

Date: March 15, 2010
To: Genesee Area School Districts
From: Larry Galbraith, Coordinator - Genesee Area School Business Officials Association, Cooperative Purchasing Program
SUBJECT: GASBO Ordering Process for the 2010-2011 School Year

The 2010-2011 Cooperative Bid Order form is now posted online at:

<http://www.geneseeisd.org/business/cooperative.htm>

Please download and make as many copies as needed for your district or have each site download the document themselves.

You will find there are three worksheets included in the online Excel document:

1. The tab labeled ***Bid Order Form 1011- Protected*** contains the document you are to send me with your final order information by Friday, May 14, 2010. This document is protected to lock everything in place to enable me to cut and paste the quantities you order into my master spreadsheet and generate additional information needed. Once you have entered all of the quantities your school district is ordering, please make certain you type in your contact information at the top of the order form, then select **SAVE AS** and rename the document to include your district's name in the file name.
2. The ***Bid Order Form 1011-UNPROTECTED*** tab document allows you to arrange the bid form to your specific needs and purposes.
3. The tab labeled ***Awarded Vendors 1011*** contains the contact information you will need to prepare your purchase orders and to email or call the company directly should you have any questions for them.

Please send me your completed order by Friday, May 14, 2010, in any of the following ways:

1. **by email to galbrail@wowway.com or**
2. **on a CD, or**
3. **on a hand printed or typed copy of the BID ORDER FORM and mailed to me.**

My mailing address is: Larry Galbraith, 48803 Amelia Court, Canton, MI 48187

Please feel free to contact me by email at **galbrail@wowway.com** or by phone at (734) 414-7286.

Reminders:

- Items must be ordered only in whole units. You may not order a part or fraction of a "Unit of Order".
- Vendor sheets and instructions for preparing purchase orders will be emailed back to you

on or before Friday, May 21, 2010. If you plan to generate your own vendor sheets, please let me know. However, I will still need either an electronic or paper copy of your GASBO Bid order to compile statistics necessary for next year's bidding process.

NOTE: Paper 101 specified no delivery charges on orders \$100 or more. However, this just means delivery will be made in the same manner as in the past. If special requirements, such as inside delivery or lift gate delivery are needed, you must call to discuss your needs and approve possible additional charges. Contact person: Richard Johnson, (800) 217-4440.