


**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 27, 2026
RE: Office Supplies Bid, 2026-27-4

Background:

Bid specifications for Office Supplies are developed from requests solicited from each building. Bid packages containing a detailed listing of 365 items for bid were mailed to nineteen (19) potential vendors and bids were received from thirteen (13) 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	Total Items Bid
Agni	\$144,902.61	84
Cascade School Supplies	\$121,718.15	220
Checkomatic Inc.	\$29,481.96	7
Corr	\$8,866.02	5
Discount School Supplies (DSS)	\$71,030.98	43
Eaton Office Supply	\$216,154.60	324
Kurtz Bros.	\$176,443.46	236
Pyramid School Products	\$49,568.30	137
Quill LLC	\$239,510.14	311
School Specialty LLC	\$172,873.54	294
Staples Contract & Commercial LLC	\$223,674.27	310
WB Mason Co. Inc.	\$105,910.76	200
Interboro Packaging Corp.	No Remark	No Remark

Bid Recommendation:

Based on my review of the information available, it is my recommendation that the 2026-27-4 Office Supplies bid award be split between **Cascade School Supplies, Discount School Supplies (DSS), Eaton Office Supply, Kurtz Bros., Pyramid School Products, Quill LLC, School Specialty LLC, Staples Contract & Commercial LLC and WB Mason Co. Inc** with a grand total of **\$109,736.69**. This recommendation represents a **\$36,078.51 increase** from the 2025-26 school year. This year's bid represents forty (40) more items than the same bid last year. Only 357 items of the 365 bid were awarded.

Vendor	Total Award Amount	Total Items Awarded
Cascade School Supplies	\$10,461.61	38
Discount School Supplies (DSS)	\$922.26	1
Eaton Office Supply	\$2,124.72	11
Kurtz Bros.	\$1,712.27	11
Pyramid School Products	\$10,622.51	39
Quill LLC	\$6,340.10	29
School Specialty LLC	\$18,576.48	55
Staples Contract & Commercial LLC	\$28,184.71	115
WB Mason Co. Inc.	\$30,792.03	58
TOTAL	\$109,736.69	357

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

Bid Year	Vendor	Total Award Amount	Items Awarded
2025-26	Cascade School Supplies, Checkomatic, Inc., Eaton Office Supply, Kurtz Bros., Mix N More Inc., National Art & School Supplies, Pyramid School Products, Quill, School Specialty, Staples Contract & Commercial and WB Mason	\$73,658.18	325
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