



# BuyBoard Cooperative Purchasing

## Customer Information Package





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# 1. Overview



## Overview – BuyBoard

The BuyBoard National Purchasing Cooperative is a cooperative formed between the National School Boards Association (NSBA) and several state school boards associations to streamline the buying process for schools, municipalities, and other public entities.

Developed to comply with state laws that require governmental entities to make purchases from an approved list of vendors who have gone through a competitive procurement process, BuyBoard gives members the advantage of leveraging the Cooperative's ability to obtain bulk discounts, combined with the ease of online, web-based shopping.

**Contract #: 592-19**

**Expiration Date: 9/30/2021**

**Parks and Recreation Equipment and Field Lighting Products and Installation**

This contract can be used for materials and/or installation on a per project basis dependent upon Musco's compliance with state and local licensing requirements. BuyBoard membership is free and available to government, education and non-profit agencies.

BuyBoard contact information:

Office: 800-695-2919

Email [info@buyboard.com](mailto:info@buyboard.com)

If you have any questions about the BuyBoard program or any of our other active cooperative purchasing contracts, contact your local Sales Representative or Amanda Hudnut at 800-825-6030.



## **2. Award Letter**





August 28, 2020

**Sent via email to: [musco.contracts@musco.com](mailto:musco.contracts@musco.com)**

Amanda Hudnut  
Musco Sports Lighting, LLC (self-reporting vendor)  
100 1st Ave West  
Oskaloosa IA 52577

Re: Parks and Recreation Equipment and Field Lighting Products  
BuyBoard Contract 592-19

The Local Government Purchasing Cooperative (BuyBoard) awarded your company a contract under Parks and Recreation Equipment and Field Lighting Products, Contract 592-19 effective October 1, 2019 through September 30, 2020, with two possible one-year renewals. At this time, the BuyBoard is renewing your contract through September 30, 2021.

All discounts, terms, and conditions of your contract will remain the same. If you agree to this renewal, there is nothing you need to do. However, if you do not agree to this renewal, you must notify me via email at [connie.burkett@tasb.org](mailto:connie.burkett@tasb.org) prior to the start of the renewal term.

**Reminder:** Once a BuyBoard contract is awarded, vendors must generate a minimum of \$15,000 annually or they may not be offered a contract renewal.

If you have questions or comments concerning this renewal, please contact me as soon as possible at [connie.burkett@tasb.org](mailto:connie.burkett@tasb.org). We appreciate your interest in The Local Government Purchasing Cooperative.

Sincerely,

Connie W Burkett, CTSBO  
Contract Administrator

1<sup>st</sup> renewal v.02.13.2020



P.O. Box 400  
Austin, TX 78767-0400  
800.695.2919 | 512.467.0222 | Fax: 800.211.5454  
buyboard.com

July 18, 2019

Sent Via Email: musco.contracts@musco.com

Amanda Hudnut  
Musco Sports Lighting, LLC  
100 1st Ave West  
Oskaloosa, IA 52577

Welcome to BuyBoard!

**Re:** Notice of The Local Government Purchasing Cooperative Award

**Proposal Name and Number:** Parks and Recreation Equipment and Field Lighting Products and Installation, Proposal No. 592-19

Congratulations, The Local Government Purchasing Cooperative (Cooperative) has awarded your company a BuyBoard® contract based on the above-referenced Proposal. The contract is effective 10/1/2019 through 9/30/2020, with two possible one-year renewals. The contract documents are those identified in Section 3 of the General Terms and Conditions of the specifications.

To view the items your company has been awarded, please review the proposal tabulation No. 592-19 on the following web-site: [www.buyboard.com/vendor](http://www.buyboard.com/vendor). Only items marked as awarded to your company can be sold through the BuyBoard contract. In addition, on this website you will find the membership list which will provide you with the names of all entities with membership in our purchasing cooperative.

Enclosed with this letter you will find the following documents:

1. Vendor Quick Reference Guide
2. BuyBoard License and Identity Standards

**You are advised that receipt of a purchase order directly from a Cooperative member is not within the guidelines of the Cooperative.** Accepting purchase orders directly from Cooperative members may result in a violation of the State of Texas competitive bid statute and termination of this Cooperative BuyBoard contract. **Therefore, all purchase orders must be processed through the BuyBoard in order to comply.** Please forward by email to [info@buyboard.com](mailto:info@buyboard.com) any order received directly from a Cooperative member. If you inadvertently process a purchase order sent directly to you by a Cooperative member, please email the order [info@buyboard.com](mailto:info@buyboard.com) and note it as **RECORD ONLY** to prevent duplication.

