



HENDERSON COUNTY PUBLIC SCHOOLS PURCHASING GUIDELINES



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PURCHASING GUIDELINES

PURCHASING INFORMATION PROCEDURES/GUIDELINES

Contacts: **Debbie Pryor, CLGPO, Purchasing Agent/Team Leader, Ext: 2232**
 Fredia Holbert, Maintenance Cost Controller, Ext: 2253
 Joni Escaravage, Accounts Payable/Bookkeeper Liaison, Ext: 2262

North Carolina State Contract - State contracts are administered and controlled by the Department of Administration, Division of Purchase and Contract in Raleigh, NC. There are hundreds of goods that are bid out by the state and awarded to vendors. These contracts are listed on the state's website and easily accessible. Each contract is assigned a 3 digit state contract number (ex: office supplies is 615). If the item you are purchasing is available on state contract, it is required that you purchase from the vendor awarded the contract. Each contract lists the vendor contact information and pricing. Using these contracts eliminates the time it takes to go through the bidding process. Goods are bid statewide; therefore, the pricing is very aggressive.

Department of Administration Website: www.pandc.nc.gov/

E-Procurement - The North Carolina E-Procurement system is a statewide internet based purchasing system. This system was implemented and mandatory for school systems, effective April 1, 2004. Once a vendor registers through the E-Procurement system, purchase orders are submitted electronically to the vendor by fax or email. Vendors are encouraged to register through the system so they will have statewide exposure. Once registered, they are required to pay a fee of 1.75% to the state for the total of purchases that are submitted through the system.

The vendor file within the AS/400 system maintains two types of vendors: registered and unregistered.

Registered or E-Procurement Vendors: Vendor numbers are 6 digits, **all** beginning with the number 6 (see example on Page 4). These purchase orders are submitted electronically, by fax or email, to the vendor through the E-Procurement system.

Unregistered or Non E-Procurement Vendors: Vendor numbers are 5 digits. School purchase orders are mailed to the vendor by the Purchasing Department. Purchase orders for the Central Office, Transportation, Maintenance and Technology Departments are either faxed or mailed to the vendor by the originator.

E-Procurement Website: www.ncgov.com

Vendor Application Form: If the vendor you wish to order supplies from is not set up in the AS/400 vendor file, a "Vendor Application Form" is required (copy on page 37). Fax the form to the vendor. They will fill in the information and fax to the purchasing department. Brenda Williams will add the vendor to the vendor file.

Purchase Order Guidelines - Goods are not to be ordered without the issuance of an approved purchase order. N.C. General Statutes require that a preaudit statement must be signed by the Chief Finance Officer stating that funds are available 'prior' to the purchase of goods and services. This preaudit statement is printed on each purchase order.

Reimbursements - The school system does not receive a sales tax refund from the state for any 'reimbursement' given to an employee or a school. Every reimbursement submitted reduces the amount of the sales tax refund allotment we have to distribute back to each school. Reimbursements should only be requested for; 1) employees who have attended a conference and are requesting reimbursement using the HCDS-3 reimbursement form; and 2) 'true' emergencies.

PO Entry - Purchase orders are entered into the AS/400 system for goods and services as needed by each location. Please make sure that ALL fields are filled in on the PO entry screen. The Description field on the first screen should either contain the 3 digit state contract number or NSC (non state contract) if the items are not available on state contract. Do not enter the description for the item you are ordering in this field.

Budget codes: Our fixed asset inventory system is driven by the object code entered on the purchase order. The object code is the fourth segment of the budget code (see example). We track and tag each item with an individual value of \$500 or more.

Object code 411 is for supplies, materials and equipment less than \$500. We do not track these items.
Object codes 461 and 462 are for individual items purchased at \$500 to \$4,999.
Object codes 541 and 542 are for individual items purchased at \$5,000 or more.

AS/400 Session 1

File Edit View Communication Actions Window Help

SunPac Financials PO Entry/Adjust (V2) Rev 6.03 FY:8 ADM:450 Dspl Only

Admin: 450 PO#: 170 Vendor No: 601059 Batch ID: 070207BRW

Vendor: STAPLES BUSINESS ADVANTAGE - CHARLOTTE, NC 28273

Acct: 2.6610.801.411.000.706.00 ADMIN SUPPLIES & MATERIAL Bal: 1314.32-

Desc: NJPA Ref# 1: BRENDA Ref# 2: WILLIAMS

Mdse: 422.47 Deliver To: BRENDA WILLIAMS

Tax: 27.46 CENTRAL OFFICE

Frt: .00

Disc: .00 Ship To: HENDERSON COUNTY PUBLIC SCH

==== 450 / PO 414 4TH AVENUE WEST

Total: 449.93 Taxable? Y HENDERSONVILLE, NC 28739-4261

Tax Percents Bill To: 000

State 4.00 PO Date: 70207 PO Status: FULL INV

County: 2.50 Deliv Date: 70207 Entered By: BRWILLIAMS

Local: Expire Date: 63008 Amt Invd: 351.08

EP Vendor? Y EP PO? N

F3=Exit F4=D/F/T F5=Details F6=HdrCmts F7=LineCmts F8=StatusFlags

F10=FA Flags F15=ChgVendor F17=AcctLookup F20=Update

MA a MW 23/079

Connected to remote server/host AS400.HENDERSON.K12.NC.US using port 23 Phaser 4400DT-1 on X_10.2.0.148

Start Novell-delivered Ap... PURCHASING INFO... Windows Media Player AS/400 Session 1 Search Desktop 10:25 AM

**** Please make sure that the items you are purchasing are ‘allowable’ expenses for the budget code you are using. If you are using instructional funds (PA, M, etc.), the items purchased should be used in the classroom for instructional purposes. Anything purchased that is not being used in the classroom should be paid for out of office supply funds ****

PO Approval - The Principal / Director will approve each purchase order that has been entered for their school or department following the AS/400 approval process. Purchase orders are printed and processed on a daily basis (usually after 1:00 pm) through the Purchasing Department. Only purchase orders that have been approved can be released, printed and submitted to the vendor for shipment. Purchase orders remain ‘on hold’ until the approval process has been completed.

PO Processing - Once the purchase order has been approved by the Principal / Director and processed through the Purchasing Department, a copy of the purchase order will be routed electronically through the Digital Designs e-Document Management System to the Requestor’s Inbox. Once the goods have been received, the Requestor will make a note that the items have been received and will approve for payment. The PO will be routed electronically to the Accounts Payable Inbox. Once the Accounts Payable Department receives both the invoice and the electronic receiving copy, payment will be made to the vendor.

PO Status - It is important to check on the status of your purchase orders. Purchase orders get lost through the electronic system as well as through the postal service. Each time you sign on to the AS/400, a purchase order summary screen is displayed. This list reflects all ‘open’ purchase orders entered by you which have not been received or paid.

You should receive the electronic copy of the purchase order in your Inbox no later than 1 day after the purchase has been approved by your Principal or Director. If you do not receive the copy, contact the purchasing department.

Once the purchase order is reflected in your Inbox, you should receive the shipment within 1-2 days. If you do not receive your order, contact the vendor to check the status. If the vendor has no record of the purchase order, you may fax a copy to them. If the vendor is registered through the NC E-Procurement system, make sure to write 4500000 before the 4 digit purchase order prior to faxing to them. When the order is submitted through the electronic system, it automatically adds 450 (HCPS LEA identification number) and fills in the remaining fields with zeros so that the PO number becomes an 11 digit number. If you fail to list the full 11 digit PO number, your shipment could be duplicated. **Example: PO # 300 should be 45000000300**

Duplicate Shipments - If you know the order is a duplicate, **refuse** to accept it. If you accept the delivery and then realize it is a duplicate, contact the vendor and ask them to pick up the duplicate shipment. You should be given a return authorization number and the vendor will have the items picked up.

Attachments/Quotes - Book lists and other documentation should be uploaded and attached electronically through the e-Document Management System center by the Requestor. You can do this as soon as the purchase order is reflected in your Inbox, or at the time you are approving the purchase order for payment. Once the PO is reflected in your Inbox, you may fax a copy of your attachment to the vendor. The Purchasing Department will submit the attachment to the vendor only if notified by the Requestor to do so.

Purchase orders requiring quotes will not be processed until the Purchasing Department has received copies of the backup.

PURCHASING BID THRESHOLDS

State Contract – You should always check the state contract first to see if the item you are purchasing has been bid through the state and is available from one of their contracts. If the item you are purchasing is offered on state contract, it is required that you order from the vendors listed on those contracts. The process for searching through the state's website is listed on pages 43-44.

Non State Contract Purchases - If the item you are purchasing is not offered on state contract, please procure according to the guidelines listed below. Purchases are not to be split in order to circumvent the bidding process.

Purchases up to \$9,999 - Non state contract purchases up to \$9,999 may be purchased without obtaining competitive bids. The \$9,999 threshold applies to the total of the purchase order, including shipping, sales tax and any other charges (not the per item cost).

Purchases \$10,000 - \$15,000 - Non state contract purchases between \$10,000 - \$15,000 (including tax and shipping) require competitive bids. It is required that you use the HCPS quote form and NC General Terms and Conditions to obtain quotes. Quotes submitted from the vendor on their form will not be accepted. Fill in the quantity and description fields on the quote form. Fax, along with the NC Terms and Conditions, to the vendors from which you are requesting quotes. The vendor will fill in their price, including tax and shipping charges, sign the quote form, and fax back to you. Once you receive the quotes, you may enter a purchase order to the lowest bidder, and forward a copy of the quotes to the Purchasing Department.

Purchases over \$15,000 - Contact the Purchasing Agent. These will be handled on an individual basis.

Sole Source Purchases - All sole source purchases (over \$10,000) require Board approval. As the Board only meets once per month, you should proceed using the normal bid procedure. Fill out the quote form and fax to any possible source. Vendors who cannot supply the item can simply write 'not available' on the quote form and return to you. This documentation shows that we made an effort to obtain competition. Forward this information to the purchasing department.

***** Bidding is not required for purchases of published books, manuscripts, maps, pamphlets and periodicals. (Public School Laws 115C-522(a)).**

PURCHASE ORDER

PURCHASE ORDER NUMBER MUST APPEAR
ON ALL INVOICES AND CORRESPONDENCE

601798
TO: ADVANCED BUSINESS EQUIPMENT
JENNIE JARVIS
P.O. BOX 5836
ASHEVILLE, NC 28813

BILL TO: **HENDERSON COUNTY PUBLIC SCHOOLS**
414 4th AVENUE WEST
HENDERSONVILLE, N.C. 28739-4261
PHONE (828) 697-4733 FAX (828) 698-4429

PAGE: **1**
Purchase Order
Number: **560**

SHIP TO:

HENDERSON COUNTY PUBLIC SCH
414 4TH AVENUE WEST
HENDERSONVILLE, NC 28739-4261
ATTN: DEBBIE PRYOR-HOLDEN

** E-Procurement Purchase Order - File Copy **

DATE: 7/29/09 REFERENCE NO: DP / DP 7/29/09 DEBBIE

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1.00 EA	2.6940.801.411.000.000.00 NSC DRUM FOR MURATEC F-320 FAX MACHINE (S/N 90014356) Vendor Item# DK40360 Commodity Code: 600-61	90.0000	90.00
		TAXES	90.00
		TOTAL	6.08
			96.08

	QUOTE PER ANN RAY		

INSTRUCTIONS TO VENDORS:

1. Purchase order number must appear on all invoices and all shipping labels.
2. Do not ship by freight collect. If not included in price, delivery charges must be prepaid by the vendor and shown as a separate item on the invoice.

3. NO BACKORDERS **SHIP COMPLETE**
4. See reverse side for terms and conditions.

This instrument meets all requirements of state purchasing laws and regulations.

This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act

Above goods received in good condition.

Deborah A. Pryor
CLGPO, Purchasing Agent

Herry L. Shannon
Chief Finance Officer

Receiving Dept./ School Date

**PURCHASE ORDER NUMBER MUST APPEAR
ON ALL INVOICES AND CORRESPONDENCE**

PAGE: 1

Purchase Order Number: **502**

SHIP TO:

HENDERSON COUNTY PUBLIC SCH
414 4TH AVENUE WEST
HENDERSONVILLE, NC 28739-4261

COMM1

INSTRUCTIONS TO VENDORS:

3. NO BACKORDERS **SHIP COMPLETE**
4. See reverse side for terms and conditions.

1	Below goods received in poor condition.
2	Below goods received in fair condition.
3	Above goods received in good condition.

Receiving Dept./ School	Date
-------------------------	------

**REQUEST FOR QUOTATION FORM
NC TERMS AND CONDITIONS**

Ervin W. Bazzle, *Chairperson*
Melissa L. Maurer, *Vice Chairperson*
C. Shannon Baldwin
Mary Louise Corn
Lisa T. Edwards
Amy Lynn Holt
Rick R. Wood



David L. Jones
Superintendent

414 Fourth Avenue West
Hendersonville, NC 28739-4261
Phone 828.697.4733
Fax 828.697.5541 or 828.697.4738
www.henderson.k12.nc.us

***HENDERSON COUNTY
PUBLIC SCHOOLS***

Where Tomorrow Begins

www.henderson.k12.nc.us

REQUEST FOR QUOTATION

REOUEST DATE	QUOTE DUE DATE	SCHOOL OR LOCATION

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
	Material		
	Tax		
	Shipping		
	Total Bid		

QUOTE MUST BE SIGNED AND SUBMITTED ON THIS FORM
MATERIAL, AND TAX MUST BE LISTED SEPARATELY

Name of Company

Official Title

Date _____

By (Signature)

Print Name

DELIVERY/INSTALLATION: Delivery of the equipment listed shall be made no later than _____.

