



Geneva Community Unit School District 304
227 North Fourth Street
Geneva, IL 60134

Board of Education Report: FY2023-2024 Paper Bid Memo

To: Dr. Kent Mutchler, Superintendent
Board of Education

From: Todd Latham, Assistant Superintendent – Business Services

Date: Wednesday, March 7, 2023

Meeting: Monday, March 13, 2023

Agenda Item: *FY 2023-2024 Paper Bid*
Policy Reference: 4:60 – Purchases and Contracts

The Business Office conducted a bid opening, on Monday, March 6, 2023, for the purchase of copier paper for School Year 2023-2024.

The bid notice was placed in the Kane County Chronicle and published on February 9, 2023.

Four qualified bids were received and opened: Garvey Office Products, Contract Paper Group, Accurate Office Supply, and Murnane Paper.

The Business Services Office recommends the Board accept the Paper Bid received on Monday, March 6, 2023, from Murnane Paper for \$91,786.04.

If the Board agrees with the Business Service Office recommendation, the Business Office will move forward with copy paper procurement.

ATTACHMENT(S): NA
