

The Bidding Process: Point of View of the School District

When there is a need for a new category of goods or services or additional items in an existing category, submit a request to the BOCES Cooperative Bidding Program by using the following email: coopbidding@esboces.org

You may be contacted and asked for assistance with specifications. This may require a meeting; the Cooperative Bidding Program staff may contact other schools to see if they share the need and allow them input with the specifications. If necessary we will create an Ad Hoc Committee to create a good solid specification.

- BOCES will advertise the bid in Newsday, Suffolk edition. By law, the bid must advertise five (5) days prior to the bid opening; however, we prefer to give the vendors two to three weeks, on average. This fosters open competitive bidding. BOCES will be happy to accept known available sources and include them in the bid.
- All bids are also posted on www.longislandbidsystem.com. This is a free service provided by Bid Net. As a free service, the vendor is responsible to check for current bids and monitor the website for any addendums associated with said bid. A vendor can also become a member of Bid Net. The benefit of being a member is that the vendor will automatically receive an e-mail when a bid that pertains to their particular commodity/service is posted. As a member, the vendor will also be alerted if/when an addendum is posted on a bid. Any questions or problems with Bid Net should be directed to Bid Net at 1-800-677-1997.
- The bid is publicly opened on specified day. No bids are accepted after the stated time of the bid opening on the Notice to Bidders.
- Once received, the bid is analyzed to determine the lowest responsive, responsible bidder.
- A recommendation for award or rejection is then submitted to the BOCES Board for approval.
- Once approved/rejected by the BOCES Board, letters are sent to participating vendors notifying them of the outcome of the bid.
- Bid items and pricing are then posted on www.esboces.org/cb and available for all district's participating in the cooperative bidding program.
- This process can take anywhere from two months to four months, depending on the complexity of the bid.