

## MEMORANDUM

**TO : THE KANSAS CITY BOARD OF EDUCATION**

FROM : Dr. Jill Shackelford, Superintendent of Schools

DATE : December 8, 2009

**SUBJECT: PURCHASE COPIER PAPER**

### **RECOMMENDATION:**

That the Kansas City Board of Education **accept the low bid meeting the written specifications for copier paper from the Paper 101 Corporation in the amount of \$60,354.00** as submitted by Robert Young, Director of Purchasing, Dr. Cynthia Lane, Assistant Superintendent for Instruction and Business, and as recommended by Dr. Jill Shackelford, Superintendent of Schools.

### **EXPLANATION:**

Sealed bids were received for storeroom inventory requirements of xerographic copy paper on December 1, 2009. The materials on this bid are to be placed in the central stores inventory for distribution to all the schools in the district. Materials are to be ordered in time to allow for third and fourth quarter deliveries during the 2009-2010 school year.

A bid analysis is attached for this paper product. Prices are indicated as unit prices and total extended prices with the quantities shown above the item description. It is recommended the low bid meeting the written requirements of the bid specifications be accepted for this item.

Recommended by:

Submitted by:

Dr. Jill Shackelford  
Superintendent of Schools

Dr. Cynthia Lane  
Assistant Superintendent for Instruction and  
Business

Robert Young  
Director of Purchasing

**ITEM: XEROGRAPHIC COPY PAPER**

**QUANTITY – 25,200 REAMS**

<b><u>COMPANY</u></b>	<b>UNIT PRICE (REAM)</b>	<b>TOTAL PRICE</b> *
Paper 101 Corporation	\$2.395	\$60,354.00
RIS Paper Company	\$2.437	\$61,412.00
Xpedx	\$2.46	\$61,992.00
Clayton Paper	\$2.48	\$62,496.00
Spicers Paper	\$2.55	\$64,260.00
Warwick	\$2.58	\$65,016.00
Dot's Office Products	\$2.75	\$69,300.00
Staples	No Bid	