



August 4, 2021

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

On April 5, 2021, 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. In accordance with the Code, the vendors listed are approved for piggyback use by districts or public agencies within the county. The bid was advertised and awarded to the lowest responsible bidders.

In accordance with California Public Contract Code Section 20118, if the Board of any school district or public agency has determined it to be in the best interest of the district or public agency, it may purchase against the bid (piggyback).

We have attached information and instructions for placing purchase orders (Attachment No. 1) against the 2020-2021 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 24, 2022.

Districts may forego bidding for themselves when using any of LACOE's Standard School Supply contracts. Under Education Code 38110 and 38112, you are authorized to buy from LACOE contracts. This authorization is separate and apart from any other piggybacking authority found in Public Contract Code 20118. For districts that desire more details regarding district and supplier obligations, all bid documentation, including terms and conditions, will be posted at [EdBuy.org](https://www.edbuy.org).

[EdBuy](https://www.edbuy.org) will have free training sessions that can be set up at various locations and available to all districts accessing the LACOE contract. The training will demonstrate to users how to use word search, browse by category, search for contracts, how to create a list with extended pricing and

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learn about the best purchasing practices. Use the attached form to request an appointment or to request a district workshop (Attachment No. 2).

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.

Should you have any questions, please call Ms. Patty Barrios, Buyer at (562) 803-8491.

Approved:
Patricia Smith
Chief Financial Officer
Business Services

TL:jj
Attachments
CO-1-2021-22

cc: Orange County Department of Education
Orange County School Districts

Attachment No. 1

Los Angeles County Office of Education

Standard School Supplies & Equipment Bids for Paper, First Aid and Safety, Ink & Toner, Instructional Supplies, Janitorial Supplies, Office Supplies, and Specialty Cut-Stock Papers

Awarded through

RFB #20/21-1651 and RFB #20/21-1651R

Awarded Vendors and Contact Information

A. Copy Paper, First Aid and Safety, Instructional Supplies, and Office Supplies

Awarded to: Staples
Representative: Bob Taylor
Address: 16501 Trojan Way
La Mirada, CA 90638
Phone Number: (714) 868-4286
Fax Number: (714) 868-4771

B. Ink & Toner

Awarded to: State Toner
Representative: Nancy Berger
Address: 2 Howell Road
Freehold, NJ 07728
Phone Number: (833) 446-8872
Fax Number: (518) 602-1792

C. Janitorial Supplies

Awarded to: P&R Paper
Representative: Marshall Manafian
Address: 1898 E. Colton Ave.
Redlands, CA 92374
Phone Number: (949) 633-0378
Fax Number: (949) 720-0907

D. Specialty Cut-Stock Papers

Awarded to: Spicers Paper Inc.
Representative: Jeff Scuderi
Address: 12310 E. Slauson Ave.
Santa Fe Springs, CA 90670
Phone Number: (949) 697-3883
Fax Number: (562) 693-0868

How to Find Awarded Items and Pricing

Participating school districts have multiple options on how to shop, order, and make use of LACOE's Standard School Supply contracts.

A. Direct Relationships – A school district may deal with an awarded vendor directly by calling upon the awarded vendor for pricing, establishing an account with a vendor's website, and sending purchase orders directly to the contracted vendor. Awarded vendors are required to provide or show their contracted or lower pricing to agencies using the LACOE contract. Districts must inform vendors that they are using the LACOE contracts to obtain discounted bid pricing or lower. Each month vendors are required to report to LACOE any sales made through the contract, and then these reports are reviewed to ensure the vendors are selling at the bid price or lower.

B. Use of EdBuy Tools – LACOE is cooperating with other county superintendents and offices of education to post prices for use in Los Angeles County and all other counties and districts in California. The California County Superintendents Educational Services Association (CCSESA) provides the website EdBuy.org for this purpose. Therefore, there are now several ways to view items under contract and corresponding pricing:

1. Online Search – As awarded vendors update their descriptions after their notice of award, Core Items on the LACOE contract are loaded into the EdBuy database. If a vendor supplies pictures, the photographs are attached to line-item descriptions. To begin, click on the "Shop Contracts" link on the website at EdBuy.org. Buyers can then use the full functionality of the EdBuy website to shop and manage items from the LACOE contract. On-line functionality includes:

- Keyword or SKU number search
- Contract type or category search
- Awarded vendor listings, contract descriptions, and line-item awards
- Clicking or browsing through the index of product categories
- Creating and saving lists with extended pricing for up to 30 days
- Online bid and contract documentation

Typically, contracted vendors provide EdBuy with pricing and descriptions for contracted Core Items and their most popular products, not everything in their catalog. To see all items in the contracted catalog, agencies have the option to:

- Deal directly with the awarded vendor's methods to obtain contract pricing
- Use EdBuy's punchout to see a vendor's complete catalog with EdBuy pricing (not all vendors have this capability)

2. Punchout – If a vendor has the capability, LACOE contract pricing may be displayed through a punchout from EdBuy.org to a vendor's own proprietary website. To find LACOE's contract pricing, click on "Shop Contract," then "Shop These Sites."

3. Epylon – Any district having an Epylon Corporation eCommerce account will automatically have access to all appropriate LACOE contracts, punchout, plus the capability to quote against the contract for further volume discounts. For information contact Suzanne Barchi at (209) 992-6181.

4. Hard Copy Lists – For convenience of some districts, Excel and PDF copies of Core List pricing for all LACOE contracts are posted on EdBuy. The Excel lists also document the bid discounts provided for Rest-of-Catalog pricing, enabling agencies to calculate and verify they are obtaining the lowest contract price.

How to Order

- A. A buying agency may establish a relationship with an awarded vendor and send purchase orders directly to the contractor.
- B. If using EdBuy, a user can create a shopping list with desired quantities. The shopping list can be saved for up to 30 days by giving the list a name and saving it with an e-mail address. When printed out, the shopping list includes extended prices and a total value of all items. This list can be attached to and referenced in a paper purchase order. (When shopping on a vendor's proprietary punchout site, a buyer will find that items in the shopping cart also come back as a list that can be saved on the EdBuy website.)
- B. According to contract terms and conditions, shipping is free for any order of \$100 or more. If the order is \$100 or more, do not include shipping on your purchase order, but add required sales tax.
- C. Make purchase order out to the awarded vendor as listed in this memo or on a corresponding EdBuy Procurement Bulletin.
- D. The purchase orders and attached list can be sent to the vendor directly or can be sent to EdBuy for review of correct pricing and archiving for audit. If sending to EdBuy, fax the purchase order to (800) 606-6148.

Two Training Webinars

Join one of our 60-minute sessions. There's No Sales Pitch.

Learn How to Get the Most Value from LACOE Standard School Supply & Equipment Contracts

- How to find pricing
- How to get bid documentation
- How to ask for voluntary discounts
- How to shop for items on the EdBuy site
- How to create and save shopping lists
- How to use vendors' own sites and still get LACOE prices



A) 10 a.m. Wednesday, Aug. 11 2021 B) 2 pm. Wednesday, Aug. 11, 2021



How to Sign Up for Free Training

To request a spot for one of our free 60-minute training webinars, simply send an email with your phone, contact information, and notation of which session you want to attend to Service@Epylon.com. Use the subject line "EdBuy Training." You will get a return email with log-in instructions.