

TXMAS QUOTE ORDER PROCESS

PRESENTED BY:

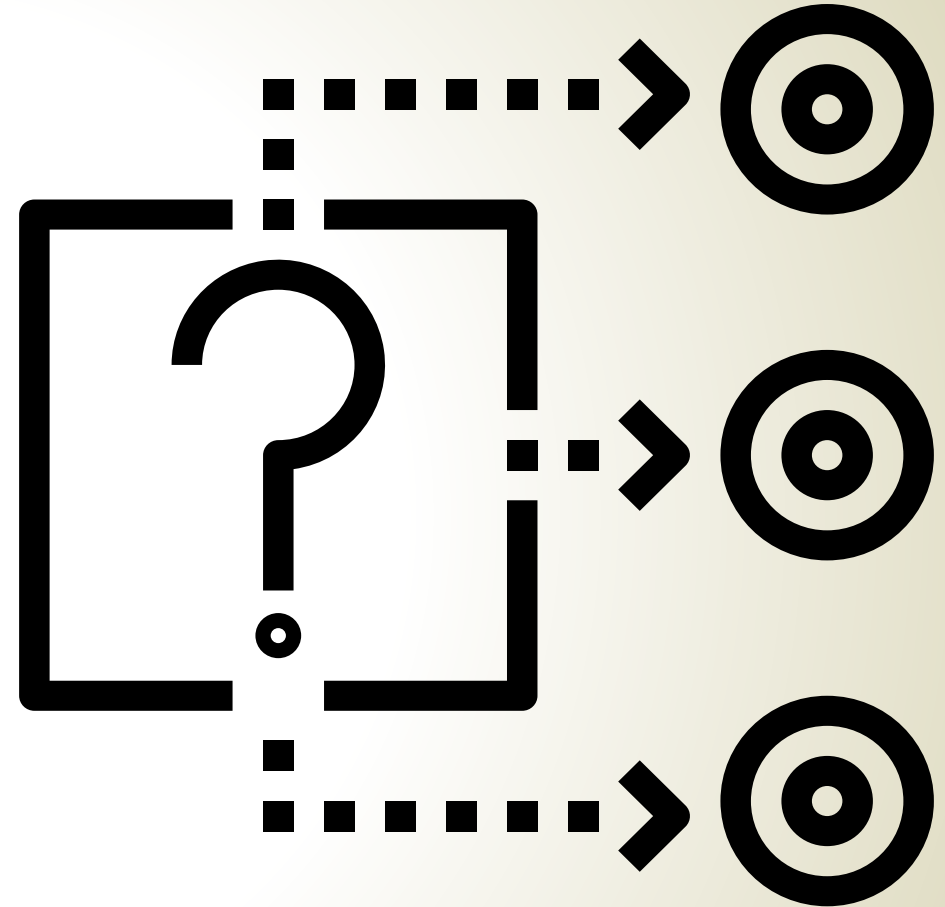
**STATEWIDE PROCUREMENT
DIVISION (SPD)**

**TRAINING AND POLICY
DEVELOPMENT**



AGENDA

- TXMAS
- NAVIGATING TXMAS CONTRACTS
- WHAT, WHEN AND HOW TO USE TXMAS QUOTES ON TEXAS SMARTBUY
- TXMAS QUOTE LINE
- INCIDENTALS EXPLAINED
- WHEN TO GO OFFLINE
- FREQUENTLY ASKED QUESTIONS
- APPLICABLE POLICIES



TEXAS MULTIPLE AWARD SCHEDULES (TXMAS)

- Established by the Texas Building and Procurement Commission as an alternative purchasing method.
- Competitively awarded
 - Federal Government
 - Government entities in Texas
 - Other state contracts





NAVIGATING TXMAS CONTRACTS

Purchase Orders for TXMAS contracts must be entered through the Texas Smartbuy online ordering system at www.txsmartbuy.com.





Cooperative Purchasing Membership



The State of Texas Cooperative Purchasing Program, available for **local governments, education, and non-profit assistance organizations** is now called the Texas SmartBuy Membership Program.

Gain access to purchase from State of Texas contracts and procurement resources by becoming a **becoming a purchasing member!** Put the state's multi-billion dollar purchasing power to work for you!

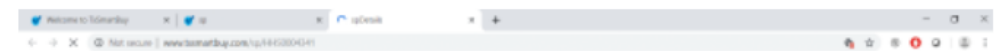
View State Contract Solicitations Without Signing In!



Vendors: View state contract solicitations without signing in!

View the solicitation bulletin board here: [Electronic State Business Daily \(ESBD\)](#)

Watch a brief ESBD tutorial below. Click the video to enlarge.





