



April 9, 2020

## MEMORANDUM

TO: District Superintendents and Business Managers  
Karen Diemer, City of Arcata (kdiemer@cityofarcata.org)  
Amanda Mager, City of Blue Lake (citymanager@bluelake.org)  
Melissa Anderson, City of Eureka (manderson@ci.eureka.ca.gov)  
Jay Parrish, City of Ferndale (citymanager@ci.ferndale.ca.us)  
Aaron Felmlee, City of Fortuna (afelmlee@ci.fortuna.ca.us)  
Brooke Woodcox, City of Rio Dell (bwoodcox@cityofriodell.ca.gov)  
Dan Berman, City of Trinidad (citymanager@trinidad.ca.gov)  
Laura Meglemre, College of the Redwoods (business-office@redwoods.edu)

FROM: Chris Hartley, Ed D., 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 2020-2021 cooperative paper bids were solicited 3/7/20, and 3/21/20 with a closing date of 3/27/20. There were two qualifying bids received from Mendes Supply Company and WCP Solutions. Alternatives I, II, and III were awarded to WCP Solutions.

The three alternatives are outlined on the following page. Order forms and pricing information for Alternatives I, II and III may be accessed via the HCOE web site at <https://hcoe.org/bids/>.

Please report your organization name, which alternative used, 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, 2020, to ensure delivery by July 31, 2020, and obtain the paper at this pricing.*



**ALTERNATIVE ONE:** Awarded to WCP Solutions  
10,000 lbs. or more - one delivery per destination  
Prices are firm through August 31, 2020  
Delivery - 45 days after receipt of order

**ALTERNATIVE TWO:** Awarded to WCP Solutions  
Less than 10,000 lbs. - one delivery per destination  
Prices are firm through August 31, 2020  
Delivery completed by July 31, 2020  
If you choose this alternative, please call your order in as soon as possible if you require delivery before June 30, 2020, and **follow up with an approved Purchase Order**. All items must be ordered in full carton increments.

**ALTERNATIVE THREE:** Awarded to WCP Solutions  
Warehousing  
Prices are firm through August 31, 2020  
Delivery to warehouse by July 31, 2020  
Individual entities will purchase the paper and the vendor will warehouse and deliver it as needed. All items must be ordered in full carton increments. Maximum warehousing is eighteen (18) months after receipt of merchandise. Payment will be processed upon receipt of paper at warehouse.

When placing an order for Alternative I, II, or III, 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.

CNH:HH:mh