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**INTEROFFICE MEMORANDUM**

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**TO:** DR. KEVIN RUSSELL  
TODD DRAFALL  
**FROM:** KATIE HANNIGAN  
**SUBJECT:** PAPER BID  
**DATE:** 2/5/20

**Background Information**

A request for bids was posted on the District website and published in the newspaper for paper for the 2020-21 school year. We received four bids. The quantity bid was based on this year's orders. The actual quantities ordered will vary, which will change the dollar amount as well. Funds for this expenditure are part of the per pupil allocation. This year's actual paper order was \$58,598.70, which is slightly less than the amounts bid last year.

The results of this year's bid are as follows:

Midland Paper	\$46,288.60
Veritiv Operating Company	\$48,241.25
Quill	\$65,494.30
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. We have been ordering paper from Midland for several years. They are able to ship to our schools within a few days, and office staff has been happy with their service. We are expecting our overall costs to decrease this year, as the pricing has come down from last year.

**Recommendation**

After reviewing the bids, it is recommended that the bid for paper be awarded to Midland Paper for an estimated cost of \$46,288.60.