



TEXAS SOUTHMOST
COLLEGE

Annual Vendor & Contractor Seminar

**A Guide on How to Do
Business with TSC!**

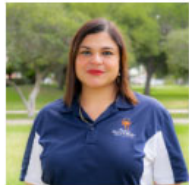
September 1, 2022



1. **Welcome:** *Dr. Jesus Roberto Rodriguez, President*
2. **Introduction:** *Ms. Patricia G. Saldivar, Director of Purchasing*
3. **How to do Business with TSC:** *Mr. Raul Garza De La Garza, Purchasing Specialist*
4. **Vendor Registration:** *Ms. Nilda Mora, Purchasing Specialist*
5. **Terms and Conditions while working on Campus Premises:** *Ms. Martha Casanova, Coordinator of Records and Contract Management*
6. **Campus Safety and Security Protocols:** *Mr. Benjamin Gabbert, Coordinator of Safety and Security*
7. **Q&A Session**



Purchasing and Contract Services Staff

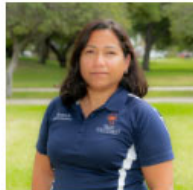


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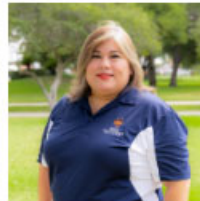


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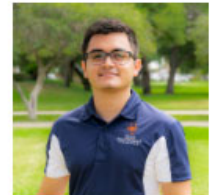


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Purchasing and Contract Services Staff



General Inquiries
purchasing@tsc.edu

Tandy Building Second Floor Room 266



BUILDINGS			
Fort Brown Memorial Center	1	M1 Building	
TSC Performing Arts Center	2	Cortez Hall	
Commandant's Quarters	3	Rustenberg Hall	
Chapman Hall	4	Smith Amphitheater	
Gorgan Hall	5	Bokstore	
Old Mosque	6	Cavalry Hall	
Commissary Building	7	Science Engineering and Technology (SETB)	
Commissary Annex	8	SETB MO	
Regiment House	9	SETB Lecture Hall	
Oliveira Student Services Center	10	TSC Recreation Center	
Tandy Hall	11	Scorpion Field	
Lightner Center	12	Fort Brown Memorial Golf Course	
Music Building	13	Physical Plant and Central Receiving	
Old Education Building	14	Riverside B Building	
Newman Center	15	TSC Recreation Center Field	
Eldman Hall	16	American Legion Building	
Garza Gymnasium	17	Center for Early Childhood Center	
Gymnasium Annex	18	Old Art League Building	
South Hall	19	Armory Building	
North Hall	20	Thermal Plant	
Guerra Early Childhood Center	21	UTB University Library	
M2 Building	22		

PARKING			
General	P1	Metered Parking	P4
Student / Visitor	P2		
Faculty / Staff	P3		

Primary Golf Cart Route Golf Cart Parking Motorcycle Parking

International, Technology, Education and Commerce Center (ITECC)



80 Fort Brown Brownsville, Texas

Goods and Services Commonly Purchased

- Advertising Services
- Auditing Services
- Architectural/Engineering Services
- Books
- Catering Services
- Cleaning Supplies
- Computer Equipment and Software
- Construction Services
- Consulting Services
- Custodial Services
- Electrical Services and Supplies
- Equipment Rental and Leases
- Furniture
- HVAC Supplies
- Insurance Services
- Lab Supplies
- Lawn Maintenance Services
- Medical Supplies
- Office Supplies
- Pest Control Services
- Plumbing Services
- Printing Services
- Promotional Items
- Remediation Services
- Safety Supplies
- Security Services
- Signage
- Telecommunication Services

1. Delinquent Tax Collection Services
2. Interior and Exterior Painting of the Raul J. Guerra Early Childhood Studies Center
3. Laser Welding System
4. Audio Visual Upgrades for Auditoriums and Conference Rooms
5. Commercial Printing and Postal Services
6. Campus Building Repairs and Minor Renovation
7. Online Tutoring Services
8. Campus Mail Services
9. Campus Pest Control Services
10. Preventive Maintenance Services for Campus Thermal Plants
11. Telecommunication Services

The Fiscal Year initiates September 1st through August 31st

How to do Business with TSC



Purchasing Cycle

1. A need for a good or service is identified by a College department representative.
2. A competitive process is conducted depending on level of purchase.
3. An internal Purchase Requisition (PR) is submitted.
4. Internal approvals are received.
5. Purchasing department issues Purchase Order (PO) to vendor.
6. Goods and services are provided/rendered by vendor.
7. Vendor sends invoice to Accounts Payable (A/P) and College representative.
8. Payment is processed to vendor upon provision of goods or completion of services.

