

## CHAPTER 20

### COOPERATIVE PURCHASING

#### 20-1 GENERAL

Cooperative purchasing is a process by which two or more jurisdictions cooperate to purchase items from the same vendor. This form of purchasing has the benefits of reducing administrative costs, eliminating duplication of effort, lowering prices, sharing information and taking advantage of expertise and information that may be available in only one of the jurisdictions.

Cooperative purchasing transactions must be legitimate and enforceable. There must be mutuality between buyers and sellers and a commitment on the part of participants in the cooperative purchasing process to purchase from the successful vendor.

#### 20-2 AUTHORITY

- A. The District authorizes the Purchasing Agent to participate in, sponsor, conduct or administer a cooperative purchasing agreement with one or more other public entities in order to combine requirements, increase efficiency or reduce administrative expenses. This is known as Alternate Source Contracting.
- B. The Purchasing Agent is authorized to use the Florida Department of Management Services, Division of Purchasing, State Contracts to purchase supplies, materials or equipment when such actions will serve the best interest of the District.
- C. If the Purchasing Agent determines that another jurisdiction has entered into a contract competitively, the District may make purchases from such contracts.

#### 20-3 TYPES OF COOPERATIVE PURCHASING

The following are the three types of cooperative purchasing that may be used by the District:

- A. Two or more jurisdictions combine their requirements into a single request for bids. One of the participants serves as lead jurisdiction and performs the administrative details of preparing and issuing bid documents, analyzing bids and recommending award of a contract. The other participating jurisdictions *commit* to using the resulting contract for their requirements to be purchased.
- B. "Riding" or "piggybacking" another jurisdiction's contract. The vendor must agree to offer the commodities to the "riding" jurisdiction at the same terms and conditions as were offered to the contracting jurisdiction.

**20-4 PROCEDURES**

- A. If a school/department becomes aware of a contract in another jurisdiction that may be of benefit for the District to use, the school/department should submit a purchase requisition for the items required. The requisition should contain a notice to Purchasing explaining the existence of the contract with as much information as is available to assist Purchasing to locate the information needed to make the determination required by Board Policy. Purchasing will then contact the vendor to secure agreement to allow the District to use the contract.
- B. If a school/department is aware that other jurisdictions are planning to seek bids for a commodity that the school/department needs, a Purchase Requisition should be submitted with the estimated quantities. The Requisition should contain information to assist the Purchasing Department in arranging for a cooperative bid with other jurisdictions. Sufficient time should be allowed to coordinate the cooperative bid.
- C. From time to time, the Purchasing Department may request estimated quantities of commodities to be used in cooperative bid processes initiated by the Purchasing Department or nearby jurisdictions.
- D. When Purchasing issues Blanket Purchase Orders based on cooperative purchasing, the schools/departments shall place orders against the Blanket orders as explained in Chapter 17.