



## **Doing Business with SJRA**

**[www.sjra.net](http://www.sjra.net)**

**Provided by**

**SJRA**

**PURCHASING DEPARTMENT**

## INTRODUCTION

This brochure has been prepared to acquaint you with the SJRA Purchasing staff and procedures used in purchasing commodities and services.

The SJRA Purchasing Department is responsible for procuring goods and services for all divisions of the Authority and for insuring that those expenditures are done in accordance with the State of Texas as well as SJRA requirements. The Purchasing Department consists of a Purchasing Manager, and three Buyers. Our staff will be happy to assist you or direct you to the individual responsible for the procurement of your commodity or service

By partnering with the Brazos Valley Online Bidding System, SJRA offers vendors the advantages of electronic registration, automatic notification of bidding opportunities, and the ability to access bidding documents online.

We invite you to register as a vendor at:

<http://brazosbid.cstx.gov/>

Our goal is to purchase products and services that are determined to be the best value for the SJRA. We support open, fair, and unrestricted competition and welcome any vendor suggestions or ideas that will improve competition in our bids.

## VENDOR REGISTRATION

SJRA has partnered with several other entities on the Brazos Online Bidding Website. We invite you to register your company at <http://brazosbid.cstx.gov>.

Our online vendor registration system allows the vendor to update their information at any time and to receive notifications of bid opportunities in the area of interest selected during registration. Please use this link if you wish to register as a vendor:

## VENDOR GUIDELINES

- Please call ahead for appointments whenever possible.
- Purchase orders are awarded once the Purchasing Department has confirmed that all state, federal and local regulations have been met. Please do not proceed with any work or supply any materials until you have received a purchase order number and, in the case of services, a notice- to- proceed.
- Please quote realistic delivery dates (in calendar days).
- Please conduct your business openly and frankly. As a public entity, our records are a matter of public record.
- We expect you to honor all pricing, delivery and service agreements as quoted.
- Please make sure we have your latest product information – preferably a link to your website.
- All vendors are asked to help maintain our policy that no SJRA employee accepts any gifts or favors. The best favor you can do for us is to see the SJRA receives the best price, quality and service.
- You are a valued supplier. Please call us if you have any questions.

## GENERAL PURCHASING PROCEDURES

- All purchases exceeding \$5,000.00 require three (3) competitive quotes unless an exception is taken according to Chapter 271 of the Texas Local Government Code State. A minimum of three quotes are preferred. (A/E services are exempt from this requirement)
- Quotes & proposals must be submitted by the vendor in written form. Quotes can be transmitted via fax, regular mail or by email, unless otherwise specified in the request for quotation. Informal quotes and proposals should be submitted by the vendor on company letterhead and must contain:
  - ✓ an adequate description of the item or services
  - ✓ an itemized cost
  - ✓ delivery or work completion date
- Most “on-site” services require proof of insurance. Purchasing staff will assist as needed in specifying and obtaining these documents from the vendor.
- Construction Contracts estimated to cost over \$50,000.00 require sealed written bids. All formal Request for Bids (RFB) and Request for Proposals (RFP) must be submitted through and processed by the Purchasing Department.
- All contracts must be approved and signed by an authorized SJRA representative.

## CONTRACT INSURANCE REQUIREMENTS

The SJRA requires all contractors, certain vendors and most consultants to supply proof of insurance before a contract is awarded. Typically, if you are providing services on SJRA property, proof of insurance is required. The following requirements apply to most contracts. Other limits may be required by the SJRA Risk Department, depending on the scope of services:

WORKERS' COMPENSATION INSURANCE & EMPLOYERS' LIABILITY INSURANCE – Statutory & \$500,000/\$500,000/\$500,000 The Contractor agrees to maintain Worker's Compensation Insurance & Employers Liability. In the event any work is sublet, the Contractor shall require the subcontractor similarly to provide the same coverage and shall himself acquire evidence of such coverage on behalf of the subcontractor. Waiver of subrogation in favor of SJRA is required.

COMMERCIAL GENERAL LIABILITY INSURANCE – Limit of liability not less than \$1,000,000 per occurrence Contractor agrees to maintain a standard ISO version Commercial General Liability occurrence form, or its equivalent providing coverage for, but not limited to, Bodily Injury and Property Damage, Premises/Operations, Products/Completed Operations, Independent Contractors.

BUSINESS AUTOMOBILE LIABILITY INSURANCE – Limit of liability not less than \$1,000,000 per occurrence Contractor agrees to maintain a standard ISO version Business Automobile Liability, or its equivalent, providing coverage for all owned, non-owned and hired automobiles.

Certificates and notices should be delivered to the SJRA at the following address:

1577 Damsite Road  
Attn: Risk Dept.  
Conroe, TX 77804

## PAYMENT OF INVOICES

- Invoices must be submitted to the Division address referenced on the Purchase Order:

- **General & Administration Division - PO Box 329, Conroe, TX 77305**
- **GRP Division - PO Box 329, Conroe, TX 77305**
- **Lake Conroe Division - PO Box 329, Conroe, TX 77305**
- **Highlands Division – PO Box 861, Highlands, TX 77562**
- **Woodlands Division – PO Box 7537, The Woodlands, TX 77387**

### INVOICES MUST:

- ✓ REFERENCE AN SJRA PURCHASE ORDER
- ✓ INDICATE THE SJRA DIVISION BILLED
- ✓ PROVIDE A DESCRIPTION OF THE GOODS OR SERVICES

- All invoices will be paid in full within forty-five (45) days after satisfactory delivery and billing or as otherwise agreed by contract.
- The SJRA will not be liable for payment of invoices received more than sixty (60) days after delivery of order, or completion of services.
- All invoices must be submitted in accordance with the purchase order terms and conditions.
- Invoices for commodities or services which are provided through an annual price agreement must match the unit pricing stipulated in the original contract.



## PURCHASING STAFF

Joan C. Finkes, C.P.M., CPPO  
Purchasing Manager

[jfinkes@sjra.net](mailto:jfinkes@sjra.net)

Julie Allen, CPPB

Buyer – Woodlands Division

[jallen@sjra.net](mailto:jallen@sjra.net)

Steve Gibson

Buyer – GRP Division

[sgibson@sjra.net](mailto:sgibson@sjra.net)

Gilbert Garza, C.P.M.

Buyer – G&A, Highlands, & Lake Conroe Divisions

[ggarza@sjra.net](mailto:ggarza@sjra.net)