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**INTEROFFICE MEMORANDUM**

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

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**Background Information**

A request for bids was posted on the District website as well as published in the newspaper for the general supplies for the 2021-22 school year. We received five bids. 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:

Warehouse Direct, Inc.	\$21,633.78
Runco Office Supply	\$21,699.75
Garvey Office Products	\$26,913.04
Cascade School Supplies	\$31,037.17
School Specialty, LLC	\$36,481.78

**Administrative Considerations**

Runco Office Supply and Twist Office Partners have been awarded the general supply bid over the past several years. However, the District has done a great deal of ordering from Warehouse Direct as well, for many other items. While we have not previously ordered our general supplies from them, they have always provided us with good service. We are confident that they will be able to continue supporting us well as we use them for our general supplies this upcoming Summer.

**Recommendation**

After reviewing the bids, it is recommended that the bid for general office supplies be awarded to Warehouse Direct, Inc. for an estimated cost of \$21,633.78.