



**GLENN HEGAR TEXAS COMPTROLLER OF PUBLIC ACCOUNTS**

P.O.Box 13186 • Austin, TX 78711-3186

01/10/2018

CHARLES E. WATSON  
SABINE COUNTY  
PO BOX 716  
HEMPHILL TX 75948

Account number: C2020

RE: State of Texas Cooperative Purchasing Program  
Annual Membership Renewal

Dear Judge Watson,

Now is the time to keep the state of Texas' \$13 billion purchasing power working for you. Your entity's State of Texas Cooperative Purchasing Program (CO-OP) membership will expire on 12/02/2015

Your CO-OP membership lets you enjoy the ability to save money on goods, save time by ordering through existing state contracts and order thousands of items online using the TxSmartBuy system. You also get the peace of mind knowing that the Texas Comptroller's office stands behind all contracts to ensure they offer the best value for the state of Texas.

To ensure uninterrupted access to all of the advantages of your CO-OP membership, including term contracts, TXMAS and travel contracts, please send your membership fee by 12/02/2015

Everything you need to know to make the most of your CO-OP membership is on our website at [www.comptroller.texas.gov/procurement/prog/coop](http://www.comptroller.texas.gov/procurement/prog/coop) and in our CO-OP manual, listed on the site under "Publications" on the left-hand column.

We're at your service: Please feel free to contact us at 512-463-3368 if you ever have any questions or comments about this program. **If you choose not to renew**, please call or email us at [coop@cpa.texas.gov](mailto:coop@cpa.texas.gov) to let us know why.

Thank you for your participation.

Sincerely,  
State of Texas CO-OP Team



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**Final Notice**

**State of Texas Cooperative Purchasing Program (CO-OP)  
Annual Membership Participation Fee**

Account number: C2020

Authorized signers: CHARLES E. WATSON  
TRICIA JACKS

Primary e-mail address: charles.watson@co.sabine.tx.us  
Secondary e-mail address: sabcotreas@windstream.net

NOTE: If your agent of record (contact person) has changed, please go to [www.comptroller.texas.gov/procurement/prog/coop/coopform](http://www.comptroller.texas.gov/procurement/prog/coop/coopform) and complete the name change form.

DUE DATE: 12/02/2015

State of Texas CO-OP annual membership participation fee: \$100

Please make your check payable to: State Comptroller

Mailing address: Texas Comptroller of Public Accounts  
P.O. Box 13186  
Austin, TX 78711

Questions? Call 512-463-3368, or e-mail [coop@cpa.texas.gov](mailto:coop@cpa.texas.gov).

Amount enclosed: \$ \_\_\_\_\_

NOTE: Payment must be received by the due date to ensure uninterrupted access to CO-OP membership contracts.

**Return this invoice with payment**



# Texas SmartBuy Membership Program

## What is the the Texas SmartBuy Membership Program?

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

### Who can join?

- Local governments
- School Districts
- Utility Districts
- Appraisal Districts
- Junior Colleges
- MHMR community centers
- State-funded assistance organizations
- Housing and Transportation Authorities
- Assistance organizations

Sections 271.081-271.083, Local Government Code, and Sections 2155.202 and 2175.001(1), Government Code, provide the legal authority for the program.

## Why should you join the Texas SmartBuy Membership Program?

- **Get Best Value for Your Purchases** – Our purchasers competitively bid and award hundreds of contracts in accordance with state purchasing statutes and competitive bidding requirements. You reap the savings for your organization and ultimately for the citizens of Texas.
- **Save Valuable Time and Effort** – No bidding, just order from hundreds of established state contracts.
- **Search Thousands of Vendors** – Looking for something not on one of our negotiated contracts? Use our Centralized Master Bidder's List to identify vendors from our database of over 9,000 companies (including HUBs). <https://comptroller.texas.gov/purchasing/vendor/cmb/>
- **Post Bid and Award Notices on the Electronic State Business Daily** – As a member, set up FREE password access to the Electronic State Business Daily (ESBD) where you can post your entity's solicitations to increase vendor participation and provide public notice of awards. <http://esbd.cpa.state.tx.us/>
- **Save Money on Travel** – Qualified members may use the State Travel Management Program for discounted rates on rental cars, thousands of hotels and airline tickets.

