



## Council Report

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**Report Number:** PUR2022-028  
**Meeting Date:** July 19, 2022  
**Title:** 2022-79-OQ OECM Office Supplies and Fine Copy Paper  
**Author and Title:** Kristy Wilson, Junior Buyer

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### Recommendation(s):

**That** Report PUR2022-028, **2022-79-OQ OECM Office Supplies and Fine Copy Paper**, be received;

**That** Staples Professional Inc. be awarded 2022-79-OQ OECM Office Supplies and Fine Copy Paper as per the Ontario Education Collaborative Marketplace (OECM) Office Supplies and Fine Copy Paper Tender 2021-394 for a four (4) year term on an as required basis;

**That** one (1) additional, four (4) year term be awarded based on satisfactory performance and upon mutual agreement and successful completion of the original term;

**That** the Mayor and Clerk be authorized to execute the Agreement.

**Department Head:** \_\_\_\_\_

**Financial/Legal/HR/Other:** \_\_\_\_\_

**Chief Administrative Officer:** \_\_\_\_\_

## **Background:**

In compliance with 5.4 of the Purchasing Policy:

“The City may participate with other government agencies or public authorities in cooperative procurement opportunities, so long as they are in compliance with current legislation. The City will maintain a list of agencies they may participate with on an annual basis on the City’s Website.”

OECM is listed as one of the entities.

The Ontario Education Collaborative Marketplace (OECM) advertised an Office Supplies and Fine Copy Paper Tender, 2021-394, and the following Vendors were awarded the contract:

Staples Professional Inc
Hamster Brand of Novexco
Grand & Toy Ltd.
Asca Office Solutions Inc.

This program provides the City with the lowest possible price based on OECM negotiated rates where they have issued a competitive procurement document. As there were more than one vendor, the City must do a second stage evaluation process to determine which of the vendors are able to provide the City with the best price and access to both paper and office supplies.

After careful evaluation, Staples Professional Inc. was the only vendor that can supply both office supplies and fine copy paper that meets the City’s needs.

## **Rationale:**

Staff recommend that Staples Professional Inc. be awarded 2022-79-OQ Office Supplies and Fine Copy Paper for four (4) years on an as required basis.

One (1) optional four (4) year renewal will be awarded upon mutual agreement and successful completion of the original term and any subsequent renewal terms.

### **Other Alternatives Considered:**

No other alternatives are being considered as the City conducted a second stage procurement process with all the vendors and has determined that only Staples is able to provide all the items required by the City.

### **Financial/Operation Impacts:**

Office Supplies and Fine Copy Paper are expensed through each Departments operating budget. Purchasing Cards are used exclusively with Staples Professional Inc., which are included in the rebate program as set up with US Bank.

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**Department Head:** Jennifer Stover

**Department File:** 2022-79-OQ