

LIVONIA PUBLIC SCHOOLS

Operations Department

Memorandum

TO: Phillip Francis, Director of Operations

FROM: Harry Lau, Administrator of Facilities and Operations

DATE: 22 June 2017

SUBJECT: Copy Paper Purchase

I am recommending and seeking approval to purchase the District's Copy Paper for the 2017-2018 school year from Contact Paper Group. Contact Paper Group was awarded the Wayne County RESA Paper Contract for the following years: May 1, 2014 through April 30, 2019. The total price for 4,982 cartons of assorted white/color paper will be \$109,747.60. The prices are as follows:

Product	Contact Paper Group Unit Price	Quantity	Total Price
White 8.5x11 92 Bright	\$21.38	4700 CTNS	\$100,486.00
White 11x17 92 Bright	\$26.00	70 CTNS	\$ 1,820.00
8.5x11 Color	\$35.30	192 CTNS	\$ 6,777.60
8.5x14 White	\$33.20	20 CTNS	\$ 664.00
			\$109,747.60

In comparison, the total price for the 16-17 paper purchase was \$116,276.05. If you have any questions regarding this matter please contact me.

Thank you.

Cc: Karen Oaks
File