

# LIVONIA PUBLIC SCHOOLS

*Operations Department*

*Memorandum*

TO: Lisa Abbey  
FROM: Harry Lau  
DATE: August 6, 2014  
SUBJECT: Recommendation of Paper Purchase for 2014-2015

I am recommending and seeking approval to purchase Xerographic Paper for the 2014-2015 school year, from Contact Paper Group, Inc., which has won the Wayne RESA Co-Pro Plus paper bid for this year.

This purchase will consist of:

3460 Cartons of white 8.5 x 11 xerographic, at a cost of \$23.73(truck price) per carton (4 trucks @840 cartons per truck load=3360) plus an additional 100 cartons at 26.73 per carton= \$82,405.80;

40 Cartons of 11 x 17 xerographic, white at 29.40 (pallet price) per carton= 1,176.00

110 cartons of assorted color paper at \$36.10 (pallet price) a carton = \$3,971.00.

The total cost for this purchase is \$87,552.80.

The following vendors participated in the bid:

Central Michigan Paper  
Coast to Coast  
Contact Paper Group  
Global Office Solutions  
Office Depot Max  
Xpedx

If you have any questions, please call me.

Thank you.

Cc: File

RANDY COCKRILL  
 CONTRACT PAPER GROUP, INC.  
 1531 BOETTLER ROAD SUITE E  
 UNIONTOWN OH 44685  
 PH 1-800-563-5739 FX 330-896-6886

*Photo #1  
 (Tray # 11 "white")*

**COPY PAPER - SHEET 1**

LIVONIA PUBLIC SCHOOLS  
 7/28/14  
 PLEASE RESPOND ASAP.  
 ANY QUESTIONS, CONTACT HARRY LAU  
 HLAU@LIVONIAPUBLICSCHOOLS.ORG

QTY	UNIT	LPS REF#	DESCRIPTION	VENDOR DESC	UNIT COST	TOTAL F.O.B. LPS W/SE	COMMENTS
3460	CTN	250229	Paper, Multi-use, Xerographic, 8.5x11 WHITE 20# moisture wrapped, 92 Brightness.	Multipurpose Xero (Import)	\$23.73	\$82,405.80	*Price valid for full truckloads containing 840 cases/21 pallets. Total 3,360 cases. Price for 100 cases in excess of full trucks is \$26.73 per case*
40	CTN	250220	Paper, Multi-use, Xerographic, 11x17 WHITE 20# moisture wrapped, 92 Brightness. 500/ream.	Fascopy/Mill Equal	\$29.40	\$1,176.00	
10	CTN	250114	Paper, Multi-use, Xerographic, 8.5 x 11 SALMON 20# moisture wrapped. 500/ream.	Fascopy/Mill Equal	\$36.10	\$361.00	
18	CTN	250116	Paper, Multi-use, Xerographic, 8.5 x 11 ORCHID 20# moisture wrapped. 500/ream.	Fascopy/Mill Equal	\$36.10	\$649.80	
18	CTN	250117	Paper, Multi-use, Xerographic, 8.5 x 11 BLUE 20# moisture wrapped. 500/ream.	Fascopy/Mill Equal	\$36.10	\$649.80	
12	CTN	250123	Paper, Multi-use, Xerographic, 8.5 x 11 GREEN 20# moisture wrapped. 500/ream.	Fascopy/Mill Equal	\$36.10	\$433.20	
12	CTN	250124	Paper, Multi-use, Xerographic, 8.5 x 11 PINK 20# moisture wrapped. 500/ream.	Fascopy/Mill Equal	\$36.10	\$433.20	
			CONTINUED ON SHEET #2.....				

