

## **Doing Business with Northside ISD**

If you are interested in doing business with Northside ISD, there are a few steps you will need to take before Northside can begin purchasing your goods or services. The first thing you will want to do is print a copy of the Vendor Application, which is available on the Purchasing Department's Vendor Page. Fill out this application and submit it to the Purchasing Department. You can mail the application to:

607 Richland Hills Dr.  
Suite 700  
San Antonio, TX 78245  
Attention: Vendor Application Processing

Once we have your application on file you are free to bid on the different commodities that NISD purchases. The Current Bids file on the Purchasing Department's Vendor Page is updated weekly. When you see a bid coming up for a commodity or service that NISD will be buying, simply contact one of the Purchasing Department's Bid Specialists (their contact information is available on the Purchasing Staff section of the Purchasing Department Web Page) to receive a copy of the bid. Make sure that you fill out the bid completely and thoroughly and that you submit your bid prior to the closing date of the bid. Results from the bid will be available shortly after the opening date of the bid; however those results are not official and no contract will be awarded until approval by the Board of Trustees. Once the Board of Trustees approves the bids, the selected vendors will be used to purchase the goods and services on that bid for the duration of the bid (typically one year). In successive years, you will remain on the Vendor List and be mailed a copy of the latest bids as long as you acknowledge receipt of the bids by returning them to the Purchasing Department (whether you bid on the contracts or not).