



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 85/2021

Approved: August 18, 2021

THAT the Chief Administrative Officer **APPROVE** an amendment to an existing service agreement with Corporate Express Canada, Inc. O/A Staples Business Advantage, due to a paper price increase, at the following rates (excluding HST):

Product Code STP14336, Product Description PAPER,20LB,8.5X11,92BR,WT, Annualized Sales \$45,057.36, Annualized Units 1225, Current Price \$39.67, New Price \$42.84, Increase of \$3.17, Annualized Impact to The City of Windsor \$3,883.25; and,

THAT this **BE FUNDED** from existing corporate wide departmental operating budgets; and,

THAT the Purchasing Manager **BE AUTHORIZED** to amend Contract Purchase Order 5051 with Corporate Express Canada, Inc., to incorporate the new paper prices, satisfactory in financial content to the Chief Financial Officer & City Treasurer and in technical content to the Deputy City Solicitor.

Report Number: CAOP 85/2021

Clerk's File: AE/12948

Anna Ciacelli

Deputy City Clerk/Supervisor of Council Services

August 20, 2021

Department Distribution

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| Buyer |
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| Commissioner, Corporate Services / Chief Financial Officer / City Treasurer |
| Chief Administrative Officer |

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