

Livonia Public Schools

Director of Operations

To: Andrea Oquist, Superintendent

From: Phillip Francis, Director of Operations

Date: April 25, 2018

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 2018-19 school year at the next Committee of the Whole meeting on Monday, April 30, 2018. We are recommending the year's purchase from Contact Paper Group at a total cost of \$120,461.70. Contact Paper Group has been awarded the Wayne County RESA paper contract for the years May 1, 2014 through April 30, 2019.

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. For comparison, the district spent a total of \$109,747.60 on paper for the 2017-18 school year and \$116,276.05 for 2016-17.

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

Attachments

PF/ko

c: Board of Education