Sign In

0 items



Statewide Procurement Division (SPD) Statewide Contracts

Search Contracts

Browse Contracts

Contract Number

TXMAS-20-7101

Contractor/Dealer

Source Contract Number

Contract Category

- Select Contract Category -

GSA Schedule

- Select GSA Schedule -

NIGP Code

Keyword

VID

Search

Clear Filters

Export Results

View Results By: **Contracts** | [Contractors And Dealers](#)

1 RESULTS FOUND

Contract Number ↑	Contract Description	Contract Type	NIGP Code	Start Date	End Date	Related Items
TXMAS-20-7101	Furniture	TXMAS	42521	2/20/2020	2/27/2024	Items



TXMAS-20-7101

Search

Sign In

0 items

Bid Postings

Contracts

SPD Applications

Help

Search Contracts & Contractors

Browse Contracts

Cooperative Purchasing Membership



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Gain access to purchase from State of Texas contracts and procurement resources by becoming a **becoming a purchasing member!** Put the state's multi-billion dollar purchasing power to work for you!

View State

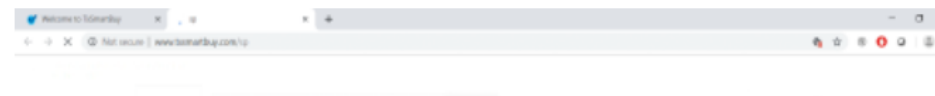
Signing In!



Vendors: View state contract solicitations without signing in!

View the solicitation bulletin board here: [Electronic State Business Daily \(ESBD\)](#)

Watch a brief ESBD tutorial below. Click the video to enlarge.





Sign In

0 items

Bid Postings

Contracts ▾

SPD Applications ▾

Help

Statewide Procurement Division (SPD) Statewide Contracts

Search Contracts

Browse Contracts

Filter By: [All](#) | [TxSmartBuy](#) | [Managed](#) | [TXMAS](#) | [Travel](#) | [Contingency](#)

« 1 2 »

Contract Number ↑	Contract Description	Contract Type	Contract Category	Start Date	End Date	Contract Details
TXMAS-17-00CORP01	Real Estate Broker Services	TXMAS	TxSmartBuy	8/7/2017	8/6/2022	Details
TXMAS-17-03FAC01	Facilities Maintenance and Management	TXMAS	TxSmartBuy	6/20/2017	6/19/2022	Details
TXMAS-17-03FAC04	Fire Safety Equipment	TXMAS	TxSmartBuy	9/5/2017	9/4/2022	Details
TXMAS-17-3601	Multimedia Office Cabinets, Display & Filing Systems, Pocket Card Frames and Portfolios	TXMAS	TxSmartBuy	8/21/2017	8/20/2022	Details
TXMAS-17-51V03	Hardware Superstore	TXMAS	TxSmartBuy	11/27/2017	11/26/2022	Details
TXMAS-17-5603	Prefab Office Solutions/Stations	TXMAS	TxSmartBuy	7/14/2017	7/13/2022	Details
TXMAS-17-5608	Building Material Services and Supplies	TXMAS	TxSmartBuy	11/27/2017	5/29/2022	Details



Sign In

0 items

[Bid Postings](#)

[Contracts](#) ▾

[SPD Applications](#) ▾

[Help](#)

Contract Details: # TXMAS-17-03FAC01

Search for items in this contract

Number	TXMAS-17-03FAC01
Description	Facilities Maintenance and Management
Category	TxSmartBuy
Type	TXMAS
Start Date	6/20/2017
End Date	6/19/2022
Fed	GS-21F-017GA
Purchase Category Code(Agencies Only)	PCC X
Optional Renewal Terms	December 12, 2021, through June 19, 2022
Purchase Orders	Only purchase orders issued through Texas SmartBuy (TSB) are eligible for contract pricing. The Contractor cannot ship any products or provide services until receipt of a Purchase Order generated by the TSB system. All purchase orders that include a quote order line (excluding linked item quotes) will be placed on hold pending Statewide Procurement Division (SPD) review.

Quote order requirements:

- 1. Items that are available in TSB must be placed through the TSB shopping cart. The TSB shopping cart allows up to 45 line items. Once 45 line items are added to the TSB shopping cart, the additional order items must be totaled and entered using the quote order line.
- 2. State agencies must enter no less than 20 items into the TSB shopping cart before utilizing the quote line option. Texas SmartBuy Members are encouraged to add items to the TSB cart before utilizing the quote line option.
- 3. All purchase orders that include a quote order line require the attachment of a completed contractor quote containing the following:
 - Detailed, unit pricing of all contracted items and services.
 - The contractor's TXMAS contract number clearly identified.
 - Open market, or incidental, items clearly identified.
- 4. Validation of contract pricing and item availability is the responsibility of the purchaser in determining best value. When the attachment is confirmed, SPD will release the purchase order to the TXMAS contractor for fulfillment.
- 5. If approval is requested prior to the order being inputted in TSB, or SPD assistance is requested to validate pricing or item availability, the information may be submitted to txmasquote@cpa.texas.gov.

Customers may only purchase TXMAS goods or services from a TXMAS Contractor online through Texas SmartBuy. CPA does not authorize any offline sales of this TXMAS contract's goods or services.

IMPORTANT: The services provided by this contract may be a service subject to the provisions of Texas Government Code Chapter 2254. A state agency, as defined by Texas Government Code Chapter 2254, may only acquire the services subject to Texas Government Code Chapter 2254 according to the procedures identified in that chapter. Failure to comply with the provisions of Texas Government Code Chapter 2254 could result in a void contract.

