



What is the State of Texas CO-OP Program?

Created by legislation in 1979, the Texas Comptroller of Public Accounts (CPA) State of Texas CO-OP Program offers members a unique opportunity to make the most of their purchasing dollars and efforts by using the State of Texas volume buying power.

Who can join? Sections 271.081-271.083 Local Government Code, V. T. C. A., Section 2155.202 and 2175.001(1) of the Texas Government Code, Title 10, Subtitle D, provide the legal authority for the following entities to participate in the State of Texas CO-OP:

- ❖ Local governments
- ❖ MHMR community centers
- ❖ Assistance organizations

Why should you join the State of Texas CO-OP?

- ❖ **Get Best Value for Your Purchases** – Our purchasers competitively bid and award hundreds of contracts per state purchasing statutes and competitive bidding requirements. You reap the savings for your organization and ultimately for the citizens of Texas.
- ❖ **Save Valuable Time and Effort** – No bidding, just order from over 300 goods and services contracts and state open market contracts.
- ❖ **Search Thousands of Vendors** – Looking for something not on one of our negotiated contracts? Use our Centralized Master Bidder's List to identify vendors from our database of over 12,000 companies (including HUB).
<http://www2.CPA.state.tx.us/cmb/cmbhub/html>
- ❖ **Post Bid and Award Notices on the Electronic State Business Daily** – As a CO-OP member, set up FREE password access to the Electronic State Business Daily (ESBD) where you can post your entity's solicitations to increase vendor participation or provide public notice of awards.
<http://esbd.CPA.state.tx.us/>
- ❖ **Save Money on Travel** – Qualified CO-OP members may use the State Travel Management Program for discounted rates on rental cars and over 1000 hotels.

For information about these and other services offered through your membership in the State of Texas CO-OP, please see the next page.

If you have any questions or need more information about our program please feel free to e-mail coop@cpa.state.tx.us or call 512/463-3368.

Accessing the State of Texas CO-OP on the Internet

Go to the State of Texas CO-OP web site: <http://www.window.state.tx.us/coop>
You have many options at this point. The links include:

CO-OP Forms for Download: This is the complete CO-OP forms library, to include the application, name change form, purchase order forms, and school bus specifications.

Term Contracts: All CPA term contracts have been competitively bid, saving you valuable time. To use state term contracts all you need to do is send the State of Texas CO-OP a requisition for the items you need. We will generate a state purchase order on your behalf, forwarding a copy to you and to the vendor. The vendor will then ship the merchandise and invoice your entity directly. CPA has awarded term contracts for many commodities and services, including:

Copiers	Road and Highway Equipment
Vehicles	Police Equipment
Office Supplies	Pharmaceuticals
Procurement Card Services	Cleaning Supplies
Appliances	Food

This is a complete numeric listing of all of the current CPA term contracts. To access the contract, click on the contract number. The General Contract Information is listed first, followed by contract line items, prices and awarded vendors.

Search Term Contracts : This searches the term contracts by keyword. Type in your search criteria and click Search.

TXMAS Information: This is a complete listing of the Texas Multiple Award Schedules (TXMAS). TXMAS contracts feature the most favored customer pricing and the possibility of negotiation. TXMAS can be used as alternative volume contracts if you can not find the items you need on the CPA term contracts.

CPA Piggyback Contracts: The Clearinghouse contains Open Market purchase orders that have been competitively bid for state agencies and extended for CO-OP member use. Clearinghouse contracts include asphalt, tires, lawnmowers, and online legal services.

CMBL Search: This feature enables you to access the state Centralized Master Bidders List to create a bid list by product/service code. You may narrow the search by entering a county, city or zip code. This is a vendor list only. You should use this only as a vendor resource. You will need to use your local bid requirements to purchase from these vendors.

State Travel Management Program: Texas Government Code, Title 10, Sections 2171.001-2171.055 extend the state travel management contracts to certain members of the State of Texas CO-OP program. Eligible entities include Municipalities, Counties, School Districts, Public Junior and Community Colleges, and Emergency Communication Districts.

S U S A N

C O M B S

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

P.O. Box 13186 • AUSTIN, TX 78711-3186



State of Texas CO-OP Application

Johnnie L. Thompson, City Administrator _____
Name of Authorized Individual

(NOTE: This person is authorized to sign for purchases and will receive all correspondence from CPA. Additional authorized signers or Agents of Record may be listed on the resolution with the signatures documented at the bottom of the resolution.)

