

Livonia Public Schools

Assistant Superintendent of Business Services

Date: July 7, 2016

To: Andrea Oquist, Superintendent

From: Lisa Abbey, Assistant Superintendent of Business Services

Re: Review of Bid Results for 2016-17 Copy Paper

We would like to discuss the bid results for 2016 -17 copy paper supplies at the next Finance Committee meeting on Monday, July 18, 20216. The copy paper is stored at the warehouse and delivered to schools as needed throughout the year. The attached recommendations are the estimated quantities we will need for next school year.

Harry Lau, Administrator of Facilities and Operations is recommending to purchase paper from Veritiv Operating Company, Jacksonville, Florida. We have included a Paper Purchase Recommendation cost comparison for 2016-17 and 2015-16. Please note that the carton price is \$22.45, which is less than last year's price of \$23.73. We will order a total of 4,600 cartons of paper for the 2016-17 school year.

LA/kp

Attachments

c: Board of Education