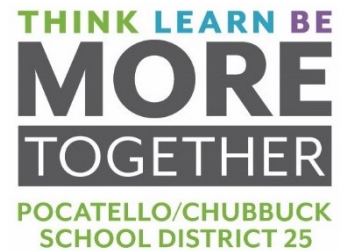


MEMORANDUM



To: Dr. Douglas Howell, Superintendent
From: Bart J. Reed, Director of Business Operations
Date: May 18, 2021
RE: INSTRUCTIONAL SUPPLY BID

On April 29, 2021, bids were opened for instructional supplies for the 2021-22 school year. This bid included specifications for forty-six (46) different products in a variety of quantities. Thirty-five (35) vendors were invited to bid. We received bids from eight (8) vendors.

Vendor	Bid Award Amount
Caxton Printers, Caldwell, ID	\$6,405.46
Contract Paper, Cuyahoga Falls, OH	\$6,097.20
National Art Supply, Rahway, NJ	646.80
Pyramid: Tampa, FL	5,266.92
S & S Worldwide, Colchester, CT	\$1,196.00
West Coast Paper: Idaho Falls, ID	342.20
TOTAL	\$19,954.58

Note: There were nine (9) vendors who submitted bids, three (3) 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 \$19,954.58, which does not include duplicating paper at this time. These bids are the lowest responsible bids that meet our specifications and sample review.