

LIVONIA PUBLIC SCHOOLS

Operations Department

Memorandum

TO: Lisa Abbey, Director of Business Services

FROM: Harry Lau, Administrator of Facilities and Operations

DATE: May 14, 2015

SUBJECT: Recommendation for the Purchase Paper for 2015-2016

I am recommending and seeking approval to purchase paper for the 2015-2016 school year, from Contact Paper Group, Inc., which has won the Wayne RESA Co-Pro Plus Bid for this year. The total cost for this purchase will be \$112,214.75.

This purchase will consist of:

- 4,400 cartons of white, 8.5 x 11, paper priced at \$23.73 per carton (truck price).
- 50 cartons of white, 11 x 17, paper, priced at \$29.97 per carton (pallet price).
- 167 cartons of assorted color, 8.5 x 11 paper, priced at \$37.75 per carton (pallet price).

Please see the attached comparison to the 2014-15 school year. As you can see, the price of white, 8.5 x 11 paper is down by \$1.81 per carton. This is by far our largest paper purchase. While total costs are slightly up, that is generally a function of increased quantity of white 8.5 x 11 paper.

If you have any questions, please call me. Thank you.

HL/bs

Attachment