



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

Date: May 29, 2024

**School Board Agenda Items**

Title of Agenda Item: Bid No.: 23-24-133 Bulk Paper

- Consent Agenda
- Action
- Discussion Items

Board Meeting Date: June 13, 2024

Submitted By: Originator – Georgina Galvan, CPO  
Department – Finance Department  
Date – May 29, 2024

To Be Presented By: Ludym Martinez, Chief Financial Officer

Approved By: Ludym Martinez, Chief Financial Officer Date – May 29, 2024

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 four vendors. Bids were received from four vendors. The following vendors: Sandia Paper Co., Inc., Shelby Distributions, Inc., Spectrum Paper, and Staples Inc. per the attached tabulation sheet. The company awarded is Staples 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 Staples 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 13, 2024