BUFFALO PUBLIC SCHOOLS PROCUREMENT OFFERING
BID 27-0627E6-063 NON-STOCKING REPAIR PARTS & INDUSTRIAL SUPPLIES

Offering Specification

SUMMARY:

The Buffalo Board of Education, Bureau of Purchase, is requesting a specified discount on supply materials prices that will be honored for a specified time period for various repair parts and industrial supplies to be acquired on an "as needed" basis by certain Board of Education employees whom will require specific materials in order to perform their assigned job functions. The Board of Education intends to award contracts to several bidders to enable Board of Education employees to purchase required materials from various sources.

DESIGNATED CONTACTS:

Owner (Primary): Jeanine Groll, Facilities Services Coordinator
Buyer (Copy To): Scott Keller Jr.

The dates specified on the timeline of this offering are subject to change via addendum

TIMELINE:

Release Date:	10/12/2026	8:00 AM	Advertise Dates:	
Questions Due*:	10/26/2026	4:00 PM	- Website/BONFIRE	10/12/2026
Answers Posted:	10/30/2026	4:00 PM	- Buffalo News	10/11/2026
Offering Closed:	11/13/2026	11:00 AM	- Contract Reporter	10/12/2026
Presentations:	TBD		- Rocket	10/15/2026
Tentative Award:	12/16/2026		- Criterion	10/17/2026

Public Opening Time and Location: 65 Niagara Sq. (Room 816)
Buffalo, NY 14202

*Questions regarding this offering must be submitted via the online offering portal @ https://buffaloschools.bonfirehub.com/portal/?tab=openOpportunities

PROCUREMENT DATA:

Requisition:	TBD		
BPS Commodity Code:	100 Plumbing; 106 HVAC; 019 Building & Grounds		
Prior Offering:	26-0627E6-052	Prior Awardee:	Multiple
Prior Award Period:	1 Year	Current Year Award:	N/A

OFFERING DATA:

Dates are approximate and dependent upon the award date.

Initial Award & Contract Term:	Board Approval – 06/30/2027
Extensions:	6 Extensions
Maximum Term End:	06/30/2033

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OTHER OFFERING PARAMETERS:

Type of Offering:	BID
Basis of Award:	Best Value
Award may be split among respondents:	Yes
Award may be consolidated:	Yes
Subcontractors may be used:	No
Insurance is required:	Yes
NYS DOL Prevailing Reference:	N/A
Response Surety Required ("Bid Bond")	No
Performance Bond Required:	No
Formal contract required:	No
Proposals valid for:	90 days past closing minimum

SUBMITTAL OPTIONS:

Please refer to the "Standard Terms, Conditions, and Disclaimers" document for more detailed instructions. Only one method of submittal should be used; mailed responses will be entered into the electronic portal by the BPS Purchase Department for evaluation/scoring purposes.

Submittals may be mailed OR submitted electronically per the instructions below:

Mailed or delivered responses must include two (2) printed copies and one (1) electronic copy.

Electronic submittal is ALLOWED (and encouraged) via BPS BONFIRE portal at: https://buffaloschools.bonfirehub.com/portal/?tab=openOpportunities.

Technical assistance with submitting your response electronically is available by contacting the Buyer at the contact information listed on previous page.

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1) GENERAL INFORMATION

a. **GENERAL DEFINITIONS:** Please refer to "Standard Terms, Conditions, & Disclaimers".
b. **OFFERING SPECIFIC DEFINITIONS:**
c. **VENDOR INFORMATION:**

Qualified vendors are encouraged to submit a response for providing the goods and / or services described. If the vendor plans to subcontract any of the work described in the **Scope of Work** the vendor must complete all response requirements for the subcontractor. If a vendor plans a joint venture with another company and/or utilizes subcontractors, the vendor shall specify accordingly and complete all response requirements for each company involved in the offering response.

d. **RESPONSES:**

Any and all contracts awarded as a result of this offering are subject to the Terms & Conditions stated in the offering. The submission of any other terms or conditions by a respondent may be cause for rejection of the response.

