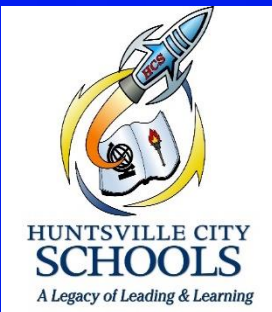


How to Become a Registered Vendor With The





HUNTSVILLE CITY SCHOOLS

200 White Street | Huntsville, AL 35801 | 256.428.6800

**Complete the online supplier
application form indicating
the appropriate Commodity
Class Code**



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By going to:

www.huntsvillecityschools.org

Go To “Departments” and Click on “Procurement Department”

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huntsvillecityschools.org

HUNTSVILLE CITY SCHOOLS

Home Directory Departments About Schools

Assessment and Accountability

Athletics & Extracurricular

Behavioral Learning

Career Readiness

Child Nutrition Program

Communications & ETV

Compliance

Digital Learning

Elementary Instruction

Federal Programs

Finance

Freshman Academy

Health Services

Human Resources

Magnet Programs

Operations

Procurement Department

Risk Management

Secondary Instruction

School Counseling

School Readiness (Pre-K)

Special Education

News

Enrollment

Records

Procurement Department

[Home](#) > [Procurement Department](#)

The Procurement Department assists instructional and operational departments through the administration of substantially all purchasing and procurement activities at the Huntsville City Board of Education. The Department's mission includes, in part; the solicitation and procurement of necessary and appropriate goods and services for the benefit of students, faculty and staff at fair and reasonable costs, within guidelines prescribed by the Huntsville City School Board of Education and the State of Alabama.

The Procurement Department oversees and/or administers substantially all purchasing functions to include:

- Review and approval of purchase orders for acquisition of goods or services
- Management of Bid Processes pursuant to and in accordance with the Alabama Bid Laws [both Title 16 (Non-Public Works Projects) and Title 39 (Public Works Projects)]
- Advises and supports current and potential District vendors in matters related to 'Becoming A Vendor'
- Serves as an advocate and advisor for District administration and school office personnel in connection with purchasing activities

Procurement Department

Supplier Information

In order to become a supplier of goods and/or services to the District, an entity must first register as a supplier. Your registration will acknowledge your interest in working with the Huntsville City School Board, and will notify the Procurement Department of your entity's product, service, profession, or area of expertise for consideration in future Requests for Quotation/Proposal. [Register with the District.](#)

You may also:

- Access information regarding;
 - Current Open Bids and Request for Quote (RFQ), [Open Bid/RFQs](#)
 - Prior Closed Bids and Request for Quote (RFQ), [Closed Bid/RFQs](#)
 - The Alabama State Bid and Procurement Laws, [Alabama Bid Law](#) [↗](#)
 - Federal E-Verify Rules, Regs. and Requirements, [E-Verify](#) [↗](#)

Vendor Registration

[Home](#) › [Departments](#) › [Procurement Department](#) › [Vendor Registration](#)

In order to submit a Bid/Request for Quotation response, you must first register your entity by completing the inquiry form below. This form must be completed in its' entirety to be added to the vendor list. Please only register for the commodities that your company can provide.

[View detailed commodity code listing](#) [↗](#) on the State of Alabama Division of Purchasing's website.

Tips for doing business with Huntsville City Schools:

1. Be sure your company's name is included in the bid list with the correct commodity classes.
2. Read all bid documents thoroughly and follow all instructions, terms and conditions. Failure to do so may result in risk of participation forfeiture by the bidder.
3. Be sure bid is submitted on or before the receive date and time. Be sure the envelope shows the bid number and opening date.
4. Please note, an Invitation To Bid will only be sent out by the Procurement Department if the dollar amount is expected to exceed the Competitive Bid Law amount of \$15,000.



STAARS Vendor Self Service

Commodity Codes – Products and Services

Introduction

Commodities use a structured list of codes from the National Institute of Governmental Purchasing (NIGP) that identify ordered items. The first three digits of a commodity code are the Class number. The last two digits are the Item number. This document lists the commodity codes used to identify products and services. Please note that this list is current as of May 20, 2020. Direct any questions to financialsystems@comptroller.alabama.gov

Codes and Descriptions

Commodity codes and descriptions for products and services are listed beginning on the following pages. The three-digit class codes are listed first. You may click the Class number to jump to the detail list which includes the five-digit commodity code (Class and Item number).

To search for a code or description,

1. Press **CTRL+F**. The Find window opens:

COMMODITY LIST

Check all that apply.

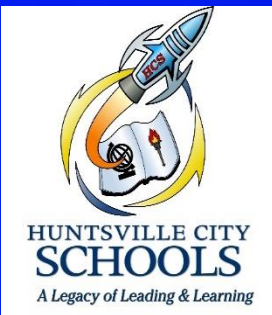
- ☐ 005 Abrasives
- ☐ 010 Acoustical Tile, Insulating Materials and Supplies
- ☐ 015 Copier Supplies
- ☐ 020 Agricultural Equipment, Implements and Accessories
- ☐ 022 Agricultural Implement Parts
- ☐ 025 Air Compressors and Accessories
- ☐ 031 Air Conditioning, Heating and Ventilating Equipment, Parts and Accessories
- ☐ 045 Appliances and Equipment
- ☐ 050 Art Supplies



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Download and complete an invitation to bid (ITB). Suppliers who have registered to become a vendor, will automatically receive bids via e-mail if and when a bid is let for the commodity class code for which they have registered.



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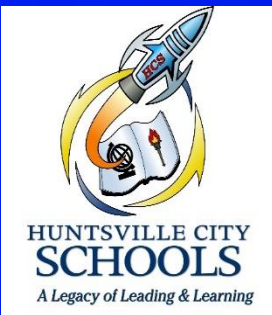
**Deliver the ITB to the
Purchasing Dept. prior to the
sealed bid opening date and
time**



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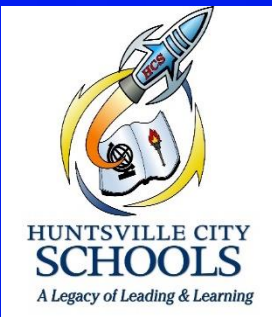
**Be the recommended
responsive/responsible
bidder by having the best
value for the school district**



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**Board of Education approves
the contract for goods
and/or services**



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The following is a checklist of requirements to submit bids to Huntsville City Schools:

Madison County and City of Huntsville business licenses.

Drug testing and background check for those bids requiring employees to work on school sites.

E-Verify Memorandum of Understanding (MOU)

Certificate of Insurance (if applicable)

SERVICE BIDS

- Bus Transportation - \$10 million/year
- Contract Personnel - \$12 million/year
- HVAC Filter Maintenance - \$15,000/year
- HVAC & Chiller Repair - \$40,000/year
- Pest Control - \$80,000/year
- Tree Trimming - \$55,000/year

MAINTENANCE/FACILITY BIDS

- Electrical Supplies - \$110,000/year
- Plumbing Supplies - \$160,000/year
- Janitorial Supplies - \$225,000/year

A list of awards/closed bids for the last three years can be viewed on our website.



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QUESTIONS?
PLEASE CONTACT OUR
OFFICE AT
256-428-6931