The Right Resources. Right Now.
MEET THE CP STAFF
10:00 to 10:15 a.m.
Welcome and Introduction
Choice Partners Cooperative
*CHOICE CA$H

10:15 to 10:40 a.m.
Legal Requirements
Food/Cafeteria Contracts

10:40 to 11:15 a.m.
Growing Your Business

11:15 a.m. to 12:15 p.m.
Job Order Contracting

12:15 -12:30 p.m.
Closing
Contract is broader than HCDE

School districts, charter schools, counties, municipalities, colleges, universities

WIN – WIN – WIN

How can we help you?
WIN, WIN, WIN
HCDE, A GOVERNMENTAL ENTITY

HCDE is located in Harris County, Texas; it is not a County agency.

HCDE is a governmental agency serving Harris County schools since 1889.

Taxing Authority
THE 5 PILLARS WE SUPPORT
Rebate Program

Choice Partners now offers a new avenue for members to earn money back from what they spend on Choice contracts. Beginning Sept. 1, 2022, CP’s Rebate Program will be available to all members across all awarded CP contracts. The opportunity to benefit from using CP contracts is a great way to counter budget reductions and rising costs of doing business. Having a full complement of contracts to meet most needs of governmental entities, Choice Partners is excited to provide this opportunity to reward its members for their loyal partnership. For more information about the rebate program, contact 1-877-696-2122 or info@choicepartners.org.

• Make money for your entity by using the BEST contracts in the industry.
• CP contracts are: EDGAR, 2 CFR 200, TDA/USDA (for food contracts) compliant.
• Reporting your usage of our contracts helps us record your activity and keep you compliant in case of an audit.
• Spend money to make money.
• Payments begin on HCDE FY 22-23 school year (Sept. 1) and paid out December 2023.

Report Your CP Contract Activity

Have any technical issues? Let us know.
Submit Technical Issues

If you would like step-by-step instructions on how to submit a purchase order, view below:
How to Submit a Purchase Order

If you would like to view a how-to video, we have provided it here:
Instructions on How To Get Started
## LEGAL REQUIREMENTS - TEXAS

### Choice Partners provides legally-procured contracts

| Local Government Code 271 - Purchasing & Contracting Authority of Municipalities, Counties, other Government |
| Education Code Ch. 44 - Procurement (All construction, with the exception of Performance Contracts, is in Code 2269) |
| Government Code 791 – Interlocal Cooperative Contracts |
| Government Code 2269 Construction Procurement for all government (except Higher Ed.) | Local Gov’t Code 252/262 Purchasing & Contracting Authority of Municipalities, Counties, other Government | 24 CFR 85.36 Housing and Urban Development |
|  | EDGAR/Uniform Guidance (2 CFR 200) | HB 1295 | TEC 51.9335 Higher Education |
LEGALLY PROCURED CONTRACTS

Benefits to Vendors

- Less risk/time per sale
- Repeat business
- Single award / potential for multiple entities
- More relationship sales, less RFPs
- Propose on needs that are never “bid out”
- Not-to-exceed pricing applies to all members
- “Pre-qualification” factor
WHY YOUR GOV’T CUSTOMERS ARE USING COOPERATIVE PURCHASING

- Lower Prices
- Lower administrative costs
- More favorable terms and conditions

National Institute for Government Purchasing
https://www.nigp.org/our-profession/cooperative-purchasing-programs
WHY YOUR GOV’T CUSTOMERS ARE USING COOPERATIVE PURCHASING

- Cooperative Purchasing authorized by Texas Gov’t Code 791, LGC 271, TEC 44.031(a)
- Get the project or purchase started immediately
- Established pricing
- Flexibility and convenience
- Shift procurement resources to more complex/needed areas
- Reduce procurement cost and risk
- Work with established vendors
Orders of Benefit

“Layer Cake”

Help the customer

get what they want

from you

legal and compliant

Help the customer

Get what they want

Help the customer

Get what they want

Help the customer
CONTRACTS

FOOD/CAFETERIA  TECHNOLOGY  COMMODITIES  SERVICES  FACILITIES
How Well Do You Know
Your Choice Partners Contract?

