



AGENDA

Wisconsin Rapids Public School District - Board of Education

510 Peach Street

Wisconsin Rapids, WI 54494

(715) 424-6701

Business Services Committee

John Benbow, Jr., Chairman
Katherine Bielski-Medina, Member
Larry Davis, Member
John A Krings, President

July 7, 2014

LOCATION: Board of Education Conference Room A/B

TIME: 6:00 p.m.

- I. Call to Order
II. Public Comment
III. Business Services
A. 66.03.01 InterDistrict Agreement - Approval
B. Heating and Cooling Service Contract - Approval
C. General Office Supply Bid - Approval
D. District Server Purchase - Approval
E. District Computer Purchase - Approval
F. Technology Software Purchase - Approval
IV. Updates and Reports
A. Purchases - Update
V. Agenda Items

The Wisconsin open meetings law requires that the Board, or Board Committee, only take action on subject matter that is noticed on their respective agendas.

With advance notice, efforts will be made to accommodate the needs of persons with disabilities by providing a sign language interpreter or other auxiliary aids, by calling 715-424-6701.

School Board members may attend the above Committee meeting(s) for information gathering purposes. If a quorum of Board members should appear at any of the Committee meetings, a regular School Board meeting may take place for purposes of gathering information on an item listed on one of the Committee agendas.



BACKGROUND

Business Services Committee

John Benbow, Jr., Chairman
Katherine Bielski-Medina, Member
Larry Davis, Member
John A Krings, President

July 7, 2014

LOCATION: Board of Education Conference Room A/B

TIME: 6:00 p.m.

I. Call to Order

II. Public Comment

III. Business Services

A. 66.03.01 InterDistrict Agreement – Approval

The Virtual program operated by the District has attracted a number of students from School Districts around the State. The Department of Public Instruction does not allow open enrollment into the Wisconsin Rapids Virtual program. However non-resident students are allowed into the program provided the resident School District agrees to a cooperative 66.03.01 agreement. Any additional cost to provide Special Education services under each agreement remains the responsibility of the resident School District.

The School District(s) with which approved 66.03.01 agreement(s) are needed at this time are as follows:

Students In

Pittsville – 4 students – grades 2, 5, 7, 10 –Virtual

The administration recommends the 66.03.01 cooperative agreements for students attending the Virtual program from the Pittsville School District as listed be recommended for approval to the Board of Education.

B. Heating and Cooling Service Contract – Approval

Edwin Allison, Building and Grounds Director, has negotiated a Heating, Ventilating, and Cooling (HVAC) contract with Complete Control Inc. in the amount of \$15,750 to provide 192 hours of service for the 2014-15 budget year. The proposed represents no increase over the contract from the prior year. The contract provides pneumatic and mechanical services in fifteen (15) buildings.

The Administration recommends that the proposal to approve the service contract with Complete Control Inc. in the amount of \$15,750 for 192 hours of service to be funded from the 2014-15 Building and Grounds budget be recommended for approval to the Board of Education.

Business Services Committee Meeting Background – July 7, 2014

C. General Office Supply Bid – Approval

Bids for general office supplies were requested from four vendors. Attachment C lists the bids received.

The Administration recommends that the proposal to approve the General Office Supply Bid as listed on the General Office Supply Bid Summary be recommended for approval to the Board of Education.

D. District Server Purchase – Approval

In continuation with our technology updates, we are in need of upgrading our District servers. The purchase of two (2) HP DL380 G8 HP Proliant servers will allow us to remove one of our three (3) current servers from operation to be used as a backup. This will also allow us to move the remaining two (2) servers to our Disaster Recovery site to provide the district with a backup in the event our primary servers go offline for any reason.

The Administration recommends that the proposal to purchase 2 HP DL380P V2 Servers from Camera Corner Connecting Point at a cost not to exceed \$24,000 to be funded through the 2014-2015 District technology budget and the Technology referendum funds be recommended for approval to the Board of Education.

E. District Computer Purchase – Approval

The purchase of thirty-five desktop computers is needed for several areas of the District. Thirty computers will be placed in Room 143 at Wisconsin Rapids Area Middle School (WRAMS) to complete a super computer lab that will enable flexibility for our students during testing and classroom lab time. Three computers will be placed in the WRAMS Science Technology Engineering and Mathematics (STEM) lab to accommodate further instruction in the STEM area. The last two machines will be distributed to other buildings to replace older desktop machines.

