Purchasing Department
2815 East Garland Avenue
Spokane, WA 99207-5889

phone (509) 354-7174
fax (509) 354-7183
www.spokaneschools.org

Spokane Public Schools
excellence for everyone

October 28, 2025

RE: SPS Quote 8759-2526 - Surplus Curriculum Materials

Interested Parties,

A listing of surplus curriculum materials is provided by separate attachment. **Any Washington State funded entity requesting materials shall be given first priority.** Any items not requested by a public agency will be sold to the highest private respondent with the following understanding:

1. To ensure your solicitation response is properly evaluated, reply to CathyCa@SpokaneSchools.org, SharonTh@SpokaneSchools.org and AlexN@SpokaneSchools.org with your pricing attached or embedded no later than 2:00 PM PST, November 14, 2025. The District appreciates responses to be on the Excel form attached but sending by other method will not impact award.
2. Preference shall be given to respondents submitting an offer to purchase the entire list of curriculum materials.
3. This quotation may be awarded on a title by title basis, with a minimum total purchase value of $200.00 (minimum exempted for Washington State funded entities).
4. Include any minimum quantities for offered pricing.
5. **Pickup from our Central Warehouse (address below) will be required by 2:30 PM December 12, 2025,** and all transportation costs will be the respondent's responsibility (including Washington State funded entities).
6. The determination to award will be made by Spokane Public Schools (SPS) with consideration given first to any Washington State funded entity, then to the price offered and the SPS staff time required to fulfill the terms of the offer.
7. Notification of award will be issued on or before 4:00 PM PST, December 2, 2025.

Address of the SPS Central Warehouse is:
2815 E. Garland Avenue
Spokane, WA 99207

Please email any questions you might have to CathyCa@SpokaneSchools.org, SharonTh@SpokaneSchools.org and AlexN@SpokaneSchools.org.

Thank you for your time and consideration,

Cathy Calhoon
Buyer
Purchasing, Spokane Public Schools
509-354-7189
CathyCa@SpokaneSchools.org