



April 21, 2023

TO: Business Administrators
Purchasing Managers
Los Angeles County School Districts

FROM: Terri Lyttaker, Controller

SUBJECT: Standard School Supplies and Cut Stock Paper Instructions for Placing Orders
Renewal of Bid No. 20/21-1651

On April 12, 2023, the County Superintendent of Schools approved, on behalf of the Los Angeles County Office of Education (LACOE), the established rules and regulations under which any school district in the county, shall purchase Standard School Supplies and Equipment per California Education Code 38110. The vendor contracts listed in the attachment are approved for piggyback use by districts or public agencies in accordance with California Public Contract Code 20118. The bid was advertised and awarded to the lowest responsive and responsible bidders.

Under Education Code 38110 and 38112, districts may forego bidding for themselves when using any of LACOE's Standard School Supply contracts. This authorization is separate and apart from any other piggybacking authority found in Public Contract Code 20118. For more information regarding district and supplier obligations, all bid-related documentations, including terms and conditions, please email Procurement@lacoe.edu.

You are encouraged to pay particular attention to the provisions of Education Code Sections 32060 through 32066 that relate to the purchase and placement of art or craft materials in the classroom. It is each district's responsibility to ensure that the items purchased are in compliance with these provisions.

We have attached information and instructions for placing purchase orders against the 2019-2020, Standard School Supplies countywide agreements. The attachment also includes the names, addresses, points of contact, and phone numbers of all awarded vendors. All purchase orders may be dated and submitted throughout the agreement period, and the deliveries must be completed no later than April 12, 2024.

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Should you have any questions, please call Mr. Michael Marikian, Buyer at (562) 922-6658.

Approved:
Karen Kimmel
Chief Financial Officer
Business Services

TL:MM
Attachment
CO-1-2022-23

Los Angeles County Office of Education

Instructions for Using Standard School Supplies Bid 20/21-1651

Awarded Vendors and Contact Information

- A. Category: Office Supplies/First Aid & Safety:**
Awarded to: Staples Contract & Commercial LLC
DBA: Staples Business Advantage
Representative: Bob Taylor
Title: Area Vice President of Sales
Address: 16501 Trojan Way
City, State & Zip: La Mirada, CA 90638
Phone Number: (213) 500-0177
Email: Robert.Taylor@Staples.com
- B. Category: Cut-Stock Paper**
Awarded to: Kelly Spicer's, Inc.
Representative: Jeff Scuderi
Title: Paper, Wide Format & Packaging Sales Manager
Address: 12310 E. Slauson Ave.
City, State & Zip: Santa Fe Springs, CA 90670
Phone Number (cell): (949) 697-3883
Email: jeff.scuderi@kellyspicers.com
- C. Category: Ink & Toner**
Awarded to: Central Jersey Office Equipment, Inc.
DBA: State Toner
Representative: Nancy Berger
Title: Sales Manager
Address: 2 Howell Road
City, State & Zip: Freehold, NJ 07728
Phone Number: (833) 446-8872
Email: sales@statetoner.com
- D. Category: Janitorial Supplies**
Awarded to: P&R Paper Supply Company, Inc.
Representative: Marshall Manafian
Title: Account Manager
Address: 1898 East Colton Ave.
City, State & Zip: Redlands, CA 92675
Phone Number: (949) 633-0378
Email: marshall.manafian@imperialdade.com