

MEMORANDUM

To: Erie 1 BOCES Business Officials
District Technology Coordinators

From: Jim Fregelette

Date: August 7, 2013

Re: WNYRIC High Speed Digital Network Printer Purchases for 2013-14

Erie 1 BOCES has arrived at a decision to utilize its' own High Speed Digital Network Printer /Copier Equipment bid # CE-060713C as the primary bid for purchasing high speed digital network printers to assist in the provision of a service to our school districts. This decision was made after a careful review of the bid offerings from both the Erie 1 BOCES and Eastern Suffolk (ES) BOCES bids. Our analysis revealed that the E1B bid is not only competitive but also cost effective in saving districts money especially on a long term basis. In addition, this analysis demonstrated that by using the E1B bid, Erie 1 BOCES is capable of providing the appropriate equipment to meet most situations since our bid was designed and specified to obtain approximately 90% coverage of equipment based on historical district purchases made through Erie 1 BOCES.

We do realize that on occasion there may be certain situations where the E1B bid may not offer a particular machine such as a large production type model. In such cases, the request by the district for a waiver to utilize the ES BOCES bid will be given the upmost consideration by Erie 1 BOCES. If Erie 1 BOCES determines that there is in fact no machine listed on the E1B bid that will meet the specific requirement of the district, then the ES BOCES bid may be utilized by Erie 1 BOCES as the secondary bid. Another exception that may be applicable in using the ES BOCES bid would be for certain machine accessories that are not listed in the E1B bid. This too would be reviewed by Erie 1 BOCES prior to the utilization of the ES BOCES bid.

In the event that a vendor claims that the only machines suitable for a district are listed in the ES BOCES bid, then in order to ensure the integrity of the E1B bid, Erie 1 BOCES shall make the final decision on any such claim. It must be emphasized that we do have the flexibility in allowing the purchase of accessories through the ES BOCES bid which may be used to counter any vendor claims regarding the availability of "suitable" machines. Nevertheless, there can be no cross contracting since as stated previously, the purchase of these machines is to assist in the provision of a service and not for the sole purpose of buying and/or selling equipment.

Finally, if a district decides on their own to not utilize the E1B bid and instead decides to use the ES BOCES (or any other bid), it will be the district's responsibility to be in compliance with GML bidding and piggybacking regulations. Also, all districts should be aware that ES BOCES charges a \$500 fee for the use of their bid. The district will be responsible for this fee but more importantly, it must be emphasized that any machine purchased unilaterally through the use of a bid other than through Erie 1 BOCES will not be eligible for aid.