If you have any questions or need more information about our program please feel free to e-mail [members@cpa.texas.gov](mailto:members@cpa.texas.gov) or call 512-463-3368.

**Glenn Hegar** Texas Comptroller of Public Accounts

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# Texas SmartBuy Membership Program

## Accessing the Texas SmartBuy Membership Program on the Internet

Go to the Texas SmartBuy Membership web site: [comptroller.texas.gov/purchasing/members/](http://comptroller.texas.gov/purchasing/members/)

- **Membership Forms:** Includes the application, name change form, proof of eligibility and school bus specifications.
- **TxSmartBuy.com:** The state's online ordering system, Texas SmartBuy, will generate a state purchase order on your behalf, forwarding a copy to you and to the vendor. The vendor will then ship the merchandise and invoice your entity directly. CPA has awarded contracts for many commodities and services, including:

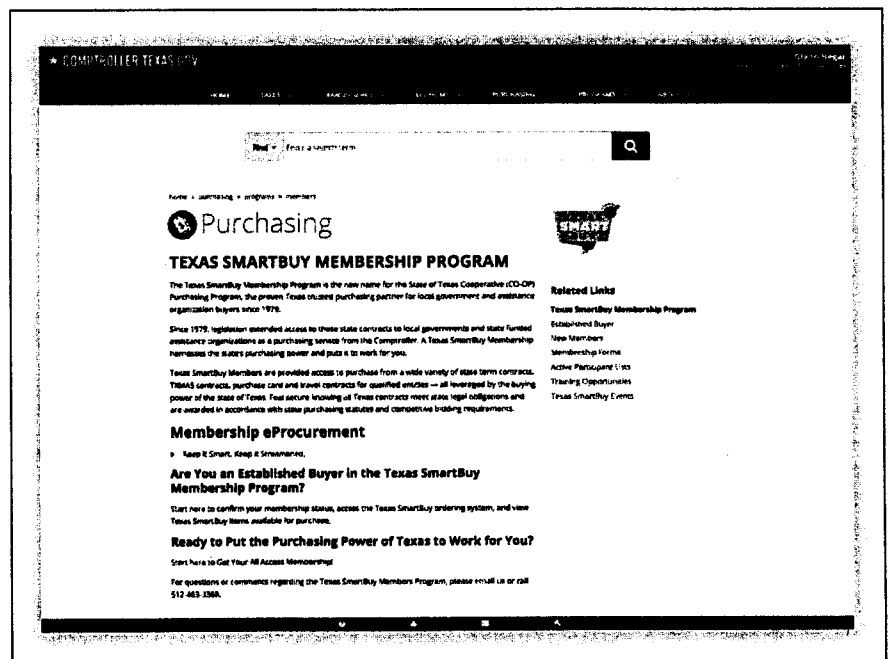
- Vehicles
- Office Supplies
- Furniture
- Procurement Card Services
- Appliances
- Road and Highway Equipment
- Police Equipment
- Pharmaceuticals
- Cleaning Supplies
- Food

- **TXMAS Information:** Texas Multiple Award Schedules (TXMAS). TXMAS contracts feature the most favored customer pricing and the possibility of negotiation. TXMAS can be used as alternative volume contracts.

- **CMBL Search:** This feature enables you to access the state Centralized Master Bidders List (CMBL) to create a bid list by product/service code. You may narrow the search

by entering a county, city or zip code. This is a vendor list only. You should use this only as a vendor resource. You will need to follow your local bid requirements to purchase from these vendors.

- **State Travel Management Program:** Texas Government Code, Sections 2171.001-2171.055 extend the state travel management contracts to certain members of the Texas SmartBuy Membership program. Eligible entities include Municipalities, Counties, School Districts, Public Junior and Community Colleges, and Emergency Communication Districts, hospital districts and transit/transportation districts.





# Texas SmartBuy Membership Program

## Texas SmartBuy Membership Application

**Daryl Melton**

Name of Authorized Individual

(NOTE: Please list 2 people who are authorized to sign for purchases and will receive all correspondence from CPA. Additional authorized signers or Agents of Record may be listed on the resolution with the signatures documented at the bottom of the resolution.)