WARRANTY: The vendor warrants to Henderson County Public Schools that all equipment furnished under this specification will be new, of good material and workmanship, and agrees to replace promptly any part or parts which by reason of defective material or workmanship shall fail under normal use, free of negligence or accident, for a minimum period of twelve (12) months from date put in operation. Such replacement shall include all parts, labor, and transportation cost to the location where equipment is down, free of any charge to the owner or his representative.

ATTENTION: This is an e-procurement solicitation. See paragraph #19 of the attached General Terms and Conditions.

It is the offeror's responsibility to read these terms and conditions carefully and consider them in preparing the offer. By signature, offeror acknowledges acceptance of all terms and conditions, including those related to e-procurement. General information on the e-procurement service can be found at: http://www.ncgov.com/eprocurement/asp/section/ep_index.asp

INSTRUCTIONS FOR QUOTES

1. **READ, REVIEW AND COMPLY:** It shall be the offeror's responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified herein.
2. **NOTICE TO OFFERORS:** All quotes are subject to the provisions of the Instructions for Quotes, special terms and conditions specific to this Request for Quotes, the specifications, and the North Carolina General Contract Terms and Conditions. Henderson County Public Schools objects to and will not evaluate or consider any additional terms and conditions submitted with a quote. This applies to any language appearing in or attached to the document as part of the offeror's response. **DO NOT ATTACH ANY ADDITIONAL TERMS AND CONDITIONS.** By execution and delivery of this document, the offeror agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect.
3. **DEFINITIONS:**
 - **OFFEROR:** Company, firm, corporation, partnership, individual, etc., submitting a response to a Request for Quotes.
 - **TERM CONTRACT:** A contract generally intended to cover all normal requirements for a commodity for a specified period of time based on estimated quantities only.
 - **STATEWIDE TERM CONTRACT:** A Term Contract for all agencies, unless exempted by statute, rule, or special term and condition specific to this quote.
 - **AGENCY SPECIFIC TERM CONTRACT:** A Term Contract for a specific agency.
 - **OPEN MARKET CONTRACT:** A contract for the purchase of a commodity not covered by a term contract.
4. **EXECUTION:** Failure to sign under EXECUTION section will render quote invalid.
5. **TIME FOR CONSIDERATION:** Unless otherwise indicated on the first page of this document, the offer shall be valid for 45 days from the date of quote opening. Preference may be given to quotes allowing not less than 45 days for consideration and acceptance.
6. **PROMPT PAYMENT DISCOUNTS:** Offerors are urged to compute all discounts into the price offered. If a prompt payment discount is offered, it will not be considered in the award of the contract except as a factor to aid in resolving cases of identical prices.
7. **SPECIFICATIONS:** Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and offeror will be held responsible therefore. Deviations shall be explained in detail. **The offeror shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable**
8. **ORDER OF PRECEDENCE:** In cases of conflict between specific provisions in this quote, the order of precedence shall be (1) special terms and conditions specific to this quote, (2) specifications, (3) North Carolina General Contract Terms and Conditions, and (4) Instructions for Quotes.
9. **INFORMATION AND DESCRIPTIVE LITERATURE:** Offeror is to furnish all information requested and in the spaces provided in this document. Further, if required elsewhere in this quote, each offeror must submit with their quote sketches, descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with a previous offer will not satisfy this provision. Quotes which do not comply with these requirements will be subject to rejection.
10. **RECYCLING AND SOURCE REDUCTION:** It is the policy of this State to encourage and promote the purchase of products with recycled content to the extent economically practicable, and to purchase items which are reusable, refillable, repairable, more durable, and less toxic to the extent that the purchase or use is practicable and cost-effective. We also encourage and promote using minimal packaging and the use of recycled/recyclable products in the packaging of commodities purchased. However, no sacrifice in quality of packaging will be acceptable. The company remains responsible for providing packaging that will protect the

commodity and contain it for its intended use. Companies are strongly urged to bring to the attention of the purchasers in the Division of Purchase and Contract those products or packaging they offer which have recycled content and that are recyclable.

11. **CLARIFICATIONS/INTERPRETATIONS:** Any and all questions regarding this document must be addressed to the purchaser named on the cover sheet of this document. Do not contact the user directly. Any and all revisions to this document shall be made only by written addendum from the Division of Purchase and Contract. The offeror is cautioned that the requirements of this quote can be altered only by written addendum and that verbal communications from whatever source are of no effect..
12. **ACCEPTANCE AND REJECTION:** Henderson County Public Schools reserves the right to reject any and all quotes, to waive any informality in quotes and, unless otherwise specified by the offeror, to accept any item in the quote. If either a unit price or extended price is obviously in error and the other is obviously correct, the incorrect price will be disregarded.
13. **REFERENCES:** Henderson County Public Schools reserves the right to require a list of users of the exact item offered. Henderson County Public Schools may contact these users to determine acceptability of the quote. Such information may be considered in the evaluation of the quote.
14. **HISTORICALLY UNDERUTILIZED BUSINESSES:** Pursuant to General Statute 143-48 and Executive Order #150, Henderson County Public Schools invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled.
15. **AWARD OF CONTRACT:** Qualified quotes will be evaluated and acceptance may be made of the lowest and best quote most advantageous to Henderson County Public Schools as determined upon consideration of such factors as: prices offered; the quality of the articles offered; the general reputation and performance capabilities of the offerors; the substantial conformity with the specifications and other conditions set forth in the quote; the suitability of the articles for the intended use; the related services needed; the date or dates of delivery and performance; and such other factors deemed by Henderson County Public Schools to be pertinent or peculiar to the purchase in question. Unless otherwise specified by Henderson County Public Schools or the offeror, Henderson County Schools reserves the right to accept any item or group of items on a multi-item quote. In addition, on TERM CONTRACTS, Henderson County Public Schools reserves the right to make partial, progressive or multiple awards: where it is advantageous to award separately by items; or where more than one supplier is needed to provide the contemplated requirements as to quantity, quality, delivery, service, geographical areas; other factors deemed by Henderson County Public Schools to be pertinent or peculiar to the purchase in question.
16. **CONFIDENTIAL INFORMATION:** As provided by statute and rule, Henderson County Public Schools will consider keeping trade secrets which the offeror does not wish disclosed confidential. Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the offeror. Cost information shall not be deemed confidential. In spite of what is labeled as a trade secret, the determination whether it is or not will be determined by North Carolina law.
17. **TAXES:**
 - **FEDERAL:** All agencies participating in this contract are exempt from Federal Taxes, such as excise and transportation. Exemption forms submitted by the contractor will be executed and returned by the using agency.
 - **OTHER:** Prices offered are not to include any personal property taxes, nor any sales or use tax (or fees) unless required by the North Carolina Department of Revenue.
18. **SAMPLES:** Sample of items, when required, must be furnished as stipulated herein, free of expense, and if not destroyed will, upon request be returned at the offeror's expense. Request for the return of samples must be made within 10 days following date of quote opening. Otherwise the samples will become Henderson County Public Schools property. Each individual sample must be labeled with the offeror's name, quote number, and item number. A sample on which an award is made, will be retained until the contract is completed, and then returned, if requested, as specified above.
19. **PROTEST PROCEDURES:** When an Offeror wants to protest a contract award pursuant to this solicitation they must submit a written request to the Purchasing Officer at the address given in the Request for Quotes entitled "Mailing Instructions". This request must be received in the Purchasing Division within thirty (30) consecutive calendar days from the date of the contract award, and must contain specific reasons and any supporting documentation for the protest. Note: Contract award notices are sent only to those actually awarded contracts, and not to every person or firm responding to this solicitation. Offerors may call the purchaser listed on the first page of this document to obtain a verbal status of contract award. All protests will be handled pursuant to the North Carolina Administrative Code Title 1, Department of Administration, Chapter 5, Purchase and Contract, Section 5B.1519.
20. **MISCELLANEOUS:** Masculine pronouns shall be read to include feminine pronouns, and the singular of any word or phrase shall be read to include the plural and vice versa.

NORTH CAROLINA GENERAL CONTRACT TERMS AND CONDITIONS

1. **DEFAULT AND PERFORMANCE BOND:** In case of default by the contractor, Henderson County Public Schools may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby. Henderson County Public Schools reserves the right to require performance bond or other acceptable alternative guarantees from successful bidder without expense to Henderson County Public Schools.

2. **GOVERNMENTAL RESTRICTIONS:** In the event any Governmental restrictions are imposed which necessitate alteration of the material, quality, workmanship or performance of the items offered prior to their delivery, it shall be the responsibility of the contractor to notify, in writing, the issuing purchasing office at once, indicating the specific regulation which required such alterations. Henderson County Public Schools reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract.
3. **AVAILABILITY OF FUNDS:** Any and all payments to the contractor are dependent upon and subject to the availability of funds to the agency for the purpose set forth in this agreement.
4. **TAXES:** Any applicable taxes shall be invoiced as a separate item.
G.S. 143-59.1 bars the Secretary of Administration from entering into contracts with vendors if the vendor or its affiliates meet one of the conditions of G. S. 105-164.8(b) and refuse to collect use tax on sales of tangible personal property to purchasers in North Carolina. Conditions under G. S. 105-164.8(b) include: (1) Maintenance of a retail establishment or office, (2) Presence of representatives in the State that solicit sales or transact business on behalf of the vendor and (3) Systematic exploitation of the market by media-assisted, media-facilitated, or media-solicited means. By execution of the bid document the vendor certifies that it and all of its affiliates, (if it has affiliates), collect(s) the appropriate taxes.
5. **SITUS:** The place of this contract, its situs and forum, shall be North Carolina, where all matters, whether sounding in contract or tort, relating to its validity, construction, interpretation and enforcement shall be determined.
6. **GOVERNING LAWS:** This contract is made under and shall be governed and construed in accordance with the laws of the State of North Carolina.
7. **INSPECTION AT CONTRACTOR'S SITE:** Henderson County Public Schools reserves the right to inspect, at a reasonable time, the equipment/item, plant or other facilities of a prospective contractor prior to contract award, and during the contract term as necessary for Henderson County Public Schools determination that such equipment/item, plant or other facilities conform with the specifications/requirements and are adequate and suitable for the proper and effective performance of the contract.
8. **PAYMENT TERMS:** Payment terms are Net not later than 30 days after receipt of correct invoice or acceptance of goods, whichever is later. The using agency is responsible for all payments to the contractor under the contract. Payment by some agencies may be made by procurement card and it shall be accepted by the contractor for payment if the contractor accepts that card (Visa, Mastercard, etc.) from other customers. If payment is made by procurement card, then payment may be processed immediately by the contractor.
9. **AFFIRMATIVE ACTION:** The contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin or disability.
10. **CONDITION AND PACKAGING:** Unless otherwise provided by special terms and conditions or specifications, it is understood and agreed that any item offered or shipped has not been sold or used for any purpose and shall be in first class condition. All containers/packaging shall be suitable for handling, storage or shipment.
11. **STANDARDS:** All manufactured items and/or fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate state inspector which customarily requires the label or re-examination listing or identification marking of the appropriate safety standard organization; such as the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and /or National Electrical Manufacturers' Association for electrically operated assemblies; or the American Gas Association for gas operated assemblies, where such approvals of listings have been established for the type of device offered and furnished. Further, all items furnished shall meet all requirements of the Occupational Safety and Health Act (OSHA), and state and federal requirements relating to clean air and water pollution.
12. **PATENT:** The contractor shall hold and save Henderson County Public Schools, its officers, agents and employees, harmless from liability of any kind, including costs and expenses, on account of any copyrighted material, patented or unpatented invention, articles, device or appliance manufactured or used in the performance of this contract, including use by the government.
13. **ADVERTISING:** Contractor agrees not to use the existence of this contract or the name of the State of North Carolina as part of any commercial advertising.
14. **ACCESS TO PERSONS AND RECORDS:** The State Auditor shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions in accordance with General Statute 147-64.7.
15. **ASSIGNMENT:** No assignment of the contractor's obligations nor the contractor's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority and solely as a convenience to the contractor, Henderson County Schools may:
 - a. Forward the contractor's payment check directly to any person or entity designated by the contractor, and
 - b. Include any person or entity designated by contractor as a joint payee on the contractor's payment check.In no event shall such approval and action obligate the State to anyone other than the contractor and the contractor shall remain responsible for fulfillment of all contract obligations.
16. **INSURANCE:**
COVERAGE - During the term of the contract, the contractor at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. As a minimum, the contractor shall

provide and maintain the following coverage and limits:

- a. **Worker's Compensation** - The contractor shall provide and maintain Worker's Compensation Insurance, as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$150,000.00, covering all of contractor's employees who are engaged in any work under the contract. If any work is sublet, the contractor shall require the subcontractor to provide the same coverage for any of his employees engaged in any work under the contract.
- b. **Commercial General Liability** - General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$500,000.00 Combined Single Limit. (Defense cost shall be in excess of the limit of liability.)
- c. **Automobile** - Automobile Liability Insurance, to include liability coverage, covering all owned, hired and non-owned vehicles, used in connection with the contract. The minimum combined single limit shall be \$150,000.00 bodily injury and property damage; \$150,000.00 uninsured/under insured motorist; and \$1,000.00 medical payment.

