



Vendor Bid Submission Training

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Schedule 1 – Bid Forms

- Bidder's Company Information & Signature Page
- Bid Proposal Certification
- Iran Divestment Act Certification
- Bidder's Customer References
- Catalog/Item Discounts Bid Offering
- **Bidder's Exception Form**
- Non-Bidders Response Form (only if applicable)
- W-9 – Complete with signature and date

**BIDDER'S EXCEPTION FORM
MEDICAL SUPPLIES BID – GVBOCES 26-L**

Bidder's Name: _____

- Bidders are required to comply with all instructions and general specifications of the bid document. However, we recognize that occasionally there is a general specification that a bidder cannot adhere to.
- If the bidder must include an exception to the Bid General Specifications, it must be noted on this form for consideration.
- Not all exceptions will be accepted and could result in rejection of the submitted bid.
- If submitting exceptions on company letterhead, it must be noted below that an exception letter has been included.

Please Print

DETAILED DESCRIPTION OF EXCEPTION

(If listing an exception, please include general specification category number and section i.e. 18a)

Bidder's Exception Form

- This form must be submitted for any exceptions to our Bid Specifications
- All exceptions will be reviewed for consideration
- Not all exceptions will be accepted and could result in rejection of the submitted bid
- If using a different format to submit exceptions, it still must be noted on our Bidder's Exception Form that an exception letter has been included as part of the bid submission



New Bid Process

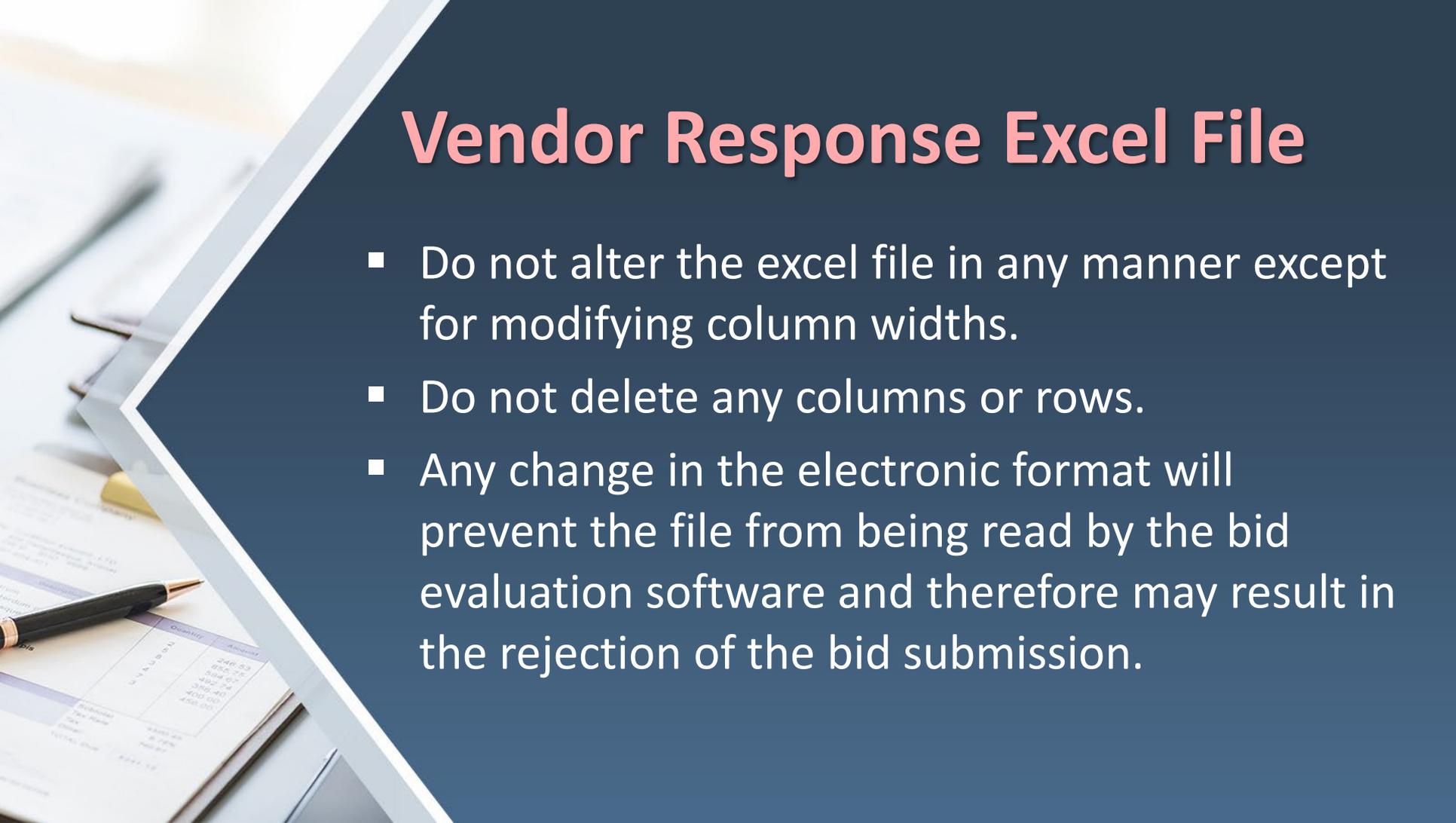
- This year we are eliminating the manual vendor bid pricing form “Bid Request Compilation and Vendor Response Form”
- **As part of the manual bid submission process, all vendors will now be required to submit the GV BOCES “Vendor Bid Response excel file” on a flash drive.**
- In order to obtain the “Vendor Bid Response excel file”:
 - download the file from BidNet Direct or
 - email the Cooperative Bidding Office at: coopbidding@gvboces.org
- A GV BOCES flash drive will be provided to any vendor who requests one, otherwise vendors can choose to use their own.
- All flash drives need to be submitted with the sealed bid documents.
- This change is being implemented to reduce errors and ensure greater accuracy and consistency across all submissions.

