



October 23, 2018

Staples Business Advantage
ATTN: Lynn Swain
17187 N. Laurel Park Drive, Suite 200
Livonia, Michigan 48152

Dear Lynn:

Re: Invitation for Bid # IFB 18.0022 OCSP0 Office Supplies

As you are aware, Oakland Schools assisted the Oakland County School Purchasing Officials (OCSP0) (the "Districts") in the solicitation of bids for Office Supplies by issuing an Invitation for Bid, dated May 23, 2018 (the "IFB"). As provided in the IFB, Oakland Schools, in conjunction with the Districts, evaluated all proposals submitted in response to the IFB to determine the lowest responsible bidder.

Please allow this correspondence to serve as notification that Staples Business Advantage has been identified as the lowest responsible bidder under the IFB 18.0022, with a term of July 1, 2018 – June 30, 2019 and Option 1(NJPA) pricing. As one of the lowest responsible bidders, All Staples Business Advantage will be one of the preferred vendors of the Districts and the Districts have the right, but not the obligation, to contract with Staples Business Advantage to purchase those items as identified in the attached spreadsheet at the prices and on the terms and conditions set forth in the IFB. Please be advised that all contracts, if any ensue, will be with the Districts directly.

The bid chair for the OCSP0 Custodial Supplies is Angela Gomez, Oakland Schools. Angela can be contacted at 248.209.2514 or by email angela.gomez@oakland.k12.mi.us should you need any further clarification. I am also attaching your accepted Bidder's Participation Form with appropriate signatures.

We look forward to working with you!

Sincerely,

A handwritten signature in cursive script that reads "Angela Gomez".

Angela Gomez

Buyer

Oakland Schools

Office of Procurement & Contracting