

SECTION B - INSTRUCTIONS

Represents items of unknown type and quantity, which the Participants will purchase throughout the bid term. **For Section B, Bidders are to quote percentage discount from any or all of the following:**

Bidder's general catalog which is current at the time of purchase.

Catalogs referenced in Section B may be hard copy catalogs, online catalogs, or price list. Updated catalogs or price lists shall be automatically supplied to the Participants at no additional cost during the bid term.

- a) Catalog:
 - Hard copy –
 - If bidding discount from hard copy catalog, bidder shall furnish a copy of the current catalog with the bid submission. Additional copies of hard copy catalogs must be supplied at the Participant's request throughout the term of the bid at no cost to the Participant. The catalog pricing provided at the time the bid is submitted shall remain in effect during the contract term, except as expressly authorized herein.
 - The catalog pricing provided at the time the bid is submitted shall remain in effect during the contract term, except as expressly authorized herein.
- b) Online:
 - Website -
 - If bidding discount from an online catalog, bidder shall indicate the website address on the bid form. The online catalog pricing provided at the time the bid is submitted shall remain in effect during the contract term, except as expressly authorized herein.
 - The online catalog pricing provided at the time the bid is submitted shall remain in effect during the contract term, except as expressly authorized herein.
- c) Price List:
 - Bidder's price list which is current at the time of purchase.
 - Specific manufacturer's price lists
 - Multiple manufacturers catalogs or price lists may be offered with discounts bid specific to each.
 - Bidder shall identify on the bid form the manufacturer name and shall reference the date of the manufacturer's catalog or price list from which discount will be applied.

A copy of each referenced manufacturer's ***price list or catalog must be provided with the bid***. The manufacturer's price list or catalog pricing provided at the time the bid is submitted shall remain in effect during the contract term, except as expressly authorized herein.

Discount offered shall be a flat rate, reflecting the minimum discount offered to the Participant for all purchases from that catalog or price list. However, multiple discounts from the same catalog, online/website or price list (e.g., varying discounts per item category) will not be considered.

All discount(s) offered (items a & b) shall be the minimum discount(s) offered to the Participant at any time during the term of the bid.

NOTE OF CLARIFICATION: Section A prices are net, delivered prices. Section B is a discount pricing structure for items not covered in Section A. The discount quoted in Section B will not apply to the prices quoted in Section A.

1. For items in Section B, the following terms and conditions shall apply:
 - a. Catalog (or list) price, less the discount, shall be net price, and shall be F.O.B. destination, freight prepaid and allowed to any Participant's location. No additional costs for shipping or delivery will be accepted by the Participant, with the exception of extremely large or overweight items (e.g., safes).
 - b. No minimum order requirements shall apply.
2. Purchases of items in Section B will be made as follows:
 - a. The Participant will fax or email a price inquiry to all awarded Section B Bidders offering a general catalog or price list discount (ref. items a-b), listing the specific item(s) to be purchased at the time.
 - b. If the Participant requires a specific manufacturer's product which is not on the Section A item list, the Participant will fax or email a price inquiry to all awarded Section B bidders offering a general catalog or price list discount (ref. items 1 a-b) as well as to awarded any awarded bidder offering a discount from that particular manufacturer's price list.
 - c. Bidder's price quotes shall be returned by fax or email to the Participant ***within (1) business day of the request***, unless otherwise specified on the price inquiry.
 - d. Bidder's price quote shall specify base bid (catalog or list) price and net (discounted) price.
 - e. Award will be made to the Section B awarded bidder offering the best net price to the Participant for a particular order.
3. In the event the successful bidder of Section B item(s) proposes a price increase during the contract term, and such price increase is permitted by law, such price increase will be considered or authorized only to the extent of the verified amount the cost of such item(s) was increased to the bidder by its supplier or manufacturer. The BOCES retains the right to determine whether or not such proposed increase(s) are in the best interest of the Participants, and in accordance with applicable law. The BOCES reserves the right to audit and/or examine any pertinent books, documents, records or invoices relating to the bid or item(s) in question after reasonable notice and during normal business hours. If it is determined that the proposed increase(s) are not acceptable, the BOCES reserves the right to cancel the respective bid or contract.