



## **IMPORTANT MEMO**

To: Participating Members  
From: Beth Heinlein  
Cooperative Purchasing Agent  
Date: March 21, 2023  
Re: Adoption of BOCES Resolutions

Welcome to another year participating in the Cooperative Purchasing Service. As you know our bidding year begins on July 1, 2023, and therefore we must have certain documents in place in order to service your district. Enclosed are the new 2023-2024 Resolutions for the Delaware-Chenango-Madison-Otsego BOCES Cooperative Purchasing Service, along with a Generic Resolution.

Although the Resolutions may, at first glance, appear to be identical, each resolution has a different purpose. In order to eliminate any confusion, a description and explanation for each resolution is listed below:

**A. Cooperative Purchasing Resolution:**

To be signed by districts participating in the full Cooperative Purchasing Service. This resolution authorizes BOCES to award bids on behalf of the participating school districts.

**B. Generic Resolution:**

To be signed by all districts. This resolution authorizes BOCES to act on the behalf of the districts in the preparation, advertising, and tabulation of bids but specifies that bids are to be awarded by the individual districts' Board of Education based on the information supplied by BOCES

**C. Cafeteria Supplies and Food Bid Resolution:**

To be signed by districts participating in the Cooperative Food Bid. This resolution appoints a committee to act on the districts' behalf and for the district to abide by the committee recommendations and award of bids.

The appropriate resolutions must be adopted and signed by your School Board and returned to us before July 1, 2023.

Any questions or concerns please do not hesitate to call me at 607-335-1262.

Thank you,

*Beth Heinlein*

Beth Heinlein

**RESOLUTION OF BOARD OF EDUCATION**

**COOPERATIVE PURCHASING**  
**SCHOOL YEAR 2023-2024**

**WHEREAS,**

The Cooperative Purchasing Service is a plan of a number of public school districts in the Delaware-Chenango-Madison-Otsego BOCES Area in New York, to bid jointly equipment, supplies and contract items, and

**WHEREAS,**

The Central School named below is desirous of participating with other districts in the Delaware-Chenango-Madison-Otsego BOCES in the joint bidding of the items mentioned above as authorized by General Municipal Law, Section 119-o, and

**WHEREAS,**

The Central School named below wishes to appoint the Delaware-Chenango-Madison-Otsego BOCES to advertise for bid, accept, tabulate bids and award bids on their behalf; therefore,

**BE IT RESOLVED,**

That the Board of Education of the Central School listed below hereby appoints the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters relating above, and designates the Evening Sun Newspaper as the legal publication for all Cooperative Purchasing bid notifications, and,

**BE IT FURTHER RESOLVED,**

That the Board of Education of the Central School listed below authorizes the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities, and,

**BE IT FURTHER RESOLVED,**

That the Board of Education of the Central School listed below agrees to (1) assume its equitable share of the costs of the Cooperative Bidding; (2) abide by majority decisions of the participating districts; (3) abide by the Award of the BOCES Board; (4) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).

**CERTIFICATION OF DISTRICT CLERK**

I, \_\_\_\_\_, District Clerk of the  
\_\_\_\_\_ Central School Board of  
Education, hereby certifies that the above resolution was adopted by the required  
majority vote of the Board of Education at its meeting held on \_\_\_\_\_.

\_\_\_\_\_  
Signature of District Clerk

\_\_\_\_\_  
Date

**RESOLUTION OF BOARD OF EDUCATION**

**GENERIC  
SCHOOL YEAR 2023-2024**

**WHEREAS,**

It is a plan of a number of public school districts in the Delaware-Chenango-Madison-Otsego BOCES Area in New York, to bid jointly equipment, supplies and contract items, and

**WHEREAS,**

The Central School named below is desirous of participating with other districts in the Delaware-Chenango-Madison-Otsego BOCES Area in the joint bidding of the items mentioned above as authorized by General Municipal Law, Section 119-o, and

**WHEREAS,**

The Central School named below wishes to appoint a committee made up of participating schools to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids and providing the information to their Board of Education who will make the awards; therefore,

**BE IT RESOLVED,**

That the Board of Education of the Central School listed below hereby appoints the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters relating above, and designates the Evening Sun Newspaper as the legal publication for all Cooperative Purchasing bid notifications and,

**BE IT FURTHER RESOLVED,**

That the Board of Education of the Central School listed below authorizes the above committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned items, and,

**BE IT FURTHER RESOLVED,**

That the Board of Education of the Central School listed below agrees to (1) abide by majority decisions of the participating districts on quality standards; (2) that it will award contracts based on information provided from the bid; (3) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).

**CERTIFICATION OF DISTRICT CLERK**

I, \_\_\_\_\_, District Clerk of the

\_\_\_\_\_ Central School Board of Education, hereby certifies that the above resolution was adopted by the required majority vote of the Board of Education at its meeting held on \_\_\_\_\_.

\_\_\_\_\_  
Signature of District Clerk

\_\_\_\_\_  
Date

**RESOLUTION OF BOARD OF EDUCATION**

**FOOD and CAFETERIA SUPPLIES**  
**SCHOOL YEAR 2023-2024**

**WHEREAS,**

It is a plan of a number of public school districts in the Delaware-Chenango-Madison-Otsego BOCES Area in New York, to bid jointly Cafeteria supplies including but not limited to food and paper items, and

**WHEREAS,**

The Central School named below is desirous of participating with other districts in the Delaware-Chenango-Madison-Otsego BOCES Area in the joint bidding of the items mentioned above as authorized by General Municipal Law, Section 119-o, and

**WHEREAS,**

The Central School named below wishes to appoint a committee made up of participating schools to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids and providing the information to their Board of Education who will make the awards; therefore,

**BE IT RESOLVED,**

That the Board of Education of the Central School listed below hereby appoints the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters relating above, and designates the Evening Sun Newspaper as the legal publication for all Cooperative Purchasing bid notifications and,

**BE IT FURTHER RESOLVED,**

That the Board of Education of the Central School listed below authorizes the above committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned items, and,

**BE IT FURTHER RESOLVED,**

That the Board of Education of the Central School listed below agrees to (1) abide by majority decisions of the participating districts on quality standards; (2) that it will award contracts based on information provided from the bid; (3) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).

**CERTIFICATION OF DISTRICT CLERK**

I, \_\_\_\_\_, District Clerk of the  
\_\_\_\_\_ Central School Board of  
Education, hereby certifies that the above resolution was adopted by the required  
majority vote of the Board of Education at its meeting held on \_\_\_\_\_.

\_\_\_\_\_  
Signature of District Clerk

\_\_\_\_\_  
Date