

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, 2013, and therefore we must have certain documents in place in order to service your district. Enclosed are the new 2013-2014 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:

Cooperative Purchasing Resolution:

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

Cafeteria Supplies and Food Bid Resolution:

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

Generic Resolution:

To be signed by all districts. This resolution authorizes BOCES to act in 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

The appropriate resolutions must be adopted and signed by your School Board and returned to me as soon as possible.

Districts that are cross contracting with the Service must also provide a signed Cross Contract Request Form, which should accompany the signed resolutions. If your district is not a component district of the DCMO BOCES, then we will need the Cross Contract Request from your district. This cross contract is signed by your District Superintendent and your BOCES Superintendent prior to being sent to the DCMO BOCES.

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

Thank you,

Deb Bestwick

Deb Bestwick, CPPB

RESOLUTION OF BOARD OF EDUCATION

**COOPERATIVE PURCHASING
SCHOOL YEAR 2013-2014**

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 2013-2014**

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



**Delaware-Chenango-Madison-Otsego BOCES
Service Request for School Year 2013-2014**

Part I – To be completed by School District requesting Cross Contract

Requesting School District _____

Address _____

We are requesting service from Delaware-Chenango-Madison-Otsego BOCES for :

CoSer # and Service **615 Cooperative Purchasing**

Estimated Cost if Applicable **Full Service - Includes Food Bid: \$5.872 per RWADA**

Other Options: \$1,200 **Food Bid Only** \$180 **OrderXpress-Maint.** \$800 **BudgetPro-Maint.**

Estimated Level of Service Requested _____

Signature of School Superintendent

Date

Note: Signature indicates availability of funds in the district budget to pay for said request

Forward signed copy to your local BOCES District Superintendent

Part II – To be completed by Local BOCES District Superintendent

It is requested that cross-contract arrangement be made with the Delaware-Chenango-Madison-Otsego BOCES for the service listed above.

Signature of Local BOCES District Superintendent

Date

Local BOCES:

Forward to providing BOCES District Superintendent

Part III – To be completed by BOCES District Superintendent providing requested cross contract service

Service Title **Cooperative Purchasing** Service Code **615** Activity Code **7011**

Total (or estimated) Cost **\$5.872 per RWADA (Full Service)** Date Service will begin _____

Other Options: \$1,200 **Food Bid Only** \$180 **OrderXpress-Maint.** \$800 **BudgetPro-Maint.**

Signature of Local BOCES District Superintendent

Date

Fax, Mail or E-mail signed copy to: (607)335-1353 or wilcoxk@dcmoboces.com