

TO: Dr. Gearl Loden  
FROM: Julie Weaver  
RE: Awarding of Advertised Bid  
DATE: August 13, 2013

**Advertisement: BD1400 CLASSROOM SUPPLIES**  
**Person Responsible: Julie Weaver**  
**Funding Source: All Funds**  
**Recommendation: Low Bidder per line item for term bid**

Julie Weaver, Sarah Kelly and Tonja Garrett accepted six sealed bid at 10:00 AM on Friday, August 2, 2013. This will be a term bid for the 2013-2014 school year and will be awarded to each bidder per line. Therefore all bidders could successfully win part of this bid. Actual purchases will be made by the schools and departments as needs are determined and if money is available in the budget for each purchase. Please award to the lowest bidder meeting specifications for all items listed on this bid. Some items may be awarded to more than one bidder to offer choices in products. Bids were submitted by Atlas Adhesive Tape, National Art and School Supplies, Marie, Quill, School Specialty and Weatherall's.