



QUANA BILLADO
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DATE: August 11, 2022
TO: Vic Roberts, Executive Director
FROM: Quana Billado, Purchasing Manager
RE: Bid Award: Custodial Paper 2022 - 2023

Each year the purchasing department requests proposals for the district's custodial paper needs. The Custodial Paper Bid was mailed July 27, 2022, and publicly opened on August 10, 2022 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
Central Poly Bag Corp	3120	47.00	146,640.00	1300	67.00	87,100.00	\$233,740.00
Crown Paper	3120	23.35	72,852.00	1300	39.70	51,610.00	\$124,462.00
ODP Business Solutions	3120	23.58	73,569.60	1419	46.67	66,224.73	\$139,794.33
SourceOne Supply	3120	22.56	70,387.20	1300	53.55	69,615.00	\$140,002.20
Staples	3120	27.77	86,642.40	1300	50.50	65,650.00	\$152,292.40
WCP Solutions	3120	25.79	80,464.80	1300	45.50	59,150.00	\$139,614.80

Crown Paper had the lowest bid total of **\$124,462.00**. They bid an alternate brand, which was reviewed and found to meet district specifications. It is the recommendation of the Purchasing Department to award Crown Paper the Custodial Paper BID for the 2022-2023 school year.

Recommendation: Approve