

INDEPENDENT SCHOOL DISTRICT NO. 709  
Duluth Public Schools  
Historic Old Central High School - 215 N. 1st Avenue E.  
Tel. (218) 336-8738 Duluth, Minnesota 55802-2069 Fax (218) 336-8777

MEMORANDUM

To: Bill Hanson, Director of Business Services  
From: Tony Kelekovich, <sup>TK</sup> Supervisor of Purchasing  
Subject: Bid-1251 General Office Supplies – Primary Vendor  
Date: May 2, 2016

Bids for a general office supplies-primary vendor for district-wide use were advertised and sent to five (5) vendors. Two (2) vendors responded as listed below. Each vendor's response was given a point total in five (5) categories: hot list pricing (176) high volume items, catalog discount pricing, service and support, internet ordering capability, and value added (additional capabilities that can save the district time and money).

Point total (100 max) results were as follows:

Northern Business Products	95
School Specialty	77

It is anticipated that annual purchases will be over \$85,000 under this contract.

The contract period is July 1, 2016 – June 30, 2018, with an additional two (2) year contract signed upon mutual agreement.

The bid meeting specifications with the highest point total for the initial contract period as submitted by Northern Business Products is recommended.

**Fund:** General Fund

**Program:** Various district-wide

**Fund Custodian:** Site administrators

VENDOR LIST/TABULATION

BID-1251 GENERAL OFFICE SUPPLIES – PRIMARY VENDOR

National Art & School Supplies Rahway NJ	No Response
Northern Business Products Duluth MN	95 Points
Office Depot Brainerd MN	No Bid
School Specialty Lancaster PA	77 Points
Staples Arden Hills MN	No Bid