Order Limitation



The contractor is not required to accept orders below the minimum listed below. Orders between the minimum and maximum listed below are subject to the pricing of the underlying contract.

Minimum order:
\$100

Maximum order:
\$1,000,000

State Contracts	Prior to purchasing from a TXMAS contract, public procurement personnel must follow applicable procurement procedures as stated in the Procurement and Contract Management Guide. Agencies must first purchase products or services offered by WorkQuest, Texas Correctional Industries (TCI), and the Statewide Procurement Division (SPD) Term Contracts.
CPA Contract Management	Questions regarding contract management issues, price changes, amendments or other post-award concerns should be directed to: SPD TXMAS Program Texas Comptroller of Public Accounts (CPA) Phone: (512) 463-3034 option 3 Email: txmas@cpa.texas.gov
Approved Products/Services	Only products or services listed in the underlying contract may be purchased from this TXMAS contract, with one exception. Incidental, off-schedule items may be purchased as "best value, open market" items provided that they are necessary for product integration or product completeness. The purchasing entity is responsible for ensuring that the quoted price for such incidental items is fair and reasonable. These incidental items may be added to the TXMAS purchase order if they are clearly labeled as "open market (OM), best value" items. Incidental items may not exceed \$5,000.00 OR 50% of the purchase order total, whichever is less. If the pending order includes incidental items that exceed the stated limits, a request may be submitted to the Statewide Procurement Division for review and consideration of an exception. Exception requests shall be submitted to txmasquote@cpa.texas.gov. The request must include a copy of the complete contractor quote listing all core items and a detailed incidental charge breakdown.
Contract Specifics/Notes	TXMAS prices may be validated against the base contract's price list. TXMAS contractors are authorized to charge up to 1.5228% more than their base contract price. GSA Contract Information
FOB Point	FOB Destination. Freight included.
Expedited Payment Discount	Prompt payment terms: 0.5% 10 days, net 30. Information for ordering offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
Compliant Products by Contractor	Customer reserves the right to require new delivery or a refund in the event that materials or products not meeting specifications are discovered after payment has been made.

Rebate Reporting Requirement for Federal	Pursuant to Texas Government Code § 2155.510(b), rebates generated from TXMAS contract purchases made in whole or in part with federal funds must be reported by the purchasing agency to the appropriate federal funding agency. Each quarter of the State's fiscal year (September 1 through August 31), TXMAS contractors rebate 0.73875% of their TXMAS sales to the State of Texas via the Texas Comptroller of Public Accounts (CPA). It is the purchasing entity's responsibility to report the amount of rebate attributed to federal funds to the federal fund-provider using the above percent based on the total dollar value of the TXMAS purchase order. Example: A purchasing entity receives and uses federal funds of \$50,000 to purchase items/services on a TXMAS contract. The purchasing entity must report to the federal fund-provider that a sales rebate of \$369.37 ($\\$50,000 \times 0.73875\% = \\369.37) will be paid to the State of Texas by the TXMAS contractor.
Contractor Performance	The Statewide Procurement Division Contract Management Office (SCMO), a division of the Comptroller of Public Accounts (CPA), administers a vendor performance program for use by all customers per Texas Government Code (TGC), §2262.055, and 34 Texas Administrative Code (TAC), §20.108. The Vendor Performance relies on the customer's participation in gathering information on vendor performance. State agency customers shall report vendor performance on purchases of \$25,000 or more from contracts administered by CPA, or any other purchase of \$25,000 or more made through delegated authority granted by CPA (TAC 20.108), or purchases exempt from CPA procurement rules and procedures. State agencies are additionally encouraged to report vendor performance on purchases under \$25,000. Vendor Performance shall be reported through the CPA VENDOR PERFORMANCE TRACKING SYSTEM. The purpose of the Vendor Performance Tracking System is to: • Identify vendors that have exceptional performance • Aid purchasers in making a best value determination based on vendor past performance • Protect the state from vendors with unethical business practices • Track vendor performance for delegated and exempt purchases

Contractor Information

VID: 10305624032 Contractor: Power Vac America, Inc. Contact Name: Doug Long Email: dlong@powervacamerica.com Phone: (800) 564-0743 Address: 6613 Springer Street Houston TX 77087



WHAT IS A QUOTE?

- A quote is a price for a good or service provided by the contractor or their dealer.
- Quotes may help the purchaser when determining “best value.”



To State Agency or
Texas SmartBuy Member
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]
Customer ID [ABC12345]

[Street Address]
[City, ST ZIP Code]
[Phone]
Fax [000.000.0000]
[e-mail]



Quotation prepared by: Jane Doe 512-456-1234

[Richard San Jose](#)[Saved Carts](#)[0 items](#)[Bid Postings](#)[Contracts](#)[SPD Applications](#)[Help](#)[HOME](#) / [SEARCH RESULTS](#)

Filter Your Search

[Clear all Filters](#)

Contract Type

☐ TXMAS

Contract Number

☐ TXMAS-19-7111

Contractor

☐ Big Star Branding Inc.☐ College Station Auto Parts DBA
Texas Fleet Outfitters (NAPA Auto
Parts)☐ Evans Consoles Incorporated☐ Fastenal☐ Global Industries, Inc.☐ HD Supply Facilities

Item Category

☐ Furniture: Cafeteria, Chapel,
Dormitory, Household, Library,
Lounge, School

1 Result Found for "quote"

[Compare Items](#)[Export to CSV](#)Sort By: Show: results per pageNarrowed By: **Contractor: Steelcase, Inc. x**

Quote TXMAS-19-7111 Steelcase, Inc.

