

GASBOA Cooperative Purchasing Program
Coordinated by Genesee ISD
2019 – 2020

DATE: April 23, 2019

TO: GASBOA Member Districts

FROM: Barbara Whittier, Coordinator
GASBO Cooperative Purchasing Program

SUBJECT: GASBOA Cooperative Purchasing Ordering Process for the 2019-2020
School Year

Now that spring is here it's time to think about supplies for the 2019-2020 school year already. There are some great prices that will help your district make it through these challenging economic times. Thirteen vendors were awarded bids. The 2019-2020 GASBOA Cooperative Bid Order forms are included as a separate attachment with this email.

Feel free to save and distribute as needed for your district. Districts complete this process in different ways but it may be in your best interest for one person to coordinate the process, communicate with appropriate staff, and provide the ordering form to your buildings/departments.

There are three different Excel documents:

1. The spreadsheet labeled ***GASBOA Cooperative Purchasing Order Form – Protected*** is the document you are to send me with your final order information by Friday, May 17, 2019. You are able to enter your school district/contact data in row 2 and order data in the *Quantity Ordered Column ONLY*. This document is protected to lock information that will enable me to cut and paste the quantities you order into my master spreadsheet and generate additional needed information. Once you have entered all of the quantities your school district is ordering, please make certain you enter 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 ***GASBOA Cooperative Purchasing Order Form – Unprotected*** document allows you to organize the bid form to your specific needs and purposes within your district.
3. The ***GASBOA Cooperative Purchasing Awarded Vendor Contact Information*** document 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 ***GASBOA Cooperative Purchasing Order Form – Protected*** by Friday, May 17, 2019 via this email: bwhittie@geneseeisd.org

REMINDERS

- Items must be ordered only in whole units. DO NOT order a part or fraction of a Unit of Order.
- **Vendors are not obligated to honor bid prices and/or may pass on shipping costs for purchase orders under \$100. If this happens, please let me know.**
- Vendor sheets and instructions for preparing purchase orders will be sent back to you around Friday, May 24, 2019. 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 GASBOA Bid Order to compile statistics necessary for next year's bidding process.
- **Please reference these numbers on purchase orders for the following vendors to ensure proper pricing. Use it also for any questions you may direct to them.**
 - **Pyramid School Products – #32819GEN**
 - **Quill – Quill Bid #19-18443**
 - **School Specialty – #7789765634**

I will also include the numbers on a cover sheet with the purchase orders.

- Please let me know if you have any problems with any vendors. I need to know this in case it is a systemic problem with a certain vendor. Because of numerous complaints, three vendors were not allowed to submit a bid this year.
- Shipments will be delivered on or after July 8, 2019. You may want to indicate this on your purchase orders. I will also over-communicate this to the vendors. If your district will not be accepting any deliveries that second week in July, please indicate this on your purchase order.
- The Calendar and Instructions for Bidders can be found on [GISD Cooperative Purchasing](#) web page.

Feel free to contact me at any time if you have any questions or concerns:
bwhittie@geneseeisd.org
810-591-4412.

**THANK YOU FOR PARTICIPATING IN THE
2019-2020 GASBOA COOPERATIVE PURCHASING PROGRAM!!**