



Livonia Public Schools

District Services

Date: December 1, 2022

To: Andrea Oquist, Superintendent

From: Phillip Francis, Assistant Superintendent of District Services

Re: Purchase of Copy Paper

I would like to discuss the purchase of the District's partial supply of photocopy paper for the 2022-23 school year at the next Committee of the Whole meeting on Monday, December 5, 2022. We are recommending Contract Paper Group at a total cost of \$76,725.60.

Attached is a memo from Mr. Harry Lau, Administrator of Facilities and Operations, with details of the type and amount of paper we recommend purchasing. Due to supply chain issues, reduced manufacturing of paper and lack of raw materials, Livonia Public Schools can order two truckloads ten weeks apart. This is the third and fourth order for 2022-23. The purchase is via the Wayne RESA bid contract, fulfilling the Board's bid requirement.

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

Attachments

c: Board of Education

PF/ko