



1000 West Eighth Street • P.O. Box 3033 • Gillette, Wyoming 82717-3033
Office: (307) 682-5171 Fax: (307) 682-6619

Teaching Effectively - Learning Successfully

Dr. Alex Ayers
Superintendent of Schools

Dennis Holmes
Associate Superintendent
for Instructional Support

Carl Fox
Purchasing Manager

Jessica Kiehn
Purchasing Technician

November 18, 2021

To: Board of Trustees

From: Dennis Holmes

Associate Superintendent for Instructional Support

Re: **Award of Bid for Colored Copy Paper FY2021-2022**

Based on bids received recommend award as follows:

| Bidder | Total |
|--------------------------------|--------------------|
| RightGift Inc. | \$37,451.11 |
| Wyoming Office Products | \$40,870.06 |

Notes:

All paper products needed for print shop stock to support schools and district print services. Wyoming Office Products is allowed a 5% preference for being an in state vendor and was able to supply the majority of products asked for.

Totals are based on projected usage and may vary depending on actual usage.

Source of Funds: General Fund.

Recommendation:

Award Bid to Wyoming Office Products in the amount of \$40,870.06.