

To: The Board of Education

From: Paula Murrish, executive director, nutrition & wellness/ printing & purchasing  
Don Brents, buyer, supervisor printing & purchasing

Re: Purchase of Copy Paper for 2018-19 School Year

Date: September 10, 2018

Background:

The last paper bid was completed in March of 2018 for 8400 reams. We have seen an increase in the market due to the continuous fall in the copier paper consumption, due to the rise of electronic means of communication. Thus the paper market supply is being cut preemptively by the limited number of producers now making copy paper in North America in an attempt to preserve profitability in a declining market.

Historical paper purchases:

2010 - \$2.612 per ream - \$109,704 \*

2012 - \$2.462 per ream - \$103,404 \*

2013 - \$2.293 per ream - \$96,306 \*

2014 - \$2.357 per ream - \$39,597.60 \*\*

2015 - \$2.357 per ream - \$39,597.60 \*\*

2016 - \$2.272 per ream - \$19,084.80 \*\*\*

2017 - \$2.249 per ream - \$18,891.60 \*\*\*

2017 - \$2.150 per ream - \$18,060.00 \*\*\*

2017 - \$2.069 per ream - \$17,379.60 \*\*\*

2018 - \$2.252 per ream - \$18,916.80 \*\*\*

\*denotes five truckloads  
\*\*denotes two truckloads  
\*\*\*denotes one truckloads

Bids and Specifications:

Specifications were written for 16,800 reams of white 8 ½" X 11" paper (2 truckloads) and bids were solicited from five qualified vendors and results are as follow:

<u>Vendor</u>	<u>Price Per Ream</u>	<u>Total Delivered Price</u>
Veritiv Contract Paper Group	No Response \$2.697	\$45,309.60
Clampitt Paper Co	No Response	
Office Depot	\$2.625	\$44,090.08
Midland Paper Co	No Response	

Recommendation:

The administration recommends the Board of Education approve the purchase of white paper from the low bidder Office Depot, for a total, delivered cost of \$44,090.08.

Motion:

"I move that we approve the purchase of 16,800 reams of paper from Office Depot for a total, delivered cost of \$44,090.05."

General Fund Account #0125200000 56199