



GARRY T. EAGLES, Ph.D., Superintendent

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www.humboldt.k12.ca.us

April 15, 2016

MEMORANDUM

TO: District Superintendents and Business Managers
Janet Luzzi, City of Arcata
Amanda Mager, City of Blue Lake
Lynn Ellingwood, City of Eureka
Jay Parrish, City of Ferndale
Regan Candelario, City of Fortuna
Brooke Woodcox, City of Rio Dell
Dan Berman, City of Trinidad
Laura Meglemre, College of the Redwoods

FROM:  Garry T. Eagles, Ph.D., Superintendent

SUBJECT: PAPER SUPPLY ORDER OPTIONS

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 2016-2017 cooperative paper bids were solicited beginning February 27 with a closing date of April 1, 2016. Of the two responses received, only WCP Solutions submitted a qualified bid.

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 <http://www.humboldt.k12.ca.us> (click **Bids** at the page bottom). Your order is totaled at the bottom of the form.

Please report your organization name, Alternative used and the total cost to Jamie Lee, Humboldt County Office of Education, 901 Myrtle Avenue, Eureka CA 95501, Fax (707) 445-7143 or jlee@humboldt.k12.ca.us. 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 31, 2016, to ensure delivery by July 30, 2016, 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 May 31, 2016
- < 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 May 31, 2016
- < Delivery completed by July 30, 2016

If you choose this alternative, please call your order in as soon as possible if you require delivery before June 30, 2016, and **follow up with a confirming purchase order**. All items must be ordered in full carton increments.

ALTERNATIVE THREE: Awarded to WCP Solutions

- < Warehousing
- < Prices are firm through May 31, 2016
- < Delivery to warehouse by July 30, 2016

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. PH (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 Jamie Lee at (707) 445-7065 or me at (707) 445-7030. Thank you.

GTE:JL:jm