Level of Purchase	Purchase Amount	Competitive Requirements	Who request quotes or proposals?
Level III*	\$25,000 or More	Formal Public Solicitation <i>(Bid & RFP Opportunities)</i>	TSC Purchasing Department
Level II	\$5,000 but less than \$25,000	Three vendor quotes required	TSC Departments
Level I	Less than \$5,000	Non competitive. Only one vendor quote is required	TSC Departments

*Subject to TSC Board of Trustees approval.

All interested vendors must register in the TSC/Bonfire vendor list to participate in solicitations.

1. Purchases under the value of \$5,000
2. Sole Source Purchases
3. Emergency Purchases
4. Purchases previously solicited through an approved TSC Purchasing Cooperative Program.



Purchasing Cooperative Programs

In addition to Bids/RFPs for goods and services solicited, TSC uses the following cooperative contracts to satisfy competitive solicitation requirements. Below are some of the approved cooperatives that the College utilizes:

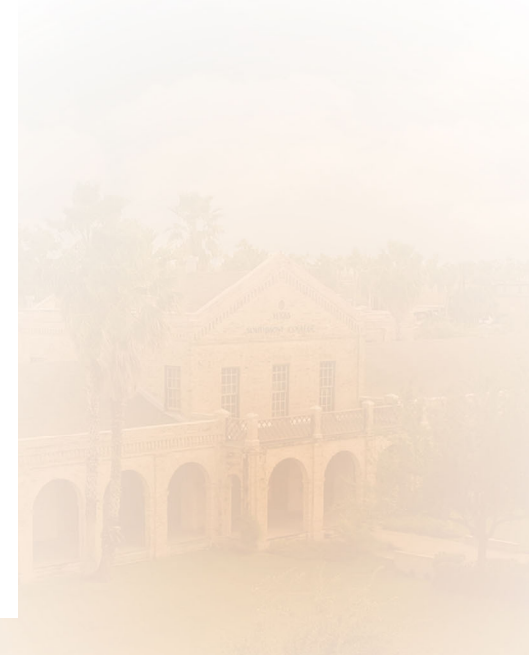
- [Allied States](#)
- [BuyBoard](#)
- [Choice Partners](#)
- [GoodBuy](#)
- [OMNIA Partners](#)
- [TCPN](#) (The Cooperative Purchasing Network)
- [TIPS/TAPS](#) (The Interlocal Purchasing System)
- [US Communities](#)

State Programs

- [DIR](#) (Texas Department of Information Resources)
- [TPASS](#) (Texas Procurement and Support Services)
- [State of Texas Travel Rates](#)

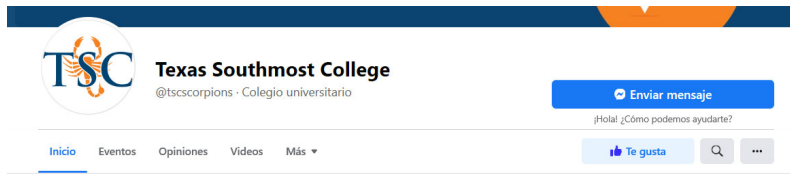
Federal Programs

- [General Service Administration](#)



How can my business be aware of Bid/RFP opportunities at TSC?

1. TSC notifies vendors registered in the TSC/Bonfire Vendor list and State of Texas Centralized Master Bidders (CMBL) list.
2. TSC publishes formal public solicitations in the official TSC facebook page. Please give us a like in the following page: <https://www.facebook.com/tscscorpions>




3. TSC publishes formal public solicitations in the Purchasing website through the new procurement portal: <https://tsc.bonfirehub.com/portal/?tab=login>
4. TSC publishes public business solicitations in local newspapers: The Brownsville Herald and Valley Morning Star.

TSC Facebook Page

TSC Texas Southmost College
17 de agosto a las 10:00

TSC has the following RFP/Bid opportunities available. Vendors are encouraged to apply. Go to <https://www.tsc.edu/about/purchasing/rfp-opportunities/> for more information.


RFP 22-42 Diesel Tractor
RFP 22-43 Utility Truck/Boom Lift
RFP 22-44 Delinquent Tax Collection Services



**TEXAS SOUTHMOST
COLLEGE**

**RFP/BID
OPPORTUNITIES**

AVAILABLE Now

 *Vendors are encouraged to participate!*

Tú y 3 personas más

Newspaper Advertisements

FOR THE REPUBLICAN RECORDING BY THE STATE OF TEXAS IN THE COUNTY OF BROWN, TEXAS, BY AFFIRMATIVE ACTION/Disability/Vet employer.

101 Legal / Bid Notices 102 Bid Notices 102 Bid Notices 102 Bid Notices 102 Bid Notices 102 Bid Notices

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DISTRICT COURT

JURY TEXAS

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Initial disclosures to the
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Brownsville, Texas. Said
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J.EY SUBDIVISION,
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Brownsville, Texas
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brownsville, Texas, on this

Reyes
Brown County
#7820
J. A. Palacios
Deputy Clerk

**TEXAS SOUTHMOST
COLLEGE**

Request for Proposals

Solicitation No.	Description	Pre-Proposal Conference	Submission Deadline
RFP 22-42	Diesel Tractor	August 18, 2022 10:00 a.m.	August 24, 2022 11:00 a.m.
RFP 22-43	Utility Truck/ Boom Lift	August 18, 2022 10:30 a.m.	
RFP 22-44	Delinquent Tax Collection Services	August 19, 2022 10:00 a.m.	August 31, 2022 2:00 p.m.

