

Action Item

Subject:

Office Supply Bid

Background:

Based on the volume of office supplies purchased last school year, the District released a bid for office supplies. The bid requested prices on basic office supplies such as staplers, paper clips, pens, etc.

On June 14, 2017, the bid was emailed to six vendors and posted to the District's website. There was no vendor in attendance at the bid opening, however, four vendors did submit a bid:

Barak	\$399.79
Garvey's Office Supply	\$157.05
Staples	\$185.92
Warehouse Direct	\$129.59

Administration's Analysis:

The District has purchased office supplies from all of the companies above and have found that they offer the same brands or something very comparable.

Statute, Administrative Policy or Board Rules Statement:

All contracts for supplies, materials, or work involving expenditures in excess of \$25,000 shall be made in accordance with the State law bidding procedure, unless specifically exempted, 105, ILCS 5/10-20.21

Implementation Plan:

Purchase orders for basic office supplies will be submitted to the lowest bidder above for the FY18 school year.

Administration's Recommendation:

That the Board of Education of Proviso Township High Schools District 209 accepts the Superintendent's recommendation to award the contract for office supplies to Warehouse Direct for the FY18 school year.