BidNet Direct

- BidNet Direct is the electronic platform Genesee Valley BOCES utilizes for the electronic bid process.
- Free vendor registration is required to view the bid documents. You can register to become a bidder online at www.BidNetDirect.com
- If you have trouble with the website or vendor registration, please contact BidNet Direct Vendor Support Department at 1-800-835-4603 option 2.

BidNet Direct

- The Vendor Bid Response excel file and Schedule 1 – Bid Forms Packet are available to download on the website: www.bidnetdirect.com/genesee-valley-boces
- The Vendor Bid Response excel file must be completed electronically. It can then be uploaded back to BidNet Direct or submitted on a flash drive as part of the manual bid submission.
- Do not password protect the excel file.
- E-mailed or faxed responses are not acceptable.
- Failure to follow **all** the submission instructions for the Vendor Bid Response excel file, could result in rejection of bid.

The background of the slide features a blurred image of a desk. On the left side, a black pen with a gold tip lies on a document. The document appears to be a bid form or a spreadsheet, with some text and a table visible. The right side of the slide is a solid dark blue color, which serves as the background for the text.

Vendor Response Excel File

- Do not alter the excel file in any manner except for modifying column widths.
- Do not delete any columns or rows.
- Any change in the electronic format will prevent the file from being read by the bid evaluation software and therefore may result in the rejection of the bid submission.



