



Geneva Community Unit School District 304
227 North Fourth Street
Geneva, IL 60134

Board of Education FY2024-2025 Paper Bid Memo

To: Dr. Andy Barrett, Superintendent

Board of Education

From: Todd Latham, Assistant Superintendent – Business Services

Date: Friday, March 1, 2024

Meeting: Monday, March 11, 2024

Agenda Item: *FY 2024-2025 Paper Bid*

Policy Reference: 4:60 – Purchases and Contracts

The Business Office conducted a bid opening, on Friday, March 1, 2024, for the purchase of copier paper for School Year 2024-2025. The bid notice was placed in the Kane County Chronicle and published on Thursday, February 8, 2024.

Six bids were received and opened: Garvey's Office Products, Contract Paper Group Inc., Veritiv Corporation, Staples, Midland Paper Co., and Murnane Paper.

The Business Services Office recommends the Board accept the Paper Bid received on Friday, March 1, 2024, from Midland Paper bid "A" for \$71,978.17.

If the Board agrees with the Business Service Office recommendation, the Business Office will move forward with copy paper procurement. Recommended Motion: Motion to approve the Fiscal Year 2024-2025 Paper Bid, Option "A", in the amount of \$71,978.17 with Midland Paper Company of Wheeling, Illinois.

Sealed Bids for 2024-2025 Copier Paper

Geneva CUSD 304

Opening: 11:01 AM Close: 11:15 AM Date: Monday, March 1, 2024

Company	Total
Garvey's Office Products	\$80,607.78
Contract Paper Group, Inc	A) \$70,405.38 B) \$75,634.79
Veritiv Corporation	78,083.10
Staples	\$91,697.86
Midland Paper Company	A) \$71,978.17 B) \$68,460.88
Murnane Paper	\$72,452.62