1. It’s appropriate to offer better pricing/discounts to Choice Partners members than the contracted pricing?
   A) True  
   B) False  
   (RFP) 8.1

2. It’s permitted to add the CP Fee to the quotation?
   A) True  
   B) False  
   (RFP) 1.2.8.

3. Pricing may be changed at any time in the contract period?
   A) True  
   B) False  
   5.29.

4. New Items may be added to the contract pricing/catalog?
   A) Anytime 
   B) At renewal 
   C) Following approval from HCDE 
   5.36.

5. Vendors’ standard terms and conditions do not apply when using the Choice Partners contract?
   A) True  
   B) False  
   (RFP) 1.2.6; 5.5., 5.14., 5.26.

6. What does IDIQ stand for?
   A) Implied discount in quotation  
   B) Indefinite delivery, indefinite quantity
How Well Do You Know Your Choice Partners Contract?

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   ✓ A) True  
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   ✓ A) True  (RFP) 1.2.6; 5.5., 5.14., 5.26.
   B) False

6. What does IDIQ stand for?
   A) Implied discount in quotation
   ✓ B) Indefinite delivery, indefinite quantity
SUPPLY CATALOG ORDERING

- More than 1,100 line items competitively bid
- Single awards
- Catalog Discount Percentage also provided
- eCatalog system allows members to create quotes & place orders
Section 5.28:

- Reports detail the total dollar volume of all sales under the contract for the previous month
- Vendor is responsible for submitting one consolidated report monthly to Choice Partners
- Reports shall be electronically mailed and in Excel format to:
  - supplyreporting@choicepartners.org – for Commodities
  - facilityreporting@choicepartners.org – for JOC
  - foodreporting@choicepartners.org – for Food
- Due by the fifteenth (15) day of each month
# Choice Partners Monthly Reporting Form

When complete email to supplyreporting@choicepartners.org

<table>
<thead>
<tr>
<th>Vendor Name:</th>
<th>Month Ending:</th>
<th>Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Person Submitting:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Please list the correct contract number for each entity's sale

<table>
<thead>
<tr>
<th>Dollar Amount</th>
<th>Member Name</th>
<th>Date</th>
<th>PO Number</th>
<th>Contract Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<tr>
<td>2</td>
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<td>T</td>
<td></td>
<td>$0.00</td>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
## HCDE Completed Projects

<table>
<thead>
<tr>
<th>Entity/District</th>
<th>Vendor Job Number</th>
<th>Customer Name</th>
<th>Purchase Order Number</th>
<th>Work Description</th>
<th>Projected Comp. Date</th>
<th>Current Billing Amount</th>
<th>PO Amount</th>
<th>Bond/ Permit Cost</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

## HCDE Active Projects

<table>
<thead>
<tr>
<th>Entity/District</th>
<th>Vendor Job Number</th>
<th>Customer Name</th>
<th>Purchase Order Number</th>
<th>Work Description</th>
<th>Physical % Complete</th>
<th>Current Billing Amount</th>
<th>PO Amount</th>
<th>Bond/ Permit Cost</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>
### Choice Partners Monthly Reporting Form

When complete email to foodreporting@choicepartners.org

| Vendor Name: |  |
| Contract Number: |  |
| Months: |  |
| Year: |  |

| Name of Person Submitting: |  |
| Email Address: |  |
| Date: |  |

Please list the correct contract number for each entity’s sale

<table>
<thead>
<tr>
<th>Amount</th>
<th>Member Name</th>
<th>Date</th>
<th>PO #:</th>
<th>Contract #:</th>
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</thead>
<tbody>
<tr>
<td>T</td>
<td>0.00</td>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CHECK LIST

AWARDED  ✔
PROCUREMENT ✔
ADMIN FEE  ✔
REPORTING  ✔
INVOICING  ✔
FOOD / CAFETERIA CONTRACTS

- Bottled Drinking Water, and Coolers
- Chemical Products and Services
- Commercial Food Distributor
- Commodity Processing of USDA Foods
- Dairy Products
- Food Equipment, Parts, Repair, Installation, Maintenance, Small Wares, and Related Items
- Fresh Bread Products
- Fresh Produce
- Frozen and Chilled Beverages
- Ice Cream
- Pizza Delivery
- Snacks and Beverages
- Technical Services
- & Products for Food Service
GROWING YOUR BUSINESS

- Where do you begin? What is your target?
- Members vs. nonmembers?
- Get referrals from existing members including within the same organization.
- Can you collaborate with a Choice Partners contract holder?
Vendor Login

If you have a contract awarded by Choice Partners, you may log-in below to view partner resources and current RFPs.

