



March 6, 2020

**MEMORANDUM**

TO: Interested Vendors

FROM: Jamie Lee, Purchasing

SUBJECT: FURNISHING PAPER FOR HUMBOLDT COUNTY PUBLIC AGENCIES c/o Humboldt County Office of Education

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This cooperative bid includes various public agencies in Humboldt County, potentially including, but not limited to:

- College of the Redwoods
- Humboldt County Office of Education
- Eureka City Schools
- Cities of Arcata, Eureka, Fortuna, and Rio Dell
- Various Humboldt County School Districts

Independently, each agency will issue purchase orders. Delivery and billing will be specified on each purchase order.

Because of the lack of storage facilities at some agencies, we are bidding our paper requirements with three alternatives. We hope this method is convenient and economical for all of the agencies as well as vendors.

Alternatives:

- I. 10,000 pounds or more - one delivery per destination.
- II. Less than 10,000 pounds - one delivery per destination. Paper to be delivered inside each building.
- III. Warehousing - agencies will purchase the paper and the vendor will warehouse and deliver as needed (5 case minimum). Maximum warehousing to be 18 months after receipt of merchandise. Payment will be processed upon receipt of paper at warehouse. For this alternative, proof of insurance for the contents stored at the vendor's facility is required with the bid.

In Fiscal Year 2019-2020, the Cooperative reported an estimated \$111,566.22 worth of paper bought using Alternatives I&II combined (\$32,966.89) and Alternative III (\$78,599.33). These amounts will vary and do not represent a commitment.

The bid will be awarded to one vendor for each alternative. Therefore, you may bid on an "all or nothing" basis for each alternative. However, you may not bid on an "all or nothing" basis for all alternatives.

In order to qualify as a bidder, 90% of all items on the detailed bid forms (Paper Bid –Alternative I, II, or III spreadsheets) must be bid. The vendor shall not infer, in any way, a minimum order requirement.



For purposes of evaluating the bid, each item on the detailed bid form is weighted according to its value to Humboldt County Office of Education. This weight will be used as a multiplier in the bid analysis to determine the winning bid. When a line item is "No Bid" or a bid entry is illegible, the weight will be multiplied by the highest bid of the competing qualified bidders for that line item.

The Nuclear-Free Humboldt County Ordinance prohibits their agencies from entering into any contract with any contractor who is knowingly or intentionally engaged in the research, development, production, or testing of nuclear warheads, nuclear weapons systems, or nuclear weapon components, as defined in the ordinance. Any contract or agreement resulting from this bid/RFP process requires the Vendors/Contractors to certify that it is not a Nuclear Weapons Contractor, as defined by the Nuclear-Free Humboldt County Ordinance.

The Humboldt County Office of Education reserves the right to accept or reject any or all bids. Price alone will not be the determining factor, but rather, the selection of vendor or vendors shall be based on that combination of factors which is considered most advantageous to the agencies. Therefore, it is important that all alternatives be taken into consideration when bids are submitted.

All prices quoted will remain firm through May 30, 2020. Delivery is to be completed by July 31, 2020.

**The bid deadline is Friday, March 27, 2020 at 3:00 p.m.** Bids must be submitted in sealed envelopes, directly to the Humboldt County Office of Education, Attn: Jamie Lee, Purchasing, 901 Myrtle Avenue, Eureka, California, 95501. Mark envelope as follows: **PAPER BID**. Alternatively, bids can be submitted electronically by email to [jlee@hcoe.org](mailto:jlee@hcoe.org) with the subject line: **PAPER BID**.

Please review the bid instructions and information carefully. Any exceptions, conditions or alterations to this bid package should be clearly stated on your quotation. Forms to be reviewed, completed and returned include the following attachments:

- Bid Instructions
- Request for Bids
- Paper Bid – Alternative 1
- Paper Bid – Alternative 2
- Paper Bid – Alternative 3

This information is available online at <https://hcoe.org/bids> under the 2020-2021 Paper Bids Section. If you have any questions on any part of this bid, please contact me as soon as possible at (707) 445-7065.

JL

Enclosures

c: C.Hartley