

April 21, 2022

**MEMORANDUM**

TO: Bidders

FROM: Hana Hanawalt, Purchasing

SUBJECT: Co-operative Paper Bid 2022-2023

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The Humboldt County Office of Education prepared the bid for our Co-operative members including: College of the Redwoods, City of Eureka, City of Arcata, City of Fortuna, City of Rio Dell and school districts throughout the county.

The bid was published in the Times Standard Newspaper on 03/05/22 and 3/12/22. The bid was also posted in the North Coast Journal on 03/03/22 and 03/10/22. It was also posted on the HCOE Bids webpage.

One vendor submitted a bid, (WCP Solutions of Medford, OR).

There was one base bid:

1. Delivery to one location for 10,000 lbs. or more.

The base bid was awarded to WCP Solutions based on the lowest prices. Pricing remains firm through December 31, 2022. Pricing could increase after December 31<sup>st</sup>. Delivery is to be completed by July 31, 2022.

**ADDITIVE/DEDUCTIVE ALTERNATE:**

Additive/Deductive Alternate #1 – Less than 10,000 pounds: one delivery per destination. Paper to be delivered inside each building.

- Add 3% to the Paper Bid Spreadsheet pricing

Additive/Deductive Alternate #2 – Warehousing: Bidder will purchase the paper and will warehouse and deliver as needed (5 case minimum). Maximum warehousing to be 18 months after receipt of the merchandise. Payment will be processed upon receipt of paper at the warehouse. For this alternative, proof of insurance for the contents stored at the bidder's facility will be required.

- Add 25% to the Paper Bid Spreadsheet pricing

This information is available online at <https://hcoe.org/bids/>. If you have any questions on any part of this bid, please contact Hana Hanawalt as soon as possible at (707) 445-7065.

HH

Enclosures