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**INTEROFFICE MEMORANDUM**

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**TO:** KARI CREMASCOLI  
TODD DRAFALL  
**FROM:** KATIE HANNIGAN  
**SUBJECT:** PAPER BID  
**DATE:** 4/1/19

**Background Information**

A request for bids was posted on the District website and published in the newspaper for paper for the 2018-19 school year. We received two bids. The quantity that was bid was based on prior year's totals. The actual quantities ordered will change, which will change the dollar amount as well. Funds for this expenditure are part of the per pupil allocation. Last year's actual paper order was \$46,570.31.

The results of the bid are as follows:

Veritiv	\$60,901.00
School Specialty	Incomplete bid

**Administrative Consideration**

The paper bid is an all or nothing bid, each vendor must bid on all items to be considered a responsible/responsive bidder. Therefore, we only received one responsive bid. Upon further investigation it was determined that the cost of paper has increased from last year across all companies. They have experienced a decrease in supply due to mill closings, which has significantly impacted the market. We chose to also investigate the state bid to confirm the increased costs. This year the state bid was awarded to our current vendor Midland Paper. The cost of that bid, provided the same paper quantities, would be \$63,120.30.

Currently, we have been able to secure low pricing by requiring our annual paper supply to be delivered in one shipment during the summer. This leads to all of our schools storing large amounts of paper throughout the year, often times on their stages. All school districts have the right to utilize the state bid at any time, without putting out their own bid. The state bid would allow us to purchase the paper in smaller quantities, affording us more space and making it less likely that we would order more than we need.

**Recommendation**

It is recommended that the Board of Education reject all bids turned into the district and utilize the state bid for paper for the 2019-2020 school year.

## BID SPECIFICATIONS FOR COPIER PAPER

**Bidders are to furnish pricing for copier paper in the quantities and quality herein specified. All paper must be PREMIUM #4 GRADE QUALITY PAPER capable of running properly on high volume copiers. Also, bidders MUST furnish a 1(ONE) ream sample of 8.5"x11" paper; the same brand and grade which your bid price is based on and which you intend to ship. This sample will be tested for jams, curl, texture, collating ability and packaging in order to determine the "best buy" for the district. The sample must be submitted on or before the bid opening date. Failure to comply with submitting a sample is grounds for disqualification of this bid. Also included is colored paper (colors listed below). Colored paper should be of the same premium quality and be capable of running properly on high volume copiers.**

DESCRIPTION	QTY (cases)	UNIT PRICE	EXTENDED PRICE
White Virgin 8.5" x 11"	1700	29.50	50150.00
White Virgin 8.5" x 14"	10	42.50	425.00
White Virgin 11" x 17"	10	34.00	340.00
Color Paper 8.5" x 11"- Buff	20	37.35	747.00
Color Paper 8.5" x 11" - Blue	35	37.35	1307.25
Color Paper 8.5" x 11" - Goldenrod	25	37.35	933.75
Color Paper 8.5" x 11" - Green	30	37.35	1120.50
Color Paper 8.5" x 11" - Canary	20	37.35	747.00
Color Paper 8.5" x 11" - Yellow	20	37.35	747.00
Color Paper 8.5" x 11" - Ivory (not buff)	10	37.35	373.50
Color Paper 8.5" x 11" - Pink	25	37.35	933.75
Color Paper 8.5" x 11" - Cherry	15	37.35	560.25
Color Paper 8.5" x 11" - Salmon	30	37.35	1120.50
Color Paper 8.5" x 11" - Lilac	30	37.35	1120.50
Color Paper 8.5" x 14 - Blue	1	55.00	55.00
Color Paper 8.5" x 14 - Green	1	55.00	55.00
Color Paper 8.5" x 14 - Canary	1	55.00	55.00
Color Paper 8.5" x 14 - Pink	1	55.00	55.00
Color Paper 8.5" x 14 - Goldenrod	1	55.00	55.00
TOTAL			60901.00

Sample ream of Comet is being sent direct to you from our Sample Dept.

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**Colored paper should be of the same premium quality and be capable of running properly on high volume copiers.**

DESCRIPTION	QTY	UNIT PRICE	EXTENDED PRICE
White Virgin 8.5" x 11"	1700		NO BID
White Virgin 8.5" x 14"	10		NO BID
White Virgin 11" x 17"	10		NO BID
Color Paper 8.5" x 11"- Buff SSI# 053910	20	4.55/ream	91.00
Color Paper 8.5" x 11" - Blue SSI# 053907	35	4.55/ream	159.25
Color Paper 8.5" x 11" - Goldenrod SSI# 053916	25	4.55 /ream	113.75
Color Paper 8.5" x 11" - Green SSI# 053919	30	4.55/ream	136.50
Color Paper 8.5" x 11" - Canary SSI# 1060765	20	7.69/ream	153.75
Color Paper 8.5" x 11" - Yellow SSI# 054666	20	6.36/ream	127.15
Color Paper 8.5" x 11" - Ivory (not buff) SSI# 055017	10	4.55/ream	45.50
Color Paper 8.5" x 11" - Pink SSI# 053922	25	4.55/ream	113.75
Color Paper 8.5" x 11" - Cherry SSI# 055029	15	4.55/ream	68.25
Color Paper 8.5" x 11" - Salmon SSI# 055023	30	4.55/ream	136.50
Color Paper 8.5" x 11" - Lilac SSI# 1060749	30	7.69/ream	230.63
Color Paper 8.5" x 14 - Blue	1		NO BID
Color Paper 8.5" x 14 - Green	1		NO BID
Color Paper 8.5" x 14 - Canary	1		NO BID
Color Paper 8.5" x 14 - Pink	1		NO BID
Color Paper 8.5" x 14 - Goldenrod	1		NO BID
TOTAL			1376.03