

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

Revised 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 22, 2020* Bid tabulations, with awarded vendors indicated, posted on GISD web site.
List of awarded items sent to vendors
- Thursday, April 23, 2020* Bid order lists distributed to GASBOA member school districts and charter schools.
- Friday, May 22, 2020* *All orders by participating school districts and charter schools sent to:*
Barbara Whittier
Email: bwhittie@geneseeisd.org
- Friday, May 27, 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 will be addressed on a case by case basis and may not be accepted. In collaboration with school districts and charter schools, the GASBOA Purchasing Committee will coordinate logistics with vendors. It is the option of the ordering school district or charter school whether to accept items delivered after this date.*