



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

Board of Education Report: FY2022-2023 Paper Bid Memo

To: Dr. Kent Mutchler, Superintendent
Board of Education

From: Todd Latham, Assistant Superintendent – Business Services

Date: Wednesday, March 9, 2022

Meeting: Monday, March 14, 2022

Agenda Item: *FY 2022-2023 Paper Bid*

Policy Reference: 4:60 – Purchases and Contracts

The Business Office conducted a bid opening, on March 7, 2022, for the purchase of copier paper for School Year 2022-2023.

The bid notice went to six paper companies as well as an ad in the Kane County Chronicle.

Five declined to bid and one bid was received and opened.

The Business Services Office recommends the Board reject the Paper Bid received on Monday, March 7, 2022, from Contract Paper Group for \$88,603.15.

The Business Office recommends the Board approve the purchase of copier paper under the State Purchasing Contract at a cost of \$84,864.95 and the Business Office will move forward with copy paper procurement.

ATTACHMENT(S): NA

FY2022-2023 Copier Paper Bid (8.5x11 White/Color, 20# Brights, 60# Color, 8.5x11, 11x17)

Reject

Contract Paper Group \$88,603.15

Accept

State Contract Bid \$84,864.95