



Canutillo Independent School District

7965 Arcraft 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: December 3, 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 \$20,126.40. 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 \$20,126.40 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 Arcraft 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 Arcraft Rd., El Paso, TX 79932.



Request for Board Agenda Item

Purchasing Department

Date: 12/03/2013

Campus/Department: Financial Services

Vendor Name: Office Depot

Total Cost: \$20,126.40

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)

Alex Aguilar 12/03/2013
Campus/Department Administrator 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 CONTRACT # 5023

[Signature] 12/3/13
Purchasing Agent Date Signed

[Signature] 12/3/13
Executive Director of Financial Services Date Signed



Purchasing Approval Sheet

For Presentation to Board of Trustees

Purchasing Department

Financial Services (Verification of Funding Availability and Account Coding)

Approved Denied

Comment: _____

Signature: Maucha Agui Date: 12/3/13

Federal Programs (For Compliance with Grant Requirements)

Not Required Approved Denied

Comment: _____

Signature: _____ Date: _____

Curriculum & Instruction (For all Curriculum Related Purchases)

Not Required Approved Denied

Comment: _____

Signature: _____ Date: _____

Technology (For all Computer/Software/Peripheral Purchases)

Not Required Approved Denied

Comment: _____

Signature: _____ Date: _____

Legal Review

Not Required Approved Denied

Comment: _____

Signature: _____ Date: _____

Purchasing

Approved Denied

Comment: _____

Signature: [Signature] Date: 12/3/13



Copy Paper

For District-Wide Use

Cost Benefit Analysis Sheet
December 3, 2013

Copy Paper for District-Wide Use			
	Office Depot	Liberty Paper	XEROX (DONTAR)
Size	8.5" x 11"	8.5" x 11"	8.5" x 11"
Paper Weight	20lb	20lb	20lb
Brightness (95 Specified)	95	95	95
Pallet Count	40 Cases 840 Cases/Truckload	40 Cases 840 Cases/Truckload	40 Cases 840 Cases/Truckload
Local Presence	NO	NO	NO
Purchasing Cooperative Contract	TCPN #5023	TASB Buyboard #369-11	TCPN #R4929
Cost Per Case	\$23.96	\$24.25	\$29.90
Total Cost: (840 Cases)	\$20,126.40	\$20,370.00	\$25,116.00

Office DEPOT.

Customer: Canutillo Independent School District
Contact : Ron Gatlin -Purchasing Agent

Date:12-02-13

<u>Item</u>	<u>Description</u>	<u>QTY</u>	<u>Price</u>	<u>Extended</u>
404280-GPS2	8.5 by 11 White Top Copy Paper Cases	840 CA	\$23.96	\$20,126.40

**Truckload Pricing

Based on Contract TCPN Contract R5023
Quote Valid for 30 days.

Total \$20,126.40

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



BETTER PAPER . . . EVEN BETTER PRICES.

December 3, 2013

Canutillo Independent School District
Ron Gatlin
Purchasing Department
7965 Artcraft
El Paso, TX 79932

Ron,

Thank you for the opportunity to provide Canutillo Independent School District with the following quote:

Copy Paper, 8 ½ x 11, 20lbs: 1 Truckload (840 Cases) = \$24.25/case

This quote is valid for 30 days. All orders are shipped with no shipping or delivery charges. We stand behind our products 100%.

I definitely appreciate the opportunity. Please contact me with any questions or requests.

Kind Regards,

Lily Reynoso
Account Executive
P. 323.582.3400 x113
lily@libertypp.com

Libertypaper

Ron Gatlin

Subject: FW: copy paper quote

From: Adkins, Erica [mailto:Erica.Adkins@domtar.com]

Sent: Monday, December 02, 2013 1:25 PM

To: Ron Gatlin

Cc: Anthony, Eric

Subject: RE: copy paper quote

Hi Ron!!

Below is your quote... I'm copying in Eric Anthony, your sales rep, as well.

TCPN R4929 Quote

Full Truck (840 cartons) of Xerox 4200 8.5x11 20# White- 3R02047

\$29.90/carton

Price delivered to standard size/height dock via semi tractor trailer.

If lift gate or other services are required, contact me for pricing.

Price firm on orders for delivery by January 17, 2014.

Thank you for the opporutnity to provide you this info. Ron!!

E

Erica Adkins, Account Manager

Enterprise Group, A Domtar Business

Digital Business Papers & Specialty Media

P: 817-240-0192 | F: 803-835-1541

Order Placement & Inquiry Support:

P: 800-458-4640 option 6 (Southwest) | F: 803-835-1781 | egwtexas@domtar.com

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