

# LIVONIA PUBLIC SCHOOLS

*Operations Department*

*Memorandum*

TO: Phillip Francis, Director of Operations

FROM: Harry C. Lau, Administrator of Facilities and Operations

DATE: May 31, 2019

**SUBJECT: Recommendation Letter to Award Contract Paper Group  
the District Xerographic Paper Bid**

I am recommending and seeking approval to award Contract Paper Group the District Xerographic Paper Bid at a cost of \$141,085.60. This purchase will be funded through the General Fund. The other vendors that participated in this bid (showing their price per case) are:

Paper Size	CPG Base Bid	Alternate	Veritiv Base Bid	Alternate
8-1/2x11	\$27.23	\$24.23	\$26.96	\$24.75
8-1/2x14	\$44.00	\$44.00	\$40.00	\$40.00
11x17	\$35.60	\$35.60	\$31.95	\$31.00
8-1/2x11 pastel	\$39.37	\$39.37	\$38.00	\$38.00
<b>TOTAL BID</b>	<b>\$163,285.40</b>	<b>\$141,085.60</b>	<b>\$160,711.00</b>	<b>\$149,051.00</b>

Contract Paper Group	Cuyahoga Falls, OH	\$163,285.40
Contract Paper Group (alternate)	Cuyahoga Falls, OH	\$141,085.60
Veritiv Operating Company	Addison, IL	\$160,711.00
Veritiv Operating Company (alternate)	Addison, IL	\$149,051.00

Thank you for your consideration in this matter.

cc: K. Oaks  
S. Scott