Broome County
Memorandum

To: All Department Heads
From: Ann Marie Suer, Law Dept.
Date: November 1, 2018 (Revised December 14, 2018)
Subject: Board of Acquisition and Contract
2019 SCHEDULE

PLEASE CIRCULATE TO ALL APPROPRIATE DEPT. PERSONNEL:

The following is a schedule for calendar year 2019 meetings of the BAC, subject to change at the request of the BAC members. All meetings are scheduled for 11:00 a.m. and are held in the Legislative Conference Room on the Sixth Floor.

Wednesday, January 9, 2019
Wednesday, January 23, 2019
Wednesday, February 13, 2019
Wednesday, February 27. 2019
Wednesday, March 13, 2019
Wednesday, March 27, 2019
Wednesday, April 10, 2019
Wednesday, April 24, 2019
Wednesday, May 8, 2019
Wednesday, May 22, 2019
Wednesday, June 12, 2019
Wednesday, June 26, 2019
Wednesday, July 10, 2019
Wednesday, July 24, 2019
Wednesday, August 14, 2019
Wednesday, August 28, 2019
Wednesday, September 11, 2019
Wednesday, September 25, 2019
Wednesday, October 9, 2019
Wednesday, October 23, 2019
Wednesday, November 13, 2019
Tuesday, November 26, 2019***
Wednesday, December 11, 2019 (only meeting in December)

Please Note: The deadline for submission of the requests to the Purchasing Dept. for each meeting has been set as follows: Any appropriate requests must be submitted to the Purchasing Dept. no later than 12:00 NOON on the **TUESDAY**, the week prior to the BAC meeting at which you wish to have the item considered. Requests must include one original copy.

*** Deadline to Purchasing: **MONDAY** by Noon of the week prior to BAC.

BAC meetings are scheduled every second and fourth Wednesday of each month (**unless otherwise noted**). There will be 23 scheduled meetings in 2019.

In the event the County Office Building is closed the day of a scheduled meeting by action of the County Executive, the meeting will be held the next business day thereafter at 11:00 a.m.