
INTEROFFICE MEMORANDUM

TO: DR. KEVIN RUSSELL, SUPERINTENDENT
TODD DRAFALL, ASSISTANT SUPERINTENDENT OF BUSINESS
FROM: KATIE HANNIGAN, MANAGER OF BUSINESS SERVICES
SUBJECT: ART SUPPLY BID RECOMMENDATION
DATE: 3/8/21

Background Information

A request for bids was posted on the District website as well as published in the newspaper for art supplies for the 2021-22 school year. We received six responses, 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.

The results of the bid are as follows:

| | |
|----------------------------------|----------------|
| Runco Office Supply | \$11,204.25 |
| School Specialty, LLC | \$11,829.08 |
| Cascade School Supplies | \$18,711.54 |
| Garvey's Office Products | Incomplete Bid |
| National Art and School Supplies | Incomplete Bid |
| S&S Worldwide | 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 Twist Office Partners; however, they have recently merged with Garvey Office Products. While Garvey did submit a bid, there were 20 products that they were unable to bid on. We have done a great deal of ordering through Runco in the past and have always had great experiences with them.

Recommendation

After reviewing the bids, it is recommended that the bid for art supplies be awarded to Runco Office Supply for an estimated cost of \$11,204.25.