Texas Southmost College (TSC) is soliciting proposals for the products/ services described above. More information about this solicitation can be obtained at the TSC Purchasing Office located at Tandy 266; Brownsville Texas, 78520, 956-295-3423. The pre-proposal conferences and proposal opening meetings are to be held in the same location unless otherwise specified in the specifications. Specifications can be found by accessing the following website.

<https://tsc.bonfirehub.com/portal/?tab=openOpportunities>

Texas Southmost College reserves the right to reject any and all proposals, waive informalities in bids and resolve ambiguities in any solicitation in the College's favor.

08/11/2022, 08/17/2022

WWW.VALLEYCLASSIFIEDS.COM

TSC/Bonfire Procurement Portal

ects Vendors Insights Manage Portal


Procurement Portal
Texas Southmost College

Open Public Opportunities Past Public Opportunities My Opportunities

Search

Status	Ref. #	Project	Close Date	Days Left	Action
OPEN	RFP 22-43	Utility Truck/Boom Lift	Aug 28th 2022, 2:00 PM CDT	<1	View Opportunity
OPEN	RFP 22-44	Delinquent Tax Collection Services	Aug 31st 2022, 2:00 PM CDT	6	View Opportunity

[Technical Support](#) [Portal Security](#) [Terms of Service](#) [Privacy Policy](#) [Sitemap](#)

Powered by  Bonfire

How can my business become an awarded vendor for TSC?

1. Must be able to provide the required goods and/or services to meet TSC needs.
2. Must demonstrate best option based on price and qualifications.
3. Must comply with all federal, State of Texas, local laws and regulations as applicable.
4. Must comply with standard TSC terms and conditions.
 - Register as a vendor.
 - Provide W9 form.
 - Provide insurance coverage for personnel (construction services).
 - Provide notice of non-conflict of interest.
 - Provide notice of felony/criminal conviction if any.
 - Prepare and deliver invoices after acceptance of goods and/or completion of services. TSC tenders payment within 30 days upon receipt of invoice.

Vendor Registration



On November 2021, TSC partnered with **Bonfire Interactive** to create a new procurement portal to allow vendors to receive notifications of formal public solicitation opportunities and submit quotes and proposals digitally. By creating an account, vendors are to perform the following tasks:

- Register in TSC vendor list.
- Receive notifications of quote requests from different College departments.
- View and participate in public solicitation opportunities.
- Submit proposals in electronic format.
- View past public solicitations and awards.
- Set up vendor profile in TSC's financial management system to receive purchase orders.

Vendors can register here: [Vendor Registration - TSC](#)

Step One Register in Bonfire

Complete vendor registration in the college e-sourcing procurement portal (Bonfire) by accessing the following link:

[Vendor Registration - TSC](#)

Upload required documents listed below. These documents can be found in Bonfire and in the Purchasing website under vendor registration:

- Conflict of Interest Questionnaire
- Felony Conviction Notification

*Proof of insurance is required for building repairs, plumbing, electrical, HVAC, and other construction related projects.

Upon saving your information, Bonfire will email a link to validate registration. Please click to confirm.

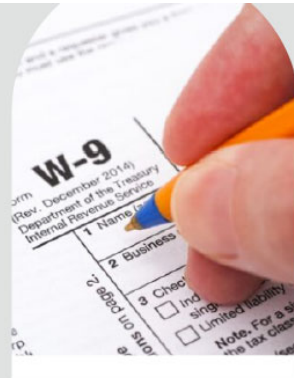
This will allow your company to receive invitations to participate in RFP/bid opportunities by submitting proposals and quotes in electronic format.



Step Two Submit W-9 form

Fill and sign W-9 form and submit by email to vendordocs@tsc.edu

The subject of the email must include the vendor name or company owner name and must match vendor profile information submitted in Bonfire.



Step Three Confirm Registration

If you are contacted by a TSC representative to notify you of a purchase/contract, please confirm with this representative that both steps one and two of the vendor registration are completed.

In doing so, the TSC representative will request Purchasing and Contract Services department to set up your vendor profile in the TSC's financial management system (Ellucian Colleague). This will allow your company to receive an official purchase order from the college and subsequent payment.



For assistance with vendor registration: Call the TSC Purchasing and Contract Services Department at 956-295-3423 or email purchasing@tsc.edu

For in-person assistance with vendor registration: Visit the TSC Purchasing and Contract Services Department at Tandy Building, Second Floor, Room 267.

Terms and Conditions while working on Campus Premises



Campus Safety and Security Protocols



Thank you!

Q&A Session

