

Quotation for Fine Paper

(City Council on December 14, 15 and 16, 1999, adopted this Clause, without amendment.)

The Administration Committee recommends the adoption of the joint report (November 8, 1999) from the Chief Financial Officer and Treasurer and the Acting Commissioner of Corporate Services, subject to the necessary funds being available in the 2000 Operating Budget.

The Administration Committee submits the following joint report (November 8, 1999) from the Chief Financial Officer and Treasurer and the Acting Commissioner of Corporate Services:

Purpose:

The purpose of this report is to advise of the results of the Request for Quotation issued for the supply and delivery of Fine Paper, used for printing and photocopying in all departments in accordance with specifications, for the period January 1, 2000, to December 31, 2000 and to request authority to award a contract to the recommended bidder.

Source of Funds:

Funds will be provided in the appropriate departmental operating budgets for 2000 subject to availability of funds in specific accounts.

Recommendation:

It is recommended that the quotation submitted by Graphic Resources for the supply and delivery of Fine Paper used for printing and photocopying in all departments in accordance with specifications, for the period January 1, 2000, to December 31, 2000, be accepted at a total price of \$2,078,898.17 including all taxes and charges, subject to escalation or de-escalation as of April 30, 2000, being the lowest quotation received.

Council Reference/Background/History:

Fifteen (15) firms were invited to submit quotations and this requirement was advertised on the City's Internet Website. Four (4) quotations were received for the supply and delivery of Fine Paper, used for printing and photocopying in all departments in accordance with specifications for the period January 1, 2000 to December 31, 2000 as summarized below.

Comments and/or Discussions and/or Justification:

The following is a summary of prices for the supply and delivery of Fine Paper for the period of January 1, 2000 to December 31, 2000.

Firm Name:

Total Price Including All Taxes and Charges

Graphic Resources*	\$ 2,078,898.17
Coast Paper**	\$ 2,086,265.26
Buntin Reid - Division of Domtar Inc.***	\$ 2,107,637.35
Unisource Canada Inc. ****	\$ 2,120,609.03

*Prices firm until April 30, 2000 after which they may be subject to Manufacturers increases or decreases.

**Prices firm until July 1, 2000 after which they may be subject to Manufacturers increases or decreases.

***Prices firm until August 1, 2000 after which they may be subject to Manufacturers increases or decreases.

****Prices firm until June 30, 2000 after which they may be subject to Manufacturers increases or decreases.

The Manager, Fair Wage and Labour Trades Office, has reported favourably on the firm recommended.

Conclusion:

This report requests authority to award the contract for the supply and delivery of Fine Paper, used for printing and photocopying in all departments in accordance with specifications, for the period January 1, 2000 to December 31, 2000 to Graphic Resources, being the lowest quotation received.

Contact Name:

L.A. Pagano
Director
Purchasing and Materials Management
Telephone: 392-7312

Contact Name:

J.A. Abrams
Director
Secretariat, Printing and Distribution
Telephone: 392-8670