



Livonia Public Schools

Facilities and Operations

Date: May 9, 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. This purchase of xerographic paper will be one of three purchases made through the remainder of 2022.

The xerographic paper is being purchased through the Wayne RESA Contract 2019-WR-0115-C at a cost of \$41.88 per carton. The cost difference between 2021 and 2022 is \$14.48 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 load at a time.

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

Contract Paper Group	Cuyahoga Falls, OH	\$35,179.20
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Thank you for your consideration in this matter.

cc: K. Oaks