

LIVONIA PUBLIC SCHOOLS

Operations Department

Memorandum

TO: Phillip Francis, Director of Operations

FROM: Harry Lau, Administrator of Facilities and Operations

DATE: April 25, 2018

SUBJECT: Recommendation to Purchase Xerograph Paper -REVISED

I am recommending and seeking approval to purchase Xerograph Paper for the 2018-2019 school year, from Contact Paper Group. Contact Paper Group was awarded an extension for Wayne RESA County Xerograph Paper Contract, for the 2018-2019 school year. I am proposing to take delivery of this paper order in September, 2018, to avoid the pricing increase from the paper mills on October, 1, 2018. The total price for this order of xerograph paper is \$120,461.70.

Product	Contact Paper Group Unit Price	Quantity	Total Price
White 8.5x11 92 Bright	\$24.47	4600 CTNS	\$112,562.00
White 11x17 92 Bright	\$28.79	30 CTNS	\$ 863.70
8.5x11 Color	\$34.72	190 CTNS	\$ 6,596.80
White 8.5 X14 92 Bright	\$36.60	12 CTNS	\$ 439.20
			\$120,461.70

If you have any questions regarding this matter please contact me.

Thank you.

C: Karen Oaks