Commodity Code 42030

Quote TXMAS-19-7111 Steelcase, Inc.

ITEM

Contract [TXMAS-19-7111](#)
Supplier Part Number Quote TXMAS-19-7111

CONTRACTOR

Contractor Steelcase, Inc.

Price
\$1.00UOM
EACH

Min. Order Qty: 1

[Add to cart](#)☐ CompareSort By: Show: results per page

Item Information

Quantity:

Commodity Code: 42030

Dealer:

Business Interiors

▼

Unit Price: \$1.00 per EACH

Has the quoted price(s) been validated?

Please select an option

▼

Description:
Quote TXMAS-19-7111 Steelcase, Inc.

Additional Charges

TXMAS Incidentals \$0.00 Charges \$0.00

Subtotal: \$0.00

Price	Description
\$	

Add New

Shipping Details

Delivery days:
25 days

Delivery date:
4/11/2022

☒ Address

☐ Ad-hoc address

Total: \$98.60

x Cancel

Add to Cart



Item Information

Quantity: 98.60

Commodity Code: 42030

Unit Price: \$1.00 per EACH

Dealer: Business Interiors

Description: Quote TXMAS-19-7111 Steelcase, Inc.

Has the quoted price(s) been validated?
Please select an option

Shipping Details

Delivery days: 25 days

Delivery date: 4/11/2022

☒ Address [Location Code, Street, City or Zip]

☐ Ad-hoc address

Additional Charges

TXMAS Incidentals \$0.00

Charges \$0.00

Subtotal: \$0.00

Price	Description
\$	

Add New

Item Information

Quantity: 98.60

Commodity Code: 42030

Unit Price: \$1.00 per EACH

Dealer: Business Interiors

Description: Quote TXMAS-19-7111 Steelcase, Inc.

Has the quoted price(s) been validated?
Please select an option

Additional Charges

TXMAS Incidentals \$0.00

Charges \$0.00

Subtotal: \$0.00

Price	Description
\$	
Add New	

Shipping Details

Delivery days: 25 days

Delivery date: 4/11/2022

Address

[Location Code, Street, City or Zip]

Ad-hoc address



Item Information

Quantity: 98.60

Commodity Code: 42030

Unit Price: \$1.00 per EACH

Dealer: Business Interiors

Description: Quote TXMAS-19-7111 Steelcase, Inc.

Has the quoted price(s) been validated?
Yes, I validated the quoted pri

Please select an option

Yes, I validated the quoted price(s) against the base contract.

No, I request SPD assistance to validate quoted price(s) against the base contract.

Price

Description

\$

Add New

Shipping Details

Delivery days: 25 days

Delivery date: 4/11/2022

☒ Address [Location Code, Street, City or Zip]

☐ Ad-hoc address

Select one of these two options

Item Information

Quantity: 98.60

Commodity Code: 42030

Unit Price: \$1.00 per EACH

Description: Quote TXMAS-19-7111 Steelcase, Inc.

Dealer: Business Interiors

Has the quoted price(s) been validated?
Yes, I validated the quoted pri

Additional Charges

TXMAS Incidentals \$0.00

Charges \$0.00

Subtotal: \$0.00

Price	Description
\$	
Add New	

Shipping Details

Delivery days: 25 days

Delivery date: 4/11/2022

Address

Ad-hoc address

WHAT IS A TXMAS QUOTE LINE?

A TXMAS quote line is an option within Texas SmartBuy to purchase contracted items or services that are not available on the Texas SmartBuy website.

ARE YOU READY TO MAKE A QUOTE LINE?

For items or services NOT in Texas SmartBuy, the following steps are required:

- 1) All quote orders must include the contractor/dealer quote as an attachment.
- 2) Ensure item or service is on contract.
- 3) Validation of contractor pricing is the responsibility of the purchaser in determining best value.

Note: The purchaser may contact the contractors or their approved dealers for assistance to validate pricing.

QUOTE LINE TAKEAWAYS

State agencies must enter **no less than 20 different items** into the Texas SmartBuy shopping cart before utilizing the quote line option. (Texas SmartBuy Members are encouraged to add items to the Texas SmartBuy cart before utilizing the quote line option.)

If the items or services are available on Texas SmartBuy, they **must** be selected and placed in the shopping cart.

