



Geneva Community Unit School District 304
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To: Kent Mutchler, Superintendent
CC: Board of Education
From: Donna V. Oberg, Assistant Superintendent – Business Services
Date: April 1, 2014
Re: 2014-15 Copier Paper Bid

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. However, if a purchase is made with a state contract vendor, no bid is required. MIDLAND PAPER COMPANY is the state contract vendor for copier paper.

Geneva School District 304's total copier paper amount for the 2014-15 school year is \$100,383.00. This cost is distributed to each school facility's (School Copier Paper) budget line item. The price for a case of white, 8.5" x 11" paper is the same as it has been for the last two years – colored stock has increased \$2.00 a case. (Due to the increased copying needs involved in the Common Core materials, the schools have had to increase their copier paper inventory for the 2014-15 school year.)

Please ask the Board of Education, at its regularly scheduled meeting, on Monday, April, 14, 2014, to authorize the purchase of the District's 2014-15 copier paper purchase from Midland Paper for a cost of \$100,383.00.