



Livonia Public Schools

Facilities and Operations

Date: July 25, 2023

To: Phil Francis, Assistant Superintendent of District Services

From: Harry C. Lau, Administrator of Facilities and Operations

Re: Recommendation to Award Xerographic Paper

I am recommending and seeking approval to purchase 3,360 cartons of white, 20lb, 8.5x11, xerographic paper to be put into the Livonia Public Schools inventory for use during the 2023-24 school year. The xerographic paper will be delivered once a month from September through November 2023.

The xerographic paper is being purchased through the Wayne County RESA Contract 2019-WRO1150-C at a cost of \$33.86 per carton from the General Fund. The cost comparison to the purchase in November 2022 is a \$11.81 decrease per carton.

Contract Paper Group	Cuyahoga Falls, OH	\$113,769.60
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Thank you for your consideration in the matter.

Cc: K. Oaks