If you do not have a contract awarded by Choice Partners and want to view current RFPs or respond to an RFP, log-in below with your username and password. If you do not yet have a log-in, click on Set Up New Account below.

**USERNAME**

**PASSWORD**

**Helpful Links**

- [Set Up a New Account](#)
- [Forgot your password? Click here to reset password](#), then close the popup window to login on this page again.
Vendor Dashboard

Welcome Admin Admin

If you are a Choice Partners vendor with a legal, competitively bid contract awarded by the HCDE governing board, you will have access to information just for awarded contract partners. If not, you will only see the eBid tab.

After being awarded, you may:
- View your contract information page, as members see it
- Access the list of members
- Login to eBid system
- Get Marketing Resources with seal and guidelines
- See Bond results

Please contact your contract manager or call 877-696-2122 for help and information you need.

**Recent Activity**
- 2022 October Press Release
  October 21, 2022
- 2022 September Press Release
  September 28, 2022

**Events**
- TxPPA Annual Conference
  November 15, 2022
- Vendor Orientation and Rebate Rollout
  November 29, 2022
- Member Workshop
  November 30, 2022
Marketing Resources

Your Marketing Resource Center

Choice Partners wants to work with all contract holders to help expand and grow your business, using your Choice Partners awarded contract. Please let your contract manager or the HCDE Client Engagement (713-696-1379) know how we can help.

Contract holders may use their contract for the region (ESC region map) or state it was proposed and awarded. While contract use is NOT limited to Texas, good resources for Texas government may be found in the tips to market to government entities document and a quick reference list of member entities is here. Quick List of current vendor contracts list here.

Become a Featured Vendor

After you have used your Choice Partners contract and have several satisfied customers, you may request to be a featured vendor. Client Engagement will
MARKETING REQUIRED

- Seal displayed on website home page *(or landing page)*
- Conference participation *(display seal)* – up to 5 events
- Development of strategic marketing plan – provide contract manager or Marketing and Client Engagement

**OPTIONAL:** *(coordinate with us)*

- Ads in statewide publications
- Targeted emails
Marketing Resources

Your Marketing Resource Center

Choice Partners wants to work with all contract holders to help expand and grow your business, using your Choice Partners awarded contract. Please let your contract manager or the HCDE Client Engagement (713-696-1379) know how we can help.

Download Choice Partner Seal

Contract holders are requested to use the Choice Partners seal to indicate that they have competitively bid and been awarded a government contract. Here are the guidelines for use of the seal:

- _Vendor Seal_
- _Vendor Seal no white background_

EPS and other various file versions of the seal are available; please contact Janet Wachs, 713-696-1379, jwachs@hcde-texas.org for other file formats.
FEATURED VENDOR

Become a Featured Vendor

- Have 3+ members (not from same entity) that have used your contract and are satisfied. They must be willing to be interviewed and quoted.
- Request a form from your contract manager to be featured and return to your contract manager.
- Be interviewed by Marketing and Client Engagement and your contract manager. MCE will interview contacts.
- Vendor to review article before release.

The article will be published in the Leader’s Choice newsletter sent electronically to members and vendors on a monthly basis. The publication is posted on the CP website with a web banner plus a link to the story and distributed by field reps and conference exhibit booth staff.
MEMBER CONTACT LIST

Vendor must:

- display Choice seal on your website home page (or landing page);
- link CP seal on vendor website to vendors page within Choice website; and
- provide proposed marketing material to be used with the list for review.

Marketing and Client Engagement will:

- review the language of your marketing email to reflect vendor status; and
- provide a contact list of members.

Ask your contract manager to provide you the contact request form link after you complete the three items at top.
MEMBER LOGIN

Member Login

If you are already a member, select "Set Up a New Account" below and get your login so you have access to all the details of our contracts.

USERNAME

PASSWORD

[ ] LOGIN TO FOOD AREA ONLY

LOGIN

Helpful Links

Set Up a New Account
Available Contracts
Forgot your password?
Members Dashboard

Welcome Admin Admin

As a Choice Partners member, you can access information that saves you valuable time and money. Click on the areas below to make your selection.

