



WAYNE - FINGER LAKES
Board of Cooperative Educational Services

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To: School Business Officials
Transportation Supervisors

From: Linda McClean, CPPB

Date: August 21, 2018

Re: WFL 2019-38 Cooperative Nuts, Bolts, Fasteners, Hose Clamps & Brass Fittings Bid

The Wayne-Finger Lakes BOCES Cooperative Bid Committee has reviewed and awarded the Nuts, Bolts, Fasteners, Hose Clamps & Brass Fittings to **(2) two responsive and responsible bidders for each Group**, when possible who met all the terms of the specifications and offer the net lowest cost to the participants based on a market basket analysis representing a small section of the participants' requirements.

Now that the contracts have been awarded, **all purchases should be done as follows:**

- The successful vendor offering the highest percentage discount/Net lowest price will always be given the initial opportunity to supply the Participants with the items awarded in this contract (**Prime Vendor***).
- Should the initial vendor be either unable to supply an item, unable to supply an emergency purchase, or unable to meet a reasonable delivery schedule, the Participant will go to the Second vendor.
- In the event that the Prime or the Second vendors are unable to meet the required need, the Participant will go off contract to another vendor, or if there is not a second, the same would apply.
- The Participants will always give the Prime vendor the opportunity to supply the materials unless a pattern of non-responsiveness is shown, at which time the vendor's contract may be terminated and the Second vendor shall become the Prime.

*See Attached Sheet for Primary and Second Vendor.

NOTE: For this bid to be effective for both the participants and the vendors, participation and use by districts is most important. With the increased emphasis on generating savings, the bid's group discounts should help in this regard. Your support in encouraging use of the bid is appreciated. If anyone is having problems with vendors, they should complete a vendor complaint form promptly and forward to my attention. This contract has two available extensions and if there are any problems or concerns they should be addressed immediately so the vendor can correct or so that the file can have enough documentation for the next bid.

Copies of SDS and technical data sheets are to be provided by vendors when applicable.

The bid's General Information section is included for your reference regarding minimum order quantity, expected delivery time, and related information. The Bid Number **WFL 2019-38** should be used when ordering from the bid. The bid will be in effect through July 31, 2019.

If you have any questions or comments, please contact me at (315) 332-7458.

Enclosures