Vendor Response Excel File

Unit Cost - Column G or Subs Unit Cost – Column M

- Make sure the unit cost being submitted is based on the unit of measure.
- Do not enter anything but the price in the unit cost or subs unit cost column.
- Make sure to enter your bid price in only **ONE** column.
 - Use only Column G (unit cost) if bidding item exactly as specified
 - Use only Column M (subs unit cost) if offering a substitute

E	F	G
Unit Measure	Quantity	Unit Cost
C4	N11.2	N12.4
EACH	92.00	0.0000
EACH	92.00	0.0000
EACH	252.00	0.0000
EACH	84.00	0.0000
EACH	104.00	0.0000

K	L	M
Subs UM	Subs Qty	Subs Unit Cost
C4	N11.2	N12.4
	0.00	0.0000
	0.00	0.0000
	0.00	0.0000
	0.00	0.0000
	0.00	0.0000

Vendor Response Excel File

If an item is not being bid:

- It must be marked No Bid in Column I - Vendor Catalog Number
- Leave the unit cost field as is with 0.00
- **Do not leave any unit cost field blank**

E	F	G
Unit Measure	Quantity	Unit Cost
C4	N11.2	N12.4
EACH	92.00	0.0000
EACH	92.00	0.0000
EACH	252.00	0.0000
EACH	84.00	0.0000
EACH	104.00	0.0000

I
Vendor Catalog Number
C35
No Bid

Vendor Response Excel File

Bidding as Specified:

- If bidding as specified (including manufacturer, color and package size) fill in only the Unit Cost (column G) and Vendor Catalog Number fields (column I)

G	H	I
Unit Cost	Extended Cost	Vendor Catalog Number

- If what you are bidding, does not match exactly as specified in the description, then you must enter it as a substitute item.

Vendor Response Excel File

Bidding not as Specified:

- When offering a substitute bid item, fill in **ALL** substitute fields:
 - Substitute Desc (column J),
 - Subs UM (column K),
 - Subs Qty (column L),
 - Subs Unit Cost (column M)

	J	K	L	M
Substitute Desc		Subs UM	Subs Qty	Subs Unit Cost

- The bid software will not recognize a substitute item unless all substitute columns (J-M) are completed.

Vendor Response Excel File

Subs Description – Column J

- When offering a substitute bid item, it is **key** to provide a complete and accurate item description including the brand, item size and how sold in the “Substitute Desc” column (column J).

- If Bid Item Description Reads:

HAND SANITIZER, ALCOHOL BASED 4 OZ. - 12/CASE, PURELL

- If you are substituting brand, package size and case count, Column J would read as follows:

HAND SANITIZER, ALCOHOL BASED 6 OZ. – 24/CASE, SUAVE

Vendor Response Excel File

Subs Description – Column J

- The following example is **NOT** acceptable as there is not enough information for analysis as it only provides brand name, package size and case count (product description is missing so the bid evaluation software would not know this was hand sanitizer, alcohol based):

SUAVE, 6 OZ., 24/CASE

Vendor Response Excel File

Subs Description – Column J Examples of Unacceptable Submissions:

TOILET TISSUE, 2 PLY, GREEN PRODUCT 36/CASE, KRU05629, HILLYARD, SAMPLE REQUIRED	CASE	190.00	72.7400	13820.60	0001030642	Kleenex, 2-ply
OXIVIR Tb CLEANER DISINFECTANT, UNSCENTED, 32 OZ SPRAY BOTTLE, 12 PER CASE (4277285)	CASE	5.00		0.0000	NO BID	
PURELL HAND SANITIZER, 1200 MIL REFILL FOR GOJO ES8 DISPENSERS, GOJ775302 WITH FREE DISPENSERS, 2 PER CASE	CASE	65.00	32.1800	2091.70	001039198	Sold as each
PURELL HEALTHY SOAP, 1200 MIL REFILL FOR GOJO ES8 DISPENSERS, GOJ777202 WITH FREE DISPENSERS, 2 PER CASE	CASE	55.00		0.0000	NO BID	
WAXED PAPER BAG 9-3/4 X 2-3/4 X 9-7/8, 250/CASE, NO SUBSTITUTE, SAMPLE REQUIRED	CASE	32.00	15.3000	489.600	0HS6141	**IF PURCHASED BEFORE 6/30/25
WAXED PAPER BAG , 9-3/4 X 2-3/4 X 9-7/8 500/CASE NO SUBSTITUTE, SAMPLE REQUIRED	CASE	17.00	19.2000	326.400	0HS-KL260	**IF PURCHASED BEFORE 6/30/25