You can:
- Get quick pricing quotes for your projects, usually within 48 hours
- View available Contracts and Vendors with their compete documentation to help make purchase legal
- Access our Supply Catalog and other pricing catalogs
- Download nutrition labels/commodity processing info.

For more information, contact our Assistant Director, Joann Nichols, or call 877-696-2122 for immediate assistance. Our goal is to support you in finding the right resources, right now!

RECENT ACTIVITY
- 2022 October Press Release
  October 21, 2022
- 2022 September Press Release
  September 28, 2022

EVENTS
- TexPAN Annual Conference
  November 15, 2022
- Vendor Orientation and Rebate Rollout
  November 29, 2022
- Member Workshop
  November 30, 2022
VENDOR CONTACT INFORMATION

United Rentals

**Contract Category:** Industrial Equipment Rent, Lease or Purchase

**Contract Number:** 18/072KC-06

**Contract Terms:**
- Initial Award Date: October 17, 2018
- 1st Renewal Start Date: October 17, 2019
- 2nd Renewal Start Date: October 17, 2020
- 3rd Renewal Start Date: October 17, 2021
- Current Expiration Date: October 16, 2022
- Renewal Options Remaining: 0

**CP Contract Manager:**
Steve Gibson
steve@choicepartners.org
713-681-6052

**Contract Partner:** United Rentals

**Contract Partner Web Site:** [http://www.unitedrentals.com](http://www.unitedrentals.com)

**Approved Market Area:** National

---

CONTACT INFO

For SALES
Daniel Cunningham
100 First Stamford Place, Suite 700
Stamford, Connecticut 6902
Phone: 877-874-4468
Fax: 877-735-7460
govrents@ur.com

For SALES
Government Sales & Service Center
12802 Tampa Oaks Blvd, Suite 350
Tampa Terrace, Florida 33637
Phone: 877-874-4468
Fax: 877-735-7460
govrents@ur.com

For SALES
Brad Laws
Cell Phone: 504-915-6013
jlaws@ur.com
Construction Masters of Houston

**Contract Category:** Construction-JOC (JOC-IDIQ)

**Contract Number:** 20/017MR-05

**Contract Terms:**
- Initial Award Date: February 26, 2020
- 1st Renewal Start Date: February 26, 2021
- 2nd Renewal Start Date: February 26, 2022
- Current Expiration Date: February 25, 2023
- Renewal Options Remaining: 1

**CP Contract Manager:**
- Michael Robles
  - mrobles@hcde-texas.org
  - 713-316-4254

**Contract Partner:** Construction Masters of Houston

**Contract Partner Web Site:**
- [http://www.cmhou.com](http://www.cmhou.com)

**Approved Market Area:** TX

**Texas Regional Centers:** Region 4 Primary

**DUE DILIGENCE / PARTNERSHIP**

**APPROVED PRODUCT OR SERVICE:**
- IDIQ Construction and Maintenance (Job Order Contracting)

**TO PLACE AN ORDER:**
- Contact the vendor for all your pricing needs, stating you are using CP contract and send us the confirmation only Purchase Order copy. All contracts are EDGAR compliant!

**PRICING:** Is according to the contract on file with CP. Send all PO copies to ecatalog@choicepartners.org

**Freight Terms:** -

**HUB Status:** No

**MWBE Status:** No

**SBE Status:** No

**DUE DILIGENCE:** [Download](#)

**ABOUT THIS PARTNER:**
- Construction Masters of Houston, Inc is a privately owned, mid-size general contracting firm based in Pearland, Texas. Robert Campbell started the company in 1987 with the belief that honesty, integrity and reliability would be the key elements to providing the Greater Houston Area with general contracting and construction management services.

- Constructing buildings is a passion of ours and we do not take the responsibility of quality and customer satisfaction lightly. We have dedicated our careers to cultivating relationships, beyond the responsibilities of constructing a building, so that an organization’s mission, culture and values are encompassed.
Members select a category of contract.

Select desired vendor(s).

Member describes product/service to be quoted.

Member enters date product/service is needed.

Options available to upload photos/specifications.

NOTE: Vendors must respond to quote request within 48 hours.
Events

SELECT AN EVENT

TASA/TASB txEDCon22 (September 23, 2022)

TASA/TASB txEDCon22

(September 23 - 25, 2022)

Booth 1000 is where you will find us in San Antonio for the convention.
FAQ’s

Q 1. What is Choice Partners?