REQUIREMENTS: Providing and maintaining adequate insurance coverage is a material obligation of the contractor and is of the essence of this contract. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this contract. The limits of coverage under each insurance policy maintained by the contractor shall not be interpreted as limiting the contractor's liability and obligations under the contract.

17. **YEAR 2000 COMPLIANCE/WARRANTY:** Vendor shall ensure the product(s) and service(s) furnished pursuant to this agreement ("product" shall include, without limitation, any piece of equipment, hardware, firmware, middleware, custom or commercial software, or internal components, subroutines, and interfaces therein) which perform any date and/or time data recognition function, calculation, or sequencing, will support a four digit year format, and will provide accurate date/time data and leap year calculations on and after December 31, 1999, at the same level of functionality for which originally acquired without additional cost to the user. This warranty shall survive termination or expiration of the agreement.
18. **GENERAL INDEMNITY:** The contractor shall hold and save the State, Henderson County Public Schools, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses, with the exception of consequential damages, accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the contractor in the performance of this contract and that are attributable to the negligence or intentionally tortious acts of the contractor provided that the contractor is notified in writing within 30 days that the State has knowledge of such claims. The contractor represents and warrants that it shall make no claim of any kind or nature against the State's agents who are involved in the delivery or processing of contractor goods to the State. The representation and warranty in the preceding sentence shall survive the termination or expiration of this contract.
19. **ELECTRONIC PROCUREMENT:** Purchasing shall be conducted through the Statewide E-Procurement Service, if the vendor has registered. The State's third party agent shall serve as the Supplier Manager for this E-Procurement Service. The contractor shall register for the Statewide E-Procurement Service within two (2) business days of notification of award in order to receive an electronic purchase order resulting from award of this contract.

THE SUCCESSFUL BIDDER(S) SHALL PAY A TRANSACTION FEE OF 1.75% (.0175) ON THE TOTAL DOLLAR AMOUNT (EXCLUDING SALES TAXES) OF EACH PURCHASE ORDER ISSUED THROUGH THE STATEWIDE E-PROCUREMENT SERVICE

This applies to all purchase orders, regardless of the quantity or dollar amount of the purchase order. The transaction fee shall not be stated or included as a separate item in the proposed contract or invoice. There are no additional fees or charges to the contractor for the services rendered by the Supplier Manager under this contract. Contractor will receive a credit for transaction fees they paid for the purchase of any item(s) if an item(s) is returned through no fault of the contractor. Transaction fees are non-refundable when an item is rejected and returned, or declined, due to the contractor's failure to perform or comply with specifications or requirements of the contract.

Contractor or its Authorized Reseller, as applicable, will be invoiced monthly for the State's transaction fee by the Supplier Manager. The transaction fee shall be based on purchase orders issued for the prior month. Unless Supplier Manager receives written notice from the Contractor identifying with specificity any errors in an invoice within thirty (30) days of the receipt of invoice, such invoice shall be deemed to be correct and Contractor shall have waived its right to later dispute the accuracy and completeness of the invoice. Payment of the transaction fee by the Contractor is due to the account designated by the State within thirty (30) days after receipt of the correct invoice for the transaction fee, which includes payment of all portions of an invoice not in dispute. Within thirty (30) days of the receipt of invoice, contractor may request in writing an extension of the invoice payment due date for that portion of the transaction fee invoice for which payment of the related goods by the governmental purchasing entity has not been received by the Contractor. If payment of the transaction fee is not received by the State within this payment period, it shall be considered a material breach of contract. The Supplier Manager shall provide, whenever reasonably requested by the contractor in writing (including electronic documents), supporting documentation from the E-Procurement Service that accounts for the amount of the invoice.

The Supplier Manager will capture the order from the State approved user, including the shipping and payment information, and submit the order in accordance with the E-Procurement Service. Subsequently, the Supplier Manager will send those orders to the appropriate contractor on State Contract. The State or State approved user, not the Supplier Manager, shall be responsible for the solicitation, bids received, evaluation of bids received, award of contract, and the payment for goods delivered.

Contractor agrees at all times to maintain the confidentiality of its user name and password for the Statewide E-Procurement Services. If a contractor is a corporation, partnership or other legal entity, then the contractor may authorize its employees to use its password. Contractor shall be responsible for all activity and all charges by such employees. Contractor agrees not to permit a third party to use the Statewide E-Procurement Services through its account. If there is a breach of security through the contractor's account, contractor shall immediately change its password and notify the Supplier Manager of the security breach by e-mail. Contractor shall cooperate with the State and the Supplier Manager to mitigate and correct any security breach.

20. **ELECTRONIC PROCUREMENT (APPLIES ONLY TO STATEWIDE TERM CONTRACTS):** Within ten (10) calendar days of notice, the contractor shall provide supplier information, contract pricing and other product-related information requested by the State or the Supplier Manager. This information shall include such information as contractor name, SKU, brand/manufacturer, product name and a brief description, unit of measure, price, and other similar information or properly requested by the State or the Supplier Manager to facilitate purchasing from the contract. This information shall be posted by the contractor in the format provided by the Supplier Manager, or as otherwise provided in a template or format required by the State. No costs or expenses associated with providing this information shall be charged to the State, its agents (including Supplier Manager) or State approved users of the contract. For the purposes of this contract, the contractor warrants that it is authorized and empowered to and hereby grants the State and the Supplier Manager the right and license to use, reproduce, transmit, distribute and publicly display this information. In addition, for the purposes of this contract, the contractor warrants that it is authorized and empowered to and hereby grants the State and the Supplier Manager the right and license to reproduce and display contractor's trademarks, service marks, logos, trade dress or other branding designation that identifies the goods available under the contract. The Supplier Manager shall create and maintain, with contractor's timely assistance, web-based placement of contract information, where appropriate, that includes the contract items distributed by the contractor within the appropriate contract categories. The State shall provide any price adjustment/product modification information that it has approved during the course of the contract, to the Supplier Manager immediately upon such change.

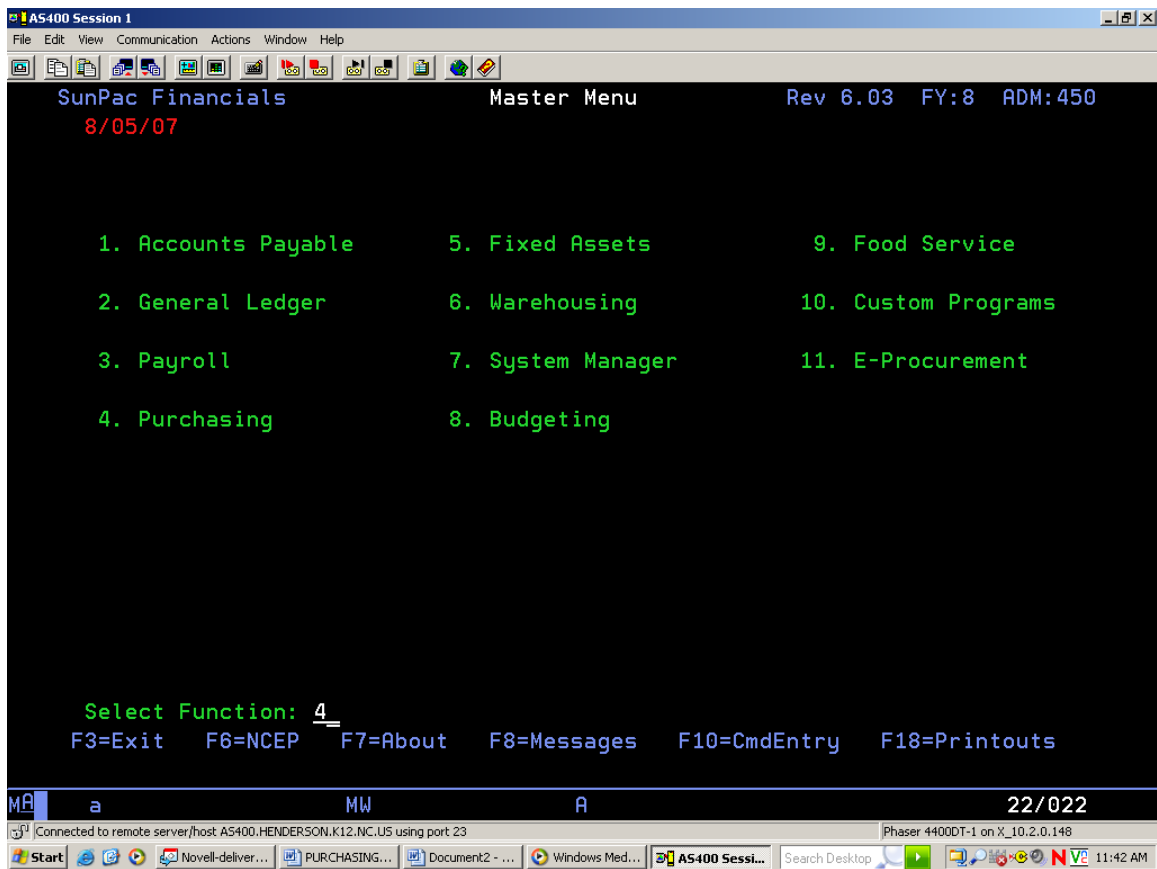
If the contractor is not the manufacturer, then it shall be the contractor's responsibility to obtain authorization from the manufacturer to comply with the provisions of this contract, including any appropriate intellectual property rights of the manufacturer. If the contractor is the manufacturer, then the manufacturer shall only authorize dealers, outlets, distributors, value added resellers, etc. (together, "Authorized Resellers") within their network that can comply with the provisions of this contract.

CONTRACTOR IS AND SHALL REMAIN RESPONSIBLE FOR PAYING THE TRANSACTION FEE ON BEHALF OF ITS AUTHORIZED RESELLERS IN THE EVENT THAT THE AUTHORIZED RESELLER(S) DEFAULTS.

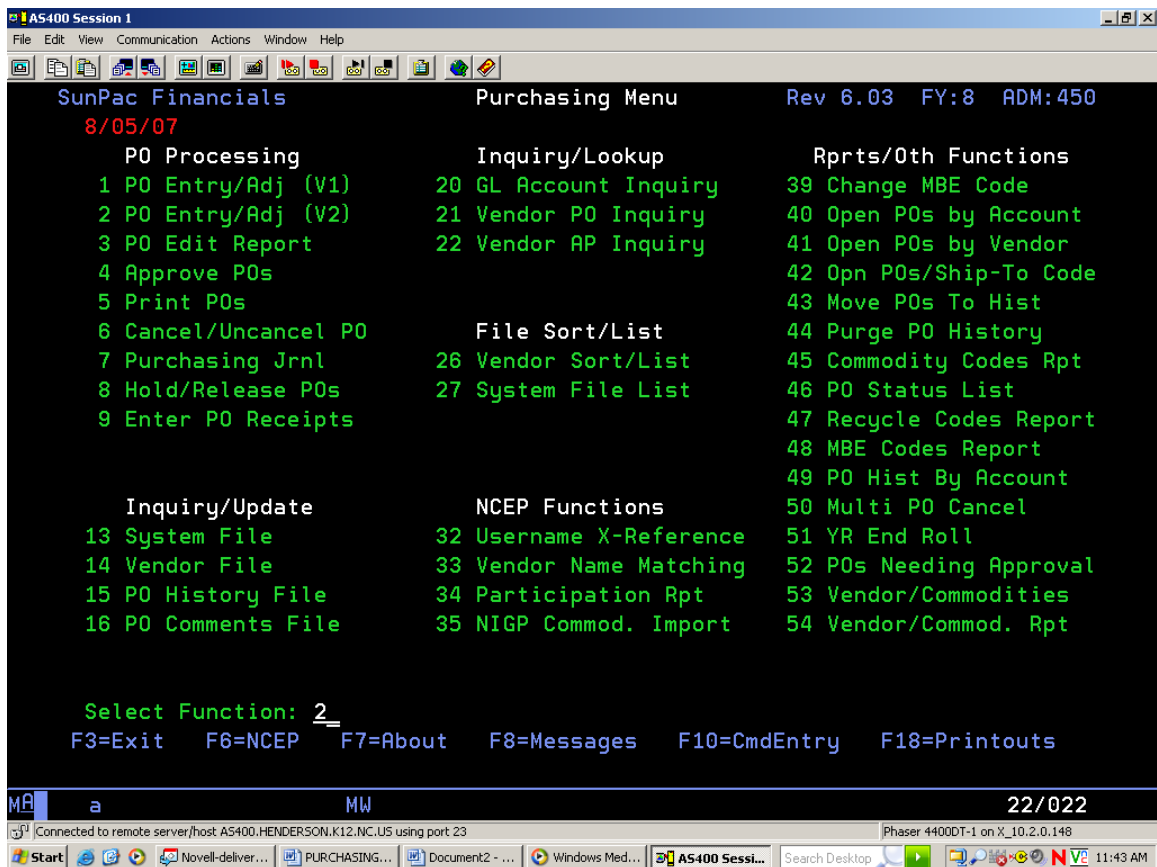
21. **CANCELLATION (TERM CONTRACTS ONLY):** All contract obligations shall prevail for at least 90 days after the effective date of the contract. After that period, in addition to the provisions of the paragraph entitled Price Adjustments, for the protection of both parties, this contract may be canceled in whole or in part by either party by giving 30 days prior notice in writing to the other party.
22. **QUANTITIES:** The award of a term contract neither implies nor guarantees any minimum or maximum purchases thereunder.
23. **PRICE ADJUSTMENTS:** Any price changes, downward or upward, which might be permitted during the contract period must be general, either by reason of market change or on the part of the contractor to other customers.
- a. **Notification:** Must be given to Henderson County Public Schools, in writing, concerning any proposed price adjustments. Such notification shall be accompanied by copy of manufacturer's official notice or other acceptable evidence that the change is general in nature.
- b. **Decreases:** Henderson County Public Schools shall receive full proportionate benefit immediately at any time during the contract period.
- c. **Increases:** All prices shall be firm against any increase for 180 days from the effective date of the contract. After this period, a request for increase may be submitted with Henderson County Public Schools reserving the right to accept or reject the increase, or cancel the contract. Such action by Henderson County Public Schools shall occur not later than 15 days after the receipt by Henderson County Public Schools of a properly documented request for price increase. Any increases accepted shall become effective not later than 30 days after the expiration of the original 15 days reserved to evaluate the request for increase.
- d. **Invoices:** It is understood and agreed that orders will be shipped at the established contract prices in effect on dates orders are placed. Invoicing at variance with this provision will subject the contract to cancellation. Applicable North Carolina sales tax shall be invoiced as a separate item.

