



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

Date: May 15, 2019

School Board Agenda Items

Title of Agenda Item: Bid #18-19-31 BULK PAPER

☒ Consent Agenda
☐ Action
☐ Discussion Items

Board Meeting Date: May 23, 2019

Submitted By: Originator – Georgina Galvan, CPO
Department – Finance Department
Date – May 15, 2019

To Be Presented By: Georgina Galvan, CPO

Approved By: Ludym Martinez, Assoc. Superintendent for Finance Date – May 15, 2019

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; Olmsted-Kirk - O-K Paper; Spectrum Paper per the attached tabulation sheet. The company awarded is Olmsted-Kirk O-K Paper for letter size paper (8 1/2 x 11) and Spectrum Paper for legal size paper (8 1/2 x 14).

Recommendation:

Approval: Purchasing recommendation is to approve Olmsted-Kirk O-K Paper and Spectrum Paper as our provider for Bulk Paper.

Assigned to Board Agenda for Meeting of (Date): May 23, 2019