Vendor Response Excel File

Subs Description – Column J

Examples of Unacceptable Submissions:

ICE MELT, BLUE, SSS COMMERCIAL, 50 # BAG	EACH	.00	0.0000	0.0000	50B-IB	Industrial Blue is a fast-acting blended ice melt includes calcium chloride pellet for instant melting power and SWI20 corrosion inhibitor to help keep surfaces safe. Industrial Blue is also sprayed with a blue color indicator for easy and efficient application. Melts to: -10°F.	BAG	1987.0	0 13.2700	26367.49
WAXED PAPER BAG 9-3/4 X 2-3/4 X 9-7/8, 250/CASE, NO SUBSTITUTE, SAMPLE REQUIRED	CASE	32.00	0.0000	0.0000				0.00	0.0000	0.00

Vendor Response Excel File

Subs Description – Column J

Examples of Unacceptable Submissions:

14.5"X 10" 6 COMPARTMENT POLYCARBONATE CAFETERIA TRAYS, CAMBRO CAMWEAR 10146CW SILVERWARE COMP ON RIGHT SIDE, OR EQUAL, 24/CASE. SPECIFY PACK PER CASE, BRAND NAME, MODEL #, CODE #	CASE	15.00	212.3700	3185.5500	10146CW	SPECIFY COLOR			
14"X10" 6 COMPARTMENT POLYCARBONATE CAFETERIA TRAYS, PLAS-TIQUE PTP-11; TOP SILVERWARE COMPARTMENT; OR EQUAL, 24/CASE. SPECIFY PACK PER CASE, BRAND NAME, MODEL #, CODE #	CASE	4.00	162.1400	648.5600	BCT1014	SPECIFY COLOR			
ANGLE BROOM - 10.5" SWEEPFACE 6/CASE, RUBBERMAID # 6375, SAMPLE REQUIRED				CASE	68.00	0.0000	0.0000	ABBR1024WH	WOOD HANDLE STRONGER
HEAVY DUTY DUST PAN 121/4", 1 X 8 1/4" W X 2 5/8" D 12/CASE SAMPLE REQUIRED				CASE	29.00	49.8000	1444.2000	AB0203	

Vendor Response Excel File

Subs Description – Column J

Examples of Unacceptable Submissions:

HEAVY DUTY STRIPPER 4 GALLONS/CASE, BRAVO, JOHNSON, NO SUBSTITUTE	CASE	50.00	0.0000	0.00008	DIV9511595	NOW 5 GAL BIB BRAVO	EACH	50.00
FLOOR SEALER, 5 GAL. PAIL, JOHNSON WAX TECHNIQUE, NO SUBSTITUTE	EACH	30.00	0.0000	0.0000	DIV5104933	NOW PLAZA PLUS	EACH	30.00
DUST MOP TREATMENT 18 OZ. AEROSOL , 12/CASE	CASE	18.00	0.0000	0.0000	SSS JOURNEY 12/16 OZ		CASE	18.00
FLOOR CLEANER/SALT NEUTRALIZER 4 GALLONS/CASE, WINTER BUSTER -AC	CASE	15.00	0.0000	0.0000	WHITEOUT	NOW WHITE OUT 4/1	CASE	15.00
DUST MOP , SNAP ON FRAME, SIZE 24", PRICE/EACH, SECO, RUBBERMAID, SAMPLE REQUIRED	EACH	20.00	0.0000	0.0000	SSS 37373	5X24 FRAME SSS		
DUST MOP HEAD, 5" WIDE, SIZE 60", PRICE/EACH, SECO, RUBBERMAID, SAMPLE REQUIRED	EACH	60.00	0.0000	0.0000	SSS 5X60	SSS 5 X 60 LOOPED END KEYCUT OUT		
DUST MOP HEAD, 5" WIDE, SIZE 48", PRICE/EACH, SECO, RUBBERMAID, SAMPLE REQUIRED	EACH	20.00	0.0000	0.0000	SSS 37294	SSS 5 X 48 WHITE		
DUST MOP HEAD, 5 " WIDE, SIZE 36", PRICE/EACH , SECO, RUBBERMAID, SAMPLE REQUIRED	EACH	20.00	0.0000	0.0000	SSS 37293	5X36 SSS		
DUST MOP HEAD, 5 " WIDE SIZE 24 ", PRICE/EACH, SECO, RUBBERMAID, SAMPLE REQUIRED	EACH	50.00	0.0000	0.0000	SSS 37291	SSS 5X24		

