



Canutillo Independent School District

7965 Artcraft Rd.
El Paso, Texas 79932

Mailing Address: PO Box 100
Canutillo, Texas 79835

Ron Gatlin
Purchasing Agent

Voice (915) 877-7426
Fax (915) 877-7415
rgatlin@canutillo-isd.org

MEMORANDUM

TO: Members of the Board of Trustees

FROM: Ron Gatlin, Purchasing Agent

DATE: August 5, 2013

SUBJECT: Purchase of Copy Paper for District-Wide Use

As stated in Board Policy CH (Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place. This request is to consider the approval of the purchase of 840 cases of multipurpose copy paper from Office Depot in the total amount of \$21,000.00. The TCPN Purchasing Cooperative Contract # R5023 will be utilized for this purchase. Please find attached quotations and cost benefit analysis sheet for your review.

ADMINISTRATIVE RECOMMENDATION:

Administration recommends approval of the purchase of 840 cases of multipurpose copy paper from Office Depot in the total amount of \$21,000.00 utilizing the TCPN Purchasing Cooperative Contract # R5023 as presented.

The Canutillo Independent School District does not discriminate on the basis of race, color, national origin, gender, age or disability in its employment practices, or in providing education services, activities and programs, including technical education programs. For more information regarding the Canutillo Independent School District's policy of non-discrimination contact: Executive Director for Human Resources, (915) 877-7423, 7965 Artcraft Rd., El Paso, TX 79932.

El Distrito Escolar Independiente de Canutillo no discrimina en cuanto a raza, color, origen, género, edad o discapacidad en lo que se refiere a sus prácticas de empleo, o al proveer servicios, actividades y programas educativos y vocacionales. Para mayor información respecto a la política de no discriminación del Distrito Escolar Independiente de Canutillo, favor de contactar a: Director Ejecutivo de Recursos Humanos, (915) 877-7423, 7965 Artcraft Rd., El Paso, TX 79932.



Request for Board Agenda Item

Purchasing Department

Date: 08/08/2013

Campus/Department: Financial Services

Vendor Name: Office Depot

Total Cost: \$21,000.00

Item Description and Justification for Purchase:

Purchase of copy paper for district-wide use. Paper will be distributed to campuses and departments on an as needed basis. Paper is stored in the district warehouse.

Participating Schools/Departments: District Wide

Funding Source: 199.00.1310.00.000.00
(Account number to charge)



Campus/Department Administrator

8/8/13

Date Signed

**** (Form must be received by the Purchasing Department by the last Wednesday of the month) ****

(To be completed by the Financial Services Division)

Purchasing Method: TCPN PURCHASING COOP CONTRACT # 5023



Purchasing Agent

8/8/13

Date Signed



Executive Director of Financial Services

8/8/13

Date Signed



Copy Paper

For District-Wide Use

Cost Benefit Analysis Sheet

Copy Paper for District-Wide Use				
	Office Depot	Staples	XEROX (DONTAR)	LANDA Packaging
Size	8.5" x 11"	8.5" x 11"	8.5" x 11"	8.5" x 11"
Paper Weight	20lb	20lb	20lb	20lb
Brightness (95 Specified)	95	104	95	95
Pallet Count	40 Cases 840 Cases/Truckload	40 Cases 840 Cases/Truckload	40 Cases 840 Cases/Truckload	40 Cases 840 Cases/Truckload
Local Presence	NO	NO	NO	YES
Purchasing Cooperative Contract	TCPN #5023	National Joint Powers	TCPN #R4929	NONE
Cost Per Case	\$25.00	\$28.00	\$28.50	\$30.37
Total Cost: (840 Cases)	\$21,000.00	\$23,520.00	\$23,940.00	\$25,510.80



LANDA PACKAGING
DISTRIBUTIONS, L.L.C.
11025 ARGAL CT
EL PASO, TEXAS 77935
TEL. (915) 779-1363
FAX (915) 779-1863
E-Mail: superiorpack@aol.com

EMPAQUES, FLEJES Y
EQUIPOS, S.A. DE C.V.
EJE VIAL JUAN GABRIEL
No. 4240 SUR
TEL. (656) 605-01-77
TEL/FAX (656) 605-01-78
E-Mail: efesacj@efesacj.com

QUOTATION COTIZACION

EMPAQUES, FLEJES Y
EQUIPOS, S.A. DE C.V.
DEGOLLADO No. 3711
COL. OBRERA C.P. 31350
TEL. (614) 410-2972, 416-5107
415-9258/59 FAX 416-4772
CHIHUAHUA, CHIH.
E-Mail: efesa1@avantel.net

SISTEMAS INDUSTRIALES
DE EMPAQUE
C. ROSETILLA No. 34
COL. LOTES URBANOS
C.P. 33040
TEL. Y FAX (639) 474-5327
CD. DELICIAS, CHIH.

