

The Bidding Process: Point of View of the Vendor

- All bids are posted on www.empirestatebidsystem.com. This is a free service provided by Bid Net. As a free service the vendor is responsible to check for current bids and monitor the website for any addendums associated with said bid. As a vendor, you can also become a member of Bid Net. The benefit of being a member is that you will receive automatic emails when a bid that matches your particular commodity/service is posted. As a member, you will also be alerted if/when an addendum is posted on a bid that you are currently bidding. Any questions or problems with Bid Net should be directed to Bid Net at 1-800-835-4603.
- Every bid is structured the same way. The first 12-14 pages are the General Terms and Conditions, including prevailing wages, when applicable; the last page is a signature page that the bidder must sign and date. The General Terms and Conditions are followed by the Specifications for the bid. The Bidder must be sure they can comply with the specific requirements for items and/or services that are outlined in the bid. The last several pages are forms that the bidder must complete, sign and date.
- The Cost Proposal Form is ESBOCES pricing page(s). It is important that the vendor completes the Cost Proposal as requested; noting alternates, if applicable, providing the correct unit of measure that is requested, staying within the required decimal for discount bids, etc.
- There is a clarification date in each of our bids that allows the bidder to ask questions pertaining to the bid. These questions must be submitted in writing by mail, fax, or e-mail and will be answered in an addendum, posted on the www.empirestatebidsystem.com website up until the clarification deadline. ESBOCES will not answer questions verbally, as we need to provide all bidders with the exact same information to remain fair to all interested bidders.
- All bids for services will require a Bid Bond and/or a Performance Bond. A Bid Bond certifies to ESBOCES that your company is qualified to participate in specified bid. All Bid Bonds are returned after the ESBOCES Board approval/rejection of bid. A Performance Bond ranges anywhere from 5% to 100% of total bid cost, at the discretion of ESBOCES. A Performance Bond is required to protect ESBOCES from any unforeseen disruption of service during the life of the contract, including any extensions, if granted.
- All bids for services and/or installation require the vendor to provide insurance as determined by ESBOCES. There is no standard amount, as the insurance requirements are a direct result of the type of service and/or installation and extent of services being provided. Insurance shall be kept current during the life of the contract, including any extensions, if granted.
- NYS prevailing wage law compliance is required for all bids for services and must be adhered to by all vendors bidding on such services. Certified payrolls, when required, must be provided with invoices to receive payment from ESBOCES.
- Once the bid has been publicly opened, analyzed, and recommended to the ESBOCES Board for their approval/rejection, all vendors who participated in the formal bidding will be notified of the results of the award. This process typically takes two to four weeks and may take as many as eight weeks from the time of the bid opening date.