*The Henderson County Board of Education reserves the right to reject any
or all bids for any or no reason, and to waive informalities.*

PURCHASE ORDER ENTRY INSTRUCTIONS



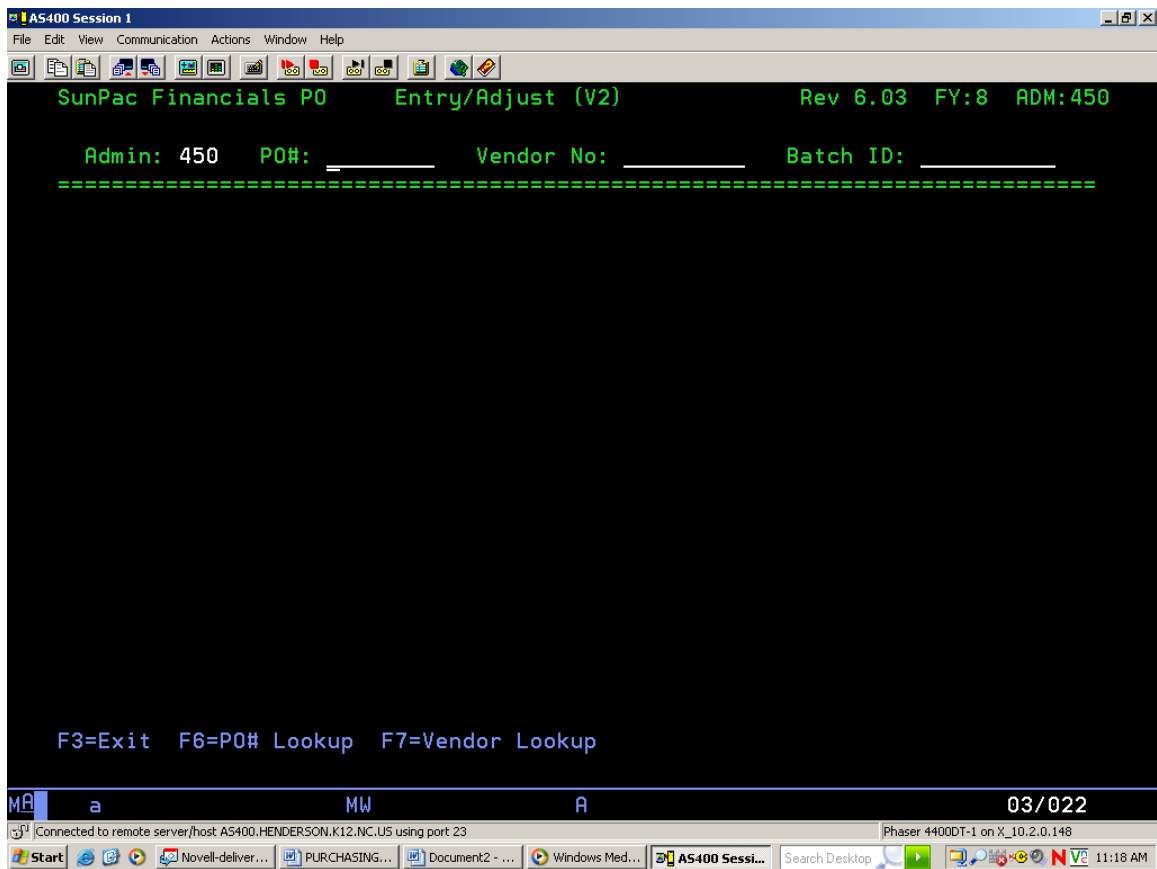
Select # 4 – Purchasing.



Select #2 – PO Entry/Adj (V2).

If you are entering a purchase order and will be using multiple budget codes, you will need to use #1 – PO Entry/Adj (V1).

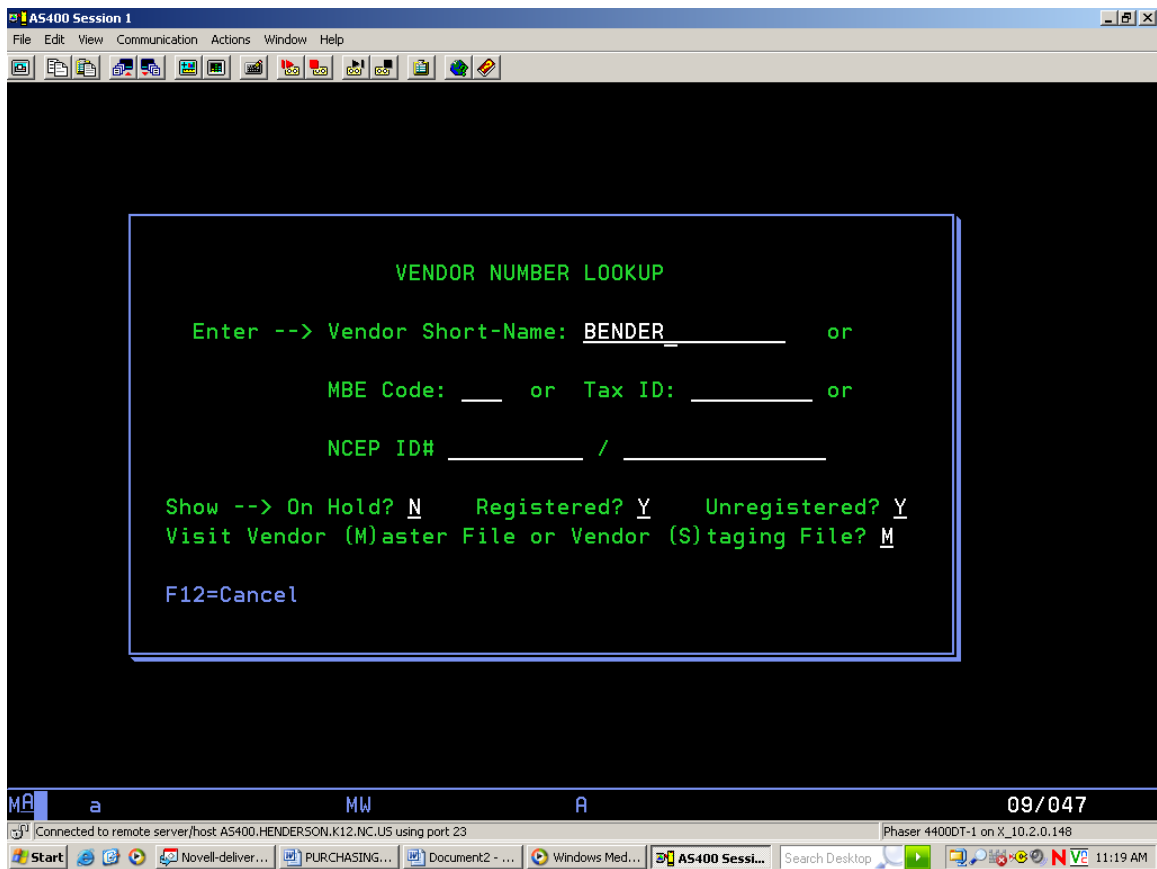
If you are entering a purchase order that involves both the purchase of goods which are taxable and labor which is not taxable, you will need to use #1.



You do not enter a PO number; the system automatically assigns this number.

If you know the vendor number, enter in the Vendor Number field.

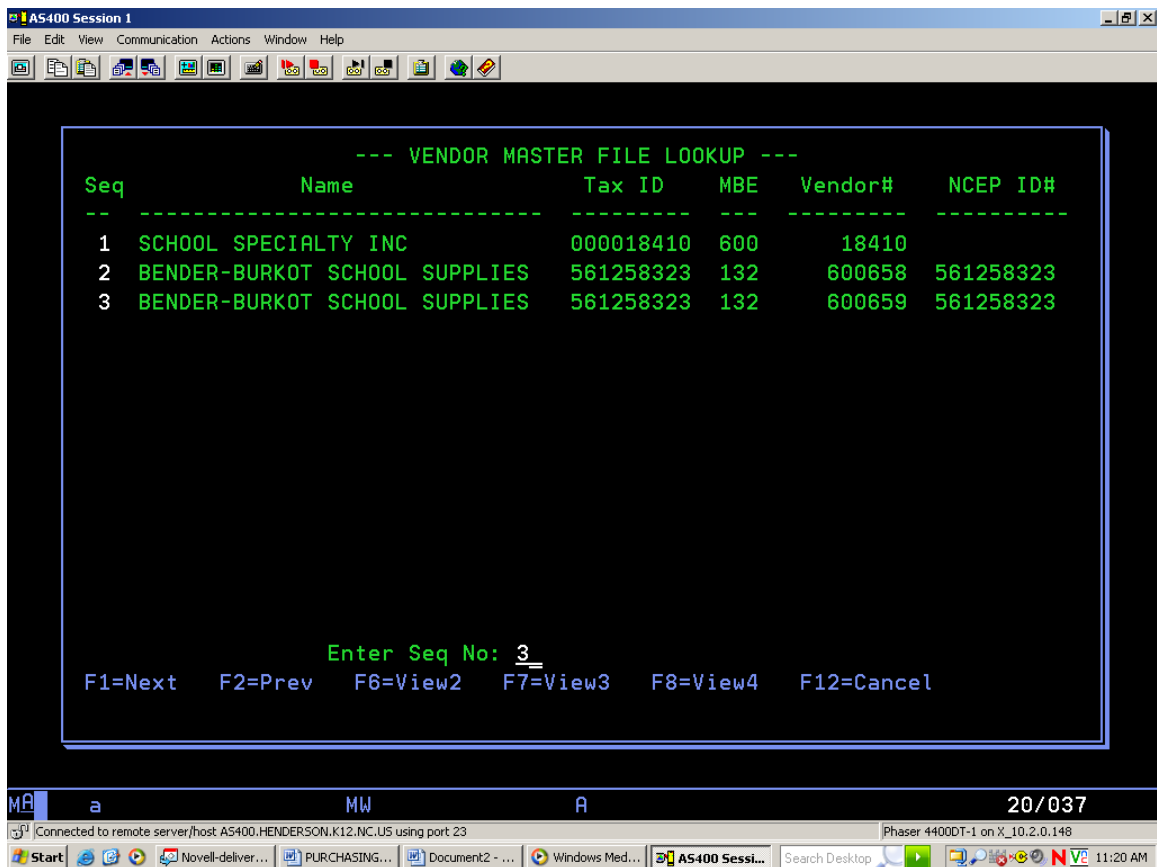
If you do not know the vendor number, enter F7=Vendor Lookup.



Enter the name of the vendor you are searching for (less is better).

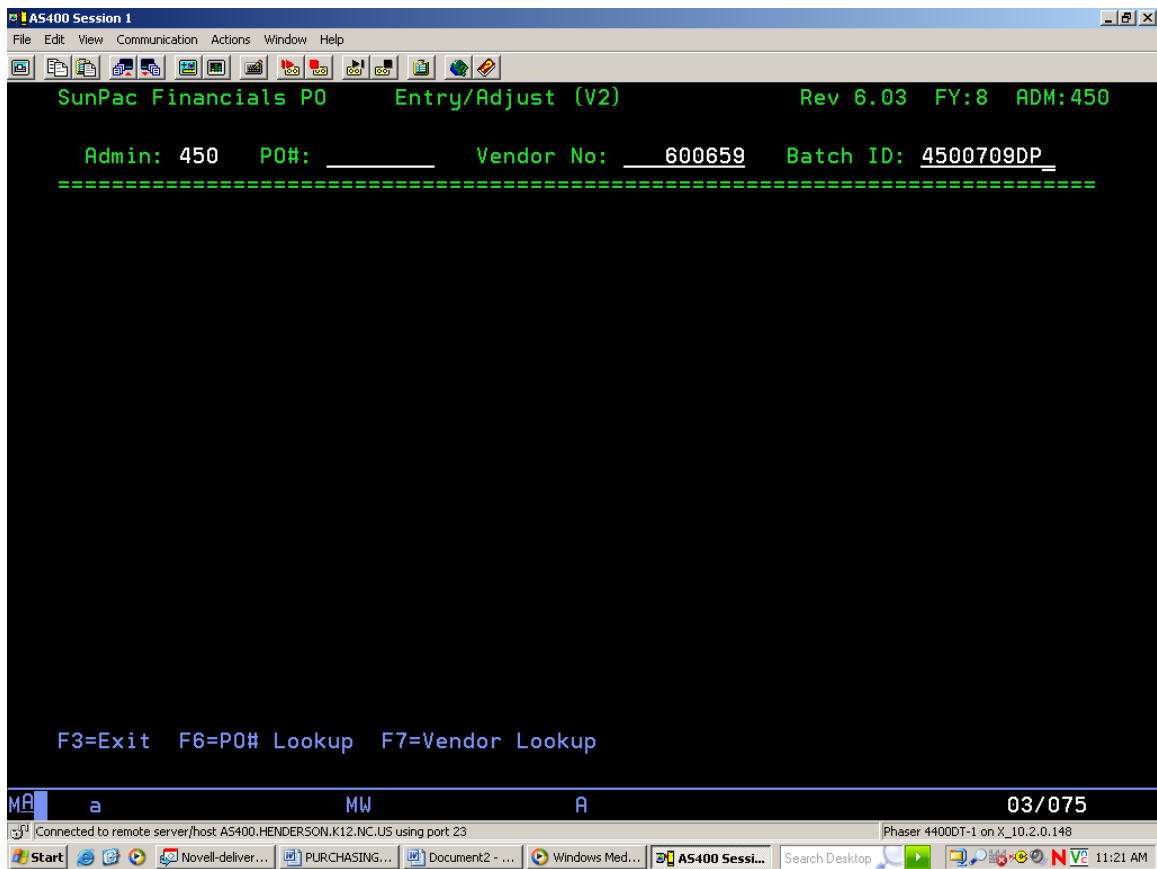
In the example, we are searching for Bender-Burkot.

