

Public Bidding Process at Erie 1 BOCES

Here is a general overview of the bidding process at Erie 1 BOCES. Keep in mind that each bid is unique and follows guidelines specific to the item or service that is being solicited through the bidding process.

When a bid is necessary:

- For purchases of materials, supplies, or equipment that are **\$10,000 and greater** (single item or in aggregate) during any fiscal year (July 1 through June 30)
- For purchases of public work or services that are **\$20,000 and greater** during any fiscal year (July 1 through June 30)

Open bids are advertised for one day in our local newspaper (The Buffalo News) at New York State mandated minimum of five days prior to the bid opening date. However, we normally post the ad from 2 to 3 weeks prior to the bid opening date to give bidders adequate time to submit their bids. Open bids may or may be posted on the national website "BidNet". If we have a list of vendors that are qualified for the bid, then as our option, a bid notification letter may be issued to remind the vendor of the bid. This list of vendors is usually supplied by the requesting departments within the agency that the bid will serve.

- Bid openings are held at the Erie 1 BOCES Education Campus located at 355 Harlem Rd., West Seneca, NY 14224 and are open to the public at the time and date specified in the bid document.
- Bid evaluations are conducted by the Requesting Department and the Purchasing Manager.
- A recommendation for the award of the bid is presented to the Erie 1 BOCES Board of Education by the Purchasing Manager. The Board usually meets during the second Wednesday of each month. The Board must approve any bid award recommendation prior to notifying the winning bidder.

Below are directions to the Erie 1 BOCES website containing open and closed bids:

From our website: www.e1b.org

Drop down to the blue heading "School Districts"

Select "Erie 1 BOCES Divisions"

Select from the list and click on "Finance"

Select from the list and click on "Purchasing & Bid Information"

Click on <http://main.wnyric.org/doc/Erie1Coo.nsf>

Select "Bid Package" for open bids and "Board Award" for bids that have been awarded.

We also post most of our open bids on a 3rd party website BidNet:

www.bidnet.com