



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

Board of Education Report

To: Dr. Kent Mutchler, Superintendent
Board of Education
From: Dr. Dean Romano, Assistant Superintendent – Business Services
Date: Monday, April 20, 2020
Meeting: Monday, April 27, 2020

Agenda Item:

Approval of 2020-2021 Paper Bid

Item Type: Consent **Action** Information Discussion

Recommended Motion:

Motion to approve the 2020-2021 Paper Bid to Murnane Paper Company for a total of \$64,104.00 as presented.

Vision Connection: Effective Communicators

Policy Reference (if applicable): 4:60 Purchases and Contracts

Background Information:

The School Code of Illinois (25:220) requires a school board to let all contracts for supplies and materials in excess of \$25,000 to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality and serviceability after due advertisement.

We recently put out a bid notice for our Annual Copier Paper Bid of 2,500 cases of paper. We received five (5) bids from four (4) companies. The April 3rd, 2020 bid results are as follows:

High Quality ~ 20# PAPER:

- | | |
|-------------------------------------|---|
| ▪ Murnane Paper Company | \$64,104.00 (lowest bid based on paper quality stock) |
| ▪ Veritiv Operating Co. | \$65,418.70 |
| ▪ Midland Paper Company | \$66,439.00 |
| ▪ Contract Paper Group | \$65,585.00 |
| ▪ Contract Paper Group – (Alt. Bid) | \$68,964.00 |

Murnane Paper Company's bid was the lowest bidder--based on conformity with specifications and quality of paper (\$64,104.00).

ATTACHMENT(S): N/A