



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

April 4, 2013

AGENDA NO: 10.4

TOPIC: PERMISSION TO BID PAPER SUPPLIES for 2013-14

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 11 and 18, 2013. The bid opening will occur on May 16, 2013 at 10:00 a.m. Bids will be analyzed and Board approval will be requested on May 30, 2013.

RECOMMENDATION: Administration requests permission to bid paper supplies for the 2013-2014 school year.

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

**PAPER SUPPLIES BID
2013/2014**

<u>Dates</u>	<u>Activities</u>
April 4	Request permission to bid from School Board
April 5	Email Adv. To the TIMES
April 11 & April 18	Advertise Bid, P.O. # S065134
May 16	Bid Opening - 10:00 a.m. in Board Room – confirmed for 2013/14
May 30	School Board Award of Bid
After award	Cut purchase orders and mail to bidders by the end of June - payable after July 5, 2013
July 5	Delivery of products can begin

PUBLIC NOTICE

Forest Lake Area Schools - ISD #831 will receive sealed bids on Paper Supplies up to 10:00 a.m., Thursday, May 16, 2013, at which time the bids will be opened at the District Office, 6100 North 210th Street, Forest Lake, Minnesota 55025.

Detailed specifications are available at the District Office located at the above address or by calling 651-982-8126. The Board reserves the right to reject any or all bids.

Lawrence A. Martini
Director of Business Services

Publish as a **LEGAL NOTICE** in the Forest Lake Times: April 11 and April 18, 2013
