

Livonia Public Schools

Business Services Office

Date: August 7, 2013

To: Randy Liepa, Ph.D., Superintendent

From: Lisa Abbey, Director of Business Services

Re: Recommendation for Custodial Paper Products

It is the time of year where we recommend the purchase of custodial paper products for our schools. Attached please find a recommendation memo from Ray Raymond, Administrator of Operations. Mr. Raymond has also included the detailed bid recap sheet. We are recommending the lowest responsible bidder, HP Products for a total cost of \$86,953.

We would like to discuss the recommended purchase at the next Finance Committee meeting on Monday, August 19, 2013. Please contact me if you have any questions. Thank you.

LA/kp

Attachments

LIVONIA PUBLIC SCHOOLS

Operations Department

Memorandum

TO: Lisa Abbey
FROM: Raymond E. Raymond, Jr.
DATE: August 6, 2013
SUBJECT: Custodial Paper Products

On Tuesday, August 6, 2013, a public bid opening for custodial paper products for the 2013/2014 school year was held in the Purchasing Department.

I am recommending that we purchase the roll towels, 2,300 cases at \$34,753.00; single fold towels, 300 cases at \$3,840.00 and toilet tissue, 2,000 cases at \$48,360.00 from HP Products Corporation for a grand total of \$86,953.00. Please see the attached recap sheet.

On the attached recap sheet you will notice that KSS offers the roll towel at \$33,925.00. I would prefer to stay with one vendor and the savings would reflect in the scheduling, monitoring and accounting of one purchase order verses two.

Please call if you have any questions.

Thank you.

Attachment

LIVONIA PUBLIC SCHOOLS

Operations/Purchasing Department

Bid Recap Sheet

CUSTODIAL PAPER PRODUCTS BID 2013/2014

VENDOR	ROLL TOWEL	SINGLE FOLD TOWEL	KC TOILET TISSUE	TOTAL
ALLIED EAGLE	\$36,800.00	\$4,050.00	\$68,100.00	\$108,950.00
APAC	\$36,961.00	\$3,909.00	\$48,600.00	\$89,470.00
ARNOLD	\$40,020.00	\$4,350.00	NO BID	\$44,370.00
CENTRAL POLY	\$36,800.00	\$4,002.00	NO BID	\$40,802.00
EMPIRE	\$36,000.00	\$5,466.00	\$50,020.00	\$91,486.00
EMPIRE ALT –NO SAMPLE	\$36,000.00	\$4,350.00	\$50,020.00	\$90,370.00
GORDON ALT-NO SAMPLE	NO BID	\$5,091.00	NO BID	\$5,091.00
HP PRODUCTS	\$34,753.00	\$3,840.00	\$48,360.00	\$86,953.00
KSS	\$33,925.00	\$4,155.00	\$61,580.00	\$99,660.00
KSS-ALT – SAMPLE SUPPLIED	\$33,925.00	\$4,155.00	\$52,300.00	\$90,380.00
SUPPLY PRO- SAMPLE SUPPLIED	\$35,006.00	\$4,125.00	\$52,180.00	\$91,311.00
COLMAN SUPPLY	\$78,200.00	\$4,350.00	\$49,020.00	\$131,570.00
TOTAL:				\$86,953.00