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MEMORANDUM

TO: All Eastern Suffolk BOCES Cooperative Program Participants

FROM: Laurie Conley, Purchasing Administrator

DATE: February 14, 2019

SUBJECT: Bid 2019-009-0108: Custodial Equipment (Catalog Purchase)

The above referenced bid was opened on January 8, 2019. Attached are the names, addresses, and specific vendor conditions for the vendors recommended for award.

In addition, please note the following:

1. The Term of Contract is from April 1, 2019 through March 31, 2020;
2. Payments to vendors should be made within 30 days from the satisfactory completion of the purchase order. Partial payment is recommended for delivery of 50% or more of a purchase order;
3. The prices listed are based on multiple-drop deliveries. Please note vendor's conditions for more specific information regarding delivery terms;
4. Purchase orders should not be issued for amounts less than \$100. All purchase orders of \$100 or more are freight free unless otherwise indicated;
5. To ensure proper bid pricing by vendors, all purchase orders must reference the current bid number;
6. All bid prices are inclusive of parts and labor- no additional charges may be added, i.e. fuel surcharges, shipping;
7. If a vendor does not fulfill the requirements of the bid, please document the experience on the "Vendor Dissatisfaction Form" located on the main page of the Cooperative Bidding Website and click on "Submit your complaint" at the bottom of the page. The Purchasing Office will respond to the complaint and take immediate action.
8. Final award recommendation must be approved by your own governing body.

Thank you for your cooperation with the above.

If you have any questions concerning this information, do not hesitate to contact Donna Ball at (631) 687-3092.