



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

May 30, 2013

AGENDA ITEM: 9.7

TOPIC: RECOMMENDATION FOR AWARD OF PAPER SUPPLY BID

BACKGROUND: To comply with the bid law and to obtain the best possible pricing, the District annually solicits sealed bids for paper supplies. Permission to go out for bid was received from the School Board on April 4, 2013.

PROCESS: A bid announcement was published in the Forest Lake Times on April 11 and 18, 2013. The bid opening occurred on May 16, 2013 at 10:00 a.m. in the Board Room at the District Office. Sixteen companies were sent bid specifications, seven companies returned bids. Bids were analyzed and Board approval is being requested. The budget for the bids was \$90,000. A copy of the bid tabulation is attached.

RECOMMENDATION: The administration recommends that the School Board approve the following award of the paper bid for 2013-2014.

C. J. Duffey	\$ 74,774.65
Office Depot	\$ 191.35
Pyramid School Products	\$ 8,729.98
School Specialty	\$ 522.75
Standard Stationery Supply co.	\$ 1,183.50
Wilcox Paper	\$ <u>620.00</u>
TOTAL	\$ 86,022.23