

**BOARD OF EDUCATION  
BALLSTON SPA CENTRAL SCHOOLS  
BALLSTON SPA, NEW YORK 12020**

**BID ANALYSIS**

**ITEM BID:** 2023-2024 Paper Bid

**DATE ADVERTISED:** **SARATOGIAN** 10/4/2023

**DAILY GAZETTE** 10/4/2023

**DATE OF BID OPENING:** 10/13/2023

**NUMBER OF VENDORS CONTACTED:** 6

**NUMBER OF BIDS RECEIVED:** 5

**SOURCE OF FUNDS:** \_\_\_\_\_

**BIDDERS:**

WB Mason  
Staples  
Canon Solutions  
Contract Paper Group  
Liberty Paper

**LOW BID: (indicate name and address)**

WB Mason \$68,394.84

**RECOMMENDATION:**

Award by item to the lowest responsible bidder as per attached

**BOARD APPROVAL DATE:** \_\_\_\_\_