

ATTACHMENT NO. IX-D: Approval of Bulk Paper Purchases

Suggested Motion: Move to Approve the purchase of bulk copy paper on demand at the lowest reasonable quote

Recommended Action: Approve as presented

Purchasing bulk copy paper on demand is the most efficient and cost-effective approach for the school board. By ordering in larger quantities only when needed, the board can take advantage of volume discounts while avoiding unnecessary storage costs and potential waste from unused or damaged stock. This method also allows for better budget management, as purchases can be aligned with actual usage patterns rather than estimated projections. Additionally, it provides the flexibility to respond to changing needs across schools throughout the year, ensuring that resources are allocated more strategically and responsibly.

	Company Name	Bid 2 - On Demand Delivery	Per Skid Cost	Notes
Office Pro	\$34.00/case with a PO	\$34.00/CASE WITH PO	\$1,360.00	csr@goofficepro.com - Sent email 8/5 - Jamin Arn
Contract Paper Group	36-50 to 40-60 per case	36-50 to 42-60 per case	\$1,540-\$1,704	Jennifer Oshel - JOshel@cpbid.com - Recently informed us they cannot guarantee this price any more
Staples		\$34.99 to \$39.99 per case	\$1,399.60-\$1,599.60	Dan Evers - Dan.Evers@staples.com - Because this number was so close we called th
ODP		\$41.5 per case	\$1,660.00	
School/Building	CASES			40 CASES PER SKID
HS	90			10 SKIDS PER YEAR
MS	45			
UE	50			
CES	60			BID 1 ESTIMATED 40 SKIDS WITH 2 DELIVERIES - SEPTEMBER AND DECEMBER
MES	50			
PGES	80			BID 2 ESTIMATED 40 SKIDS WITH DELIVERY TO 7 POSSIBLE LOCATIONS, ON DEMAND WITHIN A 48 HOUR MAXIMUM TURNAROUND TIME.
DO	25			ON DEMAND ORDERING WOULD BE 2 TO 3 SKIDS AT A TIME
	400			
				PAPER REQUIREMENTS : 8.5 BY 11 WHITE XEROGRAPHIC (COUNTRY OF ORIGIN = USA), 20 LB, 92 BRIGHT. ONE SKID IS EQUIVALENT TO
				40 CASES WITH 10 REAMS PER CASE, 500 PAGES PER REAM
				* Contract Paper Group prices are for 2 different types of paper