IDENTIFY THE BASE CONTRACT NUMBER & VERIFY PRICING

🔍 Search for items in this contract

Number	TXMAS-19-7111
Description	Furniture
Category	TxSmartBuy
Type	TXMAS
Start Date	6/21/2019
End Date	3/12/2024
Fed	GS-27F-0014V

**Base Contract
Number**

**If the contract is GSA-based,
enter the GSA contract number
in GSA eLibrary.**

<https://www.gsaelibrary.gsa.gov>

Finding Corresponding Contracts Through GSA Website

**GSA eLibrary**

GSA Federal Acquisition Service

[Home](#) [eBuy - quotes](#) [GSA Advantage - online shopping](#) [Help](#)



Welcome! GSA eLibrary is your one source for the latest GSA contract award information. GSA offers unparalleled acquisition solutions to meet today's acquisition challenges. GSA's key goal is to deliver excellent acquisition services that provide best value, in terms of cost, quality and service, for federal agencies and taxpayers.

GSA offers a wide range of acquisition services and solutions utilizing a variety of tools, contract vehicles, and services to meet the customer's specific needs including Multiple Award Schedules, Governmentwide Acquisition Contracts, Technology Contracts, and Assisted Acquisition Services. For more information on what GSA has to offer, visit [GSA.gov](#).

**Search** in all the words
enter Keywords, Contract Number, Contractor/Mfr Name, Schedule/SIN/GWAC Number, NAICS

[Contractor Directory \(a-z\)](#) [Total Solution Search](#)

**Category Guide**

- Facilities
- Human Capital
- Information Technology
- Office Management
- Scientific Management and Solutions
- Transportation and Logistics Services
- Furniture & Furnishings
- Industrial Products and Services
- Miscellaneous
- Professional Services
- Security and Protection
- Travel

**News...**

Use your Unique Entity ID (SAM)

As of **April 4, 2022**, the government is no longer using the Data Universal Numbering System (DUNS) number as the authoritative Unique Entity Identifier and has transitioned to the new Unique Entity ID (SAM) generated at SAM.gov. Click [here](#) for more information on the government transition to Unique Entity ID (SAM).

**Get Quotes**

GSA eBuy is an easy-to-use electronic Request for Quotation (RFQ) system designed to facilitate the request for submission of quotations.

With eBuy, getting quotes is just a click away!


[go to eBuy >>](#)

**Additional Information**

Customers

- Connect With Your Customer Service Director
- Training Opportunities
- FPDS-NG
- EPLS
- GSA Strategic Sourcing BPAs
- Acquisition Gateway

Contractors

- FedBizOps
- Schedules Sales Query
- Vendor Support (VSC)

**Quick Search**

Go to

**Schedule Contracts**

GSA schedule contracts offer direct delivery of millions of state-of-the-art, high-quality commercial supplies and services at volume discount pricing!

- View schedule contracts
- GSA schedules info
- VA schedules info
- MAS Available Offerings
- MAS Clause Applicability Matrix

**Technology Contracts**

GSA technology contracts cover the whole spectrum of IT solutions, from network services and information assurance to telecommunications and purchase of hardware and software.

- View technology contracts
- GSA technology contracts info

**State and Local Governments**

Cooperative Purchasing
Purchase IT products, services, and support equipment from Federal Supply Schedules.

- View participating vendors
- Cooperative Purchase FAQ

**COOP PURCH**

Disaster Purchasing
Purchase products and services to facilitate recovery from a major disaster.

- View participating vendors
- Disaster Purchasing FAQ

**DISAST PURCH**

Contractor Information

(Vendors) How to change your company information

Contract #:	GS-27F-0014V
Contractor:	STEELCASE INC.
Address:	901 44TH ST SE GRAND RAPIDS, MI 49508-7594
Phone:	(616)247-2710
E-Mail:	fedgovbids@steelcase.com
Web Address:	http://www.steelcase.com
DUNS:	006016547
NAICS:	337214

Socio-Economic :

Other than small business

EPLS :

Contractor not found on the Excluded Parties List System

Govt. Point of Contact:

Marian J. Notarfrancesco

Phone: 215-446-5044

E-Mail: marian.norfrancesco@gsa.gov

Contract Clauses/Exceptions:

[View the specifics for this contract](#)

Source	Title	Contract Number	Contractor T&Cs /Pricelist	Contract End Date	Category		View Catalog
71	FURNITURE	GS-27F-0014V		Mar 12, 2019	71 1		
					71 205		
					71 207		
					71 302		
					71 315		
					711 1		
					711 10		
					711 11		
					711 16		
					711 17		



Search

Products ▾

GS-27F-0014V

Q

Advanced Search



NEWS

CUSTOMER
ADVISORY
GSA GLOBAL SUPPLY

GSA Global Supply Customer
Advisory

Learn More

! IMPORTANT



UNICOR Alert

Learn More

! IMPORTANT

Information about COVID-19
related products

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Strategic Sourcing

Leveraging Government buying power to get you
the best value and price.

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Services ▾

View All Offerings »





Search Products ▾

GS-27F-0014V



Advanced Search

AVAILABLE CATEGORIES

Furniture & Furnishings +

Electronics & Technology +

REFINE BY

Business/Socio-economic Types +

Green/Special Programs +

Photos +

Top 5 Manufacturers +

Manufacturer Directory

Contractor Directory

SHIPPING

-- show all -- ▾

MINIMUM ORDER

-- show all -- ▾

Can't find what you're looking for?