The Administration recommends that the proposal to purchase thirty-five (35) ByteSpeed computers at a cost of \$18,550.00 to be funded through the 2014-15 District technology budget be recommended for approval to the Board of Education.

F. Technology Software Purchase – Approval

The Committee will discuss, followed by possible action, approval of the purchase and implementation of the Skyward "Fee Tracking" module beginning with the 2014-15 school year. (See Attachment B)

A variety of student fees are collected each year by our schools. Some examples of the fees include the student book and material fee, library fines, lab fees, and parking lot fees. The food service software program, MealTime, has been utilized as a tracking mechanism for fees that have been collected from the elementary buildings, middle school, and junior high school. Lincoln has a separate process to collect and track fees. The average annual amount of book and material fees collected over the past two years is \$121,670.00. The amount of time spent by buildings in the fee collection process has been significant as double entries are made into: 1) a student obligation area of our student database system, Skyward; and 2) into MealTime food service software to track the actual fee revenue and deposits. The Food Service Department is responsible for pulling out the fees unrelated to meals and crediting the appropriate monies back to General Fund 10. It should be noted that the obligation area of Skyward where fees are noted is not a comprehensive fee management component of the program. Fees not collected from students at the elementary level continue to follow the students up through the secondary level. There are instances where fees are left unpaid until students become seniors, at which time students are obligated to clear the fees before being allowed to participate in the graduation ceremony.

Business Services Committee Meeting Background – July 7, 2014

At Lincoln, student book and material fees are collected through the office and entered into an obligation area of Skyward, as well as being tracked on a spreadsheet. In addition to these fees being collected by the office, other fees, such as lab fees, are collected by individual teachers. Oftentimes the fees are collected and kept in an envelope in a teacher's desk or classroom until the teacher has an opportunity to document the fees paid and turn them into the office for processing. The office then deposits the money and inputs the information into Skyward as well as the master fee-tracking spreadsheet. In this process, there is a potential for theft from the classroom as well as a potential delay to parent checks not being cashed in a timely manner. The process is very time consuming, with steps being repeated at different points in the process. On average in the past two school years, Lincoln has processed 2,481 fee transactions and collected \$214,305.00 in revenue. The total amount of uncollected fees from 2009 through 2014 is \$13,699.75. Having a better process in place could potentially reduce the amount of unpaid fees that have accrued.

The administration has investigated the use of a fee collection and tracking module in Skyward that would streamline the fee collection process across the District, offer a better tracking and reporting mechanism for building offices, and offer parents more options to pay and also track their student fees through the Family Access side of Skyward. The cost to implement the Fee Tracking software is \$1,383.50 annually, with an additional one time cost of \$3,670.00 for installation, set-up, and training. The Fee Tracking software would also include a component for parents to have the option to pay their fees on-line, similar to how meal payments are currently able to be made in MealTime. Through the use of an on-line payment service company, RevTrak, parents would have the convenience of being able to pay for student fees on-line. Payments made would be deposited directly into the District checking account. Parents would be charged a fee of \$3.61% for the transaction, of which RevTrak would receive \$3.49%. The remaining .12% would be applied toward District expense for the Fee Tracking program. RevTrak would invoice the District on a monthly basis for the 3.49% upcharge. Parents currently pay a 4.25% fee when depositing money into their MealTime accounts on-line, with MealTime keeping all of the revenue. Parents would continue to have the option of making fee payments directly at individual school offices.

In order to ensure that both parent and District bank information is protected, the administration investigated the types of security measures RevTrak has in place. RevTrak is PCI DSS (Data Security Standard) Compliant, which means they meet minimum levels of security for storing, processing, and transmitting cardholder data. The PCI Security Standards Council sets the standards and measurement to help organizations ensure the safe handling of cardholder information at every step. RevTrak is also PCI Level 1 Certified, which is the highest level of compliance a company can attain. PCI audits take place on a regular basis to ensure that RevTrak maintains top practices in security measures.

In conclusion, implementing the Skyward fee management module would be a cost effective time saver that would streamline fee collections across the District. Fee collections and reporting would all be managed using one software system and process. (MealTime would continue to be utilized for the food service program.) Throughout the course of a student's entire school career, parents would be able to track, through Family Access, every fee generated and paid for on each student they have enrolled. If multiple students are enrolled, parents would be able to pay for every fee in one payment for all students, or select the fees they wish to pay for at a given point in time. Having the additional payment and tracking options on-line would enhance communication and convenience for parents. It would also increase productivity at our schools by reducing fee processing time, and would save on postage costs for mailing fee letters. Teachers are very involved in the fee collection process at the secondary level. The Fee Management program allows fees to be assigned to specific courses (e.g. woodworking) so that once a student is enrolled in the course, the fee is automatically added to the student's fee management area. The need for teachers to perform the manual tracking and fee collection process they presently do would be significantly reduced or eliminated.

