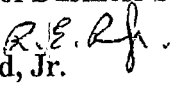


LIVONIA PUBLIC SCHOOLS

Operations Department

Memorandum

TO: Lisa Abbey, Director of Business Services

FROM: Raymond E. Raymond, Jr. 

DATE: August 30, 2010

SUBJECT: Bid Recommendation – Copy Paper

Bid specifications for the purchase of all copy paper (xerographic) for the 2010-11 school year were submitted to 10 vendors.

A public bid opening took place at the Purchasing/Warehouse Dept. on August 24, 2010.

After reviewing all submitted bids, I am recommending RIS Paper Company, Inc. Uniontown, OH, who had the low bid of \$136,383.20 (see attachment).

Please call if you have any questions.

Thank you.

Attachment

Cc: Rod Hosman

**Livonia Public Schools
Bid Opening**

Copy Paper

August 24, 2010

Name of Bidder	Global Office Solutions	Xerox	HP Products	Office Depot	Millcraft	RIS Paper
4720 Ctns. - White Copy Paper - 8 1/2 x 11	\$125,316.00	\$129,800.00	\$133,434.00	\$143,582.40	\$133,340.00	\$122,531.20
1200 Reams - 11 x 17 White Copy Paper	\$7,368.00	\$7,836.00	No Bid	\$8,904.00	\$7,320.00	\$7,176.00
200 Reams - Copy Paper Salmon - 8 1/2 x 11	\$784.00	\$835.80	No Bid	\$888.00	\$770.00	\$657.60
200 Reams - Copy Paper Cherry 8 1/2 x 11	\$784.00	\$835.80	No Bid	\$888.00	\$770.00	\$657.60
200 Reams - Copy Paper Orchid - 8 1/2 x 11	\$784.00	\$835.80	No Bid	\$888.00	\$770.00	\$657.60
200 Reams - Copy Paper Blue 8 1/2 x 11	\$784.00	\$835.80	No Bid	\$888.00	\$770.00	\$657.60
400 Reams - Copy Paper Gold - 8 1/2 x 11	\$1,568.00	\$1,671.60	No Bid	\$1,776.00	\$1,540.00	\$1,315.20
200 Reams - Copy Paper Green - 8 1/2 x 11	\$784.00	\$835.80	No Bid	\$888.00	\$770.00	\$657.60
200 Reams - Copy Paper Pink - 8 1/2 x 11	\$784.00	\$835.80	No Bid	\$888.00	\$770.00	\$657.60
400 Reams - Copy Paper Canary - 8 1/2 x 11	\$1,568.00	\$1,671.60	No Bid	\$1,776.00	\$1,540.00	\$1,315.20
Total Reams: 50,400						
Total Cartons: 5,040						
	\$140,524.00	\$145,994.00	\$133,434.00	\$161,366.40	\$148,360.00	\$136,283.20
Familial Disclosure Statement	X	X	X	X	X	X
Vendor Profile	X	X	X	X	X	X
Comments: 10 reams to a carton.						

Livonia Public Schools

Business Services Office

Date: September 15, 2010

To: Randy Liepa, Ph.D., Superintendent

From: Lisa Abbey, Director of Business Services

Re: *Revised* Recommendation for Copy Paper Bid

We would like to present a recommendation for approval to purchase copy paper at the next Regular Board of Education meeting on Monday, September 20, 2010. Ray Raymond, Director of Operations has revised the attached bid worksheet to indicate the number of cartons for the purchase. Please contact me if you have any questions. Thank you.

LA/kp

Attachments