**VENDOR GUIDE FOR SUBMITTING BID/ RFP / QUOTE RESPONSES**

It is the responsibility of the City School District of the City of Niagara Falls Purchasing Office to solicit Bids, Requests for Proposal and Quotes in accordance with applicable laws, rules and regulations.

In addition to solicitations prepared by the Purchasing Office, a variety of Cooperative Bids, State and County contracts are also utilized in accordance with applicable rules and regulations.

The Purchasing Office welcomes vendor participation and provides the following information in order to assist vendors with the process:

* The City School District of the City of Niagara Falls advertises Bids and RFP’s in the Niagara Gazette Newspaper. General Municipal Law requires a bid to be advertised for five (5) days prior to bid opening. In order to encourage open competitive bids, the District attempts to give vendors approximately two to three weeks to submit a bid response whenever possible.
* The City School District of the City of Niagara Falls officially distributes bidding documents from the Administrative Purchasing Office located at 630 66th Street, Niagara Falls, NY 14304. Copies of bidding documents obtained from any other source are not considered official copies. Only those vendors who obtain bidding documents from the City School District of the City of Niagara Falls Purchasing Office are guaranteed to receive addendum information, if such information is issued.
* If you have obtained this document from a source other than the City School District of the City of Niagara Falls’ Purchasing Office, the District will not guarantee the integrity of the document. It is recommended that you obtain an official copy from the Administrative Purchasing Office.
* Bids and RFP’s are publicly opened on specified day. Bids will be read aloud and RFP’s will be opened on the stated date, but will not be read aloud. No responses are accepted after the stated date and time of the Bid/RFP opening on the Notice to Bidders.
* Quotes do not have formal public openings and are accepted as indicated in quote documents.
* In the event a Bid Bond and/or a Performance Bond is required, an Addendum will be included in bid documents indicating bond requirements.
* Insurance requirements will be indicated in Bid/RFP/Quote documents.
* NYS Prevailing Wage Laws may apply to a variety of building service contracts. Vendors are responsible for compliance with NYS Prevailing Wage Laws when bidding on such services.
* The Bidder must be sure they can comply with the specific requirements for items and/or services that are outlined in the bid.
* Bid/RFP/Quote documents contain several forms that the vendor must complete, sign and date. It is important that the vendor complete all Pricing pages as requested; noting alternates (different size, quantities, etc.), if applicable, providing the correct unit of measure that is requested, staying within the required decimal for discount bids, etc. Please be sure that all forms and pricing pages are completed in accordance with instructions contained in the document.
* A notification of award will be sent to the awarded vendor(s) once a Bid/RFP/Quote has been formally opened, analyzed, and approved by the City School District of the City of Niagara Falls Board of Education. This process usually takes two to six weeks from date of opening.
* Bid/RFP/Quote award information will be made available once awards have been made.

If you need assistance or have questions, please call the Purchasing Office at 716-286-4214.