The Administration recommends that the proposal to purchase and implement the Skyward Fee Management module beginning with the 2014-15 school year at a one-time cost of \$3,670.00 for training and implementation to be paid for by Technology Referendum funds; and an annual fee of \$1,383.50 to be paid for on a per pupil allocation from building budgets be recommended for approval to the Board of Education.

Business Services Committee Meeting Background – July 7, 2014

IV. Updates and Reports

A. Purchases – Update

Listed as Attachment A are copies of purchases from Mid-State and Marshfield Clinic for Advanced Placement Classes and AmeriCorp programs respectively.

B. District Vehicle Purchase – Update

The current District salt truck has deteriorated beyond repair. Edwin Allison, Building and Grounds Director, located a 2006 truck large enough on which to mount a salt spreader for a negotiated price of \$8,599. The truck was picked up on June 30, 2014 to have the purchase claimed in the 2013-14 budget year.

V. Agenda Items

Committee members will be asked which agenda items from the Committee meeting will be placed on the consent agenda for the Regular Board of Education meeting.

INVOICE

7308

Please Remit To:

MID-STATE TECHNICAL COLLEGE
500 32ND STREET NORTH
WISCONSIN RAPIDS WI 54494



Page: 1
Invoice No: MSW27742
Invoice Date: 06/16/2014
Customer Number: MST100082
Payment Terms: 20 Days
Due Date: 07/06/2014

Bill To:

WISCONSIN RAPIDS SCHOOL DISTRICT
ACCOUNTS PAYABLE
510 PEACH STREET
WISCONSIN RAPIDS WI 54494

AMOUNT DUE: 98,146.77 USD

Amount Remitted



Return top portion with remittance

Line	Adj	Description	Quantity	UOM	Unit Amt	Net Amount
		Transcripted Credit Courses High School Contact - Eric Siler				
1		Customized Instruction 146000 - Accounting I	1.00	EA	5,788.64	5,788.64
2		Customized Instruction 146001 - Health Careers Exploration	1.00	EA	2,625.00	2,625.00
3		Customized Instruction 146002 - Infant/Toddler Development	1.00	EA	5,833.95	5,833.95
4		Customized Instruction 146003 - Medical Terminology	1.00	EA	14,662.55	14,662.55
5		Customized Instruction 146004 - Microsoft Office-Intro	1.00	EA	3,770.37	3,770.37
6		Customized Instruction 146005 - Intro to AutoCAD	1.00	EA	4,521.92	4,521.92
7		Customized Instruction 146006 - Intro to Horticulture	1.00	EA	5,384.34	5,384.34
8		Customized Instruction 146007 - Marketing Principles	1.00	EA	19,655.12	19,655.12
9		Customized Instruction 146008 -Metal Fabrication	1.00	EA	8,035.56	8,035.56
10		Customized Instruction 146060 - Intro to Electronics	1.00	EA	2,426.58	2,426.58
11		Customized Instruction 146061 - Metals & Machining	1.00	EA	4,254.12	4,254.12
12		Customized Instruction 146062 - Foundations of Early Childhood Education	1.00	EA	7,778.60	7,778.60
13		Customized Instruction	1.00	EA	3,351.44	3,351.44

ES 6/19/14
10.800.387.431000 mm 6/19/14

INVOICE

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MID-STATE TECHNICAL COLLEGE
500 32ND STREET NORTH
WISCONSIN RAPIDS WI 54494

Page: 2
Invoice No: MSW27742
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Bill To:

WISCONSIN RAPIDS SCHOOL DISTRICT
ACCOUNTS PAYABLE
510 PEACH STREET
WISCONSIN RAPIDS WI 54494

AMOUNT DUE: 98,146.77 USD

Line	Adj	Description	Quantity	UOM	Unit Amt	Net Amount
		146063 - Microsoft Office Intro				
14		Customized Instruction	1.00	EA	5,331.78	5,331.78
		146064 - Medical Law, Ethics, & Professionalism				
15		Customized Instruction	1.00	EA	4,726.80	4,726.80
		146065 - Metal Fabrication				
SUBTOTAL:						98,146.77
TOTAL AMOUNT DUE :						98,146.77

