



QUANA BILLADO
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DATE: September 13, 2021
 TO: Vic Roberts, Executive Director
 FROM: Quana Billado, Purchasing Manager
 RE: Bid Award: Custodial Paper 2021 - 2022

Each year the purchasing department requests proposals for the district’s custodial paper needs. The Custodial Paper Bid was mailed August 25, 2021 and publicly opened on September 8, 2021 at 2:00pm. Bid proposals have been tabulated and reviewed.

PAPER TOWELS				TOILET TISSUE			
Vendor Name	Qty	Price	Total Price	Qty	Price	Total Price	Total Bid
Jones Supply	3120	21.25	66,300.00	1300	37.90	49,270.00	\$115,570.00
Southwest School Supply	3120	22.15	69,108.00	1300	35.20	45,760.00	\$114,868.00
Cintas Corp #3	3120	25.80	80,496.00	1300	61.54	80,002.00	\$160,498.00
Home Depot Pro	3120	21.05	65,676.00	1300	32.24	41,912.00	\$107,588.00
Crown Paper	3120	21.95	68,484.00	1300	35.50	46,150.00	\$114,634.00
<i>Pacific Office Solutions</i>	<i>3120</i>	<i>21.89</i>	<i>68,296.80</i>	<i>1300</i>	<i>44.98</i>	<i>58,474.00</i>	<i>\$126,770.80</i>
Source One Supply	3120	17.82	55,598.40	1300	35.73	46,449.00	\$102,047.40
Staples	3120	25.90	80,808.00	1300	40.90	53,170.00	\$133,978.00
Unifirst	3120	41.58	129,729.60	1300	61.43	79,859.00	\$209,588.60

Source One Supply met specifications and submitted the lowest price with a bid total of \$102,047.40 for the district’s 2021-2022 custodial paper needs.

Recommendation: Approve