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To: Board of Education
Via: Dr. Henry Thiele
From: Dr. Travis McGuire
Date: April 15, 2026
Re: Award of Bid - Copy Paper

On April 7, 2026, the District opened six bids for the 2026-2027 copy paper supply. Per Board Policy 4.70 (Resource Conservation) and Public Act 095-0741, the District prioritizes products containing recycled materials when "economically and practically feasible". The Board is asked to review the cost variance between Recycled and Virgin Fiber paper to determine the preferred award path.

The Board has historically prioritized environmental responsibility, even at an increased cost. The current bids present a choice between two distinct low-cost leaders depending on the paper type selected.

The following table reflects the lowest qualified bids after adjusting to meet full bid specifications (e.g., total quantities and delivery requirements):

Paper Type	Lowest qualified bidder	Bid Total Amount
Virgin Fiber	Contract Paper Group	\$66,721.30
Recycled Content (≥30% PCR)	Murnane Paper Company	\$77,259.50

As you can be seen, selecting recycled paper represents an increase of \$10,538.20 (approx. 15.8%) over the virgin fiber option. Also, awarding the virgin fiber bid would result in a contract with Contract Paper Group, while the recycled content bid would be awarded to Murnane Paper Company. If you wish to see the bid tab results, they can be found by [clicking here](#) to access this publicly available document.

While the 2027 recycled bid is higher than recent years, it remains fiscally responsible when viewed over time. The \$77,259.50 bid is consistent with the District's 14-year inflation-adjusted average of \$73,229.17. This year's order includes an estimated 2.5 million more sheets than the previous cycle due to usage shifts and the depletion of an oversupply coming into the 2025-2026 school year. Despite the volume increase, current pricing avoids the extreme volatility seen in the paper market between 2021 and 2024.