

MEMORANDUM



To: Dr. Douglas Howell, Superintendent

From: Jonathan R. Balls, Director of Business Operations

Date: May 20, 2025

RE: 2025-2026 CUSTODIAL SUPPLY BID

On April 23, 2025, bids were opened for custodial supplies for the 2025-2026 school year. This bid included specifications for various cleaning and paper supply products in a variety of quantities. Twenty-eight (28) vendors were invited to bid. The District received bids from fourteen (14) vendors, one (1) bid was unresponsive. Three (3) vendors were not awarded bids based on pricing.

Vendor	Bid Award Amount
Gem State Paper & Supply, Pocatello, ID	\$41,254.20
Hanson Janitorial Supply, Pocatello, ID	\$36,578.00
ODP Business Solutions LLC, Boca Raton, FL	\$919.76
Pristine Kitchen & Cleaning Supplies, Idaho Falls, ID	\$563.76
Pyramid School Supplies: Tampa, FL	\$252.35
Real Kleen, Evanston, WY	\$1,459.80
Staples Contract & Commercial LLC, Framingham, MA	\$13,707.00
Superior Filtration (Integrated Filtration Systems LLC), SLC, UT	\$13,893.72
Unipak, West Long Branch, NJ	\$41,550.00
West Coast Paper, Idaho Falls, ID	\$25,700.36
TOTAL	\$175,878.95

Board Action Requested: Motion to approve awarding the bid to the above list of vendors for a total bid award of \$175,878.95. These bids are the lowest responsible bids that meet our specifications and sample review.