**As an awarded vendor a BuyBoard user id and password will be sent via e-mail 2 to 3 business days prior to the start of your contract.**

On behalf of the Texas Association of School Boards, we appreciate your interest in the Cooperative and we are looking forward to your participation in the program. If you have any questions, please contact **Cooperative Procurement Staff** at 800-695-2919.

Sincerely,

Arturo Salinas  
Department Director, Cooperative Procurement

v.6.5



The Local Government Purchasing Cooperative is endorsed by the Texas Association of School Boards,  
Texas Municipal League, Texas Association of Counties, and the Texas Association of School Administrators.

September 4, 2019

Sent Via Email: musco.contracts@musco.com

Amanda Hudnut  
Musco Sports Lighting, LLC  
100 1st Ave West  
Oskaloosa, IA 52577

Welcome to BuyBoard!

**Re:** Notice of National Purchasing Cooperative Piggy-Back Award

**Proposal Name and Number:** Parks and Recreation Equipment and Field Lighting Products and Installation, Proposal No. 592-19

Congratulations, The National Purchasing Cooperative (National Cooperative) has awarded your company a BuyBoard® contract based on the above-referenced Proposal. As provided for in the Proposal and your National Purchasing Cooperative Vendor Award Agreement, you are authorized to sell the goods and services awarded under the Proposal to National Cooperative members in states other than Texas through the BuyBoard. The contract is effective 10/1/2019 through 9/30/2020, with two possible one-year renewals.

The National Cooperative membership list is available at our website [www.buyboard.com/vendor](http://www.buyboard.com/vendor). The list identifies the current members that may purchase awarded goods and services under your National Cooperative BuyBoard contract.

**You are advised that receipt of a purchase order directly from a National Cooperative member is not within BuyBoard guidelines.** Accepting purchase orders directly from Cooperative members may result in a violation of applicable competitive procurement law and termination of this National Cooperative BuyBoard contract. **Therefore, all purchase orders from National Cooperative members must be processed through the BuyBoard.** Please forward by e-mail to [info@buyboard.com](mailto:info@buyboard.com) any order received directly from a National Cooperative member. If you inadvertently process a purchase order sent directly to you by a National Cooperative member, please fax the order to the above number and note it as **RECORD ONLY** to prevent duplication.

**As an awarded vendor a BuyBoard user id and password will be sent via e-mail 2 to 3 business days prior to the start of your contract.**

On behalf of the National Cooperative, we are looking forward to your participation in the program. If you have any questions, please contact **Cooperative Procurement Staff at 800-695-2919.**

Sincerely,




Arturo Salinas  
Department Director, Cooperative Procurement  
v.6.5





### **3. Membership**





BuyBoard membership application can be accessed and completed online at the web site listed below.

<https://www.buyboard.com/join.aspx>



## **4. About BuyBoard**



# **BuyMore. SpendLess. BuySmart. WorkLess.**



## **What BuyBoard® can do for you**

Combining the purchase power of local governments provides members—big and small—the leverage to achieve better pricing on products, equipment, and services they use every day. There is power in numbers, and BuyBoard has delivered the vast economies of scale in purchasing products and services to members since 1998.

## **Value and choice**

With a wide range of contracts available, members will find almost everything needed to support their organization. The BuyBoard philosophy has always been that members know best which products they need, and the choice of vendor is their decision to make.

## **Compliance and transparency**

Contracts and vendors awarded through BuyBoard have been competitively procured, so members automatically have compliance with local and state procurement requirements and a documented audit trail. Transparency in the procurement process is treated with a high degree of focus and is of paramount importance. All vendors are treated on equal terms and are on the same plane of competition.

## **Efficiency and cost savings**

Because the competitive procurement process has been completed, members save time and resources that would have been spent on preparing and conducting a formal RFP. Besides reducing administrative costs, members reap savings through competitive pricing—plus, we offer member rebates!

## **Member rebates**

The Cooperative has a long history of issuing member rebates. Since 2006, we have rebated just over \$49.7 million to our governmental membership—a claim no other Texas-based cooperative can make. The rebate is reflective of the program's value, benefit, and nonprofit administration.

## **Request for Quotes (RFQ) application**

BuyBoard's RFQ functionality allows members to request pricing on volume needs from multiple vendors. This convenient and efficient process can be finalized in a matter of days, versus weeks or months, for a typical formal bid/proposal.

## **Member governed**

The Cooperative is governed by an 11-member board of directors, most of whom are purchasing professionals that represent members from schools, cities, and counties. The board's only function is to govern the Cooperative and award all contracts directly with no delegation of authority to staff. Because all contracts are advertised and solicited directly, no lead agency is involved.

## **Support of public education and local governments**

BuyBoard was created to support and serve public schools, municipalities, counties, and all types of local government agencies and nonprofits. That support and service is evidenced in the list of organizations that endorse the program and in turn support their respective membership. Purchasing through the BuyBoard means your agency is helping to support the statewide organizations that support you.



