



*Innovation in creating student success
through cooperative services*



Oct. 18, 2012

To: **All GST School Districts**

Ref: **Invitation to join Cooperative Bid for Auto and Bus Parts GST13-02**

Attached to this correspondence you will find a Request Form, a Board of Education resolution and a Cooperative Bid Acknowledgement. If you wish to participate in this cooperative bid, please follow the instructions below,

If you are not currently contracting with GST for Purchasing services, there will be a fee of \$250 per year which will include this and all subsequent bids generated by GST in the 2012-2013 school year. Please contact CBO Controller Gene Cvik for information at 607-795-5350 x1202.

Instructions:

- If you choose to participate, please complete the board of education resolution and submit to your Board of Education for approval at the next scheduled board meeting. Once approved, please return a copy of the signed resolution.
- Complete and sign the Cooperative Bid Acknowledgement, indicating whether or not your district will participate in this cooperative bid. If you do not wish to participate, this is the only document that you need to return.
- Forward the Request Form to the appropriate person in your district for them to complete, providing the quantity, description and brand for all items they wish to purchase using this bid. It is essential that they provide sufficient information for us to be able to get bids for that item.

If you wish to participate in this bid, you must respond and return all documents to our office by **Nov. 15, 2012**

Sincerely,

A handwritten signature in cursive script that reads "Mark Prutsman".

Mark Prutsman
Purchasing Manager
Central Business Office
607-795-5350 x1293
mprutsman@gstboces.org

Greater Southern Tier Board of Cooperative Educational Services

Serving Schuyler, Steuben, Chemung, Tioga and Allegany Counties

Central Business Office: 800 West Broad Street, Horseheads NY 14845



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Cooperative Bid Acknowledgement

Ref: **Auto and Bus Parts Bid GST13-02**

On behalf of the _____ school district,

I, _____ (print name)

_____ wish to join and participate in this cooperative bidding agreement.

_____ **do not** wish to join and participate in this cooperative bidding agreement

I understand that by signing below I acknowledge that I have read and understand the documents related to this agreement and that I agree to pay the required fee of \$250.00 to participate, if my district does not currently contract with GST BOCES for Purchasing services.

_____ (signature)

_____ (title)

_____ (date)

Email: mprutsman@gstboces.org

Fax: 607-795-2245

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RESOLUTION OF BOARD OF EDUCATION

AUTO AND BUS PARTS BID GST13-02

WHEREAS, it is the plan of a number of public school districts in Schuyler-Steuben-Chemung-Tioga-Allegany Counties of New York to bid jointly on **auto and bus parts** under the direction of the Schuyler-Steuben-Chemung-Tioga-Allegany Counties Board of Cooperative Educational, dba, Greater Southern Tier BOCES, popularly known as GST BOCES.

WHEREAS, the _____ is desirous of participating with the GST BOCES and other school districts in Schuyler-Steuben-Chemung-Tioga-Allegany Counties in the joint bidding of the Commodities mentioned above as authorized by General Municipal Law, Section 119-0, and,

BE IT RESOLVED, that the Board of Education of the _____ hereby appoints GST BOCES, to represent it in all matters related above, and, that _____

is hereby appointed as the school district's representative to GST BOCES in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities.

BE IT FURTHER RESOLVED, that the _____ Board of Education agrees (1) to abide by the decisions of the GST BOCES Purchasing Manager regarding the quality standards. (2) that unless all bids are rejected, award of contracts will be according to the recommendations of the GST Purchasing Manager (3) that after award of contract (s) it will conduct all business directly with the successful bidder(s).

CERTIFICATION OF DISTRICT CLERK

I, _____, district clerk of the _____

_____ Board of Education, hereby certify that the above resolution was

adopted by the required majority vote of the Board of Education at its meeting held on

_____.

DATE

SIGNATURE OF DISTRICT CLERK