
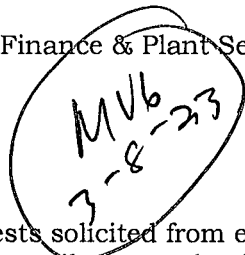


**SWEET HOME CENTRAL SCHOOL DISTRICT
OF AMHERST AND TONAWANDA**

M E M O R A N D U M

TO: Michael V. Ginestre, Superintendent of Schools
 FROM: Donald G. Feldmann, Asst. Superintendent for Finance & Plant Services
 DATE: March 6, 2023
 RE: Office Supplies Bid, 2023-24-4

Background:

Bid specifications for Office Supplies are developed from requests solicited from each building. Bid packages containing a detailed listing of 282 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	\$99,833.22	202	43
Eaton Office Supply	\$123,398.79	281	22
National Art & School Supplies	\$27,799.23	80	50
Pyramid School Products	\$39,841.74	137	35
Quill	\$115,073.96	250	41
WB Mason	\$104,755.62	276	91

Bid Recommendation:

Based on my review of the information available, it is my recommendation that the 2023-24-4 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 **\$80,878.76**. This recommendation represents a **\$26,304.15 increase** from the 2022-23 school year.

Vendor	Total Awarded Amount	Items Awarded
Cascade School Supplies	11,386.56	43
Eaton Office Supply	10,167.67	22
National Art & School Supplies	17,934.71	50
Pyramid School Products	5,304.22	35
Quill	11,495.30	41
WB Mason	24,590.30	91
Total	80,878.76	282

List of the award amounts for the last 10 years (Including the current year award):

Bid Year	Vendor	Total Award Amount	Items Awarded
2022-23	Cascade, Eaton Office Supply, National Art & School Supplies, Pyramid School Products, Quill and WB Mason	\$54,574.61	279
2021-22	WB Mason, Cascade and Eaton Office Supply	\$41,487.31	265
2020-21	WB Mason, Cascade and Eaton Office Supply	\$41,698.81	304
2019-20	WB Mason, Cascade and Eaton Office Supply	\$30,392.16	272
2018-19	WB Mason, Cascade and Eaton Office Supply	\$29,522.62	272
2017-18	WB Mason & Eaton Office Supply	\$31,640.04	274
2016-17	WB Mason & Eaton Office Supply	\$37,179.89	270
2015-16	Pyramid School Products & Eaton Office Supply	\$30,004.10	292
2014-15	W. B. Mason & Quill	\$37,223.57	280
2013-14	W. B. Mason & Quill	\$24,446.97	318