



**Geneva Community Unit School District 304**  
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To: Kent Mutchler, Superintendent  
CC: Board of Education  
From: Dean Romano Assistant Superintendent – Business Services  
Date: March 7, 2019  
Re: 2019-20 Copier Paper Bid

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The School Code of Illinois (25:220) requires a school board to let all contracts for supplies and materials in excess of \$25,000 to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality and serviceability after due advertisement.

We recently put out a bid notice for our Annual Copier Paper Bid of 2,485 cases of paper. We received four (4) bids. The March 1<sup>st</sup>, 2019 bid results are below:

**HIGH QUALITY ~ 20# PAPER:**

- Murnane Paper Company: **\$71,713.25 (lowest bid based on paper quality stock)**
- Contract Paper Group \$74,414.30
- Midland Paper Company \$75,346.72
- Veritiv Operating Co. \$76,564.00

**ALTERNATIVE ~ 20# PAPER:**

- Midland Paper Company \$70,682.02
- Veritiv Operating Co. \$72,731.50

Murnane Paper Company's bid was the lowest bidder--based on conformity with specifications and quality of paper (\$71,713.25). A detailed breakdown is attached for your review. This cost is distributed to each school facility's (School Copier Paper) budget line item.

Please ask the Board of Education, at its regularly scheduled meeting on Monday, March 11, 2019, to authorize the purchase of the District's 2019-20 Copier Paper Bid from Murnane Paper Company for a cost of \$71,713.25.