

# **Livonia Public Schools**

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## ***Business Services Office***

Date: May 15, 2012

To: Randy Liepa, Ph.D., Superintendent

From: Lisa Abbey, Director of Business Services

Re: Recommendation of Vendors from Bid Lists for 2012-13 Office and Teaching Supplies

We would like to discuss the recommended vendors for 2012-2013 office and teaching supplies. In order to get the best available pricing, we review numerous "pre-bid" (consortium bidding) vendors. As you know, there are several organizations that pool their purchasing power in order to get the best discounts and pricing. These are organizations such as MI Deal or REMC Michigan.

In order for LPS to get the best possible pricing for the items we order, we reviewed multiple consortium bids. Currently there are several vendors that provide on-line ordering with direct shipment to our schools. We are recommending that our schools utilize Global Office Supply and School Specialty for office and teaching supply purchases. This year we have spent approximately \$33,000 with School Specialty including their affiliate companies Classroom Direct, SAX Arts, Childcraft Education, ABC School Supply and Integrations. Purchases from Global Office for 2012 were approximately \$88,000 and include everything from pencils to construction paper.

We would expect expenditures for 2013 to be similar, but it is important to note that these expenditures will be from individual budgets for the 2012-2013 school year. For example, each school has both a teaching supply and office supply budget code that is approved as part of the overall budget process each year.

We would like to discuss this at our Finance Committee meeting on Monday May 21, 2012. Please let me know if there are any questions.

LA/kp