

Livonia Public School

Director of Operations

To: Andrea Oquist, Superintendent

From: Phillip Francis, Director of Operations

Date: July 19, 2017

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 2017-18 school year at the next Committee of the Whole meeting on Monday, July 24, 2017. We are recommending the year's purchase from Contact Paper Group at a total cost of \$109,747.60. Contact Paper Group has been awarded the Wayne County RESA paper contract for the years May 1, 2014 through April 30, 2019.

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 \$116,276.05 on paper for the 2016-17 school year. Please note the specs sheet calls for "notification of award by July 16, 2017," but we received email confirmation from the vendor on July 18, 2017 that the quotation is still good.

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

PF/ko

c: Board of Education