

**BOARD OF EDUCATION OF HARFORD COUNTY**

**INFORMATIONAL REPORT**

**DECISION ON CONTRACT AWARD FOR COPY PAPER**

**July 15, 2019**

Background Information:

The Purchasing Department is requesting a decision by the Board of Education to approve the use of a contract with W.B. Mason Co., Inc., located at 59 Centre Street, Brockton, MA 02110 for the purchase and delivery of copy paper.

The total annual expenditure is expected to be in excess of \$100,000. The contract will be utilized on an as needed basis. For any single purchase exceeding \$100,000, board approval will be requested.

Discussion:

Due to current paper market conditions, paper prices are on the rise due to a shortage of paper caused by a major paper production plant shutting down (Georgia Pacific). After reviewing several existing contracts available in the market, the contract with Carroll County Public Schools' Bid #17-012R has the most favorable pricing. HCPS would piggyback the Carroll County Public Schools' contract to achieve savings.

| Entity                      | Pricing                             |
|-----------------------------|-------------------------------------|
| Other contracts             | Range of \$26.17 - \$27.48 per case |
| CCPS Bid #17-012R bid price | \$26.07 per case                    |

Superintendent's Recommendation:

The Superintendent of Schools recommends that the Board of Education accept the recommendation by the Purchasing Department and approve piggybacking the Carroll County Public Schools' contract for Bid #17-012R with W.B. Mason Co., Inc. The contract is effective through July 31, 2019 with the provision for an additional one (1) six (6) month term.