*Endorsed by*



**TASA**



# See anything you need?

- Aerial Lifts–Truck
- Ambulances
- Athletic, PE, and Gymnasium Supplies/Equipment
- Auction Services for Surplus Property
- Audiovisual Supplies/Equipment
- Automotive Supplies, Parts, and Tires
- Awards, Trophies, and Personal Recognition Products
- Boats (and trailers), Marine Waterway Equipment
- Building Maintenance, Repair, and Operations Supplies/Equipment
- Bus/Car Wash Equipment/Supplies
- Classroom Supplies and Equipment
- Cold Mix Asphalt
- Commercial Exercise Equipment
- Commercial Washers and Dryers
- Construction/Road and Bridge Equipment, Including Rental
- Copiers, Duplicators, and Supplies
- Copy and Print Services
- Correctional and Detention Facility Equipment and Supplies
- Cured-in-Place Pipeline Rehabilitation Products/Services
- Custodial and Lawn Care–Out Source Services
- Custodial Supplies/Equipment
- Ditching and Trenching Equipment
- Document Management Services
- Electric Vehicle Charging Stations
- Energy-Saving Lighting Retrofit Products/Services
- Facility Maintenance and Operation Services
- Fire and Security Systems and Monitoring
- Fire Fighting Supplies, Equipment, and Vehicles
- First Aid and Athletic Training Supplies/Equipment
- Flooring Products–Indoor and Outdoor
- Food Services Supplies/Equipment
- Fueling Systems including Propane
- Furniture–Church, Courtroom, Dormitory, Library, Office, School, and Science
- General Restoration and Disaster Services
- Grounds Maintenance Supplies/Equipment
- Highway Safety/Traffic Control Products
- Holiday Lighting and Decorations–Outdoor
- HVAC Supplies/Equipment
- Instructional Materials/Curriculum
- Irrigation Supplies/Equipment
- Job Order Contracting (JOC)
- Law Enforcement and Body Camera Equipment
- Library Books/Supplies/Equipment
- Low Speed Electronic Vehicles
- Mobile Command/Emergency Management Vehicles
- Modular Buildings/Permanent Modular Buildings
- Modular Buildings Walkways and Ramps
- Moving Services and Supplies including Portable Storage Units
- Musical Instrument Supplies/Equipment including Repair Services
- Office Supplies/Equipment
- Oral Interpretation and Written Translation Services
- Outdoor Lighting–Street/Landscape
- Paper and Toner–Office and Copier
- Parks and Recreation Supplies
- Pest Control Management Services
- Pipe-Bursting Equipment
- Police Motorcycles
- Public Safety Supplies/Equipment
- Radio, Communications, and Surveillance Supplies/Equipment
- Refuse Containers–Commercial and Residential
- Refuse Truck Bodies and Trailers
- Sand-Spreading Equipment
- School Buses and Parts
- Sewer Inspection and Cleaning Equipment
- Sports Lighting
- Sports Surfaces–Outdoor/Turf-Testing Services
- Stage and Theater Supplies/Equipment, Lighting, and Sound Systems
- Street Sweepers
- Swimming Pool Chemicals/Equipment
- Technology Equipment/Software/Supplies
- Trade Services and Labor for Electrical, HVAC, and Plumbing Repair
- Trailers
- Uniforms–Athletic, Band, Dance, Student, Work, including Rental Program
- Unmanned Aerial Vehicles
- Vehicles–Cars, Trucks, Vans, and Truck Bodies
- Vehicle Fleet Leasing and Management Services
- Voice Broadcast Communication Systems
- Voting Systems
- Water/Wastewater Chemicals, Equipment, Motors, and Pumps
- Water Storage Tank Maintenance Services
- Water Utility Meters and Monitoring Services

## Membership

Membership is **free** and open to all types of governmental and nonprofit agencies:

- Cities, municipalities, towns, and villages
- Community colleges and universities
- County government
- Public school districts and education service centers
- All other local government agencies
- Nonprofit organization

**buyboard.com • info@buyboard.com**  
**800.695.2919 • Fax: 800.211.5454**  
**12007 Research Blvd., Austin, TX 78759**

## Vendors

To register with the BuyBoard and receive e-mail notification of upcoming RFP opportunities, follow these steps:

1. Go to **buyboard.com**. In the Vendor box, click on Learn More.
2. Select the How to Join tab at top.
3. Follow the steps listed under How to Register.
4. Obtain ID information and password to maintain your vendor registration profile.

All RFPs are posted on **buyboard.com**. In the Vendor box, click on Learn More. Then select the box at top right that says "Take a look at our current proposal list."

**Notice: Registering does not place your company on the BuyBoard. Vendors must first be awarded a BuyBoard RFP.**

