



**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

To: School Business Officials

From: Linda McClean, CPPB

Date: August 1, 2019

Re: WFL 2020-06 Cooperative Paper: Copy, Card, Computer, NCR, Misc. & Envelopes Bid

The Paper: Copy, Card, Computer, NCR, Misc. & Envelopes Bid have been analyzed. Bids were received from three vendors; a copy of the Supplies Catalog is enclosed. Any items not listed on this bid can be purchased from the open market.

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 vendor has been notified of the award and are expecting to hear from bid participants in the near future.

The **bid is effective from August 1, 2019 to October 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.

Vendors:

**Economy Paper Company – Groups: I through XI**

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

Enclosures  
LM/acr

**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.