

Department Of Physical Plant & Operations

To: Board of Education
Via: Hank Thiele
From: Jim Kolodziej
Re: Award of Bid – Copy Paper
Date: June 8, 2020

Specifications were developed for purposes of bidding copier paper for the District. Bid documents were emailed to fourteen suppliers, a legal notice was published in the local newspaper, and the information was posted on our website, as well as uploaded to a digital platform via BuildingConnected.com.

We received a total of six (6) bids. 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 white paper has decreased this year by 14.70%.

Three 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 by 6.43%. This year, we lowered the amount of white copy paper even more from 1500 cases to 690 cases; and overall order from 1763 to 912 cases. I believe this is due to contributing attributes such as an overstock from last year as well as closing our buildings in March 2020 and moving to an e-learning platform.

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 2020-2021 in the amount of **\$26,516.89**.