



Livonia Public Schools

Facilities and Operations

Date: July 25, 2022
To: Phillip Francis, Assistant Superintendent of District Services
From: Harry C. Lau, Administrator of Facilities and Operations
Re: Recommendation to Purchase Xerographic Paper

I am recommending and seeking approval to award a purchase of 840 cartons of white 20 lb., 8.5"x11" xerographic paper to add to Livonia Public Schools' inventory for use in the 2022-2023 school year.

The xerographic paper is being purchased through the Wayne RESA Contract 2019-WR-0115-C at a cost of \$44.67 per carton. The cost difference between 2021 and 2022 is \$17.27 per carton.

Due to supply chain issues and the reduced manufacturing of paper along with the lack of raw materials, Livonia Public Schools can only order one truck at a time.

The purchase of the second delivery of xerographic paper is as follows:

Contract Paper Group	Cuyahoga Falls, OH	\$37,522.80
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Thank you for your consideration in this matter.

cc: J. Wozniak
K. Oaks