

Date: 2021-09-28

Subject: **Begin Procurement Report - Supply and Delivery of Stationery and Office Supplies for a Three (3) Year Period**

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Report Number: Corporate Support Services-2021-1121

Recommendations:

1. That the report titled: Begin Procurement Report - Supply and Delivery of Stationery and Office Supplies for a Three (3) Year Period, to the Committee of Council meeting of October 27, 2021, be received; and
2. That the Purchasing Agent be authorized to begin the procurement for Stationery and Office Supplies for a Three (3) Year Period.

Overview:

- **This report seeks to obtain Council approval to begin procurement of Stationery and Office Supplies for a Three (3) Year Period with Two (2) Additional One (1) Year Optional Renewal Periods.**
- **The City's current contract expires December 31, 2021.**

Background:

City staff require stationery and office supplies to conduct their day to day operational tasks. The City's current contract for supply and delivery of stationery and office supplies was established through a competitive procurement process (RFP2016-068) and expires December 31, 2021.

Current Situation:

With the contract term approaching its end date, a competitive procurement process is required to be conducted to establish a new contract for the City's requirements beyond the expiration of the current contract.

Corporate Implications:

An uninterrupted supply of stationery and office supplies is imperative to City staff in order to perform their day to day operational tasks.

Purchasing Comments

A public Procurement Process will be conducted and the Bid submissions shall be evaluated in accordance with the published evaluation process within the bid document. Purchase approval shall be obtained in accordance with the Purchasing By-law.

All communication with Bidders involved in the procurement must occur formally, through the contact person identified in the Bid Document.

Financial Implications:

Sufficient funding is available for this procurement across various cost centres within the organization.

Term of Council Priorities:

This report achieves the Strategic Plan priorities of good government by effective and responsible management of finances, policies and service delivery.

Conclusion:

It is recommended that the Purchasing Agent be authorized to begin the procurement, as described in this report.

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