All responses should clearly state/include the following:

STANDARD REQUIREMENTS:

1. Completion of "Offering Questionnaire", Question Set 1 "Standard Response Requirements".
2. Current W-9.
3. Current Certificate of Liability Insurance.
4. Completed "Equal Employment Opportunity Employee Information Report"; form provided.
5. Signed "Non-Collusive Bidding Certification"; form provided.
6. Respondent must provide a list of at least three (3) client references and their contact information. References will be contacted at the sole discretion of the District.
7. Cost proposal in the requested format.
8. *Optional* items as required by responses to the "Offering Questionnaire", including but not limited to:
    a. "Vendor Information Form"; form provided.
    b. "Disclosure Narrative", any format.
    c. "Debarment Narrative", any format.
    d. "Certifications" such as MBE/WBE/SDVOB
    e. "Policy 5414 Compliance Narrative", any format.
    f. "Subcontractor Documentation", any format.
    g. "Anti-Lobbying Narrative", any format.
9. Respondents may submit any other information they consider relevant to their response to this offering by using the "Other Vendor Information" document upload.

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2) SCOPE OF WORK

The Buffalo Board of Education, Bureau of Purchase, is requesting a specified discount on supply materials prices that will be honored for a specified time period for various repair parts and industrial supplies to be acquired on an "as needed" basis by certain Board of Education employees whom will require specific materials in order to perform their assigned job functions. The Board of Education intends to award contracts to several bidders to enable Board of Education employees to purchase required materials from various sources.

These employees include asbestos workers, carpenters, glaziers, groundskeepers, locksmiths, painters, plumbers, sheet metal workers, steamfitters and service persons for audio-visual equipment, computers, office machines and other machines. The required materials will be picked up at the supplier's location using our M&T Bank Procurement Cards (P-Cards), unless otherwise specified.

It is the intent of the Board of Education, through this bid and the use of the P-Card, to reduce the time necessary to acquire needed materials and supplies for the operation and maintenance of Board of Education facilities. It is hoped that the overall cost of such operations can be reduced, allowing the District certain economies. **Submission of this bid is mandatory in order for your company to participate in the District's P-Card Procurement Program. The Board of Education cannot guarantee payment for purchases made with the P-Card outside of this process or absent a District purchase order. P-Card holders will not be permitted to purchase from vendors who are not on our list of approved vendors.**

Pricing should be submitted as a 1.) discount percentage from the manufacturers' current or most recently published price list(s) or catalog; or 2.) on a "cost plus" basis where applicable. All list or catalog pricing is to be provided via the Euna Procurement portal (formerly Bonfire). Each brand name of products and any subsequent division of such must be indicated.

Discounts proposed in response to this and any resultant agreement are considered minimum discounts within each category and greatest discounts applied during the contract terms will still be considered under contract and part of this bid. General category discounts must be held firm for the duration of the contract term. It is the vendors responsibility to notify the Purchase Department of any change in costs from the Manufacturer. All discounts/markups shall be subject to audit.

List of Board of Education employees with P-Cards and authorized to pick up material under this agreement will be furnished. It is expected that these employees shall receive the material when needed and receive the prescribed discount schedule due to the Board of Education.

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The following are examples of acceptable bids:

Brand	Line Products	Discount (-) or Markup (+)
Crayola	Crayons	15% Discount off list price
	Markers	10% Discount off list price
	Clay	10% Discount off list price
Paper-Mate	All	10% Markup on Cost

Payments will be made on a regular monthly schedule upon the receipt of the receipts/invoices. **To ensure timely payment, all invoices must clearly state the Purchase Order Number (if applicable), this bid number (Bid#: 27-0627E6-063) and your discount percentage.**

All agreements resulting from this bid process shall be valid from Board Approval through June 30th, 2027 with the option to renew for six additional one-year periods:
July 1st, 2027 – June 30th, 2028
July 1st, 2028 – June 30th, 2029
July 1st, 2029 – June 30th, 2030
July 1st, 2030 – June 30th, 2031
July 1st, 2031 – June 30th, 2032
July 1st, 2032 – June 30th, 2033
Abiding by the same terms and conditions and upon mutual consent of the Buffalo Public Schools and the vendor.

NO BID WILL BE CONSIDERED WITHOUT THE FOLLOWING:

1.) Standard requirements on page 3 of the bid document.
2.) A completed specification sheet.
3.) A link to a catalog.