Vendor Response Excel File

Subs Description – Column J

Examples of Unacceptable Submissions:

PLEASE NOTE NO FREE PAPER DISPENSERS :
48 BOX OF 125
24/CS
DISCONTINUED

Substitute Desc
M
859449
859231

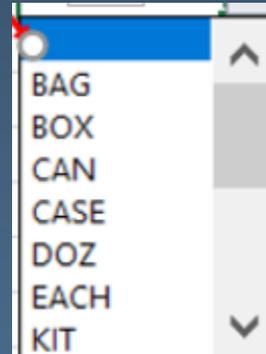
PRICED BY THE DOZEN- 2 DOZEN PER BOX
SPECIFY COLOR

2/pkg
Sold as each
Sold as each

Vendor Response Excel File

Subs Unit of Measure – Column K

- There is now a drop-down box for you to select the appropriate unit of measure from the list provided.
- Only use the units of measure provided in the drop-down menu.



Vendor Response Excel File

Subs Quantity – Column L

- When the substitute item is **not the same packaging size:**
 - Must adjust the quantity to equal the actual total individual units requested in the specification.
 - All quantities must be in whole numbers. (Cannot bid 0.20 cases. Round up to 1.00 case.)

Vendor Response Excel File

Subs Quantity – Column L

If Bid Item Description Reads:

HAND SANITIZER, ALCOHOL BASED 4 OZ. - 12/CASE, PURELL (quantity 100 cases)

If you are substituting brand and case count:

HAND SANITIZER, ALCOHOL BASED 4 OZ. – 24/CASE, SUAVE

J	K	L	M	N
Substitute Desc	Subs UM	Subs Qty	Subs Unit Cost	Sub Extended Cost
M	C4	N11.2	N12.4	
HAND SANITIZER, ALCOHOL BASED 4 OZ. – 24/CASE, SUAVE	CASE	50.00	12.0000	600.0000

Vendor Response Excel File

Subs Quantity – Column L

If Bid Item Description Reads:

HAND SANITIZER, ALCOHOL BASED 4 OZ. - 12/CASE, PURELL (quantity 100 cases)

If you are substituting brand, package size and case count:

HAND SANITIZER, ALCOHOL BASED 6 OZ. – 24/CASE, SUAVE

J	K	L	M	N
Substitute Desc	Subs UM	Subs Qty	Subs Unit Cost	Sub Extended Cost
M	C4	N11.2	N12.4	
HAND SANITIZER, ALCOHOL BASED 6 OZ. – 24/CASE, SUAVE	CASE	34.00	12.0000	408.0000

(bid item = 48 oz per case compared to substitute item = 144 oz per case)

Vendor Response Excel File

Subs Quantity – Column L

Examples of Unacceptable Submissions:

