

Maywood – Melrose Park – Broadview School District 89

Memorandum

To: Dr. Michael Robey

From: Alan Hahn, Consultant

Dated: December 6, 2012

Re: Bid Award – Xerographic Paper

On December 6, 2012, one bid was received and opened.

It is desired to receive more than one bid for the assurance that the price is right. In this case, I feel that the district is getting a fair price. My reasoning is that the price today is lower than the price for the past two years. See a summary of the bids with price per ream as follows:

<u>Year</u>	<u>Vendor</u>	<u>for 8.5 X 11</u>	<u>for colored paper</u>
2009-2010	Midland Paper	\$2.63	\$3.35
	School Specialty	\$3.316	\$4.29
2010-2011	Unisource	\$2.58	\$3.33
	Midland	\$2.6037	\$3.3165
2011-2012	Unisource	\$2.38	\$3.45

By far, the most paper used is white 8½ X 11 paper, and colored paper is used sparingly. In this bid, the district only requested about half of the total paper needed for the year due to the difficulty in storing limitations in the district. Therefore, this bid is for 10,000 reams of the white 8½ X 11 paper at \$2.38 per ream, and 1,440 reams of colored paper at \$3.45 per ream. Therefore, the total bid is for \$28,768 and the bidder specified that the bid be all or nothing.

Based on unit prices, the lowest bidder and total cost for all xerographic paper solicited was from Unisource Worldwide Inc. at \$28,768.00. Therefore, I recommend approval of the bid award for xerographic paper to Unisource Worldwide Inc., the lowest responsible bidder at the price indicated above.

SUGGESTED MOTION: I move that the Board of Education authorize the administration to purchase copier paper from Unisource Worldwide Inc. at a cost of \$28,768.00 in accordance with the terms set forth in the bid, and per the bid summary indicated above.