

MEMORANDUM

TO: Board of Education
THRU: Dr. Mike Dominguez, Superintendent
FROM: Colleen Drees, Chief Financial Officer
DATE: January 8th, 2024
RE: State Contract – Bulk Copy Paper

ISSUE:

The Board of Education is asked to approve the purchase of bulk copy paper from Veritiv.

BACKGROUND:

This purchase is being completed via a GreenBush state contract. We are ordering a total of 840 cases of copy paper that the district then supplies to the various schools across the district. This purchase is completed annually as needed.

ALTERNATIVES:

No other alternatives applicable.

RECOMMENDATION:

1. Approve the state contract to Veritiv for copy paper.
2. Deny the purchase and installation.
3. Re-bid the flooring to alternative vendors.

FISCAL NOTE:

The total cost of this purchase and installation is \$28,812.00. This purchase has been budgeted for this fiscal year from the following account: 006 E 2530 21 1000 007 15 610 with adequate balances remaining for this purchase

ATTACHMENTS:

Veritiv Copy Paper