

April 13, 2023

MEMORANDUM

TO: District Superintendents and Business Managers  
Ondrea Starzhevskiy, Finance Director, City of Arcata  
(ostarzhevskiy@cityofarcata.org)  
Vicki Hutton, City of Blue Lake (citymanager@bluelake.ca.gov)  
Lane Millar, Finance Director, City of Eureka (lmillar@eureka.ca.gov)  
Donna Johnson, City of Ferndale (citymanager@ci.ferndale.ca.us)  
Aaron Felmlee, Finance Director, City of Fortuna (afelmlee@ci.fortuna.ca.us)  
Travis Sanborn, Interim Finance Director, City of Rio Dell  
(sanbornt@cityofriodell.ca.gov)  
Eli Naffah, City Manager, City of Trinidad (citymanager@trinidad.ca.gov)  
College of the Redwoods (business-office@redwoods.edu)

FROM: Michael Davies-Hughes, Superintendent

**SUBJECT: PAPER SUPPLY ORDER OPTIONS**

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In accordance with Public Contract Code Section 2011(a), The Humboldt County Board of Education requested bids for the supply of paper to the cooperative, including your office, in hopes that the purchasing power of the group would secure lower prices than what we might obtain individually.

The 2023-24 cooperative paper bids were solicited in two publications and on the HCOE website between March 2 and March 11, 2023 with a closing date of March 27, 2023. There was one bid received from WCP Solutions. The bid was awarded to WCP Solutions.

The base bid is outlined on the following page. Order forms and pricing information may be accessed via the HCOE web site at <https://hcoe.org/bids/>.

Please report your organization name and the total cost to Hana Hanawalt, Humboldt County Office of Education, 901 Myrtle Avenue, Eureka CA 95501, [purchasing@hcoe.org](mailto:purchasing@hcoe.org), or Fax (707) 445-7143. We will total the amount ordered this year, so that we can secure next year's bid based on accurate estimates of our usage.

***NOTE: All orders must be placed on or before May 30, 2023, to ensure delivery by August 31, 2023. Prices are subject to change after December 31<sup>st</sup>, 2023.***

**BASE BID:** Awarded to WCP Solutions

10,000 lbs. or more - one delivery per destination

Prices are firm through December 31, 2023. After December 31<sup>st</sup>, 2023 prices will be subject to any manufacturer price increases.

Delivery - 45 days after receipt of order

**ADDITIVE/DEDUCTIVE ALTERNATE:**

Additive/Deductive Alternate #1 – Less than 10,000 pounds: one delivery per destination.

Paper to be delivered inside each building.

- Add 2% 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 20% to the Paper Bid Spreadsheet pricing

When placing an order, please enter quantities into the appropriate box in the online form. The cost is automatically totaled at the bottom. Print the completed form and email as an attachment, mail, or fax to:

WCP Solutions, c/o Scott Reese  
PO Box 4566  
Medford, OR 97501  
Fax: (541) 774-1386 Phone: (800) 334-6697  
rscott@wcpsolutions.com

Should any problems occur with this bid or with the vendor, or if you have any questions please contact Hana Hanawalt at (707) 445-7065. Thank you.

MDH:HH:nc