

LIVONIA PUBLIC SCHOOLS

Operations Department

Memorandum

TO: Phillip Francis, Director of Operations

FROM: Harry Lau, Administrator of Facilities and Operations

DATE: April 25, 2018

SUBJECT: Recommendation to Purchase Xerograph Paper -REVISED

I am recommending and seeking approval to purchase Xerograph Paper for the 2018-2019 school year, from Contact Paper Group. Contact Paper Group was awarded an extension for Wayne RESA County Xerograph Paper Contract, for the 2018-2019 school year. I am proposing to take delivery of this paper order in September, 2018, to avoid the pricing increase from the paper mills on October, 1, 2018. The total price for this order of xerograph paper is \$120,461.70.

Product	Contact Paper Group Unit Price	Quantity	Total Price
White 8.5x11 92 Bright	\$24.47	4600 CTNS	\$112,562.00
White 11x17 92 Bright	\$28.79	30 CTNS	\$ 863.70
8.5x11 Color	\$34.72	190 CTNS	\$ 6,596.80
White 8.5 X14 92 Bright	\$36.60	12 CTNS	\$ 439.20
			\$120,461.70

If you have any questions regarding this matter please contact me.

Thank you.

C: Karen Oaks



1519 Boettler Rd. Unit B.
 Uniontown, OH 44685
 1-800-563-5739
 330-896-6886

Copy Paper Quote

Livonia Public School District

15125 Farmington Road

Livonia, MI 48154

Quantity	Unit	Description	Weight	Color	Unit Price	Total
4600	Case	8 1/2 x 11	20#	White	\$24.47	\$112,562.00
190	Case	8 1/2 x 11 Color	20#	Colors	\$34.72	\$6,596.80
12	Case	8 1/2 x 14	20#	White	\$36.60	\$439.20
30	Case	11 x 17	20#	White	\$28.79	\$863.70
						\$0.00
		Please note if you require any deliveries in October 2018 the price for October will be 25.47. Purchase orders for September deliveries should be placed by 8/1/2018				\$0.00
						\$0.00
						\$0.00
						\$0.00
		Additional Delivery Requirements				
		Tailgate delivery driver to pull pallets to the back of the truck customer to unload from there				
					Total:	\$120,461.70

Quantities in excess of those listed are subject to availability.
 Thank you for considering Contract Paper Group for your upcoming paper needs. Please review pricing and contact me should you have any questions.

Delivery Locations:	1
Delivery Type:	Dock
Quote Valid w/ Shipment By:	9/21/2018

Pina Serpico

Pina Serpico, Account Rep Pserpico@cpgbid.com 1-800-563-5739 ext. 4235

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