

## MEMORANDUM

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TO: Harlem Board of Education

FROM: Gail Aldrich

DATE: June 7, 2013

RE: 2013/2014-Office Supplies Bid- Renewal Recommendation

I recommend that the Office Supplies Bid be renewed for the 2013/2014 school year to the following vendors: Mid City Office Products at an estimated cost per year of \$21,822.59\* (*Slight increase on a few items*), School Specialty at an estimated cost per year of \$9,069.09\* (*Price held from last year*) and Quill at an estimated cost per year of \$7,932.02\* (*Slight increase on a few items*).

The term of this contract shall be July 1, 2013 through June 30, 2014. This contract may be renewed thereafter on an annual basis for successive one-year terms.

*(\*based on last years' purchases)*