



WAYNE - FINGER LAKES
Board of Cooperative Educational Services

Keith B. Henry
Assistant Superintendent
for Administration
KBHenry@wflboces.org
Office: 315.332.7428
Fax: 315.332.7409

Lisa A. Parkison, CPPO, CPPB
Purchasing Director
LParkison@wflboces.org
Office: 315.332.7415
Fax: 315.332.7409

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

To: School Business Officials
County Purchasing Directors

From: WFL BOCES Purchasing Dept.

Date: April 30, 2019

Re: WFL 2019-06C Paper: Copy, Card, Computer, NCR, Misc. & Envelopes

The Paper: Copy, Card, Computer, NCR, Misc. & Envelopes Bid have been analyzed. Bids were received from two vendors; copies of the supplies catalog, no award bid listing, order document by location and of the bid analysis are enclosed.

Vendor address and contact information is provided below for your use in ordering. When ordering, be sure to include the above bid number and please note in the General Information for Bidders that there is a minimum order amount necessary for FOB ordering school district or agency. The winning vendors have been notified of the award and are expecting to hear from bid participants in the near future.

The **bid is effective from May 1, 2019 to July 31, 2019** with an option to renew upon mutual agreement of the vendor and the BOCES. Please contact me at (315) 332-7458, if you have any questions. Thank you for your help and participation.

Vendor:

W.B. Mason Co., Inc. – Groups: I & II

Daniel Orr Jr.
45 Vantage Point Drive
Rochester, NY 14624
(888) 926-2766 / (585) 436-3460

Economy Paper Company – Groups: III–VIII & X-XI

Todd Ingraham
1175 E. Main St.
Rochester, NY 14609
(585) 482-5340 / (585) 482-2089 Fax

Enclosures

General Bid Information

- Delivery of all items shall be FOB destination. After receipt of the purchase order, the vendor must notify the ordering Participant a minimum of seventy-two (72) hours prior to delivery of any product items. Actual delivery location will be specified by ordering organization at time of purchase order submission.
- Vendor is required to supply all products ordered within 4 work days.
- Minimum order quantity is recognized at \$200.00 for all orders delivered to a single destination. Order quantities that do not meet the \$200.00 minimum may be delivered FOB destination with freight (or delivery charges) allowed. Shipping charges should appear as a separate item on the vendor's invoice. But, in cases where the aggregate sum exceeds \$200.00 for multiple orders being delivered to the same location, then there will be no freight or delivery allowance.
- Shortages and exceptions must be reported to the driver at the time of delivery and written on the Bill of lading. Shortages cannot be collected thereafter.
- All complaints should be submitted in writing within four (4) days of occurrence to:

Wayne-Finger Lakes BOCES Business Office
Attn: Lisa Parkison, CPPO, CPPB
131 Drumlin Court
Newark, NY 14513-1863

Reminder: If Participants are having problems, vendor complaints need to be filed as noted above. We will not be able to rectify problems or eliminate irresponsible vendors without proper documentation. If you have any questions, please call our office.