DATE
FECHA 7/24/2013

TERMS
PLAZO 30 DAYS

DELIVERY
ENTREGA YOUR WAREHOUSE
IN EL PASO, TX

TO: MR. RON GATLIN
PARA: CANUTILLO SCHOOL DISTRICT

WE ARE PLEASE TO QUOTE ON YOUR INQUIRY AS FOLLOWS:

QUANTITY CANTIDAD	ITEM NUMBER NUMERO DE PARTE	DESCRIPTION DESCRIPCION	UNITE PRICE PRECIO UNITARIO	PRICE PER PRECIO POR
		8.5" X 11" BOND PAPER LETTER SIZE HI TEC WHITE 95% BRIGHTNESS 20 POUND 500 SHEETS PER REAM 10 REAMS PER CASE 40 CASES PER SKID	\$30.37	CASE
		8.5 " X 11" BOND LETTER SIZE FASTWAY WHITE 93% BRIGHTNESS 20 POUND 500 SHEETS PER REAM 10 REAMS PER CASE 40 CASES PER SKID	\$27.52	CASE
		8.5" X 11" BOND PAPER LETTER SIZE ECOBOND WHITE 91% BRIGHTNESS 20 POUNDS 500 SHEETS PER REAM 10 REAMS PER CASE 40 CASES PER SKID	\$26.94	CASE
		<u>* QUOTE GOOD FOR 30 DAYS</u>		

QUOTED BY: JESUS CERVANTES jcervantes@landapack.com
COTIZADO POR : CELL 276-4069 OFFICE 779-1363

From: [Adkins, Erica](#)
To: [Ron Gatlin](#)
Cc: [Anthony, Eric](#); [Detar, Beth](#)
Subject: Re: Copy Paper Quotation
Date: Monday, August 05, 2013 2:21:08 PM

Hi Ron!!

Full truck/840 cartons of Xerox 3R2047 for delivery this month is \$28.50/ctn. On TCPN contract R4929.

I am copying in your rep Eric Anthony and your CSR Beth Detar.

If you have special delivery requirements, please let them know.

Thank you for contacting us for a quote!!!

E

Erica Adkins
Account Manager, Enterprise Group
Business Papers & Digital Specialty Media
P 817.240.0192 | F 803.835.1541

This email is for the exclusive use of the addressee and is subject to Domtar Confidentiality Notice.

From: Ron Gatlin
Sent: Monday, August 5, 2013 4:11 PM
To: Adkins, Erica
Subject: Copy Paper Quotation

Hello Ms. Adkins,

I understand that your firm has taken over the sales of copy paper for Xerox. We purchase a truckload of copy paper about 4-5 times per year.

Could you please quote me on a truckload 840 cases of 8.5x11 92 bright 20lb multipurpose copy paper?

I would also like to know if you are under contract with any of the Texas Cooperative Purchasing Contracts.

Regards,

Ron Gatlin
Purchasing Agent

rgatlin@canutillo-isd.org
(915) 877-7426
FAX (915) 877-7415

From: [Delgado, Cecilia](#)
Subject: CANUTILLO copy paper quote

RECAP

From: Delgado, Cecilia
Sent: Monday, July 15, 2013 11:32 AM
To: Ron Gatlin (rgatlin@canutillo-isd.org)
Subject: CANUTILLO copy paper quote
Attachments: CANUTILLO copy paper quote

Good morning Ron,

I hope you had a great weekend!

Here's our paper quote, please note that ours is brighter (104). Thank you!

\$28.00/case

STP135848

Staples® Copy Paper, LETTER-Size, 92/104 US/Euro Brightness, 20 lb., 8 1/2" x 11", 5,000 Sheets/Ct

[http://order.staplesadvantage.com/is/image/Staples/s0427839_sc7?\\$Adven!\\$&defaultImage=advnoimgavail_sc7](http://order.staplesadvantage.com/is/image/Staples/s0427839_sc7?$Adven!$&defaultImage=advnoimgavail_sc7)

Please let me know when ready to place the order.

Thank you!

Cecilia "Cecy" Delgado

Account Manager

Staples Advantage

Office DEPOT.

Customer: Canutillo Ind. School District # 89508622
Contact : Ron Gatlin - Purchasing Agent

Date: 8-05-13

<u>Item</u>	<u>Description</u>	<u>QTY</u>	<u>Price</u>	<u>Extended</u>
889-359	8.5 by 11 White Top Copy Paper Cases	840 CA	\$25.00	\$21,000.00

Based on TCPN Contract R5023

Quote Valid for 30 days.

Carlos Carrasco
Office Depot Business Division
915-227-6867
carlos.carrasco@officedepot.com

Total \$21,000.00