Press the “Enter” key.



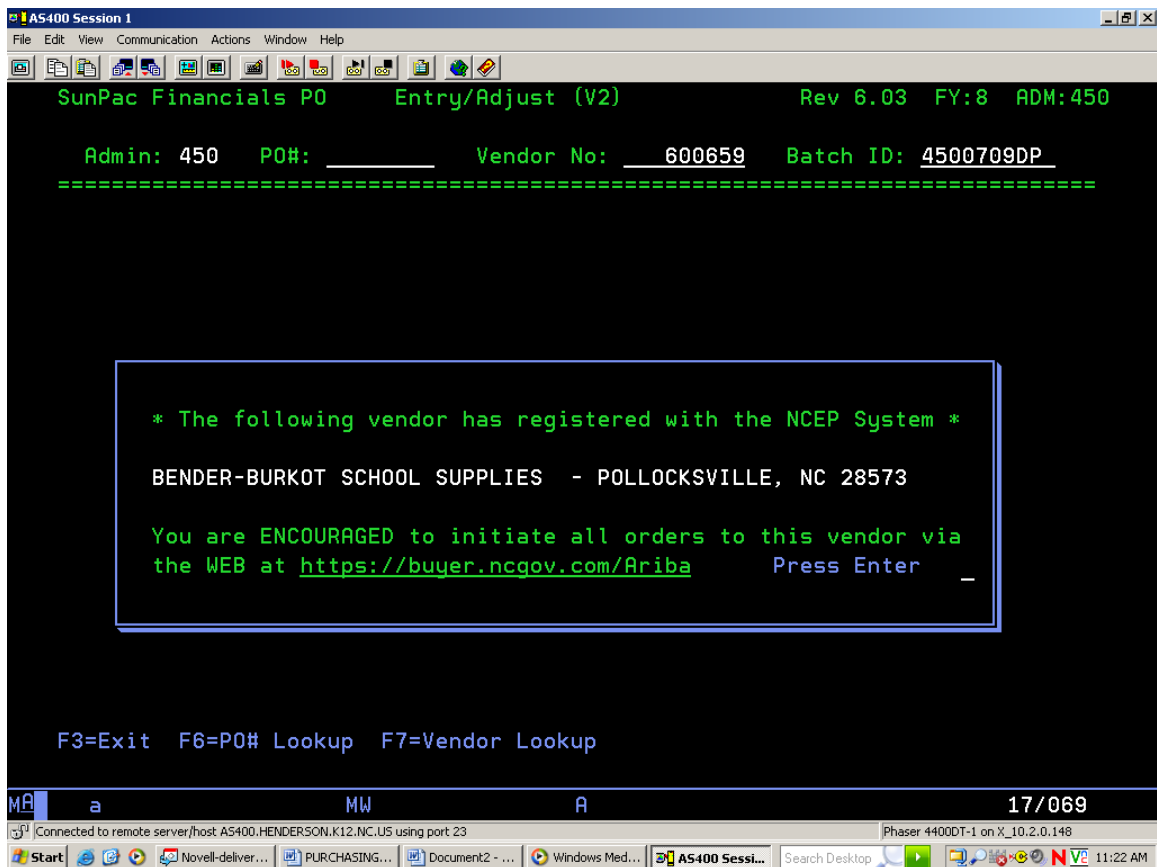
In many instances, you will have more than one file that will be displayed for a vendor. Many vendors have more than one branch or location for their business. You can use the F6, F7, and F8 view keys to display the address information. Once you have determined which vendor address is correct, you will select the appropriate sequence number. In the example, we will select #3. ** You should select the vendor with the address that is closest to Hendersonville.

Press the “Enter” key.



Enter your Batch ID information. This is usually your 3 digit school or department location number, the day and month, and your initials.

Press the “Enter” key.



If the vendor is registered through the NC E-Procurement system, a box will be displayed that alerts you to this information. You will press the “Enter” key.

AS400 Session 1

File Edit View Communication Actions Window Help

SunPac Financials PO Entry/Adjust (V2) Rev 6.03 FY:8 ADM:450

Admin: 450 PO#: Auto PO# Vendor No: 600659 Batch ID: 4500709DP

Vendor: BENDER-BURKOT SCHOOL SUPPLIES - POLLOCKSVILLE, NC 28573

Acct: _____ Bal: .00

Desc: _____ Ref# 1: _____

Ref# 2: _____

Mdse: .00 Deliver To: _____

Tax: .00

Frt: .00

Disc: .00 Ship To: HENDERSON COUNTY PUBLIC SCH

450 / PO 414 4TH AVENUE WEST

HENDERSONVILLE, NC 28739-4261

Total: .00 Taxable? Y

Tax Percents Bill To: 000

State 4.25 PO Date: 80507 PO Status: OPEN

County: 2.50 Deliv Date: _____ Entered By: DEBBIE

Local: _____ Expire Date: 63008 Amt Invd: .00

EP Vendor? Y EP PO? N

F3=Exit F4=D/F/T F5=Details F6=HdrCmts F7=LineCmts F8=StatusFlags

F10=FA Flags F15=ChgVendor F17=AcctLookup F20=Update

MA a MW 06/009

Connected to remote server/host AS400.HENDERSON.K12.NC.US using port 23 Phaser 4400DT-1 on X_10.2.0.148

Start Novell-deliver... PURCHASING... Document2 - ... Windows Med... AS400 Sessi... Search Desktop 12:01 PM

The PO screen displays the vendor you selected, and displays the ship to information for your location.

You must enter information in the following fields:

Acct: Enter the correct budget code for the item you are purchasing.

Desc: You will enter the state contract number if the item is purchased off of a NC state contract, or NSC (non-state contract) if the item was not purchased off of the state contract.

Ref # 1 & # 2: These fields must have something entered. You can enter your initials, or your internal numbering system (ex: 307-M-01).

Deliver to: Enter the name of the individual you want the items shipped to.

Ship To: This field will default to your 3 digit ship to location. You may change the 3 digit code (listed in white) if you need your order shipped to another location. You will not be able to edit within the lines of the address.

When all of the fields are completed, you will select F5-Details.

SunPac Financials PO Entry/Adjust (V2) - Details Rev 6.07 FY:0 ADM:450

Vendor: 600659 PO# Auto PO# Line# 1 Batch ID: 4500709DP Addition

=====

Seq	Quantity	UM	Description	Ext Cost	Commodity

Seq: 1 Qty: 10 Unit Cost: 2.25 UM: PK Stat: OPEN

Desc 1: RIVERSIDE CONSTRUCTION PAPER Desc 2: 9" X 12", BLACK

Desc 3: _____ Desc 4: _____

Vendor Item# RP3029 Recycle: Y/N? N Commodity: _____

Blanket Purchase (Y/N)? N Mdse Amt: .00 Acct Bal: 5982.67

F3=Ignore F6=NCEP F7=Comments F10=U/D F16=Codes Lookup F13=UM

MA b MW 21/021

1902 - Session successfully started Xerox Phaser 4400DT PCL6 on Neo0:

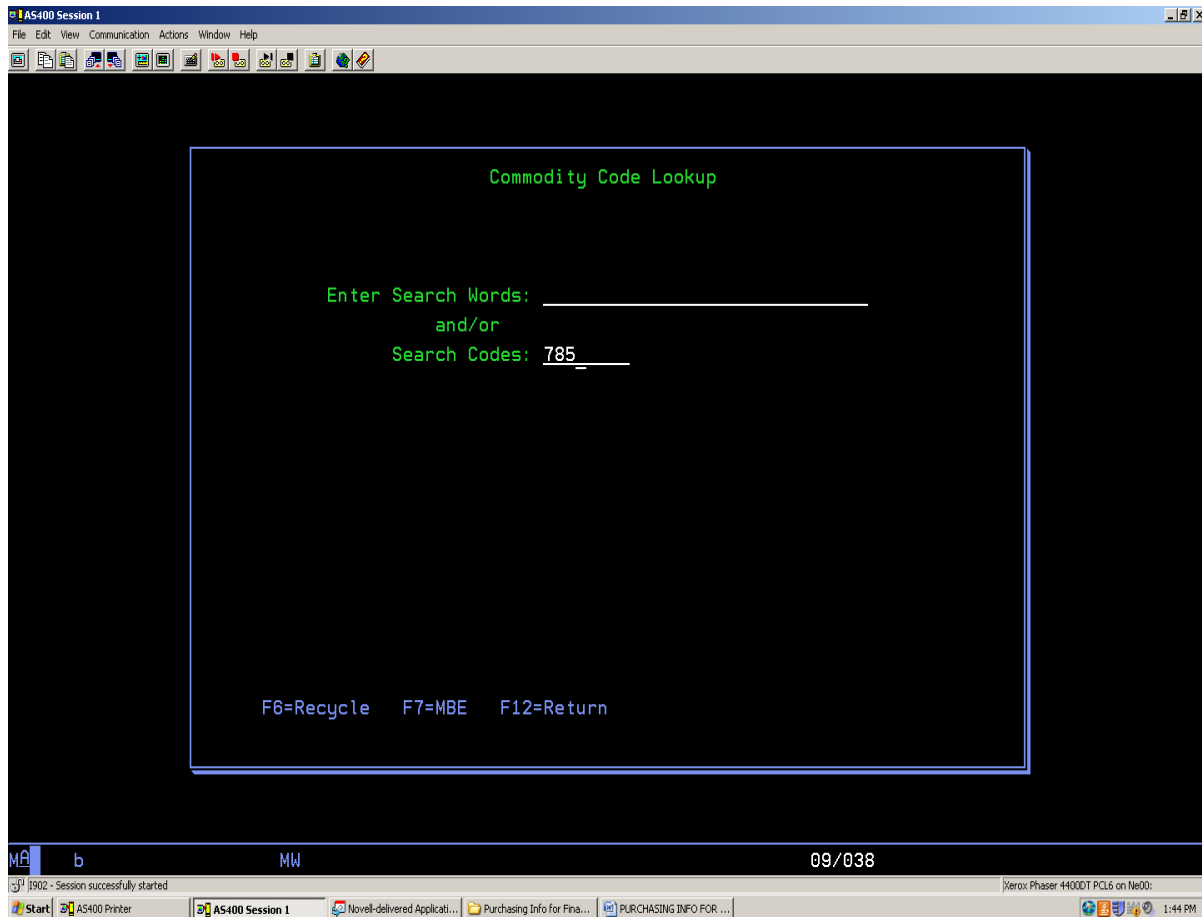
Start AS400 Printer AS400 Session 1 Novell-delivered Applicat... Purchasing Info for Fina... PURCHASING INFO FOR ... 1:34 PM

Enter a “1” in the Sequence field to enter the first item you want to order. Press the “Enter” key.

Enter the quantity, Unit cost, UM (unit of measure), Description, Vendor Item #, and the Commodity code. You may select F13=UM to display acceptable units of measure.

The Commodity Code field **must be completed** or you will not be able to proceed. The state has assigned a 5 digit code to each good or service that is purchased. The codes are used to track the types of purchases made throughout the state. If the item you are purchasing is on state contract, the state contract number is linked to the commodity code listing. Example: The state contract for construction paper is 785B; therefore, the first three digits of the commodity code for construction paper is 785.

To search for the correct commodity code, you will select F16-Codes Lookup.

