



GLENBROOK HIGH SCHOOLS
Regular Meeting – Monday April 27, 2009
District Business Office

TO: Dr. Craig A. Schilling 
FROM: Kimberly L. Ptak 
DATE: April 27, 2009
RE: **DISCUSSION/ACTION: Award of Bid – Office Supplies and Copy Paper**

It is recommended that the Board of Education

Award the bid for Copy Paper and Office Supplies in the estimated amounts of \$85,678.55 and \$78,510.87 to Lewis Paper and Office Depot. We are recommending a 1-year contract with an option to renew for an additional four 1-year terms. Any future increases would be based on market index pricing. Prices are locked for a 12 month period for office supplies and an 8 month period for paper (majority of paper is bought in June and September). Annual anticipated savings is \$28,992.21.

Background

The district currently is purchasing office supplies from Office Depot using an on-line ordering system. Orders are delivered next day with no shipping/handling costs. In addition employees can go to an Office Depot retail store and receive the district contract pricing. Paper will also be ordered with an on-line system with free, next day delivery.

**OFFICE/CLASSROOM SUPPLIES & COPY PAPER BID
RESPONSE SUMMARY**

	COPY PAPER		
	BID VALUE	1 Yr. SAVING	5 Yr. SAVING
BASELINE	\$100,885.56		
Office DEPOT	\$95,971.30	\$4,914.26	\$24,571.30
OfficeMax Solutions	\$97,424.08	\$3,461.48	\$17,307.40
Graphic 14 Inc.	\$100,518.30	\$367.26	\$1,836.30
Lewis Paper	\$85,678.55	\$15,207.01	\$76,035.05

	SUPPLIES		
	BID VALUE	1 Yr. SAVING	5 Yr. SAVING
BASELINE	\$92,296.07		
Office DEPOT	\$78,510.87	\$13,785.20	\$68,926.00
*OfficeMax Solutions	\$73,739.98	\$18,556.09	\$92,780.45
Graphic 14 Inc.	No Bid	No Bid	No Bid
Lewis Paper	No Bid	No Bid	No Bid

LOW COST COMBINATION	\$164,189.42	\$28,992.21	\$144,961.05

*NOTE: Office Max incorrectly tabulated its bid response. Number should have been \$166,611.

Staples/Corporate Express and Boise Cascade did not reply as they did not feel they could meet current standards.