



**STATE COLLEGE AREA SCHOOL DISTRICT
ADMINISTRATIVE OFFICES**

131 WEST NITTANY AVENUE • STATE COLLEGE PENNSYLVANIA • 16801-4899
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To: Robert J. O'Donnell, Superintendent

From: Kevin M. Stahl, Manager of Purchasing

Re: Copier Paper Award

Date: July 8, 2014

Administration has solicited bids for the purchase of white copier paper required for the entirety of the 2014/15 school year. By way of background, the bid package pools the annual usage of the entire district for bulk delivery in either one (1) or two (2) shipments per year. Once delivered, the paper is warehoused for subsequent distribution by district personnel on an as-needed basis. Bids were solicited for both non-recycled and recycled stocks.

Requests for bid were mailed to eighteen (18) vendors and the requirement was publicly advertised as mandated by the Public School Code. Sealed bids were opened Thursday, July 3, 2014 with truckload pricing for 3,000 cartons as follows:

<u>Vendor</u>	<u>Bid Price</u>
XPEDX	\$72,570
XPEDX (recycled)	\$94,680
Unisource	\$72,630
Unisource (recycled)	No Bid
Contract Paper Group, Inc.	\$73,110
Contract Paper Group, Inc. (recycled)	\$83,850
Staples	\$73,710
Staples (recycled)	\$92,490
Lindenmeyr	\$78,000
Lindenmeyr (recycled)	\$92,700

It is the recommendation of administration that the non-recycled bid submitted by the XPEDX be accepted for this 2014/2015 budget expenditure at a total delivered cost of \$72,570, a cost 2.3% higher than that paid last fiscal year. It should be noted that district-wide consumption of copier paper remained static over the past year.