



MEMORANDUM

TO: THE KANSAS CITY KANSAS BOARD OF EDUCATION
FROM: Dr. Cynthia Lane, Superintendent of Schools
DATE: February 14, 2017
SUBJECT: ACCEPT LOW BID FOR XEROGRAPHIC PAPER

RECOMMENDATION:

That the Kansas City Board of Education **accept the low bid meeting the written specifications for copy paper from WB Mason in the amount of \$54,205.20** as submitted by Robert Young, Executive Director of Business Services, Dr. Kelli Mather, Chief Financial Officer, and as recommended by Dr. Cynthia Lane, Superintendent of Schools

EXPLANATION:

Background

Sealed bids were received for Storeroom inventory requirements of xerographic copy paper on February 2, 2017. 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 spring semester and summer deliveries during the second half of the 2016-2017 school year. The invitation for bid was advertised and sent to six firms. Bids were received from WB Mason, The Paper Corporation, Liberty Paper, Veritiv, Contract Paper Group, Staples, Clayton Paper, School Specialty Supply and Terra Office. One 'No Bid' response was received from Office Products Alliance.

Why This Is Important

Copy paper products are used at all District facilities. It is an essential item to District operations.


Strategic Framework Authority

Bid competition for commodities ensures purchase at best available price and addresses the priority of being good stewards of resources with financial accountability.

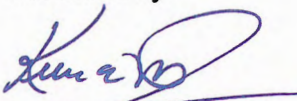
What Action Might the Board Consider?

It is recommended the low bid meeting the written requirements of the bid specifications be accepted for this item. A bid analysis is attached. Prices are indicated as unit prices and total extended prices, with the quantities requested noted in bold (at left) on the bottom line.

Recommended by:


Dr. Cynthia Lane
Superintendent of
Schools

Submitted by:


Dr. Kelli E. Mather
Chief Operating Officer


Robert Young
Executive Director of Business

IFB 17-001 - Xerographic Paper

	Low Bid	2	3	4	5	6		7	8	No Bid
	WB Mason	The Paper Corporation	Liberty Paper	Veritiv	Contract Paper Group	Staples	Clayton Paper	School Specialty Supply	TeraOffice	Office Products Alliance
Location	Bid	Bid	Bid	Bid	Bid	Bid	Bid	Bid	Bid	Bid
Product ID	Flagship	LaserSharp 92	Premier	Comet	Fascopy	Georgia Pacific	Georgia Pacific	Domtar	Generic	NA
Price Per Ream	\$ 2.151	\$ 2.206	\$ 2.226	\$ 2.248	\$ 2.252	\$ 2.270	\$ 2.319	\$ 2.462	\$ 2.650	NA
Total (25,200 Reams)	\$ 54,205.20	\$ 55,591.20	\$ 56,095.20	\$ 56,649.60	\$ 56,750.40	\$ 57,204.00	\$ 58,438.80	\$ 62,042.40	\$ 66,780.00	No Bid