



Board of Education

TO: Board of Education
FROM: Executive Director of Business & Operations, Karen Apostoli
DATE: April 23, 2026
RE: Paper Bid

This memo is:

- Information only.
 Information with a recommendation, and a request for Board consent.
 Information with a recommendation, and a request for Board approval by vote.

Date by which a Board decision is needed: 05/07/2026

Previous memos on this topic can be found:

- in previous Board packet(s) dated. 04/18/2024
 or attached to this memo

Basic information:

The Board annually awards the Copy Paper and Related Materials Bid to the lowest bidder. The Joint Bid between District 33, District 34, and District 25 was made public through publication in the Daily Herald newspaper, and bid packets were made available to vendors beginning March 16, 2026. Six (6) vendors submitted bids. The Bid opening took place on April 17, 2026, at 10:00 AM in the ESC building. No vendor representatives attended the Bid opening.

Background or historical information:

The results of the Paper Bid can be found here:

[2026 - 2027 Copy Paper Bid](#) (including Winfield & Benjamin School Districts)

[2026 - 2027 Copy Paper Bid - D33 Only*](#)

The bulk of the bid consisted of 8.5 x 11" white copy paper. Midland had the lowest price at \$32.55/case. The total cost of the D33 portion of the bid was \$136,896.58.

Previous decisions, actions or parameters that relate to this topic or issue: (Options) 3 options

The 2023-24 Copy Paper bid was \$135,328.79 (D33 portion \$119,299.19) and was \$36.10/case.
The average cost of copy paper in 2022-23 was \$40/case. There were no bidders for the 2023 Copy Paper bid.
Copy paper for 2019-20 was \$29.68/case.

Recommendations: (Recommendations) and (Evaluate)

The administration recommends awarding the 2026-27 Copy Paper bids to the vendors found on the bid results with a total of \$136,896.58 representing the District 33 portion of the bid.

Other questions? What else does the Board wish to know?: