



Geneva Community School District 304

227 North Fourth Street

Geneva, IL 60134

Board of Education **FY2026-2027 Paper Bid Memo**

To: **Dr. Andy Barrett, Superintendent**
 Board of Education

From: **Todd Latham, Assistant Superintendent – Business Services**

Date: **Tuesday, March 10, 2026**

Meeting: **Monday, March 16, 2026**

Agenda Item: *FY 2026-2027 Paper Bid*

Policy Reference: 4:60 – Purchases and Contracts

The Business Office conducted a bid opening, on Monday, March 9, 2026, for the purchase of copier paper for School Year 2026-2027. The bid notice was placed in the Kane County Chronicle and published on Thursday, February 12, 2026.

Four bids were received and opened: Contract Paper Group Inc., Veritiv Operating Company, Midland Paper Company, and Murnane Paper.

The Business Services Office recommends the Board accept the Paper Bid received on March 9, 2026, from Murnane Paper in the amount of \$72,147.80, for annual copy paper. An estimated reduced cost of \$5,077.90 over the prior year.

If the Board agrees with the Business Service Office recommendation, the Business Office will move forward with copy paper procurement.

Recommended Motion: Motion to approve the Fiscal Year 2026-2027 Paper Bid, in the amount of \$72,147.80 with Murnane Paper of Elmhurst, Illinois.
