

To: Hollis School Board  
From: Mark McLaughlin Business Administrator  
Date: May 4, 2010  
Subject: Expendable Supplies

At the most recent Hollis School Board meeting, the board had questioned some of the citizen concerns that were put forth regarding expendable supplies in the district. In an attempt to answer the concerns, I would like to identify the process, the effort put forth by the staff and the continued cost savings realized in the district.

I have had the opportunity to review the general area of expendable supplies. Although this is a relatively small area in proportion to the overall budget (approx 1%), I have discovered that the support staff, professional staff and administrators are doing a good job at saving the district money. When school products need to be purchased, they have been contacting several vendors for cost, delivery, and quality of product in order to obtain the best item in the most cost effective manner for the district. From my research I cannot find any cases where the district is paying retail prices for products. In fact the district is receiving substantial discounts on all products purchased. Based on the chart below we are receiving 33%-72% discounts on the product we are purchasing. All the schools and office expendable supplies are purchased from quality companies and those vendors are giving us institutional/preferred customer status or bulk prices on all our orders. We do use the state bid list when possible as a bench mark for most products purchased. All the staff in the district should be proud of there work and the cost savings that they have obtained for the district.

Keep up the good work!!

The chart below identifies the savings the district is currently receiving.

HOLLIS SCHOOL DEPARTMENT  
Expendable Supply Comparison  
FY 10

School Supplies Item Description	Current Vendor	Unit	Unit Price	Vendor Retail	% Disc.	Staples	Office Depot
Letter Sized White Copy Paper	WB Mason	cs	\$24.74	\$36.98	33%	\$33.99	\$36.99
#2 Ticonderoga Pencils	WB Mason	doz	\$0.97	\$2.45	60%	\$2.49	\$2.49
Highlighter Set of 6	WB Mason	ea	\$1.11	\$3.98	72%	\$3.99	\$3.99
Post It Pads 1.5 X 2 Assorted	WB Mason School	pk	\$2.24	\$4.98	55%	\$5.49	\$5.49
Oxford 8 Pocket Portfolios	Specialty School	ea	\$1.99	\$2.99	33%	\$2.99	\$2.99
3 x 5 Plain Index Cards	Specialty	pk	\$0.99	\$1.48	33%	\$1.49	\$1.49

Janitorial Supplies Item Description	Current Vendor	Unit	Unit Price	Central Paper	Am Sam
55 Gallon Trash Bags	Durkin	cs	\$36.60	\$132.15	\$126.70
Floor Stripper 5 Gallon	Durkin	ea	\$42.00	\$52.25	\$ 59.00
Floor Cleaner (1)	Durkin	cs	\$24.76	\$24.76	\$ 51.00
Sanitary Wax Bags	Durkin	cs	\$19.50	\$20.94	\$ 19.95
Vacuum Bags	Durkin	pkg	\$11.50	\$15.70	\$ 11.90
Dry Floor Mops	Durkin	ea	\$5.90	\$ 7.09	\$7.50

(1) floor cleaner price for Am Sam is calculated at \$12.75 per container times 4 as 3M product uses 1/4 of the quantity per application and Am Sam product is not 3M brand.