Community HIGH SCHOOL District 99

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Department Of Physical Plant & Operations

To: Board of Education

Via: Hank Thiele

From: Jim Kolodziej

Re: Award of Bid – Copy Paper

Date: June 17, 2024

Specifications were developed for the purpose of bidding copier paper for the District. A legal notice was published in the local newspaper, posted on our website, as well as uploaded to a digital platform via BuildingConnected.com.

The bid again this year was for recycled paper and reflects our continued approach to comply with state law as well as expand our conservation program. We received a total of six (6) bids.

The low bids meet our bid specifications and is under our estimated budget.

We ask the Board of Education to approve an award of contract to the following vendors for lowest bid meeting our specifications for copier paper for fiscal year 2024-2025 in the aggregate amount of **$16,328.65**.

Staples *Framingham, MA*	**$ 13,095.75**
Murnane Paper Company *Elmhurst, IL*	**$ 1,868.50**
Midland Paper Packaging *Wheeling, IL*	**$ 1,364.40**