SCHOOL DISTRICT OF WISCONSIN RAPIDS

WISCONSIN RAPIDS, WISCONSIN

Requisition/Reimbursement Form

1935
NOT a
1099

Purchase From/ Payment To Marshfield Clinic - CCO Date 6-9-14
 Street Attn Denise Burkheimer - Reimburse
 City and State 1000 No. Oak Ave (FIC) Marshfield, WI 54449

QUANTITY	CATALOG NO.	PAGE NO.	DESCRIPTION	UNIT PRICE (If Available)	TOTAL
			2 Marshfield Clinic Americo Corps Contract	6600	13,200-

School Mead United Way Account No. 4-11-107-310-110000-609 Total \$ 3,311.12
 Requested by Dasha 21st Century Learning Account No. 4-11-107-310-110000-367 Total \$ 9888.88
 Approved by Margot (Principal) Approved by mmu119 (Business Administrative Assistant) WRPS 41634



Marshfield Clinic AmeriCorps
2014 – 2015 Invoice


Your agency is responsible for the payment of 2 AmeriCorps Member slot(s).

Amount due: \$ 13,200.00

Please complete the section below and mail this entire form with your cash match payment.

Name of Agency: Mead Elementary Charter School

Print Name: Margie Doishorst

Signature: 

Date: 6-9-14

**If the host site loses or releases a member any time during the term of service, the host site is still required to complete the full payment. There are no refunds for loss of member or services.*

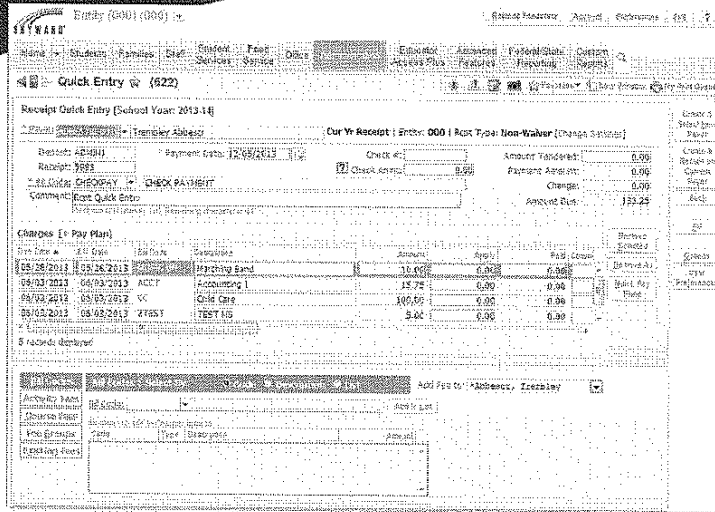
Office Use Only		
Date received _____	Amount Received \$ _____	Check # _____
Acct #: 35071		



© 2014 AmeriCorps Program

Fee Management

Student Management Suite



- Family-based billing.
- Pro-rate fees by lunch status.
- Aging and family statement reports.
- Export fee management data into Skyward Business Suite.
- e-commerce payment systems for online payment.
- Works with Skyward's textbook tracking and school-based activity accounting.
- Transfer balances when student moves from one building to another.

Tuition and billing all together

All the tools to manage and report on your students' tuition and billing fees come together in the fee management module. Assign mass fees by activity, course, or general fee, and automatically assign a fee when entering a new student. As a student moves to new schools within the district, fees and balances, like food service, transfer with them so money is never lost.

Online payments for parents

Parents can pay fees, check balances, and maintain their accounts online. To deposit money into a student's lunch account, they log into Family Access and make an online payment with their credit card. It's easy for parents and saves your district time since you won't have to create billing statements.

Payment plans for families

Create a payment plan to work with each family's situation so you're more likely to receive money due. Student's fees can be combined so the family needs only send one payment to the district.

"From a student's record to fees owed and purchasing to accounts payable, all of our school's information is at our fingertips."

Gina Carver, business manager
Wilmet Union High School District, Wisconsin



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Industry-leading student, finance, and human resources administrative software exclusively for K-12 school districts.



