

Department Of Physical Plant & Operations

To: Board of Education
Via: Hank Thiele
From: Jim Kolodziej
Re: Award of Bid – Copy Paper
Date: June 14, 2021

Specifications were developed for purposes of bidding copier paper for the District. Bid documents were emailed to fifteen (15) 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 four (4) 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.

This year, we lowered the amount of white copy paper from 690 cases to 565 cases; and our overall order from 912 cases to 671 cases; which resulted in savings of 18.32% from the previous year.

I believe this is due to contributing attributes such as an overstock from 2019 and 2020 and the closing of our buildings in March 2020 and moving to predominantly an e-learning platform over the past several months.

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 2021-2022 in the amount of \$21,657.80.