



**QUANA BILLADO**  
 Purchasing Manager  
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**BID COMMENT AND REVIEW**

**July 24, 2024**

**CUSTODIAL PAPER SUPPLIES 2024 – 2025 (#2024-2025.001)**

The following advertisement was placed with the *Tri-City Herald* on Wednesday, July 3, 2024, and again on Wednesday, July 10, 2024, as well as posted on the Kennewick School District website [www.ksd.org/departments/purchasing-warehouse](http://www.ksd.org/departments/purchasing-warehouse).

*The Kennewick School District is accepting bids for **Custodial Paper Supplies** for the 2024-2025 school year. Bid Documents and Specification can be obtained on the district website: <https://www.ksd.org/departments/purchasing-warehouse> or by contacting Quana Billado at 509-222-5074. Minority, Veteran and Women Owned Enterprises are encouraged to respond. Sealed bids will be accepted either by mail or hand delivered until 2:00pm, Friday, July 19, 2024, at 622 N Kellogg St, Kennewick WA, 99336.*

All bid submissions remained sealed and were opened publicly on Friday, July 19, 2024, at 2:00pm. The following Proposals were received:

PAPER TOWELS				TOILET TISSUE				
Vendor Name	Qty	Price	Total Price	Qty	Price	Brand	Total Price	Total Bid
Central Poly	3120	43.00	134,160.00	1300	56.00	Marcal #P728N / Resolute #235	72,800.00	\$206,960.00
Complete Office	3120	23.19	72,352.80	1300	35.59	APC EK8016-6 / APC SB2	46,267.00	\$118,619.80
<b>Crown Paper</b>	<b>3120</b>	<b>22.95</b>	<b>71,604.00</b>	<b>1300</b>	<b>34.95</b>	<b>TORK RK8002 / TORK TM1616S</b>	<b>45,435.00</b>	<b>\$117,039.00</b>
HD Supply	3120	23.18	72,321.60	1300	35.17	Renown: REN06004-VWB / 309116312	45,721.00	\$118,042.60
ODP Business Solutions	3120	22.14	69,076.80	1300	38.62	Cascades Pro Select H085 & B040	50,206.00	\$119,282.80
Pacific Star	3120	40.00	124,800.00	1300	59.05	TORK RK8002 / TORK TM1616S	76,765.00	\$201,565.00
Quill	3120	29.97	93,506.40	1300	36.34	BASELINE 24387406 & 24596668	47,242.00	\$140,748.40
SourceOne Supply	3120	20.19	62,992.80	1300	46.63	Morcon R6800 / TORK TM1616S	60,619.00	\$123,611.80
Staples	3120	23.98	74,817.60	1300	38.13	BASELINE	49,569.00	\$124,386.60
WCP Solutions #1	3120	22.47	70,106.40	1300	40.07	TORK RK8002 / TORK TM1616S	52,091.00	\$122,197.40
WCP Solutions #2	3120	24.55	76,596.00	1300	38.28	Supplyways SW800HWKGS / SB2	49,764.00	\$126,360.00
Weinstein Wholesale	3120	23.2	72,384.00	1300	35.2	US 4050 / Pacifica 250	45,760.00	\$118,144.00

Submissions were reviewed by the Proposal Evaluation Committee:

Quana Billado, Purchasing Manager  
 Brad Staudinger, Custodial Manager

The Proposal Evaluation Committee determined that all proposals submitted met the scope and mandatory submittal requirements and were evaluated.

**Crown Paper's** bid submittal met all district specifications and had the lowest bid total of **\$117,039**. It is the recommendation of the Purchasing Department to award Crown Paper the Custodial Paper Bid for the 2024-2025 school year.

**Recommendation: Approve**