WAYNE - FINGER LAKES
Board of Cooperative Educational Services

Keith B. Henry
Assistant Superintendent
for Administration
Keith.Henry@wflboces.org
Office: 315.332.7428

Lisa A. Parkison, CPPO, CPPB
Purchasing Director
Lisa.Parkison@wflboces.org
Office: 315.332.7415

Business Office
Eisenhower Building
131 Drumlin Court
Newark, NY 14513-1863
Fax: 315.332.7409

Re: Custodial Paper Bid WFL 2019-64
Valid through 3/31/2020

CUSTODIAL PAPER SECTION B INSTRUCTIONS

Through the Request for Bids process, the Wayne-Finger Lakes BOCES seeks qualified and responsive vendors to provide a supply of specific trash bags. Under Section B of this Bid, BOCES has made available a process for Participants be able to purchase ***the same type of items from this contract not specified in this bid.***

1. Represents items of unknown type and quantity, which the Participants will purchase throughout the bid term. **For Section B, Bidders are to quote percentage discount from any or all of the following:**

Bidder's general catalog which is current at the time of purchase.
Catalogs referenced in Section B may be hard copy catalogs, online catalogs, or price list. Updated catalogs or price lists shall be automatically supplied to the Participants at no additional cost during the bid term.

a) Catalog:
- Hard copy - If bidding discount from hard copy catalog, bidder shall furnish a copy of the current catalog with the bid submission. Additional copies of hard copy catalogs must be supplied at the Participant's request throughout the term of the bid at no cost to the Participant.

- Online - If bidding discount from an online catalog, bidder shall indicate the website address on the bid form.

b) Price List:
- Bidder's list price which is current at the time of purchase.

- Specific manufacturers' price lists

Multiple manufacturers' catalogs or price lists may be offered with discounts bid specific to each.

Bidder shall identify on the bid form the manufacturer name and shall reference the date of the manufacturer's catalog or price list from which discount will be applied.

A copy of each referenced manufacturer's price list or catalog must be provided with the bid.

Discount offered shall be a flat rate, reflecting the minimum discount offered to the Participant for all purchases from that catalog or price list. However, multiple discounts from the same catalog or price list (e.g., varying discounts per item category) will not be considered.

All discount(s) offered (items 3 a & b) shall be the minimum discount(s) offered to the Participant at any time during the term of the bid.

NOTE OF CLARIFICATION: Section A prices are net, delivered prices. Section B is a discount pricing structure for items <u>not</u> covered in Section A. The discount quoted in Section B will not apply to the prices quoted in Section A.

2. For items in Section B, the following terms and conditions shall apply:

    a. Catalog (or list) price, less the discount, shall be net price, and shall be F.O.B. destination, freight prepaid and allowed to any Participant's location. No additional costs for shipping or delivery will be accepted by the Participant, with the exception of extremely large or overweight items (e.g., safes).

    b. No minimum order requirements shall apply.

3. Purchases of items in Section B will be made as follows:

    a. The Participant will fax or email a price inquiry to all awarded Section B Bidders offering a general catalog or price list discount (ref. items 3 a-b), listing the specific item(s) to be purchased at the time.

    b. If the Participant requires a specific manufacturer's product which is not on the Section A item list, the Participant will fax or email a price inquiry to all awarded Section B bidders offering a general catalog or price list discount (ref. items 3 a-b) as well as to awarded any awarded bidder offering a discount from that particular manufacturer's price list.

    c. Bidder's price quotes shall be returned by fax or email to the Participant ***within (1) business day of the request,*** unless otherwise specified on the price inquiry.

    d. Bidder's price quote shall specify base bid (catalog or list) price and net (discounted) price.

    e. Award will be made to the Section B awarded bidder offering the best net price to the Participant for a particular order.

If you have any questions regarding these instructions feel free to contact the Wayne-Finger Lakes BOCES Purchasing Department at 315-332-7415 or 315-332-7458.