

innovation in creating student success
through cooperative services



Nov 30, 2012

All GST School Districts

Ref: Invitation to join Cooperative Bid for Copy Paper GST #13-03

Attached to this correspondence you will find a Paper Request Form, a Board of Education template resolution and a Cooperative Bid Acknowledgement. If you wish to participate in this cooperative bid, please follow the instructions below and return the required documents to me no later than **Dec 14, 2012**. This bid will cover the period from March 1, 2013 through August 31, 2013 and will be renewed on a six month rolling basis from that point forward.

Fees:

If you are not already 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:

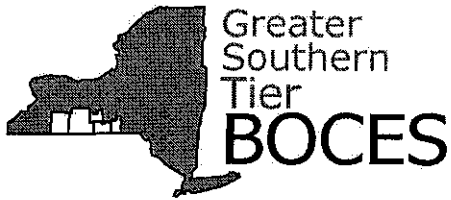
- Complete and sign the Cooperative Bid Acknowledgement, indicating whether or not your district will participate in this cooperative bid as soon as possible. If you do not wish to participate, this is the only document that you need to return.
- Complete the Paper Request Form, with your estimated six month paper usage for each paper type. If you wish to purchase an item that is not on the form, please add a full description and quantity to the form, providing as much information as you can.
- 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 as soon as possible.

If you wish to participate in this bid, you must respond and return all documents to my attention by **Dec 14, 2012**.

Sincerely,

A handwritten signature in black ink that reads "Linda M Theetge".

Linda M Theetge, Purchasing Agent
Elmira Heights CSD
Central Business Office/Purchasing Dept
607-795-5353 x1284
ltheetge@gstboces.org



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Cooperative Bid Acknowledgement

Ref: **Copy Paper Bid GST13-03**

On behalf of the _____ school district,

I, _____ (print name)

_____ wish to join and participate in this cooperative bidding agreement

_____ date of BOE mtg this will be on the agenda

_____ **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)

RESOLUTION OF BOARD OF EDUCATION

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 COPY PAPER 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

| Bid # GST 13-03 | | DISTRICT NAME: | | BUILDING: | |
|--------------------|------|---|--|-----------|------|
| MAR 1-AUG 31, 2013 | | REQUESTORS NAME: | | | |
| ITEM # | QTY. | ITEM DESCRIPTION | | U/M | QTY. |
| | | WHITE COPY PAPER - CARTON | | | |
| | | 8.5 X 11 COPY PAPER - 20# WHITE, Carton | | CARTON | |
| | | 8.5 X 14 COPY PAPER - 20# WHITE - Carton | | CARTON | |
| | | 11 X 17 COPY PAPER - 20# WHITE - Carton | | CARTON | |
| | | 3 HOLE PUNCHED - CARTON | | | |
| | | 8.5 X 11, 3 HOLE PUNCHED, COPY PAPER - 20# WHITE - CARTON | | CARTON | |
| | | 8.5 x 11 COLORED COPY PAPER - CARTON | | | |
| | | COPY PAPER 8.5 X 11 - BLUE - Carton | | CARTON | |
| | | COPY PAPER 8.5 X 11 - YELLOW - Carton | | CARTON | |
| | | COPY PAPER 8.5 X 11 - GOLDENROD - Carton | | CARTON | |
| | | COPY PAPER 8.5 X 11 - GREEN - Carton | | CARTON | |
| | | COPY PAPER 8.5 X 11 - PINK - Carton | | CARTON | |
| | | COPY PAPER 8.5 X 11 - ORCHID - Carton | | CARTON | |
| | | COPY PAPER 8.5 X 11 - SALMON - Carton | | CARTON | |
| | | COPY PAPER 8.5 X 11 - GRAY - Carton | | CARTON | |
| | | COPY PAPER 8.5 X 11 - CHERRY - Carton | | CARTON | |
| | | COPY PAPER 8.5 X 11 - IVORY - Carton | | CARTON | |
| | | 8.5 x 14 COLORED COPY PAPER - CARTON | | | |
| | | COPY PAPER 8.5 X 14 - BLUE - Carton | | CARTON | |
| | | COPY PAPER 8.5 X 14 - YELLOW - Carton | | CARTON | |
| | | COPY PAPER 8.5 X 14 - GOLDENROD - Carton | | CARTON | |
| | | COPY PAPER 8.5 X 14 - GREEN - Carton | | CARTON | |
| | | COPY PAPER 8.5 X 14 - PINK - Carton | | CARTON | |
| | | COPY PAPER 8.5 X 14 - ORCHID - Carton | | CARTON | |
| | | COPY PAPER 8.5 X 14 - SALMON - Carton | | CARTON | |
| | | COPY PAPER 8.5 X 14 - GRAY - Carton | | CARTON | |
| | | COPY PAPER 8.5 X 14 - CHERRY - Carton | | CARTON | |
| | | COPY PAPER 8.5 X 14 - IVORY - Carton | | CARTON | |
| | | 11 x 17 COLORED COPY PAPER - CARTON | | | |
| | | COPY PAPER 11 X 17 - BLUE - Carton | | CARTON | |
| | | COPY PAPER 11 X 17 - YELLOW - Carton | | CARTON | |
| | | COPY PAPER 11 X 17 - GOLDENROD - Carton | | CARTON | |
| | | COPY PAPER 11 X 17 - GREEN - Carton | | CARTON | |
| | | COPY PAPER 11 X 17 - PINK - Carton | | CARTON | |
| | | COPY PAPER 11 X 17 - ORCHID - Carton | | CARTON | |
| | | COPY PAPER 11 X 17 - GRAY - Carton | | CARTON | |
| | | COPY PAPER 11 X 17 - CHERRY - Carton | | CARTON | |
| | | COPY PAPER 11 X 17 - IVORY - Carton | | CARTON | |
| | | FLUORESCENT COPY PAPER - CARTON | | | |
| | | FLUORESCENT COPY PAPER, YELLOW, 8.5" X 11" - Carton | | CARTON | |
| | | FLUORESCENT COPY PAPER, GREEN, 8.5" X 11" - Carton | | CARTON | |
| | | FLUORESCENT COPY PAPER, PINK, 8.5" X 11" - Carton | | CARTON | |

| | | | | |
|--|--|---|--------|--|
| | | FLUORESCENT COPY PAPER, ORANGE, 8.5" X 11" - Carton | CARTON | |
| | | FLUORESCENT COPY PAPER, TURQUOISE, 8.5" X 11" Carton | CARTON | |
| | | CHRISTMAS RED AND GREEN PAPER - CARTON | | |
| | | COPY PAPER 8.5 X 11 - CHRISTMAS RED - Carton | CARTON | |
| | | COPY PAPER 8.5 X 11 CHRISTMAS GREEN - Carton | CARTON | |
| | | COPY PAPER 8.5 X 14 - CHRISTMAS RED - Carton | CARTON | |
| | | COPY PAPER 8.5 X 14 CHRISTMAS GREEN - Carton | CARTON | |
| | | TOTAL | | |