



OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

CITY HALL
WINDSOR, ONTARIO
N9A 6S1

Fax: (519)255-6868

E-mail: clerks@citywindsor.ca

WEBSITE: www.citywindsor.ca

CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAOP 78/2021

Approved: July 8, 2021

That the CAO and City Clerk **EXECUTE** a rental agreement with Kelcom Document Division for the purchase of one (1) MBM 580A Automatic Programmable Tabletop Folder (folding machine) in the amount of \$5,919.00 plus HST (funded equally from the Council Services and Finance departments) to be used by all City of Windsor staff in the Corporate Print/Mail Room, satisfactory in form to the City Solicitor, in financial content to the Chief Financial Officer & City Treasurer and in technical content to the Manager of Records and Elections.

Report Number: CAOP 78/2021
Clerk's File: ACEA/8836 & AE/10442

Steve Vlachodimos

City Clerk/Senior Manager of Council Services
July 12, 2021

Department Distribution

Manager of Records and Elections / Freedom of Information Coordinator
City Clerk / Senior Manager of Council Services
Deputy Treasurer, Financial Planning
Commissioner, Corporate Services / Chief Financial Officer / City Treasurer
Purchasing Manager
Chief Administrative Officer

External Distribution