

Livonia Public Schools

Business Services Office

Date: July 10, 2013

To: Randy Liepa, Ph.D., Superintendent

From: Lisa Abbey, Director of Business Services

Re: Recommendation for 2013-14 Paper Supply Purchase

We would like to discuss the recommended purchase of 2013-14 paper supplies at the next Finance Committee meeting on Monday, July 22, 2013.

Attached please find Ray Raymond's detailed memo and supporting documents on this purchase. Please note that the carton price is slightly lower than last year. Also note that this purchase is from the REMC Bid, which meets the requirements for bidding.

Please let me know if there are any questions or concerns.

LA/kp

Attachments

Livonia Public Schools

Operations Office

Date: July 11, 2013

To: Lisa Abbey, Director of Business Services

From: Ray Raymond, Administrator of Operations

Re: Recommendation for 2013-14 Paper Supply Purchase

Attached is the paper quote for 2013-2014 school year. Central Michigan Paper, Ada, Michigan submitted and was awarded the paper bid through REMC Association of Michigan program for the 2013-14 school year.

This year, we will purchase 5,040 cartons of white copy paper which will be six (6) truck loads of paper. We purchased a total of 5,240 cases of white copy paper for the 2012/2013 school year. The carton price last year was \$24.76 and this year the carton price is \$23.75, for a total cost amount of \$119,700.00.

We would like to discuss this purchase at the Monday, July 22, 2013 Finance Committee meeting. If you have any questions, please call me.

RR/kp

Attachment