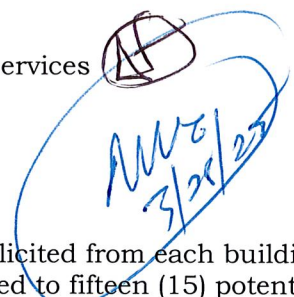


**SWEET HOME CENTRAL SCHOOL DISTRICT
OF AMHERST AND TONAWANDA**

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 28, 2025
RE: Office Supplies Bid, 2025-26-4

A handwritten signature in blue ink, possibly reading 'AWG', is written over the date '3/28/25'. The signature and date are circled in blue ink.

Background:

Bid specifications for Office Supplies are developed from requests solicited from each building. Bid packages containing a detailed listing of 325 items for bid were mailed to fifteen (15) potential vendors and bids were received from fourteen (14) 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
ABRZ International dba Atlaz International	\$7,152.73	7	0
Cascade School Supplies	\$68,934.60	202	33
Checkomatic Inc.	\$1,682.80	7	1
Eaton Office Supply	\$127,555.93	293	23
Kurtz Bros.	\$109,898.62	225	22
Mix N More Inc.	\$9,235.33	61	18
National Art & School Supplies	\$47,675.70	147	33
Pyramid School Products	\$45,306.82	161	33
Quill LLC	\$88,813.37	238	18
School Specialty LLC	\$125,037.49	305	29
Staples Contract & Commercial LLC	\$135,317.65	313	97
WB Mason Co. Inc.	\$74,179.26	224	40
Really Good Stuff	No Remark	No Remark	No Remark
Interboro Packaging Corp.	No Remark	No Remark	No Remark

Bid Recommendation:

Based on my review of the information available, it is my recommendation that the 2025-26-4 Office Supplies bid award be split between **Cascade School Supplies, Checkomatic Inc., Eaton Office Supply, Kurtz Bros., Mix N More Inc., National Art & School Supplies, Pyramid School Products, Quill LLC, School Specialty LLC, Staples Contract & Commercial LLC and WB Mason Co. Inc** with a grand total of **\$73,658.18**. This recommendation represents a **\$18,909.96 increase** from the 2024-25 school year.

Vendor	Total Awarded Amount	Items Awarded
Cascade School Supplies	\$6,103.44	33
Checkomatic Inc.	\$334.60	1
Eaton Office Supply	\$1,586.58	7
Kurtz Bros.	\$3,846.90	23
Mix N More Inc.	\$3,125.30	22
National Art & School Supplies	\$5,234.39	18
Pyramid School Products	\$8,163.00	33
Quill LLC	\$4,853.73	18
School Specialty LLC	\$6,124.14	29
Staples Contract & Commercial LLC	\$24,926.98	97
WB Mason Co. Inc.	\$9,359.12	40
Items Receiving No Bid	\$0	4
Total	\$73,658.18	325

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

Bid Year	Vendor	Total Award Amount	Items Awarded
2024-25	Cascade School Supplies, Eaton Office Supply, National Art & School Supplies, Pyramid School Products, Quill and WB Mason	\$54,748.22	256
2023-24	Cascade, Eaton Office Supply, National Art & School Supplies, Pyramid School Products, Quill and WB Mason	\$80,878.76	282
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