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Teaching Effectively - Learning Successfully

**Alex Ayers, Ed.D.**  
Superintendent of Schools

**Dennis Holmes**  
Associate Superintendent  
for Instructional Support

**Carl Fox**  
Purchasing Manager

August 2, 2018

To: Board of Trustees

From: Dennis Holmes  
Associate Superintendent for Instructional Support

Re: **Award of Bid for Copy Paper FY2018-2019**

The following bids were received:

<b>Bidder</b>	<b>Multi-Purpose Paper</b>	<b>Xerographic Paper</b>	<b>Total</b>
Contract Paper Group	\$71,442.00	\$24,763.20	\$96,205.00
<b>Wyoming Office Products</b>	<b>\$69,022.80</b>	<b>\$25,569.60</b>	<b>\$94,592.40</b>
Eagle of Cody	\$69,577.20	\$25,981.20	\$95,558.40

Notes:

White copy paper needed for warehouse stock to support schools and district print services.

Wyoming Office Products is allowed a 5% preference for being an in state vendor.

Totals are based on projected usage and may vary depending on actual usage.

Source of Funds: General Fund.

**Recommendation: Award Bid to Wyoming Office Products in the amount of \$94,592.40.**