



...the educational prism through which students realize meaning and purpose in their lives...

**TO: Members, Board of Education
Dr. Constance Collins, Superintendent**

**FROM: Therese M. O'Neill, Assistant Superintendent for Finance & Operations
Norman Lane, Director of Buildings & Grounds**

RE: Printing, Xerographic & Carbonless Paper– Fiscal Year 2011

DATE: May 11, 2010

Annually, a bid is prepared for printing, xerographic and carbonless paper. On April 8, 2010, a bid notice was published in the Oak Leaves calling for a bid opening on April 21, 2010. Attached is a summary of the four (4) bids received, a copy of the legal notice as well as the list of vendors invited to bid. The Administration is recommending award of a contract to Murnane, the same vendor as last year, in the total amount of \$84,730. This is \$7,376 less than last year due to efficiencies being experienced across the District on paper consumption.

This paper bid will be brought back to the Board for formal award at its May 25, 2010 meeting. Once approved, a delivery schedule will be finalized so that paper will be onsite for District office consumption by the end of June, and school consumption by the end of July.

Attachments (3)

