



Livonia Public Schools

Facilities and Operations

Date: December 1, 2022

To: Phillip Francis, Assistant Superintendent of District Services

From: Harry C. Lau, Administrator of Facilities and Operations

Re: Recommendation to Award Xerographic Paper Purchase

I am recommending and seeking approval to award a purchase of 1,680 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 is the third and fourth paper purchases in the 2022-2023 school year.

The Xerographic paper is being purchased through the Wayne County RESA Contract 2019-WR01150-C at a cost of \$45.67 per carton. The cost difference between May 2022 and November 2022 is \$3.79 per carton.

Due to supply chain issues and reduced manufacturing of paper goods, along with the lack of raw materials, Livonia Public Schools can order two trucks at a time with different ship dates ten weeks apart.

The purchase of the third and fourth deliveries of Xerographic paper is as follows:

Contract Paper Group	Cuyahoga Falls, OH	\$76,725.60
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Thank you for your consideration in this matter.

cc: K. Oaks