



# Livonia Public Schools

*District Services*

**Date:** May 11, 2026

**To:** Andrea Oquist, Superintendent

**From:** William Green, Assistant Superintendent of Operations and District Services

**Re:** Purchase of Copy Paper

I am requesting authorization to purchase photocopy paper for the 2026–2027 school year. This item will be presented for discussion and approval at the Committee of the Whole meeting on Monday, May 11, 2026.

## **Background**

Photocopy paper is an annual district purchase obtained through the Wayne County paper supply contract, a county-wide competitive bid process.

For the 2025–2026 school year, the district purchased:

- White 8.5" x 11" copy paper at **\$30.59 per carton**
- Pastel 8.5" x 11" copy paper at **\$59.65 per carton**

Both items were supplied by Contract Paper Group.

## **Recommendation**

Per Mr. Lau's recommendation letter, I recommend awarding the purchase of copy paper for the 2026–2027 school year to Contract Paper Group, Inc. at the following pricing:

- 4,500 cartons – 8.5" x 11" White Paper @ \$31.20 per carton
- 30 cartons – 8.5" x 11" Pastel Paper @ \$58.50 per carton
- 40 cartons – 11" x 17" White Paper @ \$48.20 per carton

Total Cost: \$144,083

**Funding Source:** General Fund

## **Attachments**

c: Board of Education

WG/AS