



Livonia Public Schools

Operations

To: Andrea Oquist, Superintendent

From: Phillip Francis, Director of Operations

Date: August 12, 2020

Re: Recommendation to Purchase Copy Paper - General Fund

I would like to discuss the purchase of the district's supply of photocopy paper for the 2020-21 school year at the next Committee of the Whole meeting on Monday, August 17, 2020. We are recommending Contract Paper Group at a total cost of \$103,872.42. Attached is a memo from Mr. Harry Lau, Administrator of Facilities and Operations, with details of the types and amounts of paper we recommend purchasing. Unit pricing has dropped slightly from last year, in addition to our need to order less due to the spring shutdown. For comparison, the District spent a total of \$141,085.60 on paper for the 2019-20 school year and \$120,461.70 on paper for the 2018-19 school year.

Please feel free to contact me with questions. Thank you.

Attachments

PF/ko

c: Board of Education