



# Oak Park Elementary School District 97

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**TO: Dr. Carol L. Kelley, Superintendent of Schools**

**FROM: Therese M. O'Neill, Assistant Superintendent for Finance & Operations**

**RE: Printing & Xerographic Paper**

**DATE: June 28, 2016**

Every three years, we prepare a Printing & Xerographic Paper bid document to insure we are deriving competitive prices for all types of printing and copier paper utilized throughout our District. Further, with the new copier solution, we have worked closely with Michael Arensdorff, Director of Technology, to insure potential reductions in paper purchases with our expanded one-to-one technology endeavors.

Included in the April 27, 2016 issue of the Oak Leaves, a legal notice was published announcing a formal bid opening on Monday, May 16, 2016, at 11:00 a.m. (see attached legal notice). Thirteen firms (see attached list) were invited to bid and on Monday, May 16, 2016, three complete bids were received (see attached summary).

I am recommending award to Murnane Paper in the total amount of \$48,565.50 (approximately half of the recommendation from last year, \$95,547.50, due to our belief in the cost efficiencies to be derived with our most recent copier solution), not the low bid. In fact, the low bidder was Midland Paper, in the amount of \$48,415; however, Midland did not conform to the bid specifications for the weight of the color paper, therefore we are recommending award to the second low bidder. Murnane has been the provider these previous past three years (2013-14, 2014-15 and 2015-16), and was one of two providers in the time sequence previous to the past three years. We have been extremely pleased with their service, response to added needs on short notice, and cooperation throughout the school year.

This will return to the Board for approval consideration at its July 12, 2016 meeting.

tmo

attachments (3)