BASEBOARD STRIPPER, SSS, # 5298, 18 OZ CAN, 12 PER CASE	CASE	15.00	0.0000	0.0000	SSS 21298	12/19 OZ SSS	CASE	15.00
GENERATION SUPER POLISHING PAD, # 401214, 14" X 20" 5 PER CASE, NO SUBSTITUTE	CS	2.00	23.6500	47.3000	40121420 WHITE			0.00
HAND SANITIZER, ALCOHOL BASED 4 OZ. - 12/CASE, PURELL, SAMPLE REQUESTED	CASE	5.00	0.0000	0.0000	GOJO9651-24	24/CS	CASE	5.00
FOAM SOAP, 2 LITER BOTTLE, (2000 ML) 2/CASE # 123003, HILLYARD, MUST FIT HILLYARD DISPENSER	CASE	112.00	0.0000	0.0000	NOBID			0.00
LAVA HAND SOAP, 48 5 OZ. BARS/CASE	CASE	12.00	0.0000	0.0000	LAVA WDF10185	24/5.75 OZ	CASE	12.00
SOFTCARE DISPENSERS 600 ML DISPENSERS PER UNIT, JOHNSON WAX	EACH	10.00	1.0000	10.0000	NOBID	OBSOLETE MAY HAVE A FEW		0.00
FACIAL TISSUES, KLEENEX 85/BOX, 36/CASE	CASE	10.00	0.0000	0.0000	KLEENEX KCC21400	FACIAL TISSUES KLEENEX 100/BOX, 36 BX/CS	CASE	10.00
COMPRESS HOT/COLD REUSABLE 4"X6"	EACH	75.00	0.0000	0.0000	NO BID			0.00
WIPES, BABY, 100 COUNT, RE-SEALABLE CONTAINER, PRICE/EACH	EACH	43.00	0.0000	0.0000	DIAMOND WIPES F3878-80	BABY WIPES 80 COUNT RE-SEALABLE CONTINER	EACH	43.00
WIPES, SANI-CLOTH, 6X6.75, 160/PKG, PRICE/PKG	PKG	13.00	8.8700	115.3100	SANICLOTH NICP13872			0.00

Vendor Response Excel File

Notes – Column T

Examples of Unacceptable Submissions:

TYLENOL, 325 MG, 100/PKG, PRICE/PKG, NO SUBSTITUTE	PKG	17.00	9.8000	166.6000	0046028M		0.0000	0.0000	0.0000	Tylenol, Regular Strength , 100/ Btl. Tablets
EXTRA STRENGTH TYLENOL, 500 MG, 100/PKG, PRICE/PKG, NO SUBSTITUTE	PKG	13.0000	0.0000	0.0000	46043M	Tylenol, Extra Strength , 100 (50/2s) Caplets	BOX 0	13.0000	14.5700	189.4100
ANTACID/ANTI-GAS TABLETS, MYLANTA, 100/BOTTLE, PRICE/BOTTLE	BO	5.0000	0.0000	0.0000	NO-BID		0.0000	0.0000	0.0000	
ANTACID/ANTI-GAS LIQUID, MYLANTA, 12 OZ BOTTLE, PRICE/BOTTLE	BO	5.0000	0.0000	0.0000	NO-BID		0.0000	0.0000	0.0000	
PEPTO BISMOL, LIQUID, 16 OZ BOTTLE, PRICE/BOTTLE	BO	5.0000	13.9600	69.8000	043015M		0.0000	0.0000	0.0000	Pepto-Bismol, Max Strength Liquid, 16 fl. oz.
ASPIRIN, BUFFERED, 100/BOTTLE, PRICE/BOTTLE	BO	12.0000	2.2700	27.2400	046001M		0.0000	0.0000	0.0000	Aspirin, 100 Tablets
ACETAMINOPHEN, REGULAR STRENGTH, TABLETS, 325 MG, 100/BOTTLE, PRICE/BOTTLE	BO	20.0000	1.9900	39.8000	046017M		0.0000	0.0000	0.0000	Non-Aspirin Pain Relief, Regular Strength , 100 Tablets

QUESTIONS

