

**March 8, 2012**

**MEMO TO: BOARD OF EDUCATION**

**FROM: Darrell Moon, Business Manager**

**RE: Request to Bid – Instructional and Custodial Supplies**

**Agenda Item 14-E**

Each year, each building's administration is required to perform a thorough inventory of instructional supplies on hand. The purpose of this motion is to identify the need for certain supplies for the 2012-2013 school year. It is anticipated that these requests could exceed the \$25,000 requirement for bidding. Existing instructional supply inventories will be fully exhausted before any new quantities are ordered. A tentative listing of instructional supply items, which is subject to revision, has been attached to give you an idea of the products we are looking to bid. Bid results will be provided to the Board of Education for review and approval. It is recommended that authorization be given to allow the administration to solicit bids for Instructional Supplies.

**SUGGESTED MOTION: I move that the Board of Education approve the solicitation of bids for Instructional and Custodial Supplies for the 2012-2013 school year.**

## SUMMARY OF INSTRUCTIONAL AND CUSTODIAL SUPPLIES BID REQUISITION

### Instructional

Various sized Index Cards  
(Ruled and Blank, Multi-Colors)  
Large Envelopes (Various Sizes)  
Small Envelopes (Various Sizes)  
Coin Envelopes  
White Envelopes  
Brown Envelopes  
File Folders  
Report Covers  
Portfolios  
Theme Pads  
Copy Paper  
Notebook Paper  
Scratch Pads  
Legal Pads  
Desk Blotters  
Desk Trays  
Bookends  
Seating Charts  
Daily Planners  
Class Record Books  
Typewriter Erasers  
Chalk and Chalkboard Erasers  
File Boxes  
Index Card Guides (Various Sizes)  
Ledger Sheets  
Three Ring Binders (Various Sizes)  
Computer Printout Binders  
Tape (Matte, Utility, masking, etc.)  
Tape Dispenser  
Calculator Machine Tapes  
Index Tabs  
Binder Labels  
Rubber Bands (Various Sizes)  
Staplers, Staples, and Staple Removers  
Rubber Cement  
Paste  
Thumbtacks  
Paper Clips (Various Sizes)  
Clips and Clamps (Various Sizes)  
Correction Tape  
Pens, Pencils and Markers (Various colors)  
Rulers

### Custodial

Various Cleaning Chemicals  
Brooms  
Brushes  
Sponges  
Various Floor & Carpet Care Products  
Various Waste Receptacles  
Wasp/Hornet Sprays  
Various Vegetation Killers  
Cleaning Rags  
Various Garbage Bags  
Various Paints and Sprays  
Salt by Bags  
Various Lubricants  
Various Hardware Products  
Various Signs For Information