



CORONA-NORCO UNIFIED SCHOOL DISTRICT
2820 CLARK AVENUE • NORCO, CALIFORNIA 92860-1903
TELEPHONE: (951) 736-5000 • <http://www.cnusd.k12.ca.us>

Michael H. Lin, Ed.D., Superintendent
Tel.: (951) 736-5010 / Fax: (951) 736-5015

**Samuel Buenrostro, Ed.D., Deputy Superintendent
Instructional Support**
Tel.: (951) 736-5111 / Fax: (951) 736-5172

**Lisa Simon Ed.D., Associate Superintendent
Educational Services**
Tel.: (951) 736-5080 / Fax: (951) 736-5087

**Alan P. Giles, Asst. Superintendent
Business Services**
Tel.: (951) 736-5035 / Fax: (951) 736-5055

**Glen A. Gonsalves, Asst. Superintendent
Human Resources**
Tel.: (951) 736-5064 / Fax: (951) 736-5077

**Ben Odipo, PMP, Asst. Superintendent
Information Technology**
Tel.: (951) 736-5190 / Fax: (951) 736-5196

**Judy K. Now, Chief of Staff
Executive Services**
Tel.: (951) 736-5003 / Fax: (951) 736-5015

January 17, 2019

Southwest School & Office Supply
Aja Stickler
3790 De Forest Circle
Jurupa Valley, CA 91752
(909)980-7777
biddesk@southwestschool.com

Re: Notice of Intent to Award– Just-In-Time Office and Classroom Supply
Bid No. 2018/19-023

Dear Ms. Stickler,

I am pleased to inform you that Southwest School & Office Supply is one of the apparent low bidders in the Just-In-Time Office and Classroom Supply, Bid No. 2018/19-023. The recommendation will be presented for approval at the Board of Education meeting on February 5, 2019.

In furtherance of the contract processing and in accordance to the bid documents, attached are the following contract documents:

1. Agreement
2. Worker's Compensation Certification
3. Drug-Free Workplace Certification
4. Criminal Records Check Certification
5. Certificates of Insurance with Additional Insured Endorsement

Please sign and return all documents within ten (10) business days of receipt of this letter. No work shall commence prior to submission of the documents referenced above.

We look forward to a mutually rewarding relationship. If you have any questions or need additional information, please contact Heidi Weber, Supervisor, at (951) 736-5050 or Heidi.Weber@cnusd.k12.ca.us.

Sincerely,

Heidi Weber
Purchasing Supervisor
(951) 736-5050

Board of Education

Jose W. Lallas, Ph.D.

Bill Newberry

Bill Pollock

Mary Helen Ybarra

John "Mr. Z" Zickefoose

