

Department Of Physical Plant & Operations

To: Board of Education
Via: Hank Thiele
From: Jim Kolodziej
Re: Award of Bid – Copy Paper
Date: June 14, 2018

Specifications were developed for purposes of bidding copier paper for the District. Bid documents were mailed to fifteen suppliers and a legal notice was published in the local newspaper. 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 increased slightly this year.

As you know, a year 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, 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 urge the Board of Education to approve an award of contract to Midland Paper, Wheeling, Illinois, for copier paper for fiscal year 2018- 2019 in the amount of \$60,302.60.