City of Meadowlakes _____
Organization/Qualified Entity Name

177 Broadmoor, Street, Suite B _____
Address

Meadowlakes, TX 78654-6611 _____
City, State, Zip Code
jthompson@meadowlakestexas.org _____
Email Address *(More than one may be listed.)*

(830) 693-2951 _____ **(830) 693-2124** _____
Phone Number Fax Number

The annual membership fee for participation in the State of Texas CO-OP is: **\$100.00**
Fee is Non-Refundable

Please make checks payable to:
Texas Comptroller of Public
Accounts

Please mail to:
Texas Comptroller of Public
Accounts
P.O. Box 13186
Austin, TX 78711

**PLEASE RETURN THIS FORM WITH PAYMENT
AND ALL REQUIRED DOCUMENTS AND SIGNATURES**

Questions? Contact the CO-OP at 512/463-3368 or at coop@cpa.state.tx.us.

RESOLUTION

STATE OF TEXAS
COUNTY OF BURNET _____

WHEREAS, the Texas Comptroller of Public Accounts is authorized to provide purchasing services for local governments pursuant to TITLE 8. SUBTITLE C. Chapter 271, Subchapter D. sections 271.082 and 271.083 of the Local Government Code;

and WHEREAS, the **City Council** _____
 (e.g..Commissioner's Court, City Council, School Board, Board of Directors)
 of **City of Meadowlakes** _____, is a: **(Check one of the following.)**
 (Name of Qualified Entity)

___	County	___	Independent School District
_ _	Municipality	___	Junior College District
_ _	Political Subdivision (Special Districts, Other)	___	Mental Health and Mental Retardation Community Center
___	Assistance Organization	___	

defined as an entity qualified to participate in the Cooperative Purchasing Program of the Texas Comptroller of Public Accounts pursuant to section 271.081 of the Local Government Code; and

WHEREAS, in accordance with the requirements of section 113.85(a) of the Texas Comptroller of Public Accounts administrative rules, the Agent(s) of Record, **Johnnie L. Thomson** _____, **City Administrator**
 (Name of Person) (Title)

(and **N/A** _____, **N/A** _____) is/are authorized to execute any and
 (Name of Person) (Title)

all documentation for **the City of Meadowlakes** _____ pertaining to its participation in the Texas Comptroller of Public Accounts Cooperative Purchasing Program; and

WHEREAS, **City of Meadowlakes** _____ acknowledges its obligation to pay participation fees established by the
 (Entity Name)
 Texas Comptroller of Public Accounts.

NOW, THEREFORE BE IT RESOLVED, that request be made to the Texas Comptroller of Public Accounts to approve **City of Meadowlakes** _____ for participation in the Texas Comptroller of Public Accounts Cooperative Purchasing Program.
 (Entity Name)

Adopted this **8th** _____ day of **February** _____, **2008** _____ by **the City of Meadowlakes** _____.
 (Entity Name)

By: _____
 (Signature of Chair)
 John Aaron _____
 (Printed Name)
 Mayor _____

 (Signature of Agent of Record)
 Johnnie L. Thompson, City Administrator _____
 (Name/Title of Agent of Record)

Attest: _____

Linda Windling, City Secretary

DOCUMENTS REQUIRED FOR PROOF OF ELIGIBILITY

Submit all documentation required as proof of eligibility at the time you apply for membership in the State of Texas CO-OP. All documentation must be on file at the State of Texas CO-OP BEFORE a determination of eligibility can be made.

LOCAL GOVERNMENTS County, Independent School District, Municipality, Jr. College District, Volunteer Fire Department

Documents required:

- Board approved resolution

MHMR COMMUNITY CENTERS

Documents required:

- Board approved resolution

SPECIAL DISTRICTS OR OTHER LEGALLY CONSTITUTED POLITICAL SUBDIVISIONS OF THE STATE

Documents required:

- Board approved resolution
- Documentation evidencing creation of entity including statutory citation.
This can be in the form of:
 - a: Legislation in which the entity was created *by name*
 - b: A resolution passed by a city or a county stating that there is a need for the entity to exist and actually creating the entity

ASSISTANCE ORGANIZATIONS Non-profit organizations that receive state funds and provide educational, health, or human services *or* provide assistance to homeless individuals

Documents required:

- Board approved resolution
- Articles of Incorporation and Certificate of Authority. A letter from the Secretary of State with the entity's charter number evidencing that the entity filed for incorporation will be accepted in lieu of a certificate of authority. ***The State of Texas CO-OP cannot accept by-laws in lieu of Articles of incorporation***
- Current contract or grant from a State agency to prove State funding. This document must show beginning and end dates for the current State of Texas Fiscal Year, and these dates must be valid at the time the application is reviewed.