

North Shore School District 112

Date: May 15, 2018

To: Dr. Monica Schroeder, Deputy Superintendent
Members of the Board of Education

From: Christopher Wildman, CPA, Chief Financial Officer and Treasurer

Subject: District Paper Supply Order for 2018-2019 School Year

Policy Alignment: Policy 4:60 – Purchases and Contracts

Strategic Plan Alignment: Parameter or Objective: We practice fiscal responsibility while maintaining an operating fund balance of at least 25%.

Disposition: Action

Executive Summary:

For the 2018-2019 school year, copy paper requirements from Districts 106, 109, 112, 113, and the City of Lake Forest, were pooled together and placed out for bid by the group's coordinator, District 113. Of the six vendors submitting bids, Veritiv Operating Co. was the lowest responsive bidder that met the paper quality requirements. (See attached Bid Tabulation)

Township High School District 113's Board of Education plans to approve the paper bid at their Board Meeting on May 14, 2018, offered by Veritiv Operating Co. for a total amount of \$106,324.65. District 112's portion of this bid is approximately \$25,812 for 1,080 cases of paper. Last year the district ordered 1,431 cases for a total of \$31,784.

At the May 15, 2018, Board Meeting, the Administration recommends that the Board approve the paper bid offered by Veritiv Operating Co, the lowest responsible bidder, in the amount of approximately \$25,812, for the fiscal year 2019.

Recommendation: Approval

Suggested Motion: May I have a motion to move that the Board approve the paper bid offered by Veritiv Operating Co, the lowest responsible bidder, in the amount of approximately \$25,812, for the fiscal year 2019.

Township High School District 113
Paper Bid Tabulation
FYE June 30, 2019

Bids have been received for duplicator paper, colored paper, card stock, etc. The net results are as follows:

Contract Paper Group Uniontown, OH Option 1	\$102,349.98 – Natural Choice 8.5” x 11” White copy = \$2.263 per ream 8.5” x 11” White Recycled = \$2.49 per ream
Veritiv Operating Company Addison, IL	\$106,324.65 – Comet 8.5” x 11” White copy = \$2.39 per ream 8.5” x 11” White Recycled = \$2.77 per ream Net 30 Days
Midland Paper Wheeling, IL	\$107,339.80 – MPC 8.5” x 11” White Copy = \$2.420 per ream 8.5” x 11” White Recycled = \$2.651 per ream 1% discount included in quote: paid within 30 days
Contract Paper Group Uniontown, OH Option 2	\$108,365.22 – Fascopy/Mill Equal 8.5” x 11” White copy = \$2.417 per ream 8.5” x 11” White Recycled = \$2.759 per ream
Murnane Paper Elmhurst, IL	\$108,597.39 – Boise Copy 8.5” x 11” White Copy = \$2.434 per ream 8.5” x 11” White Recycled = \$2.79 per ream Net 30 days
Office Depot Itasca, IL	\$121,326.65 – Boise Copy 8.5” x 11” White Copy = \$2.75 per ream
Graphic 14 Mundelein, IL	Declined bid
Quill Lincolnshire, IL	Declined bid

Recommendation:

It is my recommendation to accept the bid from **Veritiv Operating Co.** It is the lowest bid that has met the bid and paper quality requirements.