Software made and supported in the USA

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- News
- Support Center

Student Management Suite

- Assessments
- Attendance
- Census/Demographics
- Course Learning Center
- Curriculum Mapping
- Discipline
- District to District
- Educator Access+
- Extra-Curricular Activities
- Family & Student Access
- Fee Management**
- Food Service
- Gradebooks
- Graduation Requirements
- Health Records
- Lesson Plans
- New Student Online Enrollment
- Report Cards & Transcripts
- Response to Intervention
- Scheduling
- Skylert
- Special Education
- State Access
- Textbook Tracking
- + School Business Suite
- + System-Wide Options
- + State & Federal Reports
- + Mobile Solutions
- Hosting Services
- myDistrict360

- Overview
- Detail
- Peer Reviews

Skyward Fee Management

Feature	Benefits
Enter, view, and edit invoices	<ul style="list-style-type: none"> • Reduces paper usage and increases accuracy
Family-based billing	<ul style="list-style-type: none"> • Tracks fees by student • Provides a central location for inquiry and maintenance • Decreases the number of statements being mailed and allows families to send one payment to the district
Payment plans	<ul style="list-style-type: none"> • Adds payment plans on a family account • Uses payment plans to work with each family's situation, increasing the amount of money received
Pro-rated fees by lunch status	<ul style="list-style-type: none"> • Improves the tracking of fees, allowing the district to report on the amount of fees waived each year • Provides a sliding scale of fees • Families are billed only for services used
Feature-rich reporting	<ul style="list-style-type: none"> • Provides immediate inquiry information to all users • Includes aging and family statement reports • Creates custom reports with data mining
Integrates with Skyward Business Suite	<ul style="list-style-type: none"> • Exports fee management data into your Skyward Business Suite • Decreases duplicate efforts and increases accuracy
Interfaces with e-commerce payment systems	<ul style="list-style-type: none"> • Integrates with e-commerce payment systems (RevTrak, Magic Wrighter, etc.) for online payments, decreasing lag time for payments received
Integrates with Textbook module.	<ul style="list-style-type: none"> • Fees associated with lost, late returned, and damaged books can be automatically recorded
Integrates with School-Based Activity Accounting (SBAA)	<ul style="list-style-type: none"> • Seamless integration with SBAA removes duplicate entry and ensures accuracy for all activity accounting
Monies taken and applied at building or district level	<ul style="list-style-type: none"> • Allows the payment to be entered by multiple users at multiple locations • Historical and audit tracking for all transactions
Mass assign fees	<ul style="list-style-type: none"> • Mass assign fees by activity, course, or general fee • Decreases data entry time for end users, and gives each school the flexibility to meet unique billing needs • Fees can be automatically assigned when adding a new student
Move past-due food service balances	<ul style="list-style-type: none"> • Ensures fees from prior year are not overlooked. As students move within the district, you can move past-due food services balances to fee statements
Balance transfer	<ul style="list-style-type: none"> • Transfers balances when a student moves from one building to another

Learn more about Skyward

- [View Brochure](#)
- [View Printable Product Brief](#)



Click to view a sample Fee Management screen.

"Fee Management saves me a lot of time with my job. It saves me a lot of time in processing fee statements. Because of Fee Management we were able to create a cashiers position, which has been very beneficial for our district."

Kathryn Lombard
Administrative Secretary
Saginaw Township Community SD,
MI

"I appreciate the reports that are generated in the Skyward Fee Management module. A compilation of names and amounts due is a handy tool to share with our Superintendent's Office. This saves on paper copies of each bill being sent."

Vicki Rodkey
Secretary/Bookkeeper
DeKalb Co. Eastern Community SD,
IN

[Read more Customer Reviews](#)

