



**Board Meeting Date:** 5/13/2024

**Title:** Copier & Printer Paper Request for Proposals

**Type:** Consent

**Presenter(s):** Mert Woodard – Director, Finance & Operations

**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, two 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 per case amounts included in the enclosed sourcing summary.

**Desired Outcomes from the Board:** N/A

**Attachments:**

1. Sourcing Summary – Copier & Printer Paper

## Sourcing Summary

### General Information

Category:	Copier/Printer Paper	Date:	4/25/2024
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### Process Notes

Process used:	<ul style="list-style-type: none"> <li>RFQ</li> </ul>
Vendors participating:	<ul style="list-style-type: none"> <li><b>Business Essentials* (submitted)</b></li> <li>FC Distribution (Formal no quote)</li> <li>Innovative Office Solutions (No response)</li> <li><b>Lindenmeyr Munroe (submitted)</b></li> </ul> <p style="text-align: right;">*Incumbent</p>

### 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
90 Bright White	8.5"x11"	White	1,487	Boise X9	5000	\$34.50	Report Copy	5000	\$31.90
90 Bright White	11"x17"	White	14	Boise X9 – 196652	2500	\$44.15	Boise	2500	\$40.50
Color Paper	8.5"x11"	Canary	125	Xerox Vitality Paper 839148	5000	\$54.36	Hammermill	5000	\$53.50
	8.5"x11"	Blue	136	Xerox Vitality Paper 276927	5000	\$54.36	Hammermill	5000	\$53.50
	8.5"x11"	Goldenrod	74	Xerox Vitality Paper 345686	5000	\$54.36	Hammermill	5000	\$53.50
	8.5"x11"	Green	128	Xerox Vitality Paper 791806	5000	\$54.36	Hammermill	5000	\$53.50
	8.5"x11"	Pink	125	Xerox Vitality Paper 791905	5000	\$54.36	Hammermill	5000	\$53.50
Card Stock (60-65 lbs.)	8.5"x11"	White	13	Springhill 67# Vellum Bristol	2000	\$73.28	Springhill 67# Vellum Bristol	2000	\$47.20
Card Stock (110 lbs.)	11"x17"	White	1	Springhill 110# Index	1000	\$83.80	Springhill 110# Index	1000	\$68.60

### 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
90 Bright White	8.5"x11"	White	1,487	Boise X9	5000	\$34.50	NA	N/A	NA
90 Bright White	11"x17"	White	14	Boise X9 – 196652	2500	\$44.15	NA	N/A	NA
Color Paper	8.5"x11"	Canary	125	Xerox Vitality Paper 839148	5000	\$54.36	NA	N/A	NA
	8.5"x11"	Blue	136	Xerox Vitality Paper 276927	5000	\$54.36	NA	N/A	NA
	8.5"x11"	Goldenrod	74	Xerox Vitality Paper 345686	5000	\$54.36	NA	N/A	NA
	8.5"x11"	Green	128	Xerox Vitality Paper 791806	5000	\$54.36	NA	N/A	NA
	8.5"x11"	Pink	125	Xerox Vitality Paper 791905	5000	\$54.36	NA	N/A	NA
Card Stock (60-65 lbs.)	8.5"x11"	White	13	Springhill 67# Vellum Bristol	2000	\$73.28	NA	N/A	NA
Card Stock (110 lbs.)	11"x17"	White	1	Springhill 110# Index	1000	\$83.80	NA	N/A	NA

### Annual Total Quote

	Prepaid and Delivered as Requests	Invoiced as Delivered
Business Essentials	\$84,037.73	\$84,037.73
Lindenmeyr Munroe	\$80,146.60	No quote

### Recommendation

After considering factors including continuity of the primary paper used (8.5x11), the avoidance of upfront cash outlay, and prior experience, the district recommends the purchase of the copy/printer paper supply from Business Essentials for the 2024-25 school year.