



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

Date: May 25, 2023

**School Board Agenda Items**

Title of Agenda Item: Bid No.: 22-23-107 Bulk Paper

- Consent Agenda
- Action
- Discussion Items

Board Meeting Date: June 8, 2023

Submitted By: Originator – Georgina Galvan, CPO  
Department – Finance Department  
Date – May 25, 2023

To Be Presented By: Ludym Martinez, Chief Financial Officer

Approved By: Ludym Martinez, Chief Financial Officer Date – May 25, 2023

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 three vendors. Bids were received from four vendors. The following vendors: Liberty Paper, Sandia Paper Co., Inc., Shelby Distributions, Inc., and Spectrum Paper per the attached tabulation sheet. The company awarded is Shelby Distributions, Inc for letter size paper (8 1/2 x 11) and Sandia Paper Co., Inc. legal size paper (8 1/2 x 14).

Recommendation:

Approval: Purchasing recommendation is to approve Shelby Distributions, Inc and Sandia Paper Co., Inc. as our provider for Bulk Paper.

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Assigned to Board Agenda for Meeting of (Date): June 8, 2023