
PROCEDURE FOR ANNUAL CUSTODIAL PAPER QUOTES

(MNO-P025)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This procedure outlines the recommended process for obtaining the annual custodial paper quotes.

The online version of this procedure is official; therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Assistant Director of Maintenance and Operations

3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Director of Maintenance and Operations

4.0 DEFINITIONS:

- 4.1 Brown roll towels - 8"x 625'per roll, 12 rolls per case
- 4.2 Two-ply toilet paper - 4.5"x4.0", 500 sheet rolls, 96 rolls per case
- 4.3 White multifold towels - 200 per package, 20 packages per case
- 4.4 Seat covers - 250 sheets per package, 20 packages per case
- 4.5 Crown Paper and Janitorial Supply, 1401 W. Pine, Walla Walla, WA 99362
- 4.6 General Supply Company, PO Box 2217, Yakima WA 98807
- 4.7 Custodial Western Cascade, 3421 N. Haven, Spokane WA 99207
- 4.8 Service Paper, 3902 E. Ferry, Spokane WA 99202
- 4.9 Murry Chemical, E. 219 Third Avenue, Spokane WA 99210
- 4.10 Eastern Cascade Vending, 917 N. Chelan Avenue, Wenatchee WA 98801
- 4.11 Asplund Supply Company, 410 S. Columbia, Wenatchee, WA 98801

5.0 PROCEDURE:

- 5.1 On or before June 1st, the Assistant Director of Maintenance and Operations reviews the paper use for the previous year and compares it to the two previous years' use.
- 5.2 Based on the this information, the Assistant Director of Maintenance and Operations decides how many case of brown rolled towels, single-ply toilet paper, two-ply toilet paper, seat covers, and multi-fold towels will be needed for the next school year.
- 5.3 The request is put in the form of a letter and sent to the following companies: Crown Paper, General Supply, Service Paper, Custodial Western Cascade, Eastern Cascade Vending, Murry Chemical, Asplund Supply, and any other custodial supply company that has asked to be included in the quote process. The letter will include a date and deadline for submission of the quotes.
- 5.4 The quotes will be open for three weeks, and all quotes will be returned to the Assistant Director of Maintenance and Operations at the end of the working day on the date they are due.

**PROCEDURE FOR ANNUAL CUSTODIAL PAPER QUOTES
(MNO-P025)**

WENATCHEE SCHOOL DISTRICT

- 5.4.1 Quotes may be mailed, faxed or e-mailed. No quotes will be accepted over the phone.
- 5.5 The Assistant Director of Maintenance and Operations will open the quotes and compare the cost per for all items quoted. brown rolled towels, cost per square foot; single- and two-ply toilet paper, per square; seat covers, per single sheet; multi-fold towels, per single towel.
- 5.6 The quote will be awarded to the lowest quote.
- 5.7 The Assistant Director of Maintenance and Operations will notify the winning company by phone.
- 5.8 Delivery of paper supplies will be 30 days after the notification of the quote.
- 5.9 The Assistant Director of Maintenance and Operations will send out a copy of the all the quotes for comparison to all companies involved in the process.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Letter requesting price quotes
- 6.2 Price comparison sheet

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Letter with price quotes	Custodial Office	5 years	As desired	Computer and file
Price comparison sheet	Custodial Office	5 years	As desired	Computer and file

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
21-Sept-04	A	Original Release
21-Dec-05	B	Deleted 4.2 reference to single-ply toilet paper; replaced "Custodial Supervisor" with "Assistant Director of Maintenance and Operations"

* * E n d o f p r o c e d u r e * *