



Eastern Suffolk
BOCES

Educational Services That Transform Lives

Laurie Conley, CPPB
Purchasing Administrator
201 Sunrise Highway
Patchogue, New York 11772
Phone: (631) 687-3160
Fax: (631) 289-2327
[Email: lconley@esboces.org](mailto:lconley@esboces.org)

MEMORANDUM

TO: All Eastern Suffolk BOCES Cooperative Bidding Program Participants

FROM: Laurie Conley, Purchasing Administrator

DATE: January 23, 2020

SUBJECT: Bid #2017-033-0228R: Flooring Supply and Installation

The above referenced bid was opened on February 28, 2017. Attached is the name, address and specific vendor conditions for the vendor recommended for award.

In addition, please note the following:

Participants please take note of ZONES and tabs below. Please purchase from the appropriate zone.

- ZONE 1 - South Fork - Townships of Southampton & East Hampton
- ZONE 2 - North Fork - Townships of Southold & Riverhead
- ZONE 3 - Shelter Island
- ZONE 4 - Fishers Island
- ZONE 5 - Central Suffolk - Townships of Ilisip & Brookhaven
- ZONE 6 - Western Suffolk - Township of Smithtown, Huntington & Babylon

If the School District is in two townships, the township in which the Administrative Office is located governs which zone is to be used.

1. The Term of Contract is from April 1, 2017 through March 31, 2018;
1st Extension of Contract is from April 1, 2018 through March 31, 2019;
2nd Extension of Contract is from April 1, 2019 through March 31, 2020;
3rd Extension of Contract is from April 1, 2020 through March 31, 2021;
2. When utilizing this contract, as per the Department of Labor, each Municipality must obtain their own PRC number for services rendered under this contract;
3. Labor and materials are included in the line item pricing. Any additional labor or materials needed must be for the completion of a job utilizing one of the line items on the bid. The labor and material line is for either an unseen occurrence that takes place during the job and/or for incidental materials needed to complete any of the included line items. The material line is not meant to purchase additional flooring not included in the line items of the bid;
4. A detailed, numbered, service report certifying the arrival and departure time for each serviceman, the work performed,

repairs completed, and all materials, parts and supplies supplied by the Vendor shall be signed by an authorized employee of BOCES and/or its Participant(s) at each visit. A copy of the report shall be left with the signer. This report shall also accompany all claims for payment and shall constitute valid proof that the work so described has been completed;

5. All bid prices are inclusive of parts and labor- no additional charges may be added, i.e. fuel surcharges, shipping;
6. The prices listed are based on multiple-drop deliveries. Please note vendor's conditions for more specific information regarding delivery terms;
7. Final award recommendation must be approved by your own governing body;
8. Payments to vendors should be made within 30 days from the satisfactory completion of the purchase order. Partial payment is recommended for delivery of 50% or more of a purchase order;
9. Purchase orders should not be issued for amounts less than \$100. All purchase orders of \$100 or more are freight free unless otherwise indicated on following page;
10. To ensure proper bid pricing by vendors, all purchase orders must reference the current bid number;
11. If a vendor does not fulfill the requirements of the bid, please document the experience on the "Vendor Dissatisfaction Form" located on the main page of the Cooperative Bidding Website and click on "Submit your complaint" at the bottom of the page. The Purchasing Office will respond to the complaint and take immediate action.

If you have any questions concerning this information, please contact Nancy Macaluso at (631) 687-3094.

Bid #2017-033-0228R: Flooring Supply and Installation
Opening Date: February 28, 2017
VENDOR RECOMMENDED FOR AWARD & SPECIFIC CONDITIONS

Milburn Sales Co. Inc. d/b/a Milburn Flooring Mills

20 35th Street

Copiague, NY 11726

Attn: Michael VanDenburg

Telephone: (631) 842-1600

Fax: (631) 768-9056

[Email: Mike@Milburnflooring.com](mailto:Mike@Milburnflooring.com)