



SOUTHERN WESTCHESTER BOCES

BOARD OF COOPERATIVE EDUCATIONAL SERVICES

Instructions for Participation in Cooperative Bids

As per the New York State Purchasing and Bidding Laws, a resolution must be passed by the School Board of the component district and returned to BOCES prior to the award of any bid in which you wish to participate, otherwise participation in the bid will not be permitted by BOCES in accordance with these laws and regulations.

To be a participant in any of our cooperative bids, check off the bids you are interested in, bring the resolution before your school board for approval and e-mail the completed resolution back to SWBOCES at:

BidParticipation@swboces.org

Upon receipt of the board resolution, your district will be included as a participant in the bid and will be included in bid advertisements. The list of cooperative bids for fiscal year 2024-2025 is as follows:

Bid	Anticipated Effective Dates:
Art Supplies	9/1/2024 - 8/31/2025
Audio Visual Supplies	9/1/2024 - 8/31/2025
Bakery Goods	10/1/2024 - 9/30/2025
Cafeteria Food Supplies	8/1/2024 - 7/31/2025
Custodial Paper Supplies	8/1/2024 - 7/31/2025
Custodial Supplies	4/1/2024 - 3/31/2025
Fine Paper Supplies	3/1/2024 - 2/28/2025
Furniture, Storage, & Athletic Equipment	6/1/2024 - 5/31/2026
Laser & Ink Jet Toner	1/1/2025 - 12/31/2025
Lumber Supplies	10/1/2024 - 9/30/2025
School & Office Supplies	6/1/2024 - 5/31/2025

Currently, Southern Westchester BOCES charges no fees for districts to participate in these cooperative bids. However, greater participation results in overall lower pricing from vendors, to the benefit of all. Please keep this in mind when determining which bids you choose to participate in.

If you have any questions, please contact the SWBOCES Purchasing Department.

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