



**CORONA-NORCO UNIFIED SCHOOL DISTRICT**  
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January 16, 2019

Spicers Paper, Inc.  
Jason Christopher and Tom Liotta  
12310 East Slauson Avenue  
Santa Fe Springs, CA 90670  
(714)883-7277  
[Jason.Christopher@spicers.com](mailto:Jason.Christopher@spicers.com)

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

Dear Mr. Christopher and Mr. Liotta,

I am pleased to inform you that Spicers Paper Inc. 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](mailto:Heidi.Weber@cnusd.k12.ca.us).

Sincerely,

Heidi Weber  
Purchasing Supervisor  
(951) 736-5050

**Board of Education**

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