

**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 22, 2022
RE: Office Supplies Bid, 2022-23-4

*MVB
3/28/22*

Background:

Bid specifications for Office Supplies are developed from requests solicited from each building. Bid packages containing a detailed listing of 279 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	\$73,744.12	207	51
Eaton Office Supply	\$92,356.41	279	39
National Art & School Supplies	\$18,124.13	55	26
Pyramid School Products	\$32,185.10	135	36
Quill	\$75,315.39	235	83
WB Mason	\$87,025.59	263	44

Bid Recommendation:

Based on my review of the information available, it is my recommendation that the 2022-23-4 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 **\$54,574.61**. This recommendation represents a **\$13,087.30 increase** from the 2021-22 school year.

Vendor	Total Awarded Amount	Items Awarded
Cascade School Supplies	\$ 8,810.62	51
Eaton Office Supply	\$ 6,917.92	39
National Art & School Supplies	\$10,486.24	26
Pyramid School Products	\$ 5,134.63	36
Quill	\$16,291.81	83
WB Mason	\$ 6,933.39	44
Total	\$54,574.61	279

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

Bid Year	Vendor	Total Award Amount	Items Awarded
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
2012-13	Eaton Office Supply & Pyramid School Products	\$46,826.81	290