



Board of Cooperative Educational Services

**Thomas R. Burns**  
**District Superintendent**  
**Executive Officer**

**Cooperative Purchasing**

ESC Building  
40 W Main Street  
PO Box 231  
Canton, NY 13617  
(315) 386-4504 ext 10127  
E-mail: [dbessette@slloboces.org](mailto:dbessette@slloboces.org)

**Darlene Bessette**  
**Supervisor of Purchasing Services**

To: Superintendents and Business Officials  
From: Darlene Bessette, Supervisor of Purchasing Services  
Re: Annual Board Resolution for Participation in Cooperative Purchasing  
Date: June 6, 2023

Enclosed you will find an updated copy of the Cooperative Purchasing Agreement and a suggested format for your annual Board Resolution approving participation in the Cooperative Purchasing Program by your district.

In order to assure proper compliance with regulations regarding our cooperative we ask that you include this resolution in your annual organizational meeting. Please forward a copy of this resolution to the Cooperative Purchasing Office where it will be kept on file for the approved year.

If you have any questions regarding this matter, please contact the Cooperative Purchasing Office.

Thank you for your attention to this matter and for your continued participation in our program.



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### St. Lawrence/Lewis BOCES Cooperative Purchasing Agreement

All school districts participating in the St. Lawrence/Lewis BOCES Cooperative Purchasing program through annual board resolution, agree to the following:

- 1.) To bid jointly any or all commodities on the attached list together with a number of public school districts comprising Clinton-Essex, Franklin-Essex, Jefferson-Lewis and St. Lawrence-Lewis BOCES in New York State.
- 2.) The school district will participate with other schools in the BOCES listed above in the joint bidding of any or all commodities on the attached list as authorized by General Municipal Law, Section 119-0.
- 3.) The school district agrees to appoint the St. Lawrence/Lewis BOCES Cooperative Purchasing Agent and related committees to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting results to the boards of education and making recommendations thereon.
- 4.) The Board of Education of the school district agrees to appoint the St. Lawrence/Lewis BOCES Cooperative Purchasing Agent and related committees to represent it in all matters related above.
- 5.) The Board of Education of the school district authorizes the above mentioned to represent it in all matters leading up to the entering into a contract for the purchase of any and /or all commodities on the attached list.
- 6.) The Board of Education agrees to assume its equitable share of the costs of cooperative bidding.
- 7.) The Board of Education agrees:
  - a.) To abide by majority decisions of the participating districts on quality standards;
  - b.) That unless all bids are rejected, it will award contracts according to the recommendations of the St. Lawrence/Lewis BOCES Cooperative Purchasing Agent and related committees.
  - c.) That after the award of contract(s) it will conduct all negotiations with the successful bidder(s).



**St. Lawrence-Lewis  
BOCES**

*Building Futures \*  
Creating Meaningful Lives*

*Board of Cooperative Educational Services*

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**Resolution of Board of Education**

Be it resolved that the \_\_\_\_\_ School District Board of Education agrees to participate in the St. Lawrence/Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the “Cooperative Purchasing Agreement” for the **2023/2024** school year.

**Certification of Board Clerk**

I, \_\_\_\_\_, district clerk of the \_\_\_\_\_ Board of Education, hereby certify that the above resolution was adopted by the required majority vote of the board of education at its meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of District Clerk*

**St. Lawrence/Lewis BOCES  
Bid List**

- ~ A.V. Equipment & Supplies
- ~ Art Supplies
- ~ Athletic Equipment & Supplies
- ~ Bread
- ~ Cafeteria Foods/Frozen Entrees-Meat/Fish
- ~ Computer Supplies
- ~ Construction/Art Paper
- ~ Copy Paper
- ~ Cosmetology Supplies
- ~ Custodial Supplies
- ~ ULS Diesel Fuel / ULS Kero
- ~ ULS Fuel Oil
- ~ Furnishings
- ~ Gasoline
- ~ General School & Office Supplies
- ~ Health Supplies
- ~ Ice Cream
- ~ Institutional Paper
- ~ Milk/Juice
- ~ Musical Instruments
- ~ Natural Gas
- ~ Printed Envelopes
- ~ Produce
- ~ Propane
- ~ Science Classroom Supplies
- ~ Teaching Aids
- ~ Technology & Shop Supplies
- ~ Transportation Supplies