**Tricia Jacks**

Name of Authorized Individual (secondary contact)

**County of Sabine**

Organization/Qualified Entity Name

**PO Box 597**

Address

**Hemphill, TX 75948**

City, State, Zip Code

**daryl.melton@co.sabine.tx.us**

Primary Email Address

**409-787-3543**

Phone Numbers

**sabcotreas@windstream.net**

Secondary Email Address

**409-787-2044**

Fax Number

The annual membership fee for participation in the Texas SmartBuy Membership Program is:

**\$100.00 – FEE IS NON-REFUNDABLE**

**Please make checks payable to:**

**Texas Comptroller of Public Accounts**

**Please mail to:**

**Texas Comptroller of Public Accounts**

**P.O. Box 13186**

**Austin, TX 78711**

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

Questions? Contact the Texas SmartBuy Membership Program at 512-463-3368 or at [members@cpa.texas.gov](mailto:members@cpa.texas.gov).

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# RESOLUTION

**State of Texas**  
**County of** Sabine

Whereas, the Texas Comptroller of Public Accounts is authorized to provide purchasing services for local governments pursuant to §§ 271.082 and 271.083 of the Local Government Code;

and **WHEREAS**, the Sabine County Commissioner's Court  
(e.g., Commissioner's Court, City Council, School Board, Board of Directors)

of Sabine County, is a: (Check one of the following.)  
(Name of Qualified Entity)

- |  |  |
|--|--|
| <input checked="" type="radio"/> County                                    | <input type="radio"/> Independent School District                          |
| <input type="radio"/> Municipality   | <input type="radio"/> Junior College District                              |
| <input type="radio"/> Political Subdivision (Utility, Appraisal Districts) | <input type="radio"/> Mental Health and Mental Disability Community Center |
| <input type="radio"/> State-funded Assistance Organization                 | <input type="radio"/> Housing and Transportation Authority                 |

defined as an entity qualified to participate in the Texas SmartBuy Membership Program of the Texas Comptroller of Public Accounts pursuant to § 271.081 of the Local Government Code; and

WHEREAS, in accordance with the requirements of 34 TAC §20.85 administrative rules, the Agent(s) of Record,  
Daryl Melton County Judge  
(Name of Person, primary contact) (Title)

(and Tricia Jacks County Treasurer) is/are authorized to execute  
(Name of Person, secondary contact) (Title)

any and all documentation for Sabine County pertaining to its participation in the Texas  
(Entity Name)

Comptroller of Public Accounts Cooperative Purchasing Program; and

WHEREAS, Sabine County acknowledges its obligation to pay annual participation fees  
(Entity Name)

established by the Texas Comptroller of Public Accounts.

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

Adopted this 22nd day of January, 2018 by Sabine County Commissioners Court  
(Entity Name)

By: Janice McDaniel  
(Signature of Chair)  
Janice McDaniel  
(Printed Name)  
County Clerk  
(Title of Chair)

Daryl Melton  
(Signature of primary Agent of Record)  
Daryl Melton, County Judge  
(Name/Title of primary Agent of Record)  
Tricia Jacks  
(Signature of secondary Agent of Record)  
Tricia Jacks, County Treasurer  
(Name/Title of secondary Agent of Record)

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# Texas SmartBuy Membership Program

## Documents required for proof of eligibility

Submit all documentation required as proof of eligibility at the time you apply for membership in the program. All documentation must be on file with the Texas SmartBuy Membership Program BEFORE a determination of eligibility can be made.

### Local Governments

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

*Documents required:*

- ✓ Board approved resolution

### MHMR Community Centers

*Documents required:*

- ✓ Board approved resolution

### Special Districts or Other Legally Constituted Political Subdivisions of the State

*Documents required:*

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

### Assistance Organizations

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

*Documents required:*

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

### Texas Rising Star Providers

Childcare providers certified as Texas Rising Star Providers by Texas Workforce Commission

*Documents required:*

- ✓ Board Approved Resolution

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