



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

Date: May 15, 2018

School Board Agenda Items

Title of Agenda Item: Bid #17-18-21 Bulk Paper

- Consent Agenda
- Action
- Discussion Items

Board Meeting Date: May 24, 2018

Submitted By: Originator – Margarita Terrazas, CPO
Department – Finance Department
Date – May 15, 2018

To Be Presented By: Margarita Terrazas, CPO

Approved By: Ludym Martinez, Assoc. Superintendent for Finance Date – May 15, 2018

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 eight vendors. Bids were received from three vendors. The following vendors: Express Office Products; Ok Paper; Spectrum Paper per the attached tabulation sheet. The company awarded was Spectrum Paper.

Recommendation:

Approval: Purchasing recommendation is to approve Spectrum Paper as our provider for Bulk Paper.

Assigned to Board Agenda for Meeting of (Date): May 24, 2018