

RECAPITULATION OF BIDS RECEIVED

PR# 7997

Date: August 3, 2016

School/Site: Mt. Diablo USD Purchasing/Supply Warehouse Departments

Vendor Selected: Office Depot

Bids were received: Verbally Writing X (2 Truckloads, 1680 Cases)

List all bids obtained from all vendors including the vendor selected and any vendors who declined to bid. Attach all written bids to this form.

Bidder	Amount
1. Office Depot TCPN Contract	\$19,950/Truckload Ttl: \$39,900.00
2. NONE	
3. NONE	

Is the successful vendor a local business entity? Yes X No

Purchases for the sum of all items from \$2,500 to \$14,999 require at least three quotes. You may obtain them by telephone, in person, email or in writing and they must be summarized on this form.

Purchases for the sum of all items from \$15,000 to \$87,800 (or adjusted annually by the Superintendent of Public Inspection. Informal competitive bidding requires three written bid quotations specifically describing the goods and their prices. The bid quotation may be obtained either on a bid-quotation form or on the vendor's letterhead stationery. In either case, the bid must be written in ink and signed by an authorized representative of the vendor.

You must attach a sole source letter from any vendor to the PR for the purchases for goods for services available from only one (1) vendor.

Purchases for construction projects for more than \$175,000 require formal bidding process.

All purchases over \$87,800 requires Board approval prior to the issuance of a purchase order.

No Bid Justification: REQUESTING BOARD APPROVAL TO "PIGGYBACK" USING TCPN CONTRACT AWARDED TO OFFICE DEPOT.

Marcia Rye

(Signature of person receiving bids)