

BOARD OF EDUCATION OF HARFORD COUNTY
INFORMATIONAL REPORT
DECISION ON CONTRACT AWARD FOR COPY PAPER
OCTOBER 11, 2021

Background Information:

On behalf of the schools and offices throughout the Harford County Public School District, the Purchasing Department is requesting a decision to approve the purchase of copy paper, utilizing Contract # 004296 as solicited by Oakland County, Michigan and awarded to Office Depot located at 6600 North Military Trail, Boca Raton, FL 33496.

It is anticipated that the total annual expenditure will be in excess of \$100,000. This contract will be utilized on an as-needed basis.

Discussion:

The contract with Office Depot will provide for the purchase of copy paper. See chart below for details.

QTY	DESCRIPTION	PRICE
2520 cases	Xerographic White Copy Paper	\$70,560.00
160 cases	Pastel Multipurpose Paper, Blue	\$6,638.40
160 cases	Pastel Multipurpose Paper, Canary	\$6,638.40
160 cases	Pastel Multipurpose Paper, Green	\$6,638.40
160 cases	Pastel Multipurpose Paper, Pink	\$6,638.40
120 cases	Pastel Multipurpose Paper, Salmon	\$4,978.80
120 cases	Pastel Multipurpose Paper, Gold	\$4,978.80
40 cases	Pastel Multipurpose Paper, Tan	\$1,659.60
	Total	\$108,730.80

This contract has exhausted all renewals and will expire on September 30, 2023.

Superintendent's Recommendation:

The Superintendent of Schools recommends that the Board of Education accepts the recommendation made by the Purchasing Department and approve the purchase of copy paper through piggyback Contract # 004296 awarded to Office Depot in the amount of \$108,730.80.