOOD SERVICE - MAIN FOOD DISTRIB.
FOOD SERVICE - SMALL WARES & EQUIP.
FORMS-CUSTOM
FORMS-TAX & W-2
GEN. SUPPLIES - ATHLETIC EQUIPMENT
GEN. SUPPLIES - CARPET/FLOORING
GEN. SUPPLIES - FURNITURE CATALOG %
GEN. SUPPLIES - MAINTENANCE
GEN. SUPPLIES - POOL SUPPLIES
GROUNDS MAINTENANCE
INSTRUCTIONAL SUPPLIES
INSURANCE-CAFETERIA
JANITORIAL SERVICE
LIGHTS/LAMPS
MICROFICHE SUPPLIES
OFFICE MOVING
PE SUPPLIES
PRINTING SERVICE/CONV COPIERS
REPRODUCTION & LAMINATING SUPPLIES
SOUND STUDIO
TELEPHONE SERVICE- LOCAL & LONG DIS
TEMPORARY PERSONNEL
VEHICLE MAINTENANCE
WATER TREATMENT-MAINTENANCE

AIR-CONDITIONER EQUIP & SUPPLIES
AUDITOR
CALCULATORS-GRAPHING
COMPUTER PRODUCTS-ED TECH
DELIVERY SERVICE
EDITING & PRODUCTION EQUIP
ELECTRONIC SUPPLIES
FILING SYSTEMS
FOOD SERVICE - CHEMICALS
FOOD SERVICE - MILK
FOOD SERVICE - SPECIALTY ITEMS
FORMS-SCAN
FURNITURE LEASING
GEN. SUPPLIES - BAND EQUIP/INSTRUME
GEN. SUPPLIES - FIRE EXTINGUISHERS
GEN. SUPPLIES - GENERAL MERCHANDISE
GEN. SUPPLIES - PERIODICALS & SUB.
GEN. SUPPLIES - THEATRE/STAGE EQUIP
HELP DESK SERVICES
INSTRUMENT REPAIRS
INSURANCE-LIABILITY
K-12 ONLINE LIBRARY DATABASE
MAINFRAME MAINTENANCE
MICROFICHE-EQUIPMENT
OFFICE SUPPLIES -CATALOG %
PORTABLE BUILDINGS
PRINTING-SPECIALTY
SCANNING SERVICE
TAPES-BLANK AUDIO & VIDEO TAPES
TELEPHONE-MAINTENANCE
TRAVEL
VENDING MACHINES

Frequently asked questions

How do I become a 2013 Purchasing Co-op Vendor?

First, you will need to fill out our vendor application and return it with a one-time fee of \$35. This will put you into the bid distribution list. Once you have received and participated in a bid, you then have the chance to become an awarded vendor. Filling out the vendor application DOES NOT automatically make you an awarded vendor.

What if products I offer are not listed on the vendor application?

Write in what products you offer and the coop will make the determination or select our General Supplies or Instructional Supplies proposals. The General Supplies and Instructional Supplies proposals are our largest catalog discount proposals. General Supplies is broken up into various categories with most vendors fitting into Gen. Supplies – General merchandise. Instructional Supplies includes vendors who offer products from awards and trophies to earthworms to books and other curriculum materials.

Why is it called 2013?

Region 20 and Region 13 entered into a purchasing cooperative to provide better pricing by pooling the purchasing power of the districts in San Antonio, Austin, and surrounding areas.

What kind of bids do you offer?

The Coop sends out line item and catalog discount proposals in regular intervals throughout the year. The coop will use line item proposals to secure the best pricing on specific items for our districts. Line item proposal pricing is held for a short window, typically three months.

The catalog discount proposals provide a way to provide a large pool of vendors for member districts. In these proposals, a discount percentage off your catalog is requested to be held for a period of a year so that districts may order in-between line item offerings and to purchase items not bid in line item proposals.

Where can find proposals or previous awards?

You can find available proposals at the Open Bids page on www.esc20.net. If you need previous award info such as pricing or brands, it can be found at the Awarded Bids page.

When will proposals be made available?

A schedule of proposals can be found on the purchasing webpage. Depending on category, proposals can go out once, twice (Art, Office, Custodial Supplies) or up to four times a year (Paper Supplies).

Is Region 20 associated with TCPN or TIPS?

Region 20 has partnered with TCPN and TIPS in order to help maximize buying power and vendor selection with districts across the state.