



MEMORANDUM

TO: THE KANSAS CITY KANSAS BOARD OF EDUCATION
FROM: DR. CYNTHIA LANE, SUPERINTENDENT OF SCHOOLS
DATE: OCTOBER 24, 2017
SUBJECT: ACCEPT LOW BID FOR XEROGRAPHIC PAPER (FALL/WINTER)

RECOMMENDATION:

That the Kansas City Board of Education **accept the low bid meeting the written specifications for copy paper from The Paper Corporation in the amount of \$54,406.80** as submitted by Wayne Correll, Director of Purchasing, Dr. Kelli Mather, Chief Operating 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 September 28, 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 winter & spring deliveries during the 2017-2018 school year. The invitation for bid was advertised and sent to six firms. Bids were received from Contract Paper Group, The Paper Corporation, Liberty Paper, WB Mason, Clayton Paper, Veritiv and Staples.

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, 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 Mather
Chief Operating Officer

Submitted by:

Wayne C. Correll
Director of Purchasing

IFB 17-031 - Xerographic Paper

	Low Bid	1	2	3	4	5	6	7
	Paper Corp	Liberty Paper	WB Mason	Clayton Paper	Contract Paper Group - Alt 1	Veritiv	Staples	Contract Paper Group - Alt 2*
Location	Bid	Bid	Bid	Bid	Bid	Bid	Bid	Bid
Product ID	118024	MAR811W	WBM21200	GP999705	FWH11	0127567	135848	NC
Price Per Ream	\$ 2.159	\$ 2.192	\$ 2.232	\$ 2.248	\$ 2.250	\$ 2.294	\$ 2.690	\$ 2.127
Total (25,200 Reams)	\$ 54,406.80	\$ 55,238.40	\$ 56,246.40	\$ 56,649.60	\$ 56,700.00	\$ 57,808.80	\$ 67,788.00	\$ 53,600.40

*Did Not Meet Specifications