

MINE HILL TOWNSHIP BOARD OF EDUCATION

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Mr. Lee S. Nittel
Superintendent

Mrs. Carolina Rodriguez
Business Administrator / Board Secretary

Memorandum

To: All Staff

Re: **Ordering Process FY 2017-2018**

Please be aware of the following in regards to the ordering process on certain commodities including school supplies for the 2017-2018 school year. You must use the primary vendors before going to the secondary vendors for quotes. Below are links to vendors that should be used in the ordering process. If the item is not part of the purchasing co-ops referenced below, you must obtain at least two quotes from two different vendors. I have also attached a sample of vendors that are available and what goods and services were approved through the bid.

Make sure that the bid # and/or Co-op is referenced in the body of the requisition.

Ed-Data

<https://www.ed-data.com/>

The Educational Services Commission (ESCNJ)

http://www.mresc.k12.nj.us/pages/Middlesex_Regional/Cooperative_Pricing/Co_op/Members_Only/Vendor_Information/Current_Bid_Awards_2

State Contract

<http://www.state.nj.us/treasury/purchase/pricelists.shtml>

Hunterdon County Educational Services Commission

<http://www.hcesc.com/hcesc/Co-Op%20Purchasing/CURRENT%20BIDS%20%26%20DOCUMENTS/Bids%20and%20Approved%20Vendors/>

Please keep this memorandum as a reference throughout the school year and remember to process your orders prior to receiving goods or services, no unauthorized/confirming orders will be honored by the district.

Your full cooperation is greatly appreciated. If you have any questions or concerns please feel free to contact me.

Thank you,

Carolina Rodriguez