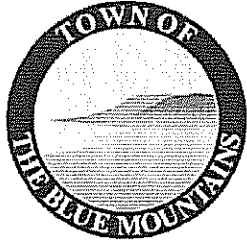


STAFF REPORT: Financial and Information Services

REPORT TO: Council
MEETING DATE: September 14, 2009
REPORT NO.: FIS.09.49
SUBJECT: Award of Request for Proposal
 TBM-2009-03 for a Systems
 Contract for General Office
 Supplies, Equipment and Small
 Office Furnishings

PREPARED BY: Sherri Adams, Manager of
 Purchasing

A. Recommendations

THAT Council receive Staff Report FIS.09.49 entitled "Award of Request for Proposal TBM-2009-03 for a Systems Contract for General Office Supplies, Equipment and Small Office Furnishings"; and,

THAT Council award the contract to Staples Advantage for a term of one year with firm pricing of the High Commodity Catalogue items as bid by Staples and a further discount of 55% on the list priced items (excluding furniture). The Town may exercise the option to renew the contract for a further term of up to two (2) more years, it being noted that Staples Advantage emerged from the evaluation process with the highest overall score.

B. Background

Historically, the Town has purchased office supplies from both Saunders Office Products and Staples Advantage. Both Saunders and Staples have provided excellent service, delivery and availability of products to the Town over the years. The total corporate value of the supplies expenditures has increased and in order to comply with the Town's Purchasing Policy, a formal request for proposal was required to be issued in order to ensure competitive pricing.

Request for Proposal TBM-2009-03 for a Systems Contract for General Office Supplies, Equipment and Small Office Furnishings was issued on July 8th and closed on July 30, 2009. A separate quotation was issued for Paper supply and delivery.

Bidders were requested to submit proposals for their vendor programs that at minimum met similar needs as that illustrated in the proposal call. Vendors were required to have the ability to supply a broad cross section of office supplies, equipment and small office furnishings.

The successful vendor program was required to provide a High Commodities Catalogue with firm pricing for the Town's high volume office supplies, and delivery within 48 hours. Provision of a general products catalogue for additional items with a firm

discount pricing was also required, with delivery within 3-4 days. All items were required to have a 98% fill rate within the specified delivery dates.

The proposal call specified delivery to several Town sites (eg. Town Hall, Fire Hall #1 etc.), and cost centres for accounting purposes (eg. Emergency Measures, By-Law etc.).

The Town received proposal submissions from four companies:

Staples Advantage	Saunders Office Pro
The Computer Media Group	Simcoe Office Products

Proposal submissions were evaluated by the Evaluation Committee based on the following criteria, as outlined in the Request for Proposal:

ITEM	DESCRIPTION	SCORE VALUE
1	Vendor qualifications, references, expertise and Vendor site visit	75
2	Net unit costs and Vendor catalogue discounts offered	75
3	Completeness of the Proposal	10
4	Value added components offered related to the Program (including Environmental Stewardship)	15
	Total Points	175

Staples Advantage emerged from the evaluations with the highest overall score. The Tender Proposal Award Committee recommends the award be made to Staples Advantage for the one year term with the Town's option to renew for an additional two years.

C. The Blue Mountains' Strategic Plan

- 3. Preserving and enhancing natural and environmental features, and cultural heritage of the community
- 6. Providing a strong, well managed municipal government

D. Environmental Impacts

The Staples Advantage proposal submission contained the following environmental stewardship initiatives:

Staples Green Initiative Program

- ISO 14001:2004 certification of environmental stewardship

- *Fifty Green Program* encourages clients to order minimum \$50 orders to avoid delivery charges. Where delivery charges are incurred, half of the \$5 charge is donated to Tree Canada to plant trees in local communities
- Offers in excess of 1,200 environmentally friendly products, also available in Green Guide catalogue.
- Purchases only from manufacturers with sound environmental policies and procedures
- Offers Eco System that searches database for similar items that provide a better environmental impact, while maintaining the required quality
- Provides "Environmentally Friendly" seminars
- Supports responsible forest management practices that promote sustainability and result in environmental benefit
- Utilizes returnable skids, eliminating landfill waste
- Reuses manufacturing shipping cartons whenever possible

E. Budget Impact

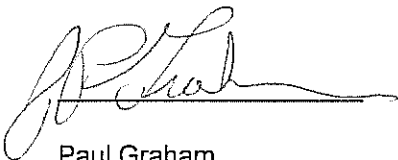
The annual operations expenditure for general office supplies for the entire corporation is approximately \$50,000. A potential three year contract is valued at approximately \$150,000.

Departments have allocated budget dollars through the 2009 Budget process for supplies in their respective budgets.

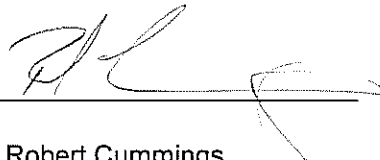
F. Attached

No attachments at this time.

Respectfully submitted,



Paul Graham
CAO



Robert Cummings
Director of Financial & Information
Services



Sherri Adams
Manager of Purchasing

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