A Choice Partners was created by the merger of three Harris County Department of Education procurement cooperatives, Choice Facility Partners, Gulf Coast Food Co-op and HCDE Purchasing Cooperative. Choice Partners is a national cooperative purchasing service with legally procured contracts. Using these contracts streamlines purchasing, saving time and money for governmental organizations and nonprofits. A division of Harris County Department of Education, organizations in Texas that want to use these competitively bid and legally awarded contracts, sign an interlocal, government-to-government contract. Organizations outside Texas may just sign up and follow their state procurement laws.

Q 2. Who is eligible to use Choice Partners?

A Schools, colleges, universities, municipalities, counties, state agencies and other governmental entities, and nonprofits may join and use Choice Partners contracts. Private schools and higher education organizations that operate as nonprofit organizations may also become members.

Q 3. What does it cost to use Choice Partners?

A There is no charge to client members to join Choice Partners and no charge to use Choice Partners national cooperative contracts; vendor partners pay a small percentage fee back to Choice Partners. This fee is clearly stated in the vendor’s contract prior to being executed and this fee is included in all pricing from the vendors to Choice Partners. Fee schedule for our vendors.
<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Locations</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joann Nichols, RTSBA</td>
<td>Assistant Director/Construction &amp; Commodities</td>
<td>877-696-2122</td>
</tr>
<tr>
<td>Trisha Prestigiacomo, RTSBA</td>
<td>Assistant Director/Food</td>
<td>713-696-0742</td>
</tr>
<tr>
<td>Stephen Kendrick, RTSBA</td>
<td>Sr. Mgr. Facility Planning</td>
<td>713-696-8252</td>
</tr>
<tr>
<td>Kristi Nichols, RTSBA</td>
<td>Contract Manager</td>
<td>713-696-1337</td>
</tr>
<tr>
<td>Michael Robles, RTSBA</td>
<td>Contract Manager</td>
<td>713-316-4254</td>
</tr>
<tr>
<td>Monique Joseph-Francis, CTBO</td>
<td>Contract Manager</td>
<td>713-316-4259</td>
</tr>
<tr>
<td>Steve Gibson, CPSM</td>
<td>Contract Manager</td>
<td>713-681-6052</td>
</tr>
<tr>
<td>vacant</td>
<td>Contract Coordinator</td>
<td>713-696-8208</td>
</tr>
<tr>
<td>Laura Sorokey, RD, LD, MPH, RTSBA</td>
<td>Contract Manager/Food</td>
<td>713-696-8213</td>
</tr>
<tr>
<td>Monica Niles</td>
<td>Contract Coordinator/Food</td>
<td>713-696-8209</td>
</tr>
<tr>
<td>vacant</td>
<td>Contract Assistant/Food</td>
<td>713-696-8243</td>
</tr>
<tr>
<td>Janet Wachs</td>
<td>MCE Asst. Director</td>
<td>920-251-1057</td>
</tr>
<tr>
<td>Jane Lonner</td>
<td>Client Services Manager</td>
<td>713-696-0746</td>
</tr>
<tr>
<td>Mary Caughey, MS, RTSBA</td>
<td>Contract Compliance Specialist</td>
<td>713-696-8270</td>
</tr>
<tr>
<td>Arline Kyles, CTBO</td>
<td>Contract Specialist</td>
<td>713-696-8241</td>
</tr>
<tr>
<td>Yvonne Johnson, CTBO</td>
<td>General Office Clerk II</td>
<td>713-696-1866</td>
</tr>
<tr>
<td>Kay Vorsh, CTBO</td>
<td>Contract Assistant</td>
<td>FMLA</td>
</tr>
<tr>
<td>Shandra Powell</td>
<td>Clerk - General Office</td>
<td>713-696-1389</td>
</tr>
<tr>
<td>Roland Salazar</td>
<td>Clerk - General Office</td>
<td>713-696-1787</td>
</tr>
<tr>
<td>Ann Marie Harbour</td>
<td>Field Representative</td>
<td>817-703-7901</td>
</tr>
<tr>
<td>Louise Hooper</td>
<td>Field Representative</td>
<td>713-305-1447</td>
</tr>
<tr>
<td>Charlie “Lee” Hooper</td>
<td>Field Representative</td>
<td>201-802-5693</td>
</tr>
<tr>
<td>Jeff Drury, RTSBA</td>
<td>Sr. Director</td>
<td>713-696-0786</td>
</tr>
</tbody>
</table>
• Review Vendor Dashboard
• Review Market Resources Page
• Share how member can get login ID with your sales staff
• Contract managers have request forms for member contact lists
• If not a construction vendor, take following survey
Complete your survey at this time.
(YOUR FEEDBACK MATTERS!)
Objectives

Why JOC?

