

MEMORANDUM



Spokane Public Schools
excellence for everyone

November 18, 2020

TO: Cindy Coleman
Chief Financial Officer

SUBJECT: Bid No. 9-2021, Boxes for Meals

Recommendation:

Approve issuance of a purchase order to The Box Maker Inc, Spokane WA in the amount of \$86,000.00 plus tax for the district's supply of cardboard boxes for meal delivery.

Tabulation:

See below.

Background:

During the closure of schools, the district has committed to providing meals to students. Nutrition Services is providing meals for the week and requires a box to pack them. This makes it easier to distribute and transport to the drop off locations. After evaluation of several types, a standard box size and type was determined. 10,000 boxes per week are needed to provide the meals. This bid would provide the required boxes through April 2021.

The recommended award is to the responsible and responsive low bidder. In the unlikely event that the product awarded is found to be not acceptable for district use after delivery or the vendor is unable to supply the product, it is further recommended that authorization be granted to proceed to the next low bidder and award to that bidder whose product fully meets acceptance criteria. Expenditure for this product is from the general fund.

TABULATION

Vendor	Box Size	Delivery Period	Cost/Box	Grand Total
Action Shipping Depot Spokane, WA	12" x 9" x 6"	Pricing same for all deliveries	\$0.63	\$126,000.00
The Box Maker Inc Spokane, WA	12" x 9" x 6"	Possible price increase, if industry has an increase. Documentation will be provided.	\$0.43	\$ 86,000.00 ✓
Spokane Packaging Spokane, WA	12" x 9" x 6"	Pricing same for all deliveries	\$0.4655	\$ 93,100.00
Staples Contract & Commercial LLC Framingham, MA	12" x 9" x 6"	Pricing same for all deliveries	\$0.49	\$ 98,000.00
WCP Solutions Spokane, WA	12" x 10" x 6"	Pricing same for all deliveries	\$0.56	\$112,000.00

✓ Low responsive bid