Call GSA Customer Service at

800-488-3111

Available 24 hours a day

Monday - Friday

(8 AM Central Sunday through 8:30 PM Central Friday)

Search Results - Products

Found **68** products matching the following criteria: GS-27F-0014V

Search within

Search within results

Search options

All the words

Update results

1 2 3 Next

Limit Price

Sort Most relevant

4539331BW 6205 SF08
CRITERION PLUS TASK/WORK CHAIR NAVYMfr: STEELCASE INC.
\$777.56 EA
From 1 source
15 days delivered ARO

Description

Criterion Plus chair,20% wider seat/back for individuals up to 500 lbs.that need a larger chair,high back,height width adjustable arms,pneumatic seat height adjustment,hard wheel c...

Contractor:

STEELCASE INC
contract#: GS 27F 0014V
includes: RLF1830SF T225
UNIVERSAL 4 DWR/ 1 SHF LATERAL FILE SANDMfr: STEELCASE INC.
\$644.80 EA
From 1 source
15 days delivered ARO

Description

Lateral file,4 drawers and 1 lift up door,fixed shelf,flush front,integral pulls that run full width of the drawer,polished chrome random keyed lock,18"D x 30"W x 64"H,sand texture...

Contractor:

STEELCASE INC
contract#: GS 27F 0014V
includes: 4535331DP 6205 SF17
CRITERION TASK/WORK CHAIR BLACKMfr: STEELCASE INC.
\$459.04 EA
From 1 source
15 days delivered ARO

Description

Criterion high back chair,height width pivot adjustable arms,pneumatic seat height,seat depth adjustment,hard wheel casters,black frame/shell,black upholstery on seat/back.Delivers...

Contractor:

STEELCASE INC
contract#: GS 27F 0014V
includes: 4821410 6205 SF17
AMIA/TASK CHAIR BLACKMfr: STEELCASE INC.
\$426.20 EA
From 1 source
15 days delivered ARO

Description

Amia chair, fully adjustable arms, pneumatic seat height, hard wheel casters, black frame, black upholstery on seat. Delivers in 15 business days. MBDC Cradle to Cradle Product. Ce...

Contractor:

STEELCASE INC
contract#: GS 27F 0014V
includes:

EXAMPLE QUOTE

			Extended	
Line	Quantity	Catalog Number/Description	Unit Price	Amount
		Steelcase Contract # TXMAS-7-7110140		
1	3	VTSC3050L Steelcase	\$808.95	\$2,426.85
		Teaching station-personal caddy		
		List price \$1818 Discount 56.17%		
		TSB Fee (1.5228%) \$12.13		

Steps to take
when the
Quoted Item is:

1. Not in a GSA eLibrary
2. Not based on a GSA Contract

Snapshot of a Contractor's Base Catalogue

Teaching Stations

SIN 71.302

Specification Information

Dimensions

D

W

Style

Number

Base

Price

Station with Storage Caddy and Modesty Panel

Left-Hand Stations

30"

50"

VTSC3050L

\$1818



HOW TO DETERMINE THE MAXIMUM ALLOWABLE TXMAS PRICE WHEN BUYING FROM A DISCOUNT PERCENTAGE-BASED CONTRACT

List price x Base
Percent Discount =
Discount off list
price

$$\begin{aligned} \$1,818 \times 0.5617 &= \\ \$1,021.1706 \end{aligned}$$

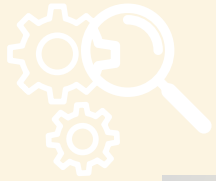
List price –
Discount off list
price = Base
Contract price

$$\begin{aligned} \$1,818 - \\ \$1,021.1706 &= \\ \$796.8294 \end{aligned}$$

Base Contract price
x 1.5228% =
**Maximum TXMAS
price**

$$\begin{aligned} \$796.82 \times 1.015228 \\ = \$808.95 \end{aligned}$$

(Note: TXMAS contractors are authorized to increase the base contract price up to 1.5228% - TSB Administrative Fee)



INCIDENTALS EXPLAINED

An incidental, often referred to as open market, is a non-contract item or service, such as installation or inside delivery.

An incidental is necessary for product warranty, system integration or product completeness. An agency is responsible for ensuring that the quoted price for such items or services are fair and reasonable. These incidental items or services may be added to the purchase order if they are clearly labeled as "open market" on the contractor's quote.

REMINDER: The TOTAL of incidental items or services on a TXMAS quote cannot exceed \$5,000 nor 50 percent of the overall TXMAS purchase order total.

SCENARIO

A purchaser is buying a piece of furniture on a TXMAS contract. The purchaser wants the furniture assembled however the service is not provided on the contract. The contractor can provide the assembly as an incidental service on the purchase order.