GENERAL OFFICE SUPPLIES BID
7/1/2014

QTY	UNIT OF MEASURE	DESCRIPTION OF PRODUCT	SCHOOL SPECIALTY		MARSHFIELD BOOK		VENDOR		STAPLES		BUBBRICKS	
			Price		Price		Price		Price		Price	
50	Ream	White Theme Paper, No. 2402	1.04	\$52.00	2.68		2.61		4.46			
36	Pkg	Legal Pads, 8 1/2 x 11, 12/pkg	4.19	\$150.84	7.44pk		4.27		6.25			
100	Ream	Ruled White Writing Paper	3.50		2.76	\$276.00	4.32		4.46			
100	Pkg	Shorthand Notebooks, 12/pkg	6.00	\$600.00	11.88pk		7.89		10.20			
300	Ream	Construction Paper, Black, 9 x 12	0.60	\$180.00	.61pk		0.68	Wrong Colors	0.95	Wrong Colors		
300	Ream	Construction Paper, Blue, 9 x 12	0.57	\$171.00	.58pk		0.63	Wrong Colors	0.90	Wrong Colors		
300	Ream	Construction Paper, Brown, 9 x 12	1.12		0.61	\$183.00	0.76	Wrong Colors	0.95	Wrong Colors		
150	Ream	Construction Paper, Grey, 9 x 12	0.57		0.57	\$85.50	0.68	Wrong Colors	0.90	Wrong Colors		
400	Ream	Construction Paper, Green, 9 x 12	1.36		0.58	\$232.00	0.68	Wrong Colors	0.90	Wrong Colors		
100	Ream	Construction Paper, Lilac, 9 x 12	1.12		0.58	\$58.00	0.63	Wrong Colors	0.90	Wrong Colors		
300	Ream	Construction Paper, Magenta, 9 x 12	1.19		0.61	\$183.00	0.68	Wrong Colors	0.95	Wrong Colors		
100	Ream	Construction Paper, Pink, 9 x 12	1.19		0.58	\$58.00	0.63	Wrong Colors	0.90	Wrong Colors		
250	Ream	Construction Paper, Orange, 9 x 12	1.21		0.66	\$165.00	0.68	Wrong Colors	0.95	Wrong Colors		
400	Ream	Construction Paper, Red, 9 x 12	1.19		0.76	\$304.00	0.74	Wrong Colors	1.10	Wrong Colors		
400	Ream	Construction Paper, White, 9 x 12	0.94		0.68	\$270.00	0.63	Wrong Colors	0.95	Wrong Colors		
300	Ream	Construction Paper, Yellow, 9 x 12	1.19		0.58	\$174.00	0.63	Wrong Colors	0.90	Wrong Colors		
125	Ream	Construction Paper, Black, 12 x 18	2.37		1.21	\$151.25	1.33	Wrong Colors	1.80	Wrong Colors		
125	Ream	Construction Paper, Blue, 12 x 18	2.42		1.12	\$140.00	1.21	Wrong Colors	1.85	Wrong Colors		
125	Ream	Construction Paper, Brown, 12 x 18	2.23		1.21	\$151.25	1.34	Wrong Colors	1.82	Wrong Colors		
75	Ream	Construction Paper, Grey, 12 x 18	2.23		1.12	\$84.00	1.33	Wrong Colors	1.85	Wrong Colors		
125	Ream	Construction Paper, Green, 12 x 18	2.72		1.12	\$140.00	1.33	Wrong Colors	1.85	Wrong Colors		
50	Ream	Construction Paper, Lilac, 12 x 18	2.23		1.12	\$56.00	1.21	Wrong Colors	1.85	Wrong Colors		
50	Ream	Construction Paper, Magenta, 12 x 18	2.37		1.12	\$56.00	1.33	Wrong Colors	1.80	Wrong Colors		
50	Ream	Construction Paper, Pink, 12 x 18	2.37		1.12	\$56.00	1.21	Wrong Colors	1.85	Wrong Colors		
75	Ream	Construction Paper, Orange, 12 x 18	2.42		1.31	\$98.25	1.34	Wrong Colors	1.82	Wrong Colors		
125	Ream	Construction Paper, Red, 12 x 18	2.37		1.47	\$183.75	1.44	Wrong Colors	2.10	Wrong Colors		
200	Ream	Construction Paper, White, 12 x 18	1.89		1.30	\$260.00	1.21	Wrong Colors	1.82	Wrong Colors		
100	Ream	Construction Paper, Yellow, 12 x 18	2.37		1.12	\$112.00	1.21	Wrong Colors	1.86	Wrong Colors		
8	Roll	Rolled Paper, Red	50.98		31.50	\$252.00	52.42		59.57			
12	Roll	Rolled Paper, White	32.82		28.40	\$340.80	47.57		48.41			
8	Roll	Rolled Paper, Yellow	42.99		34.90	\$279.20	55.13		48.41			
100	Sheet	Tagboard, White 100/pkg	18.00		0.16	\$16.20	39.04		33.27			
600	Sheet	Railroad Board, Black	0.20	\$120.00	22sh		6.13		26.40			
600	Sheet	Railroad Board, Blue	0.20	\$120.00	22sh		7.18		26.40			
400	Sheet	Railroad Board, Brown	0.20	\$80.00	22sh		19.80		26.40			
500	Sheet	Railroad Board, Canary	0.23	\$115.00	22sh		3.26		26.40			
500	Sheet	Railroad Board, Green	0.20	\$100.00	22sh		0.29		26.40			
500	Sheet	Railroad Board, Orange	0.20	\$100.00	22sh		0.29		26.40			
500	Sheet	Railroad Board, Red	0.20	\$100.00	22sh		0.29		26.40			

