

# **Livonia Public Schools**

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## ***Business Services Office***

Date: August 16, 2011

To: Randy Liepa, Ph.D., Superintendent

From: Lisa Abbey, Director of Business Services

Re: Recommendation for Custodial Supply Bid

We would like to discuss the recommended purchase of custodial supplies at the next Finance Committee meeting on Monday, August 22, 2011. Please contact me if you have any questions. Thank you.

LA/kp

Attachment

# LIVONIA PUBLIC SCHOOLS

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*Operations Department*

*Memorandum*

TO: Lisa Abbey  
FROM: Raymond E. Raymond, Jr.  
DATE: August 8, 2011  
SUBJECT: Custodial Paper Products

On Thursday, August 4, 2011, a public bid opening for custodial paper products for the 2011/2012 school year was held in the Purchasing Department.

I am recommending that we accept the low bid from Joshen Supply Pro for the Roll and Single fold Towels for a total of \$44,757.00 and the low bid from APAC Paper and Packaging Corporation for the Toilet Tissue for a total of \$54,678.40. This is a grand total of \$99,435.40 (see attached bid results).

We will be ordering 2500 cartons of roll towel, 300 cartons of single fold towels and 2240 cartons of toilet tissue over the next 6 months.

By bidding these paper products and taking delivery over the next 6 months, there will be no price increase. When we ordered these paper products in previous years, we have had price increases of 3% to 9%.

Please call if you have any questions.

Thank you.

ATTACHMENT

<b>VENDOR</b>	<b>ROLL TOWEL</b>	<b>SINGLE FOLD TOWEL</b>	<b>KC TOILET TISSUE</b>	<b>TOTAL</b>
ALLIED EAGLE	44,225	4,185	NO BID	48,410
COLMAN WOLF	44,200	4,704	55,753.60	104,657.60
ARNOLD SALES	44,250	4,365	NO BID	48,615
GORDON FOODS	NO FAMILIAL DISCLOSURE STATEMENT	VOID	VOID	VOID
BATTLE & BATTLE	46,600	4,182	NO BID	50,782
<b>APAC</b>	41,125	4,620	<b>54,678.40</b>	100,423.40
<b>SUPPLY PRO</b>	<b>40,725</b>	<b>4,032</b>	58,016	102,773
EMPIRE EQUIPMENT	44,350	5,598	56,000	105,948
QUILL	65,625	6,525	NO BID	72,150
HP PRODUCTS	42,125	4,092	55,171.20	101,388.20
XPEDX	41,415	4,653	55,686.40	101,764.40
HARRINGTON	142,475	15,897	156777.60	315,149.60
NICHOLS	41,750	4,401	57,164.80	103,315.80
CENTRAL POLY	59,250	5,409	NO BID	64,740
2500 CARTONS	SUPPLY PRO	ROLL TOWELS	40,725	16.29 CARTON
300 CARTON	SUPPLY PRO	SINGLE FOLD TOWELS	4,032	13.44 CARTON
2240 CARTONS	APAC	TOILET SISSUE	54,678.40	24.41 CARTON
<b>TOTAL:</b>			<b>99,435.40</b>	