

INDEPENDENT SCHOOL DISTRICT NO. 709  
Duluth Public Schools  
Historic Old Central High School - 215 N. 1st Avenue E.  
Tel. (218) 336-8738 Duluth, Minnesota 55802-2069 Fax (218) 336-8777

MEMORANDUM

To: Bill Hanson, Director of Business Services  
From: Tony Kelekovich, Senior Buyer  
Subject: BID-1220 General Office Supplies – Primary Vendor  
Date: April 17, 2012

Bids for a general office supplies-primary vendor for district-wide use were advertised and sent to seven (7) vendors. Five (5) vendors responded as listed below. Each vendor's response was given a point total in five (5) categories: hot list pricing (165 high volume items), catalog discount pricing, service and support, internet ordering capability, and value added (additional capabilities that can save the district time and money).

Point total (100 max) results were as follows:

Northern Business Products	99
S & T Office Products	96
Office Depot	91
Office Max	89
Staples	83

It is anticipated that annual purchases will be \$100,000 under this contract.

The contract period is July 1, 2012 – June 30, 2016. The initial contract is for two (2) years, with an additional two (2) year contract signed upon mutual agreement.

The bid meeting specifications with the highest point total for the initial contract period as submitted by Northern Business Products is recommended.

**Fund:** General Fund

**Program:** Various district-wide

**Fund Custodian:** Site administrators