GENERAL OFFICE SUPPLIES BID
7/1/2014

QTY	UNIT OF MEASURE	DESCRIPTION OF PRODUCT	SCHOOL SPECIALTY		MARSHFIELD BOOK		VENDOR: STAPLES		BUBRICKS	
			Price		Price		Price		Price	
800	Sheet	Railroad Board, White	0.15	\$120.00	.18sh		0.29		26.51	
400	Pkg	Pencils, No. 2, 12/pkg	0.58		.96pk		0.48	\$192.00	0.72	
300	Box	Pentel R.S.V.P. BK90 Pens, BLACK	5.07		5.28bx		4.54	\$1,362.00	5.15	
200	Box	Pentel R.S.V.P. BK90 Pens, BLUE	5.07		5.28bx		4.54	\$908.00	5.15	
50	Box	Pentel R.S.V.P. BK90 Pens, RED	5.07		5.28bx		4.54	\$227.00	5.15	
300	Box	Paper Mate Flair Pens, Black	10.79		11.16bx		10.32	\$3,096.00	10.94	
300	Box	Paper Mate Flair Pens, Red	10.79		11.16bx		10.32	\$3,096.00	10.94	
25	Box	Magic Marker, AP, Black	2.25		3.06	\$76.50	5.42		5.98	
12	Box	Magic Marker, AP, Green	2.25		3.06	\$36.72	5.42		5.98	
25	Box	Magic Marker, AP, Red	2.25		3.06	\$76.50	5.42		5.98	
100	Box	Magic Marker, FP, Black	6.88		7.08bx		5.22	\$522.00	5.98	
75	Box	Magic Marker, FP, Blue	6.92		7.08bx		5.12	\$384.00	5.98	
75	Box	Magic Marker, FP, Green	6.92		7.08bx		6.18	\$463.50	5.98	
50	Box	Magic Marker, FP, Red	6.92		7.08bx		5.12	\$256.00	5.98	
100	Box	Highlighter Pens, Orange	3.58		2.28bx		2.59	\$259.00	3.47	
100	Box	Highlighter Pens, Yellow	3.58		2.28bx		2.59	\$259.00	3.47	
300	Box	Drawing Crayons, 8 crayons/box	0.58		.58bx		0.47	\$141.00	0.55	
30	Bottle	Tempera Paint, Quart, Black	1.58	\$47.40	3.48ea		3.68		2.32	
30	Bottle	Tempera Paint, Quart, Blue	1.70	\$51.00	3.48ea		3.68		2.32	
30	Bottle	Tempera Paint, Quart, Brown	1.58	\$47.40	3.48ea		3.68		2.32	
36	Bottle	Tempera Paint, Quart, Green	1.70	\$61.20	3.48ea		3.68		2.32	
36	Bottle	Tempera Paint, Quart, Orange	1.58	\$56.88	3.48ea		3.68		2.32	
36	Bottle	Tempera Paint, Quart, Red	1.70	\$61.20	3.48ea		3.68		2.32	
60	Bottle	Tempera Paint, Quart, White	1.70	\$102.00	3.48ea		3.68		2.32	
60	Bottle	Tempera Paint, Quart, Yellow	1.58	\$94.80	3.48ea		3.68		2.32	
10	Box	Fasteners, No. 2, 100/box	0.48	\$4.80	.78bx		0.68		1.68	
200	Box	Paper Clips, Jumbo Size	0.42	\$84.00	.43bx		1.45		3.99	
60	Box	Thumb Tacks, 100/box	0.16	\$9.60	.32bx		0.24		0.70	
200	Each	Stapler, Standard	6.76		2.69	\$538.00	2.70		2.34	
400	Box	Staples, Standard	2.03		.80bx		0.49	\$196.00	0.52	
24	Each	Staple Remover	0.22	\$5.28	.38ea		0.53		0.42	
200	Each	Scissors, 8" Teachers	6.53		1.90	\$380.00	1.80		1.45	
80	Pkg	Glue, Elmer's, 12/pkg	9.72	\$777.60	7.32pk		13.32		7.55	
150	Pkg	Tape, Scotch, No. 6000, Transparent, 12'	0.45	\$67.50	** 17.76pk		1.31		18.37	
125	Pkg	Tape, Scotch, No. 6200, Invisible, 12'pk	0.59	\$73.75	10.20pk		0.89		5.40	
200	Each	Tape Dispensers, Scotch	0.73		**** .88ea		0.30	\$60.00	2.25	
40	Pkg	1/2" Masking Tape, 12/pkg	10.56	\$422.40	**** 8.88pk		5.81		15.00	
75	Bag	Rubber Bands, #18 Thin	0.71		1.05bg		0.48	\$36.00	0.90	
50	Bag	Rubber Bands, #32 Thick	0.71		1.05bg		0.48	\$24.00	0.90	
500	Box	Manilla Folders, 1/3 Cut	5.35	\$2,675.00	6.17bx		3.91		5.49	
200	Box	Expansion Folders, 3 1/2", 25/box	No Bid		28.50	\$5,700.00	32.66		15.24	

