



TO: cmERDC Member Business Managers and Purchasers
FROM: cmERDC Purchasing and Fulfillment Team
DATE: February 28, 2018
RE: 2018-2019 Volume Purchasing Order Forms – PHASE I

Attached are the order forms and associated catalogs for volume purchased products from cmERDC for the 2017-2018 school year. **Please distribute the order forms to individuals in your district that would be interested in saving money by ordering at the volume bid prices.** As always, this is your opportunity to save significant budget dollars by participating in the volume oriented bid pricing cmERDC achieves through our buying process. Since cmERDC cooperatively combines the orders of our members, and has already gone through a formal bid process, you avoid the tedious bid processes and gain even better pricing. 2017 usage reports are available on request to help plan 2018-2019 purchases. CMERDC, a non-profit service provider, continues to seek value added solutions for our member districts through cooperative volume purchasing, as well as providing on demand, just in time purchasing solutions.

The Electronic Excel Forms are also available on our cmERDC website.

Download files from our website at: <http://supplies.cmerdc.org/purchase/catalog>

This environmentally friendly process is an easy effective way of entering your orders as all entries are automatically tabulated. At our website, enter quantities, download and save then email to purchasing@erdc.k12.mn.us No postage, no need to fax.

➤ **Attached are Order Forms and information for the Following Products**
Custodial Lamps
Custodial Paper
Custodial Supplies

➤ **Prices Reflect YOUR DELIVERED COST**

➤ **Orders MUST be Received back at cmERDC by Wed. March 22, 2018**

Email orders to cmERDC - purchasing@erdc.k12.mn.us (BEST WAY)
Or fax to 320.252.8569 or mail to 570 1st Street SE • St. Cloud, MN 56304

Phase II order forms will be sent out on or about end of March

*Office Supplies *Paper (White copy paper, colored paper, Construction Paper & Misc. Paper)

*Art Supplies *Audio Visual Products *AV Lamps *Kitchen Paper & Supplies *Virco Furniture

For questions, please call 888.876.6125

Bridget ext. 2023 or Nancy J. ext.1920 – Or Contact us by email purchasing@erdc.k12.mn.us