



**FOREST LAKE AREA SCHOOLS  
FOREST LAKE, MN 55025**

**March 29, 2012**

**AGENDA NO: 9.3**

**TOPIC: PERMISSION TO BID PAPER SUPPLIES for 2012-13**

**BACKGROUND:** To comply with the bid law and to obtain the best possible pricing, the District annually solicits sealed bids for paper supplies.

**PROCESS:** A bid announcement will be published in the Forest Lake Times on April 12 and 19, 2012. The bid opening will occur on May 17, 2012 at 10:00 a.m. Bids will be analyzed and Board approval will be requested on May 31, 2012.

**RECOMMENDATION:** Administration requests permission to bid paper supplies for the 2012-2013 school year.

**Forest Lake Area Schools  
Independent School District #831**

**PAPER SUPPLIES BID  
2012/2013**

<b><u>Dates</u></b>	<b><u>Activities</u></b>
March 29	Request permission to bid from School Board
April 6	Email Adv. To the TIMES
April 12 & April 19	Advertise Bid, P.O. # S059362
May 17	Bid Opening - 10:00 a.m. in Board Room – confirmed for 2012/13
May 31	School Board Award of Bid
After award	Cut purchase orders and mail to bidders by the end of June - payable after July 6, 2012
July 6	Delivery of products can begin