

COUNCIL REPORT

TO: CITY MANAGER **DATE:** 2019 November 27

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

**SUBJECT: CONTRACT EXTENSION
SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND FURNITURE**

PURPOSE: To obtain Council approval for a one year contract extension for the supply and delivery of office supplies and furniture.

RECOMMENDATION:

- 1. THAT** Council approve a one year contract extension to Grand and Toy Ltd. for an estimated value of \$504,000 including GST and PST in the amount of \$54,000 as outlined in this report.

REPORT

On 2017 December 04, the City awarded a contract to Grand and Toy Ltd. for \$900,000.00 including tax in the amount of \$96,428.57 for the period from 2018 January 01 to 2019 December 31, with options for up to three individual one year extensions at the discretion of the City. The work of this contract includes the supply and delivery of office supplies and furniture to the City of Burnaby's various departments.

This recommendation is for the first renewal option from 2020 January 01 to 2020 December 31 for an estimated value of \$504,000.00 including GST and PST in the amount of \$54,000. The unit price remains the same as the initial contract term, however, the contract value has increased to allow for additional usage.

The total estimated contract value will be \$1,404,000.00 including GST and PST in the amount of \$150,428.57.

Contract	Term	Accumulative Total Change (Incl. GST and PST)
Original Contract Award	Jan/01/2018 – Dec/31/2019	\$900,000.00
First Contract Extension	Jan/01/2020 – Dec/31/2020	\$504,000.00
TOTAL		\$1,404,000.00

Grand and Toy Ltd., has a proven track record for the supply and delivery of office supplies and furniture to the City and their prices remain competitive and reflective of current market conditions.

To: City Manager
From: Director Finance
Re: Contract Extension
Supply and Delivery of Office Supplies and Furniture

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Funding for this contract is included in various operating accounts in the 2019 – 2023 Financial Plan.

A handwritten signature in black ink, appearing to read 'Noreen Kassam', with a stylized flourish at the end.

Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:GC:RR /ry:md