

MEMO

DATE: July 15, 2024
TO: FCS Employees
CC: Brad Richardson
FROM: Trey Tryan
RE: 2024-25 Central Contract Information & General Procurement Information

This memo is directed to all FCS employees who use the centralized contracts managed through the Purchasing Department and those who are eligible to place orders for supplies and services. Below, you will find details regarding current contracts along with a link to the intranet portion of the Purchasing web page. We encourage all purchasers to regularly visit this site to stay informed about these contracts. It is advisable to utilize these contracts not only as an ethical obligation to vendors who have won contracts through competitive solicitation but also for our collective benefit in maximizing our purchasing power. By consolidating our purchases of common items from contracted vendors, we can secure deeper discounts in the future. **Last, please note that these contracts have been negotiated with select terms and conditions, which protect us legally and, in most cases, include freight terms, warranty terms, and billing requirements. All contracts have a single point of contact for questions or concerns.**

FCS Purchasing Link - <http://www.forsyth.k12.ga.us/site/Default.aspx?PageID=49>

Please visit the Purchasing Page for the following information:

- Memos and General Purchasing Information
- FCS Contract Detail List
- Current Bids, Bid Results and more
- Purchasing Forms & Instructions
- FCS Immigration Compliance
- Vendor Application Information

(Note: You must be logged into the FCS intranet to view these)

NOTE: Please familiarize yourselves with the contracts on the following pages. Some of them have unique characteristics and requirements. If the requisites are not met, it can lead to FCS overpaying, or not maximizing the true value of the contracts. The links on the web page detail most of these intricacies. We have also provided customer service information for clarification of pricing or products.



Procurement Services
2150 Keith Bridge Rd Cumming, GA 30040
770-781-6603 Phone

Contracts:

Miscellaneous Paper Products- This contract is a specialized subgroup of office and instructional. To better leverage our spending in these product groups, we developed a contract for miscellaneous paper. This includes color copy paper, construction paper, poster board, Kraft butcher paper rolls, laminating film, and NCR paper. Cite B22-08 when ordering and note that prices listed are net, including shipping and handling, with desktop delivery.

Classroom and Art Supplies – This contract includes catalog discounts from multiple vendors offering products specific to both art and classroom. Cite Bid B20-08 when ordering.

RISO Duplicators- We have secured guaranteed pricing for digital duplicators. There is no central funding for this product, but we realize there is still demand. You are not obligated to use this contract, but I believe you will be pleased with the pricing, contract flexibility (no long-term lease), and service.

Magazine Subscriptions- No central contract exists for purchasing magazines. Both WT Cox & Ebsco can provide quotes upon request for buying magazines.

Office Supplies- Perimeter Office is our current vendor for general office supplies. Schools and departments are encouraged to utilize the “Core Item List” prior to ordering supplies from the general list of products they offer. The core list provides the greatest value and is comprised of 400+ common items we purchase as a district. The pricing on these 400 items is extremely aggressive and we are confident that your school/department can save a great deal of your budget by making most of your purchases from this list in lieu of the general online product list. Cite C22-01 when ordering.

Science Supplies- This is a catalog discount with contracts awarded to multiple vendors. Discounts and freight terms vary from each contract. Cite Bid #B20-07 when ordering.

PE Supplies- This contract was awarded to multiple vendors in recognition that there was no single source that covered all sports/games sufficiently. In addition to P.E. supplies, the contract includes specialty catalogs for sports medical supplies and track-related equipment. Please consult the specific contract information for each vendor as they have varying terms and conditions. Cite Bid B20-06 when ordering.

Copiers and Copy Center & HP Toner Cartridges – For information on copiers and toner please contact Kelsey Clack in technology. You may find the most current Milner order form in the bookkeeper SharePoint.

Shredding Services- We are under contract with Royal Shredding for this service. You should have received information regarding this contract including pick-up schedules. This information and more is available on our website.



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Music Equipment and Supplies- This contract provides discounts for the purchase of music equipment and supplies including, but not limited to, instruments, music consumables, music, books, parts etc. Your music teachers can order from any of these contracts without obtaining any additional quotes as all competition requirements have been met. Cite Bid #B20-11 when ordering.

Technology Equipment & Supplies- We do not have a centralized contract in place for miscellaneous technology-related equipment and supplies. But we do have access to many discounts via state contracts and other purchasing cooperatives. Please visit the contract detail list for more information regarding eligible vendors. To place orders for Dell, Apple and other networked equipment, please contact Connie Schmidt, cschmidt@forsyth.k12.ga.us.

Healthcare & Medical Supplies- This contract includes discounts and shipping breaks on school products and other related healthcare equipment. Cite B24-07 when ordering.

Vending Services – FCS has provided information on our website that includes an approved list of vetted vendors that are eligible to provide vending services. The website will offer details on each vendor and contract pricing incentives.

Filtered Water/Ice Services – Our website includes an approved list of vetted vendors that are eligible to provide filtered water/ice services to schools and departments within FCS. These vendors' contract terms and conditions align with FCS's purchasing policy. The website provides details on each vendor and contract pricing incentives. Please contact our department for more information if needed.

Playground Equipment – No centralized contract exists for playground and related equipment. We have gathered select vendors, to include contact information, who can provide quotes and possibly offer discounted pricing through Purchasing Cooperatives.

Amazon - Please note that we do not have an actual contract in place with Amazon. We encourage you to use them as a secondary source when the other contracts listed above are not the best option for your needs. It should not be used as the primary source for all your supplies.

Thank you for taking the time to familiarize yourself with these contracts and for your continued efforts as good stewards of the public funds that we expend toward the education of the children of Forsyth County. Please know that we are always available to answer any questions concerning these contracts or other purchasing-related topics.