



Gadsden Independent School District
P.O. Drawer 70
Anthony, New Mexico 88021

Date: May 18, 2016

School Board Agenda Items

Title of Agenda Item: Bid #15-16-16 Bulk Paper

- Consent Agenda
- Action
- Discussion Items

Board Meeting Date: June 9, 2016

Submitted By: Originator – Margarita Terrazas, CPO
Department – Finance Department
Date – May 18, 2016

To Be Presented By: Margarita Terrazas, CPO

Approved By: Steve Suggs, CFO Date – May 18, 2016

Background and Summary:

The Finance Department requested bids for Bulk Paper for use throughout the District. Source of funds is various. Invitations to bids were sent to five vendors. Bids were received from two vendors per the attached tabulation sheet. The company selected was Express Office Products.

Recommendation:

Approval: Purchasing recommendation is to approve Express Office Products as our provider for copy paper.

Assigned to Board Agenda for Meeting of (Date): June 9, 2016