

Department Of Physical Plant & Operations

To: Board of Education
Via: Hank Thiele
From: Jim Kolodziej
Re: Award of Bid – Copy Paper
Date: June 13, 2019

Specifications were developed for purposes of bidding copier paper for the District. Bid documents were mailed to fourteen suppliers, a legal notice was published in the local newspaper, and the information was posted on our website.

The lowest bidder was Midland Paper.

The bid again this year was for recycled paper and reflects our continued approach to comply with state law as well as expand our conservation program. The cost for both white and colored copy paper has decreased this year by 6.34%.

As you know, two years ago the District installed new printers and management software at all of our buildings. As a result, we ordered less copy paper last year and reduced the amount spent. This year, we lowered the amount of white copy paper even more from 1930 cases to 1500 cases, showing that the management system is working.

The low bid submitted by Midland Paper meets our bid requirements and it is under our estimated budget.

We ask the Board of Education to approve an award of contract to Midland Paper, Wheeling, Illinois, for copier paper for fiscal year 2019- 2020 in the amount of **\$55,763.02**.