

May 9, 2018



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Community Consolidated School District 15

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To: Board of Education

From: Michael Adamczyk, CSBO
 Ivy Fleming, Budget & Purchasing Coordinator

Date: May 9, 2018

Subject: Action Item - BID #18-023 Laser Bond Paper



Background

Bid Notice #18-023 Laser Bond Paper was published in the Daily Herald on April 17, 2018. On April 16, 2018, bid specifications were sent to eleven vendors. Five bids were received back. This product will be used during the 2018-19 school year.

In moving forward with our efforts to move towards a "Just-In-Time" delivery model for supplies, the district requested a base bid and a bid alternate. The base bid is for white 8.5 x 11 to be delivered to the warehouse. Accepting this base bid will continue with the practice of the district storing and delivering white copy paper. The bid alternate is requesting pricing for drop shipment directly to the buildings. Accepting the bid alternate will bring more items to the "Just-In-Time" delivery model at competitive pricing. The bid alternate also includes color paper, card stock, and legal size paper. We are currently purchasing these items from our current "Just-In-Time" vendor. Awarding the bid alternate will allow the district to purchase paper directly from a distributor, reducing delivery lead-time and generating savings on the color paper, legal paper, and card stock.

Results

Bid results are attached.

Recommendation

Based on the estimated usage for the district, it is recommended the Board of Education award Bid #18-023 Laser Bond Paper Bid Alternate to Veritiv Operating Company, Addison, IL for an amount of \$110,409.70. The funds are budgeted in the 2018-19 Education Fund, Operations and Maintenance Fund, and Transportation Fund.

Bid documents are on file in the Business Office for review.

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

VENDOR	QTY per case	WHITE 8.5 X 11 CASES UNIT COST	WHITE 8.5 X 11 CASES EXTENDED COST
Contract Paper Group	3200	24.24	77,568.00
Midland Paper	3200	24.43	78,186.24
Graphic 14	3200	24.90	79,680.00
Murane Paper	3200	29.10	93,120.00
Veritiv Operating Company	3200	23.95	76,640.00

BID ALTERNATE 1- DROP SHIP TO BUILDING DIRECTLY FROM VENDOR

VENDOR	QTY per case	WHITE 8.5 X 11 CASES UNIT COST	WHITE 8.5 X 11 CASES EXTENDED COST
Contract Paper Group	3200	29.85	95,520.00
Midland Paper	3200	30.75	98,400.00
Graphic 14	3200	na	na
Murane Paper	3200	31.20	99,840.00
Veritiv Operating Company	3200	26.75	85,600.00

VENDOR	QTY per ream	WHITE 8.5 X 14 REAM UNIT COST	WHITE 8.5 X 14 REAM EXTENDED COST
Contract Paper Group	317	3.76	1,190.65
Midland Paper	317	4.05	1,283.85
Graphic 14	317	na	na
Murane Paper	317	3.92	1,242.64
Veritiv Operating Company	317	3.70	1,172.90

VENDOR	QTY per ream	COLOR 8.5 X 11 REAM UNIT COST	COLOR 8.5 X 11 REAM EXTENDED COST
Contract Paper Group	4024	3.95	15,874.68
Midland Paper	4024	3.74	15,049.76
Graphic 14	4024	na	na
Murane Paper	4024	3.70	14,888.80
Veritiv Operating Company	4024	3.70	14,888.80

VENDOR	QTY per ream	CARD STOCK REAM UNIT COST	CARD STOCK REAM EXTENDED COST
Contract Paper Group	2187	na	na
Midland Paper	2187	4.35	9,513.45
Graphic 14	2187	na	na
Murane Paper	2187	4.62	10,103.94
Veritiv Operating Company	2187	4.00	8,748.00