

BID APPROVAL NOTE

Bid # and Name: 2020020 - Paper Supply - Standing Offer Agreement
Date Prepared: Thursday, March 26, 2020
Report To: Regular Meeting
Councillor and Role: Councillor Dave Lane, Finance & Administration
Ward: N/A

Department: Office of the City Manager
Division: Marketing & Communications
Quotes Obtained By: Sherry Kieley
Budget Code: Various – Used by multiple end user departments
Source of Funding: Operating

Purpose:

This open call was issued to establish a standing offer agreement for the supply of paper.

Results: ☐ As attached ☒ As noted below

Vendor Name	Bid Amount
Ariva - Division of Domtar Inc.	\$73,319.69
Dicks and Company Basics	\$76,588.68
Grand & Toy Ltd.	\$83,333.26

Expected Value: ☐ As above
☒ Value shown is an estimate only for a 1 year period. The City does not guarantee to buy specific quantities or dollar value.

Contract Duration: 2 years, with option to renew for 1 additional 1-year period

Bid Exception: None

Recommendation:

THAT Council award this open call 202020 – Paper Supply to the lowest bidder meeting specification, Ariva - Division of Domtar Inc., as per the Public Procurement Act, for \$73,319.69, including HST.

Attachments:

ST. JOHN'S

Report Approval Details

Document Title:	2020020 - Paper Supply - Standing Offer Agreement .docx
Attachments:	
Final Approval Date:	Mar 26, 2020

This report and all of its attachments were approved and signed as outlined below:

Rick Squires - Mar 26, 2020 - 10:33 AM

Derek Coffey - Mar 26, 2020 - 10:39 AM