

ATTACHMENT NO. IX-H: Copy Paper Bid FY12-03

Potential motion: Move to approve Pro-Source as the vendor to provide Copy Paper per Bid FY12-03.

Recommended action: Approve the motion

Copy paper Bid FY12-03 was opened on August 3, 2011 at 10:00 a.m. Nine (9) bid packages were distributed and/or requested by interested parties. Three (3) responses were received; two (2) were no bid responses.

The lowest responsible bidder was Pro-Source (Rockford, IL) at a case cost of \$29.55. An estimated annual cost for the district is \$17,730 based upon 600 cases. This cost is a 2% increase over the prior year. Pro-Source is the current providing vendor.

It is recommended that the Board approve Pro-Source as the lowest responsible bidder for copy paper.

Copy Paper Bid Recap Sheet

Opened: August 3, 2011 10:00 a.m.

Attendees: Cathy Nelson, Mary Walraven, Jim Novak, Rusty Sergent (Pro-Source)

Number of Bid Packages Mailed/Requested: 9

Bids Received: Pro-Source
School Specialty - No Bid Response (Project too small for competitive pricing)
Quill Corp. - No Bid Response (Unable to comply)

<u>Bidder</u>	<u>Cost per Case</u>	<u>Est. Annual Cost</u>	<u>Notes</u>
Pro-Source	\$29.55	\$17,730.00	Brand - Georgia Pacific (current product)
		Estimate 600 cases	
Case Price 10-11	\$28.97		2% Increase