

# Livonia Public Schools

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## Operations Office

To: Andrea Oquist, Superintendent

From: Phillip Francis, Director of Operations

Date: June 4, 2019

Re: Recommendation to Purchase Copy Paper - General Fund

I would like to discuss the purchase of the district's supply of photocopy paper for the 2019-20 school year at the next Committee of the Whole meeting on Monday, June 10, 2019. We are recommending Contract Paper Group at a total cost of \$141,085.60. Because the cost of copy paper has risen over the past few years, we put this purchase out for public bid in an effort to find a price even lower than that of the current Wayne County RESA paper contract. Ultimately, our low bidder, Contract Paper Group, is also the company awarded the Wayne County RESA paper contract. I am confident we are getting the lowest price available based upon our due diligence.

Attached is a memo from Mr. Harry Lau, Administrator of Facilities and Operations, with details of the types and amounts of paper we recommend purchasing. For comparison, the District spent a total of \$120,461.70 on paper for the 2018-19 school year and \$109,747.60 on paper for the 2017-18 school year.

Please feel free to contact me with questions. Thank you.

Attachments

PF/ko

c: Board of Education