



Instructions for the Submission of Electronic Bid Forms

1. The Center for Instruction, Technology & Innovation (CiTi) uses electronic bid sheets as part of the Cooperative Bid process. These bid forms with the corresponding bid packets are available on the website at: www.citiboces.org/cooperativepurchasing. Copies of the specifications may be also obtained by contacting Amy Rhinehart, School Purchasing Officer at the Business Office of the CiTi, 179 County Route 64, Mexico, New York 13114, by calling (315) 963-4253 or emailing arhinehart@oswegoboces.org.
2. Bid forms shall be filled out electronically and submitted on a CD or travel drive along with signed hard copies of all the required bid documents and a printed version of the bid form in a sealed envelope marked with the name of the bidder and the bid number on the front of the envelope. Bid packets and forms must be submitted by the date and time specified to Amy Rhinehart, School Purchasing Officer at the Business Office of the CiTi, 179 County Route 64, Mexico, New York 13114. Electronic or faxed responses are not acceptable.
3. The CD or Travel Drive must be clearly labeled with the name of the bid, the bid number, and the bidder's name. Bid CDs or Travel Drives not clearly labeled may be rejected.
4. Bidder must insert the price per unit as specified and the price extension accordingly against each item bid. In the event of a discrepancy between the unit price and the extension, the unit price will govern. Prices shall be extended in decimals, not fractions.
5. An example bid sheet is attached. Please refer to this sample sheet when filling out the bid forms. Please do not use the Alternate or Notes area of the bid form to submit bid information. These areas are for CiTi use only.

Bidding as Specified

6. If the bidder is bidding as specified (including manufacturer, color and package size) the bidder should fill in only the Unit Cost and the Vendor Catalog Number fields.

Unit Cost	Vendor Catalog Number
N12.4	C35

Bidding other than as Specified

7. If the vendor is offering a product in which the manufacturer's packaging size is not the same as the packaging requested in the bid specifications, the bidder is required to fill in all substitute fields. The bidder must also adjust the number of packages needed of their product to equal the actual total individual units requested in the specifications. Failure to provide substitute packaging will result in the rejection of the bid item.

Vendor Catalog Number	Substitute Desc	Subs UM	Subs Unit Cost	Subs Qty
C35	M	C4	N12.4	N11.2

8. If the vendor is offering a substitute item with the same packaging as the items specified, the bidder is required to fill in all substitute fields. The bid software will not recognize the vendor substitute offer if the packaging information is not provided and will not evaluate the bidders pricing for that item. Failure to provide packaging information with a substituted item will result in the rejection of the bid item.

Vendor Catalog Number	Substitute Desc	Subs UM	Subs Unit Cost	Subs Qty
C35	M	C4	N12.4	N11.2

9. The bidder shall not change or provide the bid sheets in a different format than the one provided. Any change in the electronic format will prevent the CD or travel drive from being read by the bid evaluation software and therefore will result in the rejection of the bidders' submittal.

Failure to adhere to these instructions will constitute grounds for rejection of the bid.

Electronic Bid Sheet Examples

1. In the below example, the bidder is bidding the **same product** specified in the **same size** specified. The bidder will only fill in the **Unit Cost** and the **Vendor Catalog Number**.

Bid ID	Item ID	Subcategory	Item Description	Unit Measure	Quantity	Unit Cost	Vendor Catalog Number	Substitute Desc	Subs UM	Subs Unit Cost	Subs Qty	Alternate Desc	Alt Unit	Alt Qty	Notes
C20	C11	C8	M	C4	N11.2	N12.4	C35	M	C4	N12.4	N11.2	M		11.2	M
Paper/Plastic	10-20-040	CLEA	LAUNDRY DETERGENT - ARM & HAMMER, 25# BOX	BX	4.00	10.2500	147880								

Do not use these areas

2. In this example, the bidder is bidding a **substitute product** specified in the **same size** specified. The bidder must fill in **all five** highlighted columns for the bid to be properly read by the bid software.

Bid ID	Item ID	Subcategory	Item Description	Unit Measure	Quantity	Unit Cost	Vendor Catalog Number	Substitute Desc	Subs UM	Subs Unit Cost	Subs Qty	Alternate Desc	Alt Unit	Alt Qty	Notes
C20	C11	C8	M	C4	N11.2	N12.4	C35	M	C4	N12.4	N11.2	M		11.2	M
Paper/Plastic	10-35-035	CUPS	HOT FOAM CUPS, 8 OZ., MOHAWK/ EQUAL, 1M/CS	CS	16.00		SOLO436	HOT FOAM CUPS, 8 OZ., SOLO 436 , 1M/CS	CS	14.9600	16.00				

Do not use these areas

3. In this example, the bidder is bidding the **same product** specified in a **different size** than specified. The bidder must fill in **all five** highlighted columns for the bid to be properly read by the bid software.

Bid ID	Item ID	Subcategory	Item Description	Unit Measure	Quantity	Unit Cost	Vendor Catalog Number	Substitute Desc	Subs UM	Subs Unit Cost	Subs Qty	Alternate Desc	Alt Unit	Alt Qty	Notes
C20	C11	C8	M	C4	N11.2	N12.4	C35	M	C4	N12.4	N11.2	M		11.2	M
Paper/Plastic	10-70-035	PLAT	CHINET 10-1/2" PLATE ,#22605/EQ.,500/CS	CS	10.00		22605	CHINET 10-1/2" PLATE, #22605/EQ., 250 /CS	CS	5.3500	20.00				

Do not use these areas