

**SWEET HOME CENTRAL SCHOOL DISTRICT
OF AMHERST AND TONAWANDA**

M E M O R A N D U M

TO: Michael V. Ginestre, Superintendent of Schools
FROM: Donald G. Feldmann, Director of Finance and Plant Services
DATE: March 1, 2024
RE: Office Supplies Bid, 2024-25-4

Background:

Bid specifications for Office Supplies are developed from requests solicited from each building. Bid packages containing a detailed listing of 256 items for bid were mailed to twelve (12) potential vendors and bids were received from six (6) vendors. In addition to identifying the lowest cost, the District must consider minimum order amounts, delivery charges, service, and past experience, when awarding bid contracts. If a vendor does not respond to our orders in a timely manner, needed supplies will have to be purchased outside of the contract, resulting in a higher cost to the District.

Bid Tabulation:

The table below summarizes the bid results:

Vendor	Total Bid Amount	Items Bid	Low bidder
Cascade School Supplies	\$59,628.66	182	31
Eaton Office Supply	\$82,689.78	256	21
National Art & School Supplies	\$23,496.22	98	39
Pyramid School Products	\$32,349.70	146	45
Quill	\$74,514.18	215	47
WB Mason	\$61,625.42	241	73

Bid Recommendation:

Based on my review of the information available, it is my recommendation that the 2024-25-4 Office Supplies bid award be split between **Cascade School Supplies, Eaton Office Supply, National Art & School Supplies, Pyramid School Products, Quill and WB Mason** with a grand total of **\$54,748.22**. This recommendation represents a **\$26,130.54 decrease** from the 2023-24 school year.

Vendor	Total Awarded Amount	Items Awarded
Cascade School Supplies	\$4,670.84	31
Eaton Office Supply	\$8,271.64	21
National Art & School Supplies	\$10,069.82	39
Pyramid School Products	\$5,038.13	45
Quill	\$12,153.70	47
WB Mason	\$14,544.09	73
Total	\$54,748.22	256