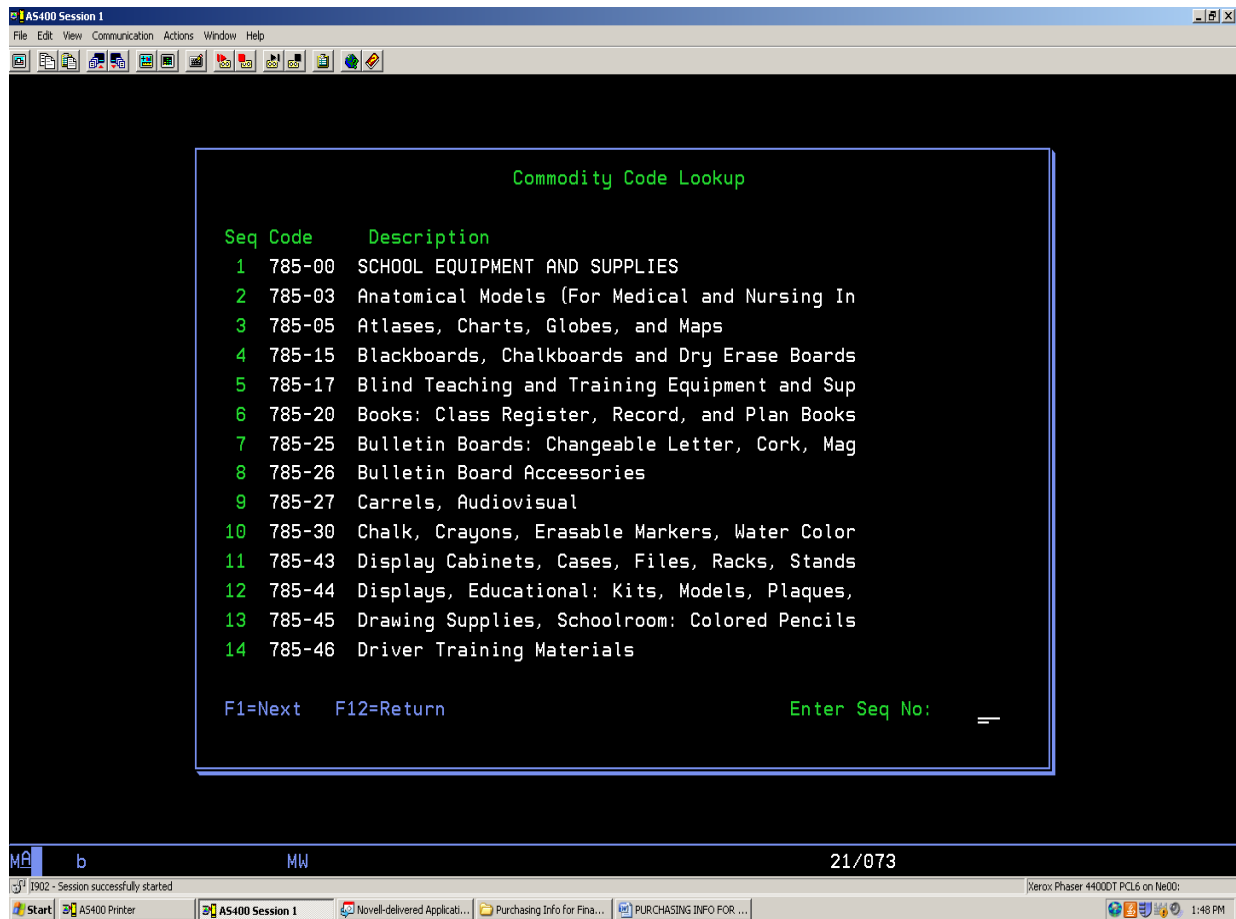


There are two search mode fields you may use to find the appropriate commodity code.

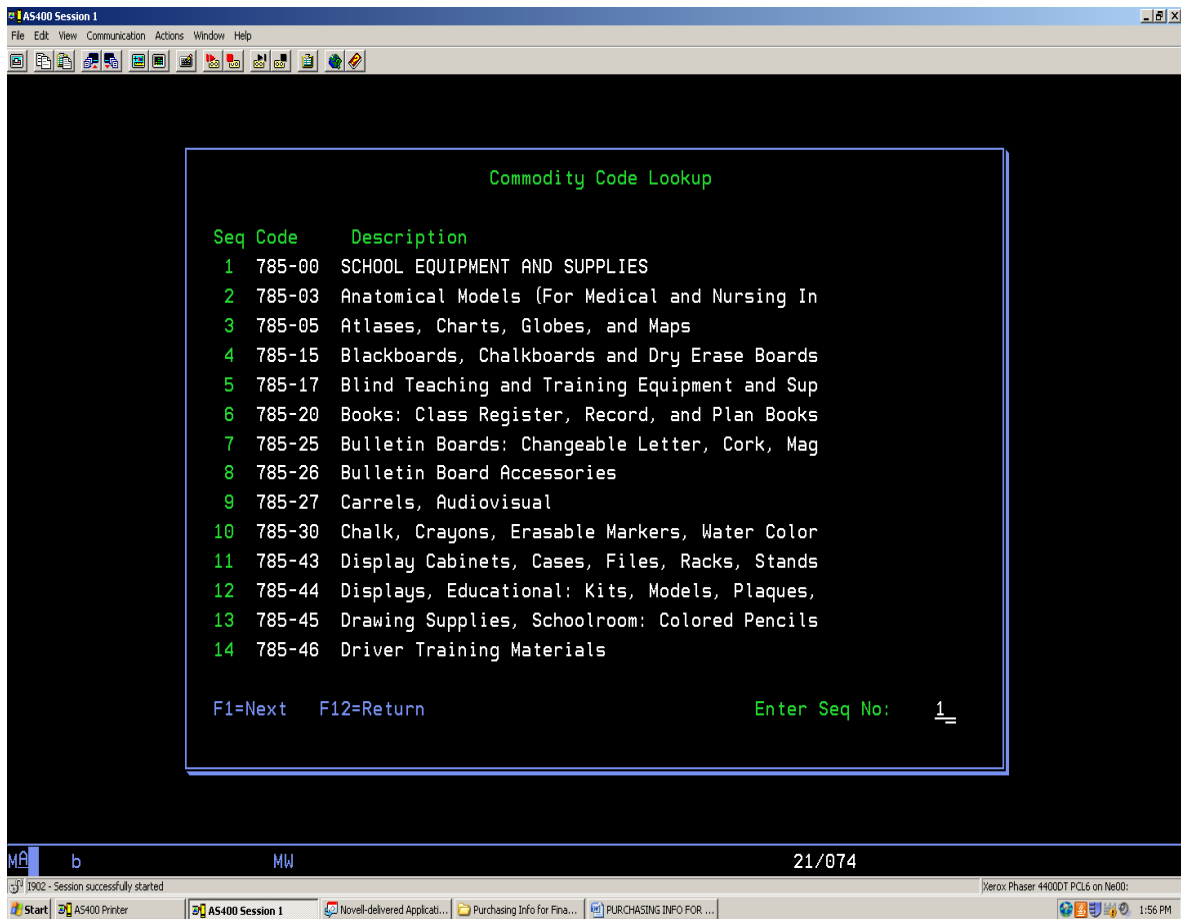
You may search by entering key words in the 'Search Words' field.

You may search by entering the 3 digit commodity code (obtain from the Commodity Codes list) in the 'Search Codes' field. In our example, we are purchasing construction paper; therefore, you will enter 785 in the 'Search Codes' field.

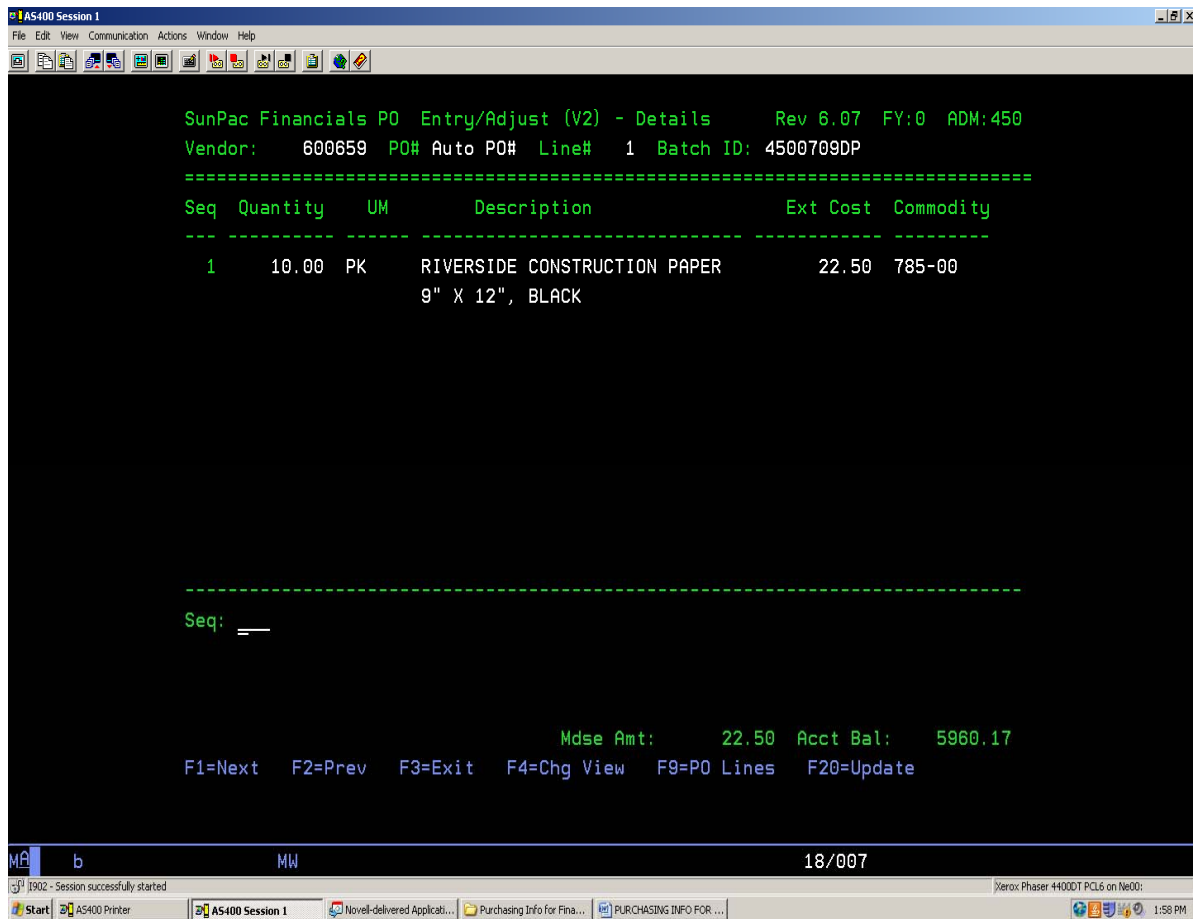
Press the "Enter" key.



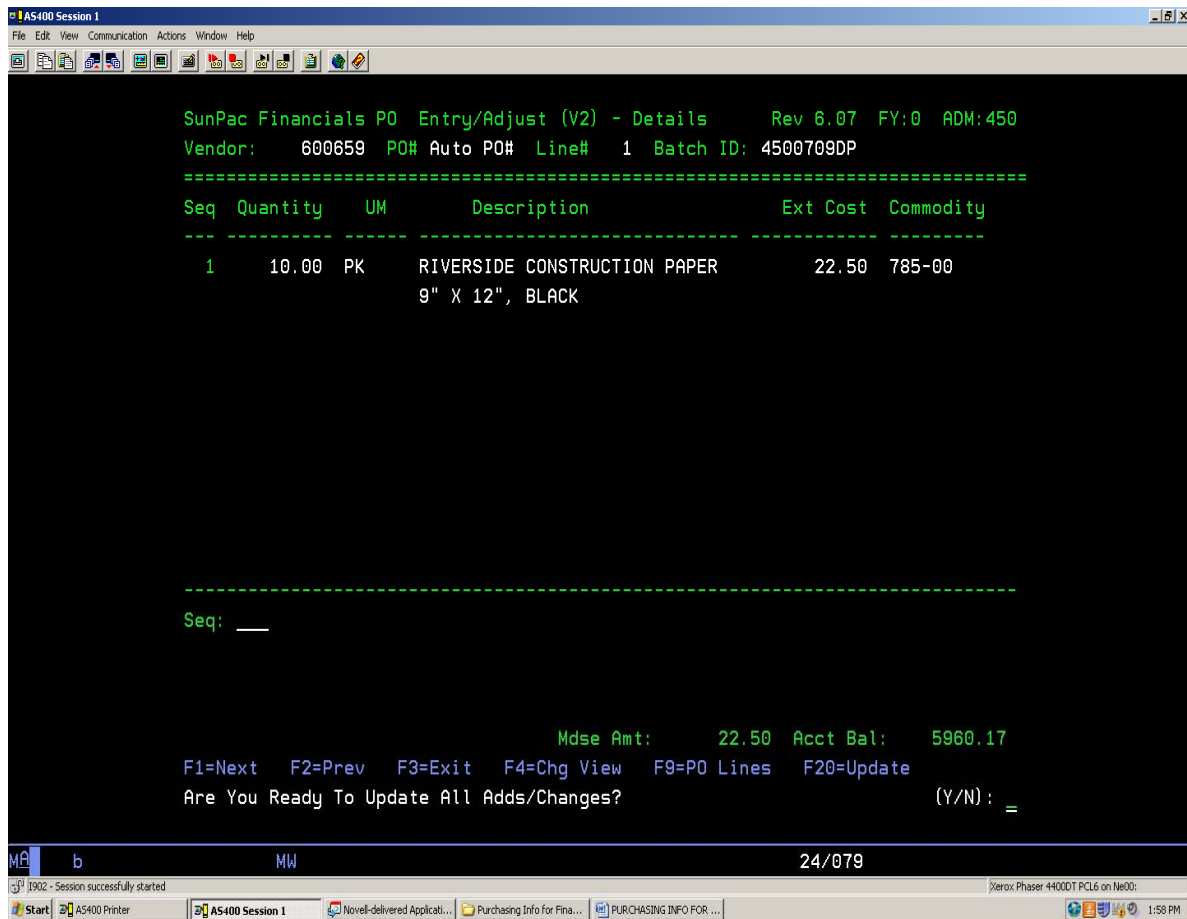
The first number listed is always the ‘General’ group for all items available within that particular category. The ‘General’ group for School Equipment and Supplies ends with 00 as the 2 digit sub number (785-00). Each item available under the School Supplies category is displayed, each with a different 2 digit sub number (03,05,15, etc.). You do not have to scroll and find the specific sub-number for each different item you are purchasing. You may select the ‘General’ category code (785-00).