Maintenance vs. Construction

Concepts including Trade JOC & Quoting vs. Bidding

How to Legally Use a CP JOC Contract
Different procurement rules apply
• Contracts not properly procured can be voided or unenforceable
• Officials and officers who violate procurement statutes can be subject to criminal penalties

Public works contracts may trigger bonding and prevailing wage requirements

Legal mistakes can:
• DELAY projects
• Jeopardize budgets and result in cost-overruns
• Subject gov’t entity to financial liability to vendors & subcontractors
JOC/IDIQ – Why Job Order Contracting (JOC)

- **Time & Materials**
  - If providing **construction services**
  - **Only** method allowed to select contractors for future, undefined projects. **Texas Education Code 44.031 (a)1-8**
“A procurement method used for maintenance, repair, alteration, renovation remediation, or minor construction” of facilities “when the work is of a recurring nature, but the delivery times, types, and quantities of work required are indefinite.”

*Tex. Gov’t Code § 2269.401*
Factors to Consider

• *Like for like* – NOT new or upgraded
• Scale and complexity of project
• Physical size of object being worked on

**JOC contract**
(TGC 2269)  
Repair & Maintenance

**Maintenance Contract**
(TEC 44.031)  
Construction Services

*OSHA Letter to Raymond Knobb (11.18.2003)*
JOC’s procured by Purchasing Cooperatives

- Gov’t Entity selects vendor without having to use its own competitive procurement process
- ONLY satisfies the *procurement* requirement, NOT the *contracting* requirement
- Statute *requires a written and signed* job order between the vendor and the Gov’t Entity **TGC 2269.410(a)**
- Only construction method that allows for use of a cooperative in lieu of self-procurement
- Only method allowed to select contractors for future, undefined projects or tasks
JOC/IDIQ – What’s an IDIQ/JOC Estimate?

MUST contain:
- CP Contract Number
- Line item assessment based on Unit Price Book (UPB)
- Localized by applying City Cost Index (CCI)
- Legally bid coefficient

