



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

March 31, 2011

AGENDA NO: 9.15

TOPIC: PERMISSION TO BID PAPER SUPPLIES for 2011-12

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 14 and 21, 2011. The bid opening will occur on May 12, 2011 at 10:00 a.m. Bids will be analyzed and Board approval will be requested on June 2, 2011.

RECOMMENDATION: Administration requests permission to bid paper supplies for the 2011-2012 school year.

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

**PAPER SUPPLIES BID
2011/2012**

<u>Dates</u>	<u>Activities</u>
March 31	Request permission to bid from School Board
April 8	Email Adv. To the TIMES
April 14 & April 21	Advertise Bid, P.O. # S054520
May 12	Bid Opening - 10:00 a.m. in Board Room - confirmed for 2011/12
June 2	School Board Award of Bid
After award	Cut purchase orders and mail to bidders by the end of June - payable after July 7, 2011
July 7	Delivery of products can begin