In our example, we will select #1, 785-00 School Equipment and Supplies as the correct code and press the “Enter” key.

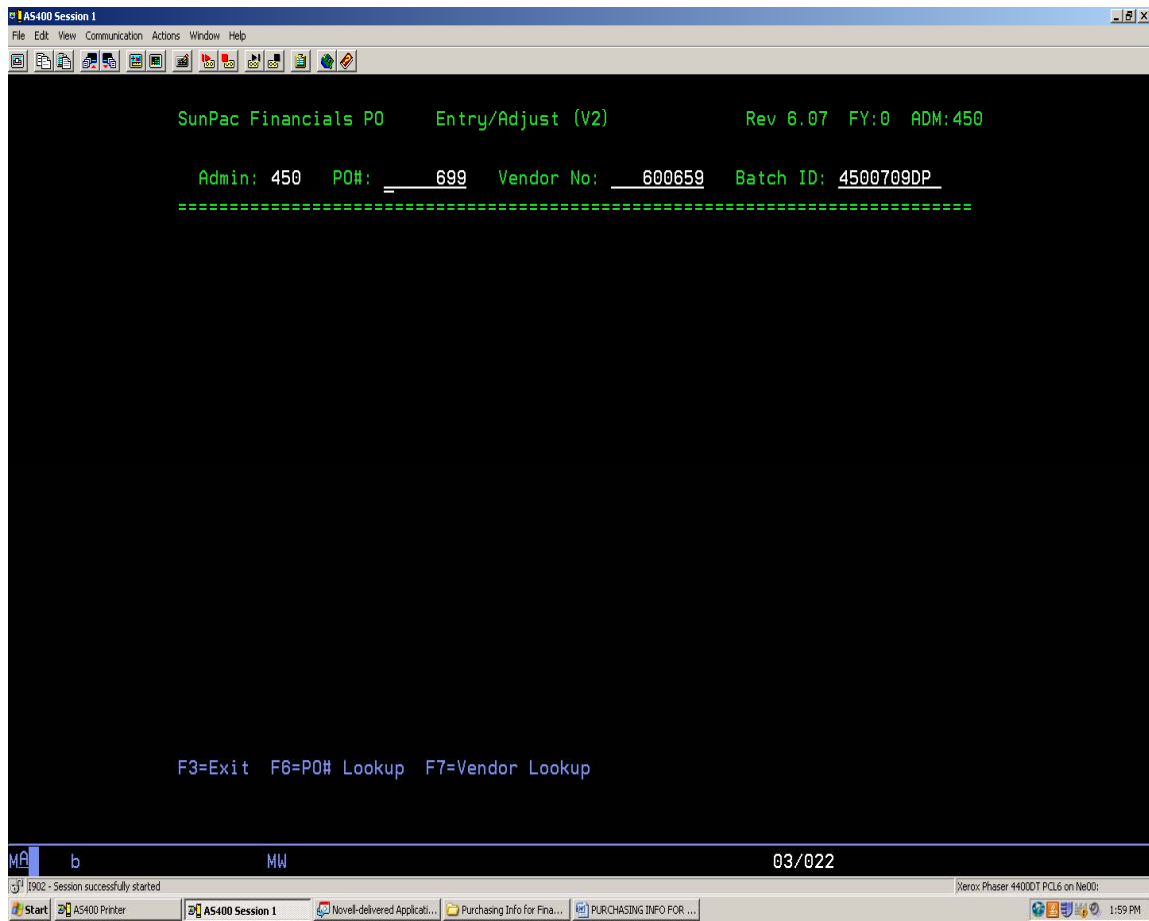


Press the “Enter” key and the information for the item you have ordered will be displayed at the top of the screen. If you have other items you need to order, you will repeat the previous steps until all of your items have been entered.



Once you have entered all of the items you want to purchase, you will select F20=Update (hold down the shift key and the F8 key = F20) to save the purchase order. The statement “Are you ready to update all adds/changes?” will be displayed at the bottom of your screen. Enter a “Y” for yes.

If you fail to complete the “Update” process, the purchase order information will be lost.



Once you have “Updated” the information, your PO number will be reflected on the screen.

** The Principal/Director at each location will need to approve/release each purchase order entered on a daily basis. Remember that purchase orders cannot be submitted to the vendor until approvals have been completed.

SUBSCRIPTIONS, BOOK ORDERS

SunPac Financials PO Entry/Adjust (V2) - Details Rev 6.03 FY:8 ADM:450

Vendor: 601073 PO# Auto PO# Line# 1 Batch ID: 4500709DP Addition

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Seq	Quantity	UM	Description	Ext Cost	Commodity
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Seq: 1 Qty: 2500.00 Unit Cost: 1.0000 UM: DOL Stat: OPEN

Desc 1: SEE ATTACHED ORDER Desc 2: _____

Desc 3: _____ Desc 4: _____

Vendor Item# _____ Recycle: _____ Y/N? N Commodity: 715-10

Blanket Purchase (Y/N)? N Mdse Amt: .00 Acct Bal: 110.41-

F3=Ignore F6=NCEP F7=Comments F10=U/D F11=Codes Lookup F13=UM

MA a MW A 18/019

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Start Novell-delivered Ap... Windows Media Player AS400 Session 1 Purchase Order Ent... Search Desktop 12:56 PM

Enter the total dollar amount of your order in the “Qty” field, \$1.00 in the “Unit Cost” field, and DOL in the “UM” field. Your description will be “See Attached Order” and the commodity code is 715-10.

Once your PO has been approved and a copy routed to your Inbox, forward a copy of the book or subscription list to the vendor. Make sure to attach a copy to your purchase order through the electronic e-Document Management upload center.

BLANKET PURCHASE ORDERS

SunPac Financials P0 Entry/Adjust (V2) - Details Rev 6.03 FY:8 ADM:450

Vendor: 601028 PO# Auto PO# Line# 1 Batch ID: 4500803DP Addition

Seq	Quantity	UM	Description	Ext Cost	Commodity
1	2500.00	DOL	BLANKET PURCHASE ORDER FOR THE PURCHASE OF ELECTRICAL SUPPLIES	1.00	285-00

Seq: 1 Qty: 2500.00 Unit Cost: 1.00 UM: DOL Stat: OPEN

Desc 1: BLANKET PURCHASE ORDER FOR Desc 2: THE PURCHASE OF ELECTRICAL

Desc 3: SUPPLIES Desc 4:

Vendor Item# Recycle: Y/N? N Commodity: 285-00

Blanket Purchase (Y/N)? N Mdse Amt: .00 Acct Bal: 110.41-

F3=Ignore F6=NCEP F7=Comments F10=U/D F11=Codes Lookup F13=UM

MA a MW 21/072

Connected to remote server/host AS400.HENDERSON.K12.NC.US using port 23 Phaser 4400DT-1 on X_10.2.0.148

Enter the total amount of the blanket purchase order in the “Qty” field, \$1.00 in the “Unit Cost” field, and DOL in the “UM” field. Enter your description, and the commodity code for the items you will be purchasing.

VENDOR APPLICATION FORM

VENDOR APPLICATION FORM

- 1) Fax the Vendor Application Form to the vendor you wish to purchase goods from.
- 2) The vendor will fill in the information and fax the form to the Purchasing Department @ 828-698-4429. This information is listed on the bottom left of the form.
- 3) Brenda Williams will create the vendor file and assign a vendor number.

If you need assistance, you may contact:

Brenda Williams @ extension 2266 or Debbie Pryor @ extension 2232

Deborah A. Pryor, CLGPO, Purchasing Agent
414 Fourth Avenue West
Hendersonville, N.C. 28739
Phone: 828-697-4733

Vendor Application Form

Taxpayer Identification Number: _____ **HCPS Employee:** ____ Yes ____ No
(Social security number or Employer identification number)

Vendor Name (as shown on your income tax return) _____

Business Name, if different than above_____

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership or

☐ **Limited liability company.** Enter the tax classification (D= disregarded entity, C=corporation, P=partnership) _____

(Order Address)		(Remit to Address)	
Street	_____	Street	_____
Street	_____	Street	_____
City	_____	City	_____
County	_____		
State/Zip Code	_____	State/Zip Code	_____
Contact Person	_____	Phone Number	_____
E-Mail Address	_____	Fax Number	_____

FOR STATE REQUIRED REPORTING, PLEASE COMPLETE THE FOLLOWING:

MBE Status (Minority Business Enterprises) (Check all that apply)

- ☐ Minority Owned
☐ Women Owned
☐ Disabled Owned
☐ State Contract Approved Vendor (Contract # _____)
☐ None of the Above

Which of the following do you provide to Henderson County Public Schools?

- ❑ Products
- ❑ Services

**** Fax completed form to:**** **(on company letterhead)** **Mail to:**

Purchasing Department Fax: 828-698-4429	or	Henderson County Public Schools Purchasing Department 414 Fourth Avenue West Hendersonville, N.C. 28739
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PURCHASE ORDER APPROVAL PROCESS

INSTRUCTIONS FOR APPROVING PURCHASE ORDERS

- 1. Sign on to the AS/400.**
- 2. Select #4 – Purchasing.**
- 3. Select #4 – Approve PO's.**
- 4. Select F1 on your keyboard. The oldest purchase order for your location will be displayed on the screen.**
- 5. Select F6 to approve the purchase order.**
- 6. Select F7 to release the purchase order.**
- 7. Hold down the “Shift” key and the “F8” key to update the approval process. If you fail to complete this step, the purchase order will not be released, but will automatically go back on hold.**

Once you have approved the first purchase order that is displayed on your screen, any remaining purchase orders that have been created for your location will be displayed numerically. You will repeat steps 2 through 7 for each purchase order.

PLEASE COMPLETE ON A DAILY BASIS.

OFFICE SUPPLIES

NC STATE TERM CONTRACTS - #615 – OFFICE SUPPLIES

Below are Usernames and Passwords set up for all four Office Supplies Contract Vendors. Orders are not to be submitted on-line. Information listed below is for pricing inquiry only. You may create your list on-line and print to use when creating your purchase order in the AS/400.

Non-contract items may be ordered from one of the vendors listed below 'if' there is not a state contract in place for that particular item.

There should be NO shipping charges for this contract.

FORMS & SUPPLY (FSI OFFICE) - VENDOR # 600577

Prices for contract items will be displayed in blue with the words 'Contract Price' displayed.

Prices for non-contract items will be displayed in red with the words 'Your Price' displayed.

State Contract #: 615A
Website: www.fsioffice.com
Username: hendersonco
Password: schools
Customer Service Rep: Joyce Whitmire
Phone: 1-800-759-4959 X: 15
Email: joyce.whitmire@formsandsupply.com

Account Manager: Kelli Abrams Burgess
Phone: 1-800-759-4959 X: 46
Email: kelli.abrams@formsandsupply.com

** FSI has their catalog on line. When the website is displayed, click on the 'catalogs' tab to display the catalog.

PIEDMONT OFFICE SUPPLIERS - VENDOR #601427

Prices for contract items will be displayed in blue with the words 'Contract Price' displayed.

Prices for non-contract items will be displayed in red with the words 'Your Price' displayed.

State Contract #: 615A
Website: www.piedmontoffice.com
Username: henderson
Password: countyschools

Account Manager: Christopher Sharpe
Phone: 1-800-223-6709 X: 118
Email: csharpe@piedmontoffice.com
Customer Service: 1-800-223-6709:

CAROLINA IMAGING - VENDOR #600786 - ** All pricing accessible is for state contract items. If pricing is needed for non-state contract items, contact Carolina Imaging.

State Contract #: 615A
Website: www.suppliersolutions.com/carolinaimaging
Username: hcschools
Password: schools

Contact: Terry Presnell
Jennifer Walton
Rhonda Brown
Phone: (800) 579-1189
Fax: (336) 299-8172
Email: tlp@imagingproducts.net

MYOFFICEPRODUCTS - VENDOR #603494 - State Contract items are designated with a "C" listed beside each item.

State Contract #: 615A
Website: www.myofficeproducts.com
Username: hcps
Password: schools

Account Manager: Danny West
Phone: 877-696-7266 X: 5833
Fax: 877-696-7329
Email: danny.west@myofficeproducts.com

Customer Service: 866-965-0715
Fax: 866-965-0720
Email: stateofnccustomerservice@myofficeproducts.com

National Joint Powers Alliance Cooperative Program

Staples is not listed as a vendor under the NC Office Supplies State Contract, however, they are an approved vendor under the National Joint Powers Alliance Cooperative Program (NJPA). You may still order from them. Information is listed below.

STAPLES BUSINESS ADVANTAGE - VENDOR #601059

Contract #: NJPA
Website: www.stapleslink.com
Company ID: 1010424ATL (This is our account #)
User ID: School
Password: School
Contact: Annie Webster
Phone: (800) 850-0182 Ext: 3077
Fax: (704) 588-2665
Email: annie.webster@staples.com

ACCESSING THE STATE CONTRACT WEBSITE

INSTRUCTIONS FOR ACCESSING THE NC STATE CONTRACT WEBSITE

The state has implemented with the new contract, a simple way to access pricing without going through the Vendor's website and process. To pull up the state contract;

Type in: www.pandc.nc.gov

Scroll down and click on "Term Contracts" (7th listing on left side of screen).