TXMAS Incidentals Tab

Item Information

Quantity: 98.60

Dealer: Business Interiors

Commodity Code: 42500

Unit Price: \$1.00 per EACH

Description: TXMAS Quote - Steelcase, Inc.-Enter quote amount (minus incidentals) in Quantity field

Has the quoted price(s) been validated?
Yes, I validated the quoted pr

Additional Charges

TXMAS Incidentals \$0.00

Charges \$0.00

Subtotal: \$0.00

Price	Description
\$	

Add New

The Texas SmartBuy Admin Fee and/or the TXMAS Sales Rebate must never be listed as Incidental charges.

Add Item to Cart

Item Information

Quantity:

Dealer:

Has the quoted price(s) been validated?

Commodity Code: 42500

Unit Price: \$1.00 per EACH

Description:
TXMAS Quote - Steelcase, Inc.-Enter quote amount (minus incidentals) in Quantity field

List additional charges on this tab
(they must be contract items)



Additional Charges

TXMAS Incidentals \$0.00

Charges \$0.00

Subtotal: \$0.00

Item	Price	Note
Volume Disc. Enter Total -\$ Amount Installation OR Removal Charge Add New	\$ 0.00	x

Add Item to Cart

Item Information

Quantity:

Dealer:

Commodity Code: 42500

Unit Price: \$1.00 per EACH

Description:
TXMAS Quote - Steelcase, Inc.-Enter quote amount (minus incidentals) in Quantity field

Has the quoted price(s) been validated?

Additional Charges

TXMAS Incidentals \$0.00

Charges \$15.00

Subtotal: \$15.00

Item	Price	Note
Installation OR Removal Charge	\$ 20.00	x
Volume Disc. Enter Total -\$ Amount	\$ -5.00	x

Note the dollar amount changes with each item added

Shipping Details

Delivery days: 30 days

Delivery date: 4/25/2018

☒ Address

LAST USED
Ad-hoc
123 4th Street
Austin, TX 78701

☐ Ad-hoc address

Note the Total

Total: \$113.60

My Cart

[+ Start New Cart](#)[✉ Share Cart](#)[✎ Save Cart As...](#)**Item**

TXMAS Quote - Steelcase, Inc.

Shipping Address123 4th Street
Austin, TX 78701
*Delivery days: 30***Price**
\$1.00**Qty**
98.6**UOM**
EACH**Subtotal**
\$98.60[Edit](#)[Delete](#)**Installation OR Removal Charge****Note****Price**
\$20.00**Qty**
1**Subtotal**
\$20.00**Volume Disc. Enter Total -\$ Amount****Note****Price**
-\$5.00**Qty**
1**Subtotal**
-\$5.00

Dealer: Business Interiors - Irving : 1111 Valley View Lane Irving, TX

Commodity Code: 42500

Item Detail: TXMAS Quote - Steelcase, Inc.-Enter quote amount (minus incidentals) in
Quantity field

Contractor: Steelcase, Inc.

Contract: TXMAS-7-7110140

Min. Order Quantity: 1

Pickup Date: 4/25/2018

☒ Add Note to Item Attach File to Item Browse...

Attach file here. You
may attach a file for
each specific line item.

Enter item-specific notes here

Order Total: \$113.60[Search for More Items](#)[Print](#)[Export Cart to CSV](#)[Proceed to Checkout](#)

My Cart Checkout Confirmation

[illegible]

Downloaded from <http://www.jstor.org/stable/2346192>

■ **Prevalence of HIV**

[Introduction](#)
[Getting started](#)
[Getting started with the IDE](#)
[Getting started with the IDE](#)

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1. **Identify the main components of the system.** The system consists of a **client** and a **server**. The client is responsible for sending requests to the server, and the server is responsible for processing these requests and returning responses.

<http://www.mhhe.com> <http://www.mhhe.com/engbook>

Finalize your order by selecting the “Complete Checkout” button.

Complete both fields:

Optionally enter notes here for the entire order.

You must attach the quote and supporting documentation for the entire order.

FINALIZING YOUR ORDER



PURCHASE ORDER GENERATED



Purchase Requisition

#1737397

3/2/2022

Agency Name

Purchaser:

Email:

Phone:

Bill To

ATTN: ACCOUNTS PAYABLE

PO BOX

HOUSTON TX 77266

Quantity	Item	Rate	Amount
124,557	QuoteTXMAS-19-7111Steelcase,Inc.6282019-SD Quote TXMAS-19-7111 Steelcase, Inc. Options: Vendor: Contract:TXMAS-19-7111 Ship To: Houston TX 77401 Delivery Date:3/28/2022 Notes:	\$1.00	\$124,557.00
1	24 Installation OR Removal Charge Options: Vendor: Contract:TXMAS-19-7111 Ship To: Delivery Date:3/28/2022 Notes:	\$15,959.77	\$15,959.77
		Subtotal	\$140,516.77
		Total	\$140,516.77

TXMAS sales not directly purchased through Texas SmartBuy are known as Offline Sales. As of March 2022, the only TXMAS contractors authorized to have offline sales are as follows:

- TXMAS-17-51V03 HD Supply Facilities Maintenance, Ltd.
- TXMAS-17-8407 Red Wing Brands of America, Inc.
- TXMAS-18-00CORP12 IronPlanet, Inc.
- TXMAS-18-51V03 The Sherwin-Williams Company
- TXMAS-18-51V04 Sunbelt Rentals, Inc.
- TXMAS-20-51V05 Herc Rentals Inc.
- TXMAS-18-51V06 W.W. Grainger, Inc. dba Grainger
- TXMAS-18-51V07 Fastenal Company
- TXMAS-18-51V08 MSC Industrial Supply Co.
- TXMAS-18-51V010 PPG Architectural Finishes, Inc.
- TXMAS-18-51V11 Hi-Line Electric Co., Inc.

