



Board Meeting Date: 6/12/2023

Title: District-Wide Paper Request for Proposals

Type: Consent

Presenter(s): Mert Woodard, Director, Business Services

Description: The District engaged its sourcing agent to conduct a request for proposals to procure paper for use in District copiers and printers. Proposals were sent to four vendors, three of which responded. Business Essentials has been determined to be the preferred vendor to supply the District with X9 paper.

Recommendation: The District administration recommends awarding its copier and printer paper business to Business Essentials for the in the estimated amount of \$59,822.

Desired Outcomes from the Board: N/A

Attachments:

1. RFP Summary – Copier and Printer Paper

Sourcing Summary

General Information

Organization:	ISD #273 – Edina Public Schools	Date:	5/16/2023
Department:	Administration	Category:	Cut Paper

Process Notes

Process used:	<ul style="list-style-type: none"> RFQ
Vendors participating:	<ul style="list-style-type: none"> Business Essentials* (submitted) CPG (No Submission) Paper 101 (Submitted) Lindenmeyr Munroe (submitted) <p style="text-align: right;">*Incumbent</p>

Submitting Vendor Information

	Vendor Contact	Phone	Email
Business Essentials	Xavier Sproule	763-595-5325	Xsproule@orderbe.com
Paper101	Mary Gilkeson	800-217-4440	mgilkeson@fcdist.com
Lindenmeyr Munroe	Kristi Hudy	651-447-4130	khudy@lindenmeyr.com

References

	Business Essentials	Paper101	Lindenmeyr Monroe
Reference	Edina Schools	AEA Coop	Osseo Schools

General Questions

Question	Business Essentials	Paper101	Lindenmeyr Monroe
Have you reviewed, agree, and can meet the terms, conditions, specifications, and requirements as described in this document? [Y/N]	Y	Y	Y
Do your proposed products meet the specifications defined in this document? [Y/N]	Y	Y	Y
Do you accept Credit Card Payment at NO additional fee? [Y/N]	Y	N	N
Have you included an example of your monthly inventory report? [Y/N]	Y	N	Y
What is your proposed turnaround time from order-to-delivery? [DAYS]	Stock level permitting – 95% next day delivery	Meet Your Needs	2-3 days
Are there any other fees/charges or exceptions to the prices quoted below?	No additional charges or exceptions.	N	N
Are there any other items you would like to share about your organization?	<p>Business Essentials is truly your local partner and one stop shop for all your business needs.</p> <p>We specialize in the following categories: office products, business interiors, school supplies, school interiors, facility supplies, and branded products. Working on an individual basis with each customer allows us to make sure each of their unique needs are met.</p>	No	<p>We have worked with the district many years from the time I was working with Wilcox Paper to now currently at Lindenmeyr Munroe. Last year was the first year we were not awarded the bid in a long time. We have always provided monthly inventory reports to each individual school and will continue to do so. I hope to work with you again.</p>

Sourcing Summary

Quoted Price – PREPAID and Delivered as Requested

Paper Description	Paper Size	Colors	Qty	Proposed Paper	Case Desc (Sheets)	Price per Case	Proposed Paper	Case Desc. (Sheets)	Price per Case	Proposed Paper	Case Desc. (Sheets)	Price per Case
90 Bright White	8.5"x11"	White	1,340	Boise X9	5000	\$36.50	E-Copy or Equal	5000	\$36.79	Boise	5000	\$38.95
90 Bright White Paper	8.5"x14"	White	2	Boise X9 – 196643	5000	\$46.59	E-Copy or Equal	5000	\$56.34	Boise	5000	\$57.50
	11"x17"	White	12	Boise X9 – 196652	2500	\$44.15	E-Copy or Equal	2500	\$44.25	Boise	2500	\$43.50
Color Paper	8.5"x11"	Canary	48	Xerox Vitality Paper 839148	5000	\$54.36	E-Copy or Equal	5000	\$51.28	American Eagle	5000	\$53.50
	8.5"x11"	Blue	42	Xerox Vitality Paper 276927	5000	\$54.36	E-Copy or Equal	5000	\$51.28	American Eagle	5000	\$53.50
	8.5"x11"	Goldenrod	27	Xerox Vitality Paper 345686	5000	\$54.36	E-Copy or Equal	5000	\$51.28	American Eagle	5000	\$53.50
	8.5"x11"	Green	38	Xerox Vitality Paper 791806	5000	\$54.36	E-Copy or Equal	5000	\$51.28	American Eagle	5000	\$53.50
	8.5"x11"	Pink	32	Xerox Vitality Paper 791905	5000	\$54.36	E-Copy or Equal	5000	\$51.28	American Eagle	5000	\$53.50
Card Stock (60-65 lbs.)	8.5"x11"	White	13	Neenah – 67 lb.-458621	2000	\$9.50	E-Copy or Equal	2000	\$48.20	Finch Opaque 65#	2500	\$67.50
Card Stock (110 lbs.)	11"x17"	White	1	NA	N/A	N/A	Domtar	N/A	\$69.05	Springhill 110#	1000	\$66.80

Quoted Price – Invoiced as Ordered/Delivered

Paper Description	Paper Size	Colors	Qty	Proposed Paper	Case Desc. (Sheets)	Price per Case	Proposed Paper	Case Desc (Sheets)	Price per Case	Proposed Paper	Case Desc. (Sheets)	Price per Case
90 Bright White	8.5"x11"	White	1,340	NA	N/A	NA	E-Copy or Equal	5000	\$35.79	NA	N/A	NA
90 Bright White Paper	8.5"x14"	White	2	NA	N/A	NA	E-Copy or Equal	5000	\$55.34	NA	N/A	NA
	11"x17"	White	12	NA	N/A	NA	E-Copy or Equal	2500	\$43.25	NA	N/A	NA
Color Paper	8.5"x11"	Canary	48	NA	N/A	NA	E-Copy or Equal	5000	\$50.28	NA	N/A	NA
	8.5"x11"	Blue	42	NA	N/A	NA	E-Copy or Equal	5000	\$50.28	NA	N/A	NA
	8.5"x11"	Goldenrod	27	NA	N/A	NA	E-Copy or Equal	5000	\$50.28	NA	N/A	NA
	8.5"x11"	Green	38	NA	N/A	NA	E-Copy or Equal	5000	\$50.28	NA	N/A	NA
	8.5"x11"	Pink	32	NA	N/A	NA	E-Copy or Equal	5000	\$50.28	NA	N/A	NA
Card Stock (60-65 lbs.)	8.5"x11"	White	13	NA	N/A	NA	E-Copy or Equal	2000	\$47.20	NA	N/A	NA
Card Stock (110 lbs.)	11"x17"	White	1	NA	N/A	NA	Domtar	N/A	\$68.05	NA	N/A	NA

Estimated Annual Costs

Data Point	Business Essentials	Paper 101	Lindenmeyr Monroe
Estimated Annual Prepaid Cost:	\$59,821.80*	\$60,227.29	\$63,778.80
Estimated Annual Pay-as-Delivered Cost:	N/A	\$58,672.29	N/A

***Total Price Does not include card stock**