Click on "Alphabetical/Key Word Listing" (right side of screen)

The page displayed will have the alphabet listed (A-Z).

To look up a specific contract, you should click on the beginning letter of the item you are searching for. Example: Click on the "C" for construction paper.

This will display all items for which there is a state contract beginning with the letter C.

Scroll down and click on construction paper.

The state contract will be displayed.

Scroll down to #6 (Placement of Order), Section "Non E-Procurement Users" and click on the "E-Procurement Public View" link.

This will bring up a window where you can search for the price and availability of a particular item.

Key the state contract # in the "Contract ID" field and click on the 'Search' tab. All items available under the contract will be displayed, along with the price.

You can also search by other fields; keywords, supplier part #, supplier name, etc.

You will use this pricing information when you enter your purchase order into the AS/400 system.

**TOSHIBA CONTRACT
FAX AND SUPPLIES**

TOSHIBA FAX AND SUPPLIES

As part of our copier agreement with Toshiba, one fax machine is to be provided to each school or location at no cost. Service on the machines is also provided at no cost. Several schools have already requested and received a fax machine under this agreement. There is a charge for toner cartridges and drum kits when replaced. An approved purchase order is required for purchase of supplies.

Information and pricing is as follows:

Vendor: Toshiba Business Solutions
Vendor #: 602810

Toner Cartridge: \$116.00 (6,000 copies)
Drum Kit: \$ 71.00 (20,000 copies)

If you have not received a machine, and are interested, please send an email to me and I will order one for you.

Thanks,

Deborah A. Pryor, CLGPO
Purchasing Agent/Team Leader
Phone: (828) 697-4733 Ext: 2232
Email: dpryor@henderson.k12.nc.us

COPIER INFORMATION

COPIER INFORMATION

Henderson County Schools currently has a copier agreement with Toshiba Business Solutions through June 30, 2015. New equipment was provided to all sites in early 2010. All of our copiers are provided under a cost per copy agreement. Each school is given a copier allotment at the beginning of each fiscal year. Henderson County Schools is invoiced quarterly by Toshiba @ .0139 per copy. Schools are billed monthly for ½ of the 'cost per copy' charge (.00695) for usage at their location and Henderson County absorbs ½ of the cost.

If you have consistent problems (service or frequent downtime) with copiers at your location, please contact me so that I can assist you in resolving these issues.

Service

Service on all copiers is free and does not require the issuance of a purchase order. If you have a service issue, call 1-800-768-4349, give them your 5 digit equipment ID number and report the problem. The service telephone number and the 5 digit ID number are located on a metal tab on the front of each copier.

Toner Cartridges and Waste Collection Bottles

Toner cartridges and waste collection bottles are free and do not require the issuance of a purchase order. I have included a Supply Request Form for your use in these materials. Locate the type of copier you have, fill in the quantity you need and fax to the number listed on the form.

You also have the option of ordering your toner cartridges on-line through Toshiba's website. Instructions are as follows:

Website: www.tbscmg.com

Locate the 'Order Supplies' column located at top to the right of screen. Open the 'Click here' link located under the Order Supplies column.

Once you open the link, you can fill in your name, email address and phone #.

Select 'Copier Toner' from the drop down box, select 'Toshiba' from the Manufacturer box, fill in the model #, equipment ID and quantity.

Fill in the billing and shipping information (put N/A in the Purchase Order # field).

Click on the 'Next' tab and your order will be displayed (you may want to print a copy of this). Verify the information and click the 'Next' tab. You will receive a message that your order has been submitted.

This process can only be used for toner cartridges because there is no cost to us.

**** Please remember that you cannot order staples, drum units or other supplies on-line****

NEW

SURPLUS SUPPLY REQUEST FORM

FAX # 1-800-813-2633

for _____ ID: _____
 LOCATION: _____ COUNTY: _____
 ORDERED BY: _____ DATE: _____

INSTRUCTIONS:

1. Please try to send this form in **at the beginning** of each month.
2. All items should be ordered in even quantities. Example: 2, 4, etc...
3. FAX this form to TBS-Carolinas, Mt. Gilead, NC Attn: Customer Supply Dept.

NOTE: Toner and Toner Waste Bottles are included in the program at no charge and don't require a PO

MODEL		TONER			TONER WASTE BOTTLES		
TOSHIBA B&W COPIERS		Product Number	How Many Do You Have Now?	Qty Needed	Product Number	How Many Do You Have Now?	Qty Needed
Toshiba 1370		T1350			TB1350		
Toshiba 1550		T1550			TB1550		
Toshiba 2060 / 2860		T2060			TB2060		
Toshiba 3560 / 4560		T3560			TB2060		
Toshiba 5560 / 6560		T6560			TB6550		
Toshiba 7560		T7560			TB6550		
DP 3580		T3580			TB2460		
DP 4580 / 5570 / 6570 / 8070		T6570			TB6550		
e-studio 28 / 35 / 45		T3500			TB3500		
e-studio 55 / 65 / 80		T6570			TB6550		
e-studio 162 (d)		T1200			N/A		
e-studio 202 / 203 / 203sd		T2021			N/A		
e-studio 230 / 280		T2320			N/A		
e-studio 232 / 282		T2340			N/A		
e-studio 233 / 283		T2840			N/A		
e-studio 255 / 355 / 455		T4530			N/A		
e-studio 350 / 352 / 450 / 452		T3520			TB3520		
e-studio 353 / 453		T4520			TB3520		
e-studio 355 / 455		T4530					
e-studio 520 / 600		T6000			TB6510		
e-studio 523 / 603 / 723 / 853		T7200			TB6510		
e-studio 550 / 650 / 810		T6510			TB6510		
e-studio 555 / 655 / 755 / 855		T8550			TB6510		
e-studio 720 / 850		T6000			TB6510		
Qty	RISO MODEL	Product #	How Many Do You Have Now?	Qty Needed	Product #	How Many Do You Have Now?	Qty Needed
	EZ-220 / RZ-220	S4254			S4250		
	RN-2000	SIR1U			SMROC		
	GR-2700 / GR2710	SIR0M			SMRO5		
QTY TO PURCHASE	ITEM	COPIER / FAX MODEL	ID#	COST			
	Staples			\$72.00 / 1 box of 3 cartridges			
	Toner - yield 6000	DP 80 / DP 85 / DP170 / 170F		\$ 116.00			
	Drum - yield 20,000	DP 80 / DP 85 / DP170 / 170F		\$ 71.00			
	Toner - yield 3,800	DP 120 / DP 125		\$ 23.00			
	Drum - yield 10,000	DP 120 / DP 125		\$ 129.00			
	Developer - yield 60,000	DP 120 / DP 125		\$ 179.00			

Form SSR-25 UPDATED 11/09

NOTE: As well as faxing this sheet, you can order supplies online at: <http://www.tbcmg.com>

COMPUTER HARDWARE/SOFTWARE PURCHASES

INSTRUCTIONS FOR TECHNOLOGY APPROVAL FORM

All purchases of software, computers, laptops, netbooks, monitors and printers must be coordinated with, and approved by, the Technology Department.

This procedure also applies to;

- 1) Upgrades or renewals to existing software.
- 2) Purchases made under the Microsoft 'work at home' media rights.

Instructions are as follows:

1. All software and hardware approval requests are now in an online system. All requests should be submitted using the online forms below:

- Users will submit *software approvals* at:
<http://www.hendersoncountypublicschoolsnc.org/Systems/technology/softwareapproval.html>
- Users will submit *hardware approvals* at:
<http://www.hendersoncountypublicschoolsnc.org/Systems/technology/hardwareapproval.html>

These links are also available on the HCPS Technology website.

- *SPECIAL NOTE: For computer purchases, please check the current Dell Price File on the Technology Department Vendor Page at*
<http://www.hendersoncountypublicschoolsnc.org/technology/general-information/vendor-information/>
- *. There is also a Printer Recommendations page for your reference.*

2. Once the appropriate website is displayed, forms must be filled out and submitted as seen in the example Software Approval Request below. *SPECIAL NOTE: Include as much information as possible to assist in expediting the approval.*

HCPS TECHNOLOGY DEPARTMENT	
SOFTWARE APPROVAL FORM	
Your Name:	Sally Sunshine
Your Email:	ssunshine@henderson.k12.nc.us
Your School or Department	Bruce Drysdale
* Software Title	Adobe Professional
Version	Version 9.1
Software for:	<input checked="" type="radio"/> Single Computers <input type="radio"/> Network <input type="radio"/> Online Subscription
Machine Name	Front Office Computer, Principal Laptop
Software Co. Website	http://www.shi.com
Vendor	SHI
* Number of Copies to be Purchased	2
Purchase Order Number <i>If P.O. is not yet available, please submit a copy of your P.O. once entered for purchase.</i>	
Required Date for Use	2011/10/21
* Intended Installation Location <i>(e.g. Lab, Classroom, Teacher, Media Center, Career Center, CTE LAB, Administrator Laptop, etc.)</i>	Front Office Computer, Principal Laptop
Would you like to add an additional title to this request?	No
<div>SEND REQUEST TO SUPERVISOR</div>	

- Once the hardware or software request is submitted online, your supervisor is sent the approval.
- When the supervisor has approved the request, it is virtually sent to the Technology Department for final approval.
- If the request is approved, the initial person requesting the hardware or software is sent a confirmation email. Included in the email is a reminder to send

Once your hardware or software purchase has been approved following the above procedures, you may enter your purchase order into the AS/400 system.

MICROSOFT
‘WORK AT HOME’ MEDIA PURCHASES

MICROSOFT PURCHASES OF 'WORK AT HOME' MEDIA DISKS

Microsoft has made several changes to their guidelines for ordering the 'work at home' media disks for staff members. Previously, you were required to purchase one disk @ \$10.00, per staff member. The disks were for a one time only install and were distributed by a key for security purposes. Under the new guidelines, you will only be required to purchase one disk @ \$20.00, per school. The disk can be used for all of your staff; therefore, you will have significant savings. Because HCPS can be audited in our use of these disks, we are strongly encouraging you to follow the guidelines listed below;

- 1) Fill out a 'Software Approval Form' and submit through the on-line system to the Technology Department.
- 2) Once you receive the approval form, enter your purchase order to:

Vendor:	En Pointe Technologies
Vendor #:	603769
State Contract #:	208H
Description:	Office Pro Plus 2010 DVD American English (32-bit Win and 64-bit Win) 1 User Education (work at home disk)
Part #:	79P-03324
Price:	\$20.00 (NO S&H CHARGES)

*** Fax or email a copy of the approved form to the Purchasing Department***

- 3) Select 1 individual at your location to 'hold' the disk and handle the paperwork.
 - 4) Have each user fill out and sign the attached 'Faculty Users Acceptance Form' which outlines the user's rights under this agreement. Keep the forms on file as this is your record of the staff members to whom you have given these rights. The Purchasing Department does not need a copy of this form.
 - 5) Have a sign out sheet for the disk. Have each staff member sign out the disk by date. The staff member will return and sign the disk back in when they are finished.
- The Disk can be distributed only to those staff members who already have office installed on their computer at school.
 - The disk should be installed only on the staff member's computer at home and is not to be shared with others.

- According to Microsoft's guidelines, the software is to be used for work-related purpose only and is not to be used for personal use.
- The software should be uninstalled when the staff member is no longer an employee of HCPS.

If you have questions, please contact Debbie Pryor @ 697-4733, Ext: 2232, Amber McMillan, Angie McClung or Brenda Owens @ 890-1658.

Microsoft® Academic Select License Staff/Faculty Users Acceptance Form

This acceptance form is valid for the Microsoft product listed below, which shall be referred to collectively herein as the “Software”. Software is made available to you because Henderson County Public Schools has purchased software licenses for the Software through a Microsoft Academic Select License 6.x agreement. Henderson County Public Schools is extending to you the right to use the Software for **work-related** purposes at home. **You are not licensed to use the Software at home for personal purposes.** You do not own the license, the Software, or the CDs. You will be required to remove the software from your home machine at the time of agreement expiration or termination.

Work at Home Use Rights have been granted by Henderson County Public Schools for the following product:

- ☐ Microsoft Office Pro Plus 2010 Win32

Please initial each statement:

- _____ I will read and abide by the license agreement associated with this Software.
- _____ I understand that no technical support is provided by Henderson County Schools in association with my work-at-home use.
- _____ I understand the minimum specifications to run the Software as listed at <http://www.microsoft.com/products>.
- _____ I understand that I must remove the Software from my machine at the time of agreement expiration or termination.
- _____ I understand that I am not licensed to use the Software for personal purposes.

Staff/Faculty signature: _____

Printed name: _____

Date: _____

BARNES & NOBLE BOOK ORDERS

BARNES & NOBLE BOOK ORDERS

Barnes & Noble give HCPS a 20% Institutional Purchasing Program discount on purchases up to \$4,999 and a 25% discount on purchases over \$5,000.

The process for ordering books from Barnes & Noble is as follows:

Call Barnes & Noble 'prior' to entering your purchase order to request a quote. You have a choice of having your items shipped to your location or you may choose to pick them up. Shipping charges should be included on the quote. The discount as referenced above will also be reflected on the quote.

Vendor #: 602326
Barnes & Noble
3 South Tunnel Road
Asheville, NC 28805

Contact: Kevin Mills
Telephone #: 828-296-7335
Fax #: 828-296-7528