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**INTEROFFICE MEMORANDUM**

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**TO:** DR. KEVIN RUSSELL, SUPERINTENDENT  
TODD DRAFALL, ASSISTANT SUPERINTENDENT OF BUSINESS

**FROM:** KATIE HANNIGAN, MANAGER OF BUSINESS SERVICES

**SUBJECT:** ART SUPPLY BID RECOMMENDATION

**DATE:** 2/6/20

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**Background Information**

A request for bids was posted on the District website as well as published in the newspaper for art supplies for the 2020-21 school year. We received four bids, three of which only bid on some of our items. The quantity that was bid was based on prior year's totals and will change for the next year, which will change the dollar amount as well. Funds for these expenditures are part of the per pupil allocations. Last year's art supply orders totaled \$33,096.72.

The results of the bid are as follows:

Cascade School Supplies	\$19,367.16
Discount School Supply	Incomplete Bid
Pyramid School Products	Incomplete Bid
National Art and School Supplies	Incomplete Bid

**Administrative Considerations**

The art office supply bid is an all or nothing bid, each vendor must bid on all items to be considered a responsible/responsive bidder. Last year our art supplies were awarded to Runco, however we did not receive a bid this year. Cascade has always submitted a bid for our art supplies and we look forward to developing a new partnership.

**Recommendation**

After reviewing the bids, it is recommended that the bid for art supplies be awarded to Cascade School Supplies for an estimated cost of \$19,367.16.