Subcontractor pricing must be estimated using the UPB for ALL scope of work
<table>
<thead>
<tr>
<th>Quantity</th>
<th>LineNumber</th>
<th>Description</th>
<th>Unit</th>
<th>O&amp;P</th>
<th>Ext. Total O&amp;P</th>
<th>Labor Type</th>
<th>Data Release</th>
<th>CCI Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>236950109040</td>
<td>Central station air handler, up thru 15 ton, selective demolition</td>
<td>Ea</td>
<td></td>
<td>$579.25</td>
<td></td>
<td>2019 Quarter 2</td>
<td></td>
<td>RR (Use most updated available at time quote is requested)</td>
</tr>
<tr>
<td></td>
<td>237433101100</td>
<td>Rooftop air conditioner, single zone, electric cool, gas heat, 5 ton cooling, 60 MBH heating, includes standard controls, curb and economizer</td>
<td>Ea</td>
<td></td>
<td>$4,359.00</td>
<td>$24,640.95</td>
<td>Year 2019 Quarter 2</td>
<td></td>
<td>RR (TEXAS / HOUSTON (770-772))</td>
</tr>
<tr>
<td>3</td>
<td>237433101150</td>
<td>Rooftop air conditioner, single zone, electric cool, gas heat, 7.5 ton cooling, 170 MBH heating, includes, standard controls, curb and economizer</td>
<td>Ea</td>
<td>$8,213.65</td>
<td>$24,640.95</td>
<td></td>
<td>Year 2019 Quarter 2</td>
<td></td>
<td>RR (TEXAS / HOUSTON (770-772))</td>
</tr>
<tr>
<td>1</td>
<td>237433101156</td>
<td>Rooftop air conditioner, single zone, electric cool, gas heat, 8.5 ton cooling, 170 MBH heating, includes, standard controls, curb and economizer</td>
<td>Ea</td>
<td>$9,733.10</td>
<td>$24,640.95</td>
<td></td>
<td>Year 2019 Quarter 2</td>
<td></td>
<td>RR (TEXAS / HOUSTON (770-772))</td>
</tr>
<tr>
<td>2</td>
<td>237433101160</td>
<td>Rooftop air conditioner, single zone, electric cool, gas heat, 10 ton cooling, 200 MBH heating, includes, standard controls, curb and economizer</td>
<td>Ea</td>
<td>$12,186.50</td>
<td>$24,640.95</td>
<td></td>
<td>Year 2019 Quarter 2</td>
<td></td>
<td>RR (TEXAS / HOUSTON (770-772))</td>
</tr>
<tr>
<td>1</td>
<td>237433101170</td>
<td>Rooftop air conditioner, single zone, electric cool, gas heat, 12.5 ton cooling, 230 MBH heating, includes, standard controls, curb and economizer</td>
<td>Ea</td>
<td>$13,614.90</td>
<td>$24,640.95</td>
<td></td>
<td>Year 2019 Quarter 2</td>
<td></td>
<td>RR (TEXAS / HOUSTON (770-772))</td>
</tr>
<tr>
<td>2</td>
<td>237433101180</td>
<td>Rooftop air conditioner, single zone, electric cool, gas heat, 15 ton cooling, 270 MBH heating, includes, standard controls, curb and economizer</td>
<td>Ea</td>
<td>$16,839.60</td>
<td>$33,679.20</td>
<td></td>
<td>Year 2019 Quarter 2</td>
<td></td>
<td>RR (TEXAS / HOUSTON (770-772))</td>
</tr>
<tr>
<td>500</td>
<td>238150109050</td>
<td>Curbs/pads prefabricated, precast, condenst. fiberglass reinforced concrete with polystyrene foam core, 4&quot; block, 20&quot; x 36&quot;</td>
<td>Ea</td>
<td>$94.70</td>
<td>$4,735.00</td>
<td></td>
<td></td>
<td></td>
<td>RR (TEXAS / HOUSTON (770-772))</td>
</tr>
<tr>
<td>1</td>
<td>014433827270</td>
<td>Rent crane truck mounted, hydraulic, 100 ton capacity, includes all costs</td>
<td>Week</td>
<td>$9,856.76</td>
<td>$9,856.76</td>
<td></td>
<td>Year 2019 Quarter 2</td>
<td></td>
<td>RR (TEXAS / HOUSTON (770-772))</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RS Means Unit Cost Total</td>
<td></td>
<td>$75,519.46</td>
<td>$135,561.41</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Insert what you bid
- Total with Coefficient: 35 x RS Means Total
- Additional Discount of 15% good for current project only:
- 2% Bond (Any additional Pass-Through Costs)
- Total Project Quote

**HVAC Example**

**Vendor Name**

**Job Description**

Choice Partners Contract #16/039MC-XX

**Data Release** - Year 2019 Quarter 2

**Notes**

Insert any notes to describe where work is being done, what is being provided in this line item, etc.
Review the JOC Quote

- CCI location
- Coefficient
- O & P Pricing
- Data release (most recent)

- Non-pre-priced items
- Attempts to pass-through co-op fee
- Division 1
- Adjustment Factors
• Owner/Gov’t Entity - issued
• Signed by both parties
• States scope of work and price of assigned tasks
• Provides Owner’s Adopted Prevailing Wage Rates
• **BID** or **PROPOSAL**
  vendor’s *formal, written, sealed response* that satisfies the state’s procurement requirements for a governmental entity.

• **QUOTE**
  vendor’s *job-specific price in writing* based on their previously bid and awarded contract coefficient and contract specified UPB.
• Establish the procurement method with your client PRIOR to quoting the job

• **CP contract number** – put on BOTH - Quote & P.O.

• CP needs to receive:
  (1) confirming copy of each PO issued
  (2) monthly reporting to CP (completes legal procurement process for your client & keeps them in legal compliance)
Complete your survey at this time. (YOUR FEEDBACK MATTERS!)
Looking forward to working with you!

Contact your Choice Partners contract manager to get started.
Contact Information

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Tel 713-696-0786  or  1-877-696-2122
www.choicepartners.org

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- Supplies: supplyreporting@choicepartners.org

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- Janet: janet@choicepartners.org

**Field Representative**
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