



**TO:** cmERDC Member Business Managers and Purchasers

**FROM:** cmERDC Purchasing and Fulfillment Team

**DATE:** May 8, 2017

**RE:** 2017-2018 Volume Purchasing Order Forms – PHASE III

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. 2016 usage reports are available on request to help plan 2017-2018 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](mailto:purchasing@erdc.k12.mn.us) No postage, no need to fax.

➤ **Attached are Order Forms and information for the Following Products**  
**Non- Perishable Food & Cafeteria Supplies**  
**Industrial Lumber Products**

**On our Website, you will find the following information -**

**IOS Classroom Furniture Idea Book**

**IOS & cmERDC School Supplies with Furniture Contract Information**

**TRIARCO Arts & Crafts**

**Our Website Link <http://supplies.cmerdc.org/purchase/catalog>**

**If you would like information and prices from Virco Furniture, please contact us**

➤ **Prices Reflect YOUR DELIVERED COST**

➤ **Orders MUST be Received back at cmERDC by Friday, May 26<sup>th</sup>, 2017**

Email orders to cmERDC - [purchasing@erdc.k12.mn.us](mailto:purchasing@erdc.k12.mn.us) (BEST WAY)

Or fax to 320.252.8569 or mail to 570 1st Street SE • St. Cloud, MN 56304

**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](mailto:purchasing@erdc.k12.mn.us)