

COUNCIL REPORT

TO: CITY MANAGER **DATE:** 2017 November 28

FROM: DIRECTOR FINANCE **FILE:** 5820-20
Reference: RFP#176-09/16

SUBJECT: CONTRACT AWARD
SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND FURNITURE

PURPOSE: To obtain Council approval to award a contract for the supply and delivery of office supplies and furniture.

RECOMMENDATION:

1. **THAT** Council approve a contract award to Grand and Toy Ltd. for an estimated total cost of \$900,000 including taxes in the amount of \$42,857 as outlined in this report. Final payment will be based on the actual quantity of goods and services delivered.

REPORT

Three submissions to a Request for Proposal (RFP) were received by the closing time on 2017 July 18. The scope of work includes the supply and delivery of office supplies and furniture via the vendor's online catalog ordering system that integrates with the City's SAP system. Based on the RFP's evaluation criteria including amongst others, total cost of ownership, overall design and functionality of the catalog, environmental offerings, and the range of products offered, Grand and Toy Ltd. received the highest overall scoring. The contract term is for a two year term from 2018 January 01 to 2019 December 31. Fixed contract pricing has been negotiated for the initial two year term.

The work of this contract includes the supply and delivery of office products and furniture to all City locations. The vendor's online ordering system facilitates an electronic end-to-end Procurement to Payment process (P2P). This P2P process allows for a streamlined and efficient method of product selection, ordering, managing spend approvals and utilizing electronic payment methods to reduce the City's administrative costs, and supports the City's Environmental Sustainability Strategy.

The recommended company, Grand and Toy Ltd., has a proven track record in providing office supplies and furniture under contract to the City.

Funding for these expenditures is included in various operating accounts in the 2017 – 2021 Financial Plan.



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DIRECTOR FINANCE