



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

Board of Education FY2025-2026 Paper Bid Memo

To: Dr. Andy Barrett, Superintendent
Board of Education

From: Todd Latham, Assistant Superintendent – Business Services

Date: Tuesday, March 4, 2025

Meeting: Monday, March 10, 2025

Agenda Item: *FY 2025-2026 Paper Bid*

Policy Reference: 4:60 – Purchases and Contracts

The Business Office conducted a bid opening, on Friday, February 28, 2025, for the purchase of copier paper for School Year 2025-2026. The bid notice was placed in the Kane County Chronicle and published on Thursday, February 6, 2025.

Five bids were received and opened: Contract Paper Group Inc., Veritiv Operating Company, Staples, Midland Paper Co, and Murnane Paper. School Specialty provided notice that they were unable to bid at this time.

The Business Services Office recommends the Board accept the Paper Bid received on Friday, February 28, 2025, from Midland Paper bid for \$77,225.70

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 2025-2026 Paper Bid, in the amount of \$77,225.70 with Midland Paper Company of Wheeling, Illinois.

Sealed Bids for 2025-2026 Copier Paper

Date: Friday, February 28, 2025

Company	Made in USA Total	International Total
Contract Paper Group, Inc	A) \$82,366.35 B) \$76,106.85	\$77,955.81
Veritiv Corporation	\$79,579.61	\$78,809.21
Staples	\$89,402.05	No Bid
Midland Paper Company	No Bid	\$77,225.70
Murnane Paper	No Bid	\$78,402.80