

# MEMORANDUM



**To:** Dr. Douglas Howell, Superintendent  
**From:** Bart J. Reed, Director of Business Operations  
**Date:** May 19, 2020  
**RE:** INSTRUCTIONAL SUPPLY BID

---

On May 7, 2020, bids were opened for custodial supplies for the 2020-21 school year. This bid included specifications for ninety-five (95) different products in a variety of quantities. Thirty-two (32) vendors were invited to bid. We received bids from nine (9) vendors. One (1) bid was unresponsive.

Vendor	Bid Award Amount
ACCO Brands USA: Lake Zurich, IL	\$2,906.20
National Art Supply: Rahway, NJ	\$12,949.76
Pyramid: Tampa, FL	\$31,185.08
West Coast Paper: Idaho Falls, ID	\$56,100
<b>TOTAL</b>	<b>\$103,141.04</b>

Note: There were nine (9) vendors who submitted bids, five (5) vendors were not awarded based on their pricing.

**Board Action Requested:** Motion to approve awarding the bid to the above list of vendors for a total bid award of \$103,141.04. These bids are the lowest responsible bids that meet our specifications and sample review.