
INTEROFFICE MEMORANDUM

TO: DR. KEVIN RUSSELL, SUPERINTENDENT
TODD DRAFALL, ASSISTANT SUPERINTENDENT FOR BUSINESS
FROM: KATIE HANNIGAN, MANAGER OF BUSINESS SERVICES
SUBJECT: GENERAL SUPPLY BID RECOMMENDATION
DATE: 2/10/20

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 2020-21 school year. We received three 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. Last year's general supply orders totaled \$18,985.60.

The results of the bid are as follows:

Twist Office Partners	\$28,997.73
Cascade School Supplies	\$30,483.59
Quill LLC	\$31,944.43

Administrative Considerations

Twist Office Partners submitted a bid for all items totaling \$28,997.73, while Cascade did not bid on 14 items and Quill did not bid on 33 items. Historically, the general supply bid has been awarded to Runco Office Supply, however the District did not receive a bid from them this year. Twist is a local provider, based out of Wood Dale and we look forward to exploring a new partnership with them.

Recommendation

After reviewing the bids, it is recommended that the bid for general office supplies be awarded to Twist Office Partners for an estimated cost of \$28,997.73.