If a contract is authorized to have Offline Sales, that information will be noted on the Contract Details Page in that particular contract's Purchase Orders section.

Offline Sales

Purchase Orders

Only purchase orders issued through Texas SmartBuy (TSB) are eligible for contract pricing. The Contractor cannot ship any products or provide services until receipt of a Purchase Order generated by the TSB system.

All purchase orders that include a quote order line (excluding linked item quotes) will be placed on hold pending Statewide Procurement Division (SPD) review.

Quote order requirements:

1. Items that are available in TSB must be placed through the TSB shopping cart. The TSB shopping cart allows up to 45 line items. Once 45 line items are added to the TSB shopping cart, the additional order items must be totaled and entered using the quote order line.
2. State agencies must enter no less than 20 items into the TSB shopping cart before utilizing the quote line option. Texas SmartBuy Members are encouraged to add items to the TSB cart before utilizing the quote line option.
3. All purchase orders that include a quote order line require the attachment of a completed contractor quote containing the following:
 - Detailed, unit pricing of all contracted items and services.
 - The contractor's TXMAS contract number clearly identified.
 - Open market, or incidental, items clearly identified.
4. Validation of contract pricing and item availability is the responsibility of the purchaser in determining best value. When the attachment is confirmed, SPD will release the purchase order to the TXMAS contractor for fulfillment.
5. If approval is requested prior to the order being inputted in TSB, or SPD assistance is requested to validate pricing or item availability, the information may be submitted to txmasquote@cpa.texas.gov.



Customers may purchase TXMAS goods or services from this TXMAS Contractor either online through Texas SmartBuy, Grainger's website, or offline through one of the contractor's Texas locations. It is the purchaser's responsibility to ensure only contracted items are purchased through this contract when purchasing offline.

IMPORTANT: The services provided by this contract may be a service subject to the provisions of Texas Government Code Chapter 2254. A state agency, as defined by Texas Government Code Chapter 2254, may only acquire the services subject to Texas Government Code Chapter 2254 according to the procedures identified in that chapter. Failure to comply with the provisions of Texas Government Code Chapter 2254 could result in a void contract.

FREQUENTLY ASKED QUESTIONS

1. **Why is this quote order process required?**

In 2016, the TXMAS program underwent an audit by the Texas State Auditor's Office. In response to audit findings, the TXMAS program implemented procedures to increase transparency of purchased TXMAS contract items and improve compliance with state procurement laws.

2. **If the base contract is not GSA (such as NASPO/WSCA, State/Local Government), how do I validate pricing?**

Go to the base contract website or ask the contractor for a copy of the contract and list of contract items/services.

3. **Where can I find a list of TXMAS contracts?**

<http://www.txsmartbuy.com/contracts?filterBy=TXMAS>

4. **What if I receive a quote with a lower price than what is on Texas SmartBuy?**

Add the item to your cart and use the Volume Discount tab to enter the difference.

APPLICABLE POLICIES

Government Code	Statutes
<u>TEX. GOV'T CODE § 2155.502</u>	Development of a Multiple Award Contract Schedule
<u>TEX. GOV'T CODE §§ 2155.001(2) and 2155.502(c)(4)</u>	Services Defined
<u>TEX. GOV'T CODE § 2155.509</u>	Reporting Requirements

APPLICABLE POLICIES

Government Code	Statutes
<u>TEX. GOV'T CODE § 2155.504</u>	Use of Schedule of Governmental Entities
<u>LOCAL GOV'T CODE § 271.101</u>	Cooperative Purchasing Contract
<u>Senate Bill 220</u>	Reporting Requirements for Vendor Rebates (see <u>TEX. GOV'T CODE § 2155.510</u>)

ADDITIONAL RESOURCES

State of Texas Procurement and Contract Management Guide, Version 2.1

<http://www.txsmartbuy.com/help>

<https://www.gsaelibrary.gsa.gov>

<https://capitol.texas.gov/>

<https://spdedu.cpa.texas.gov/>

Statewide Procurement Division (SPD)

Contact Information

STATEWIDE CONTRACT MANAGEMENT OFFICE

TXMAS PROGRAM

PHONE: 512-463-3034, OPTION 3

EMAIL: TXMAS@CPA.TEXAS.GOV

SPD OUTREACH TEAM

TEXAS SMARTBUY HELP DESK

TOLL FREE: 888-479-7602

LOCAL: 512-936-2764

EMAIL: TXSMARTBUY@CPA.TEXAS.GOV

SPD TRAINING AND POLICY

PHONE: 512-463-5355

EMAIL: SPD.POLICY@CPA.TEXAS.GOV