



**BID COMMITTEE
DECISION REPORT**

Meeting Date: May 6, 2016
Contact: Nick Kassam
Contact No.: 604 829 2097

TO: Bid Committee
FROM: Chief Purchasing Official

Entry into a contract in relation to Request for Proposal and PS20160005 – Supply and Delivery of Office Supplies - with Corporate Express Canada Inc., operating as Staples Advantage Canada located at 1125 Vernon Drive, Vancouver, British Columbia.

This item was considered by Bid Committee on May 6, 2016 and was approved without amendment.

COMMITTEE DECISION

The Bid Committee approved the entry into the following contract, under the authority of the City's Procurement Policy AF-015-01.

Solicitation Number:	Request for Proposal PS20160005 – Supply and Delivery of Office Supplies
Description of the Goods or Service:	Supply and Delivery of Office Supplies for the City wide operation.
Recommended Vendor:	Staples Advantage Canada
Contract Term and Estimated Contract Value:	The recommended term of the contract is three (3) years, with the option to extend for two (2) additional one-year term[s]. The estimated contract price is \$1,047,022, plus applicable taxes, over the initial three (3) - year term of the contract.

PROCUREMENT SUMMARY

Date of Issuance of RFP:	January 29, 2016	
Notices Sent:	Supply Chain Management sent notices to four (4) proponents.	
Closing Date:	February 26, 2016	
Responses Received:	Vendor	City
	Staples Advantage Canada	Vancouver
	Grand & Toy Limited	Burnaby
	Mills Office Productivity	Vancouver
Department:	Supply Chain Management; Vancouver Police Department, Engineering, City Manager's Office, Real Estate and Facilities Management and Parks Board.	

COMMENTS

For the recommended contract, the following requirements have been met:

- a) The solicitation documents were publicly advertised in accordance with the City's Procurement Policy AF-015-01;
- b) The contract is proposed to be entered into with the vendor offering the best value, which is also the highest-scoring vendor and the lowest-priced compliant vendor determined in accordance with the criteria, factors or methods previously disclosed in the public solicitation documents;
- c) Financial Planning & Analysis and the applicable business unit have reviewed and concur on the budget and recommendation;
- d) Bid Committee approval authority exists, as outlined in the City's Procurement Policy AF-015- due to the value being in excess of \$500,000; and
- e) The Chief Purchasing Official and Finance and Risk and Business Planning General Manager are recommended to be authorized to execute and deliver all legal documents on behalf of the City.
- f) The Bid Committee approval is pre contract award, the final contract information may vary subject to final negotiations and award.

DECISION

The Bid Committee approved the entry into a contract in relation to Request for Proposal PS20160005 – Supply and Delivery of Office Supplies with Staples Advantage Canada, under the authority of the City's Procurement Policy AF-015-01.