GENERAL OFFICE SUPPLIES BID

7/1/2014

QTY	UNIT OF MEASURE	DESCRIPTION OF PRODUCT	SCHOOL SPECIALTY	MARSHFIELD BOOK	VENDOR:	STAPLES	BUBRICKS		
			Price	Price	Price	Price	Price		
50	Box	Plain White Envelopes, No. 10	7.50	7.90bx		8.05	\$302.50	7.99	
50	Box	Plain White Envelopes, No. 6 3/4	8.67	7.39bx		5.73	\$286.50	13.48	
100	Box	Envelopes, 6 x 9, no clasp, 100 PER BOX	3.07	NO BID		5.16	\$516.00	8.97	
155	Box	Envelopes, 9 x 12, no clasp	13.51	NO BID		8.06	\$1,249.30	10.98	
40	Box	Envelopes, 10 x 13, no clasp	15.36	NO BID		9.11	\$364.40	12.09	
600	Pkg	Index Cards, 3 x 5, Ruled, 100/pkg	0.33	\$198.00	.44pk	0.35		0.47	
225	Pkg	Index Cards, 3 x 5, Plain, 100/pkg	0.33	\$74.25	.44pk	0.35		0.47	
225	Pkg	Index Cards, 4 x 6, Ruled, 100/pkg	0.53	\$119.25	.70pk	0.46		0.95	
225	Pkg	Index Cards, 4 x 6, Plain, 100/pkg	0.53	\$119.25	.70pk	0.46		0.95	
225	Each	Index Cards, 5 x 8, Ruled	0.88	\$198.00	1.08pk	0.82		1.40	
50	Each	Index Cards, 5 x 8, Plain	0.88	\$44.00	1.08pk	0.80		1.40	
100	Roll	Adding Machine Tape/Paper	0.34		.30r	0.28	\$28.00	0.35	
24	Pkg	Correction Fluid, Multipurpose, 12/pkg	17.16		8.24pk	4.44	\$106.56	11.05	
125	Pkg	Post-It Notes, 1 1/2 x 2, 12/pkg	4.64		1.32pk	0.93		0.99	\$123.75
100	Pkg	Post-It Notes, 3 x 3, 12/pkg	2.09		2.94pk	1.98		1.99	\$199.00
20	Box	Manila Folders, 1/5 Cut	6.00	\$132.00	8.34bx	6.83		7.28	
325	Each	Blue Tac Poster Putty, 2 oz. pkg	1.03		1.10pk	0.84	\$273.00	1.60	
100	Box	Pentel R.S.V.P Pens, GREEN	14.16		5.28bx	8.19		5.15	\$515.00
400	Each	Whiteboard Dry Erasers, Sanford #81505	1.53		1.58ea	1.47	\$588.00	1.50	
200	Box	Whiteboard Sanford Expo 2 Dry Er BLACK	9.27		9.80bx	8.82	\$1,764.00	9.35	
150	Box	Whiteboard Sanford Expo 2 Dry Er BLUE	9.22		9.80bx	8.82	\$1,323.00	9.35	
200	Box	Whiteboard Sanford Expo 2 Dry Er-GREEN	9.22		9.80bx	8.82	\$1,764.00	9.35	
100	Box	Whiteboard Sanford Expo 2 Dry Er RED	9.22		9.80bx	8.82	\$882.00	9.35	
10	Box	Envelopes, 12 x 15, no clasp, 100 per bo	35.49		NO BID	13.42	\$134.20	16.00	
20	Ream	Penmanship Paper, No. 2639 Pacon	2.44		2.27m	2.07	\$41.40	3.59	
			\$7,535.40		\$11,172.92		\$21,104.36	\$837.75	

= AWARDED BID ON ITEM

= NO QUOTE OR NON-ACCEPTABLE SUBSTITUTION

Bids were submitted to Midland Papers, Quill and Xpedx, but did not receive pricing quotes from them.