

To: Board of Education

From: Paula Murrish, director, food services & purchasing, ext. 2706
Don Brents, buyer, manager, printing/warehouse, ext. 1677

Re: Purchase of Copy Paper for 2015-2016 School Year

Date: January 7, 2016

Background:

The last paper bid was done in July of 2015 for two truckloads. Previously, we have ordered five truckloads which results in greater savings. Due to storage limitations we are still only able to order two truckloads at this time.

Historical Paper Purchases:		
2008	\$2.610 per ream	\$109,620
2009	\$2.440 per ream	\$102,480
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
January, 2015	\$2.357 per ream	*\$39,597.60
July, 2015	\$2.308 per ream	*\$38,774.40
*denotes two truckloads		

Bids and Specifications:

Specifications were written for 16,800 reams of white 8 ½" x 11" paper, and bids were solicited from five qualified vendors. Results are as follow:

<u>Vendor</u>	<u>Price Per Ream</u>	<u>Total Delivered Price</u>
Veritiv Paper Company	\$2.42	\$40,656.00
Contract Paper Group	\$2.257	\$37,917.60
Rangel Distributing Co.	No Response	
Clayton Paper & Distribution Co.	No Response	
Clampitt Paper of Kansas	\$2.35	\$39,480.00
Shaughnessy Paper	\$2.35	\$39,480.00

Recommendation:

The administration recommends board approval for the purchase of white paper from the low bidder, Contract Paper Group, for a total, delivered cost of \$37,917.60.

General Fund Account #0125200000 56199

Motion:

"I move the Board of Education approve the purchase of 16,800 reams of paper from Contract Paper Group for a total, delivered cost of \$37,917.60."