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MEMORANDUM

TO: Lee County Schools Staff

FROM: Shana Minter, Secretary to the Superintendent/HR/Bidding

DATE: July 11, 2019

SUBJECT: 2019/2020 Model Procurement Bid

Following is a summary of vendors for the 2019/2020 school year, as well as individual bid forms that contain vendor-specific instructions and information. In addition to our "local" bid, three additional vendor resources are available for use:

**1. State Price Contract**

<https://finance.ky.gov/services/eprocurement/pages/contractinginfo.aspx>

After accessing website, click on "All State Master Agreements (6-18-2019)". Download the document into an Excel file.

**2. Kentucky Valley Educational Cooperative (KVEC)**

<https://www.kentuckyvalley.org/vendors>

After accessing website, click on "Bidding". It will be necessary to create a login to access the vendor listing.

**3. Kentucky Purchasing Cooperative (KPC)**

<http://www.kpc4me.com/>

After accessing website, click on "All Awarded Contracts"

**General Information:**

- All resources should be consulted before a request is made to purchase materials from a non-bid vendor.
- Vendors should be reviewed for the best discount when vendors are included on more than one list.
- Vendors may require bid reference numbers or other information in order for discounts to be applied.
- Include all required information on the purchase order prior to ordering.

