

STAFF REPORT:

Financial and Information Services

C.7

Addition to Agenda



REPORT TO:
MEETING DATE:
REPORT NO.:
SUBJECT:
PREPARED BY:

Finance and Administration
February 15, 2011
FIS.11.06
Corporate Office Supply Contract
Sherri Adams, Manager of
Purchasing

A. Recommendations

THAT Council receive Staff Report FIS.11.06 "Corporate Office Supply Contract" for information purposes.

B. Background

The Ontario Provincial Government Services (OPS) issued a competitive bid for General Office Products in 2010. Staples Advantage was awarded the contract for the initial term of three (3) years. The OPS extended the terms and conditions of the agreements for the contract to all of the Broader Public Sector (BPS). Municipalities are a member of the BPS, and as such are entitled to enjoy the costs savings of this contract.

Staples Advantage will continue to act as the provider for the Town's office supplies for the duration of the contract.

Approval of the contract with Staples Advantage was provided by the Tender / Proposal Award Committee comprised of CAO Paul Graham, Director of Financial & Information Services Robert Cummings and Sherri Adams, Manager of Purchasing.

C. The Blue Mountains' Strategic Plan

6. Providing a strong, well managed municipal government

D. Environmental

Staples Advantage has developed a "Staples Green Initiative Program"

E. Budget Impact

The cooperative purchasing initiative will save the Town up to 90% on commonly purchased items with other catalogue items discounted at up to 60%.

F. Attached

none

Respectfully submitted,

Sherri Adams, Manager of Purchasing

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