



# COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

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Michael Adamczyk, SFO, Chief School Business Official • Business & Auxiliary Services

**DATE:** August 14, 2019

**TO:** Board of Education

**FROM:** Michael Adamczyk, CSBO

**RE:** Action Item - BID #20-002 Laser Bond Paper

## **Background**

Bid Notice #20-002 – Laser Bond Paper – was published in the Daily Herald and posted on the District’s web site on July 22, 2019. Bid specifications were sent to thirteen vendors. Five bids were received back. This product will be used during the 2019-20 school year.

For the 2018-19 school year the District used the “Just-In-Time” delivery model for the various types of copy paper. The District requested a base bid and a bid alternate. The base bid is for white 8.5 x 11 copy paper to be delivered to the warehouse. The bid alternate is requesting pricing for drop shipment directly to the buildings. Awarding the bid alternate will allow the District to continue to purchase paper directly from a distributor, reducing delivery lead-time.

## **Results**

Bid results are attached. Midland Paper submitted a sample ream of paper that was manufactured in Brazil. Bid specifications required that the copy paper be domestically produced from paper mills located within the United States. Midland Paper’s bid has been eliminated from consideration.

## **Recommendation**

Based on the estimated usage for the District, it is recommended the Board of Education award Bid #20-002 Laser Bond Paper Bid Alternate to Veritiv Operating Company, Addison, IL for an amount of \$196,850.45. The funds are budgeted in the 2019-20 Education Fund, Operations and Maintenance Fund, and Transportation Fund.

Bid documents are available for review in the Business Office.

**BASE BID- SHIPPED AND STORED AT WAREHOUSE  
WHITE PAPER ONLY**

VENDOR	QTY (# Cases Needed)	WHITE 8.5 X 11 CASES UNIT COST	WHITE 8.5 X 11 CASES EXTENDED COST
Graphic 14	6000	26.50	159,000.00
Veritiv Operating Company	6000	26.50	159,000.00
Midland Paper	6000	26.78	160,680.00
Contact Paper Group	6000	25.78	154,680.00
Office Depot	6000	32.99	197,940.00

**BID ALTERNATE 1- DROP SHIP TO BUILDING DIRECTLY FROM VENDOR**

VENDOR	QTY (# Cases Needed)	WHITE 8.5 X 11 CASES UNIT COST	WHITE 8.5 X 11 CASES EXTENDED COST
Graphic 14	5500	N/A	N/A
Veritiv Operating Company	5500	30.50	167,750.00
Midland Paper	5500	30.04	165,220.00
Contact Paper Group	5500	N/A	N/A
Office Depot	5500	32.99	181,445.00

VENDOR	QTY (# Reams Needed)	WHITE 8.5 X 14 REAM UNIT COST	WHITE 8.5 X 14 REAM EXTENDED COST
Graphic 14	317	N/A	N/A
Veritiv Operating Company	317	4.50	1,426.50
Midland Paper	317	4.18	1,325.06
Contact Paper Group	317	N/A	N/A
Office Depot	317	5.50	1,743.50

VENDOR	QTY (# Reams Needed)	COLOR 8.5 X 11 REAM UNIT COST	COLOR 8.5 X 11 REAM EXTENDED COST
Graphic 14	4024	N/A	N/A
Veritiv Operating Company	4024	4.35	17,504.40
Midland Paper	4024	3.96	15,935.04
Contact Paper Group	4024	N/A	N/A
Office Depot	4024	4.89	19,677.36

VENDOR	QTY (# Reams Needed)	CARD STOCK REAM UNIT COST	CARD STOCK REAM EXTENDED COST
Graphic 14	2187	N/A	N/A
Veritiv Operating Company	2187	4.65	10,169.55
Midland Paper	2187	4.19	9,163.53
Contact Paper Group	2187	N/A	N/A
Office Depot	2187	7.79	17,036.73