Genesee Area School Business Officials Association (GASBOA)
2020-2021 Cooperative Purchasing Program

Calendar

**Friday, February 21, 2020**  
Bid Packets sent to potential vendors.

**Sunday, February 23, 2020**  
First advertisement for bids published in Flint Journal

**Sunday, March 1, 2020**  
Second advertisement for bids published in Flint Journal

**Friday, March 20, 2020**  
*All sealed bids due by 11:00 a.m. (EST) in office of Carrie Haubenstricker, Business Services Administrator, Genesee Intermediate School District, 2413 West Maple Avenue, Flint, Michigan 48507-3493*

**Friday, March 20, 2020**  
GASBOA Purchasing Committee opens sealed bids

**March 20 – April 3, 2020**  
Preparation of item by item tabulation of bids for GASBOA Purchasing Committee

**Monday, April 6, 2020**  
Purchasing Committee reviews and awards bids to vendors on item by item basis

**Wednesday, April 8, 2020**  
Bid tabulations, with awarded vendors indicated, posted on GISD web site.  
List of awarded items sent to vendors

**Thursday, April 9, 2020**  
Bid order lists distributed to GASBOA member school districts and charter schools.

**Friday, May 8, 2020**  
*All orders by participating school districts and charter schools sent to:*

*Barbara Whittier*

*Email: bwhittie@geneseeisd.org*

**Friday, May 15, 2020**  
All vendor sheets prepared and emailed to participating school districts and charter schools.
Wednesday, June 3, 2020  Completed purchase orders with attached vendor sheets sent to Barbara Whittier (email: bwhittie@geneseeisd.org) or GISD by participating school districts and charter schools. If your district will be closed at any time near the July 4, holiday, please indicate this on your purchase order.

Monday, June 8, 2020  All purchase orders from participating school districts and charter schools mailed to vendors – one package for each awarded vendor.

Monday, July 6, 2020  Absolutely the first day vendors may deliver items to GASBOA school districts and charter schools. Also, GASBOA billings must be dated on or after this date.

Friday, August 14, 2020  Deadline for vendor delivery of all ordered items. Vendors must provide ordering school districts or charter schools advance notice if their order will be delayed, the reasons for the delay, and the expected delivery date.

Friday, September 11, 2020  Items not delivered by this date are deemed cancelled and not able to be supplied by the vendor. It is the option of the ordering school district or charter school to either accept items delivered after this date, or to reject such items and return them at vendor’s expense.

Any vendor failing to make timely deliveries will jeopardize their future participation in GASBOA’s Cooperative Purchasing Program.