



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: Thursday, April 8, 2021
Meeting: Monday, April 12, 2021

Agenda Item:

Approval of 2021-2022 Paper Bid

Item Type: Consent **Action** Information Discussion

Recommended Motion:

Motion to approve the 2021-2022 Paper Bid to Midland Paper Company for a total of \$28,245.64 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 1,032 cases of paper. This is a lower quantity of paper than in years past due to the reduced consumption this past year and current paper on hand at each building. We received three (3) bids from three (3) companies. The April 5th, 2021 bid results are as follows:

High Quality ~ 20# PAPER:

- | | |
|-------------------------|--|
| ▪ Midland Paper Company | \$28,245.64 (lowest bid based on paper quality stock) |
| ▪ Contract Paper Group | \$29,990.47 |
| ▪ Murnane Paper Company | \$32,064.30 |

Midland Paper Company was the lowest bidder--based on conformity with specifications and quality of paper (\$28,245.64).

ATTACHMENT(S): N/A