



TOWN OF  
**HALTON HILLS**  
*Working Together Working for You!*

## REPORT

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**TO:** Mayor Bonnette and Members of Council

**FROM:** Susan Harries, Purchasing Analyst

**DATE:** February 7, 2022

**REPORT NO.:** CORPSERV-2022-0005

**SUBJECT:** Award of Request for Proposal 21-001 Supply and Delivery of Stationery and Related Items on behalf of Halton Co-operative Purchasing Group (HCPG)

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### RECOMMENDATION:

THAT Report No. CORPSERV 2022-0005, dated February 7, 2022, for the award of Request for Proposal 21-001 Supply and Delivery of Stationery and Related Items on behalf of the Halton Co-operative Purchasing Group (HCPG) be received;

AND FURTHER THAT the Senior Manager of Purchasing and Risk Management be authorized to issue a purchase order in the amount of \$65,000 (exclusive of HST) to Corporate Express Canada Inc., operating as Staples Advantage Canada, 550 Pendant Drive, Mississauga, Ontario L5T 2W6, for a one (1) year term, with four (4) additional one (1) year options to renew, estimated at \$65,000 per year (exclusive of HST);

AND FURTHER THAT the Senior Manager of Purchasing and Risk Management be authorized to issue a purchase order in the amount of \$65,000 (exclusive of HST) to Corporate Express Canada Inc., operating as Staples Advantage Canada, 550 Pendant Drive, Mississauga, Ontario L5T 2W6 for the term of the contract.

### KEY POINTS:

The following are key points for consideration with respect to this report:

- The current stationery contract expires February 28, 2022;
- The bid was called on behalf of the Halton Co-operative Purchasing Group with the Town of Milton as the lead agency;
- This is a multi-year contract award with a one-year term (March 1, 2022 to February 28, 2023) and four (4) additional one-year terms based on satisfactory performance and price negotiations;

- The Town's Purchasing Policy requires a Council Report when a Proposal award is greater than \$100,000.

## **BACKGROUND AND DISCUSSION:**

The Town of Milton, on behalf of the Halton Co-operative Purchasing Group (HCPG), issued a Request for Proposals for the supply and delivery of stationery and related items. The HCPG is comprised of the four Halton municipalities (Burlington, Halton Hills, Milton and Oakville), Halton Region, Halton Regional Police, Conservation Halton, Burlington Hydro Inc., Oakville Hydro Inc., Halton Children's Aid Society, Sheridan College, the two School Boards and Burlington Public Library. A committee consisting of purchasing and facility staff from various agencies evaluated the proposals.

A Request for Proposals was issued October 27, 2021 by the Town of Milton. The bid was advertised on the Town of Milton's website, and on bidsandtenders.ca. Three (3) firms downloaded the bid document and three (3) proposals were received on December 8, 2021. Proposals were received from the following firms.

<b>Company</b>	<b>Location</b>
Corporate Express Canada Inc., operating as Staples Advantage Canada	Mississauga, ON
Novexco Inc.	Markham, ON
School Start Inc.	Calgary, AB

The following criteria were used to evaluate the information contained in each submission. The evaluation criteria and weighting were stated in the Request for Proposals.

- Company Qualifications and Expertise (5%)
- Range of Products/Services (20%)
- Service Level (25%)
- Reports (5%)
- Training (5%)
- Value Add Services (5%)
- Environmental Considerations (5%)
- Financial Offer (30%)
- References – not rated

Corporate Express Canada Inc., operating as Staples Advantage Canada, was the highest ranked proposal based on the above criteria and is therefore recommended as the successful proponent for the supply and delivery of stationery and related items. The estimated annual value of the contract is \$65,000 per year. Pricing shall remain firm for the first contract term, March 1, 2022 to February 28, 2023. The bid document

provided for four (4) 1-year option renewal periods subject to satisfactory performance and price negotiations.

All requests for proposals are submitted in confidence and evaluated on several predetermined criteria. As price is only a portion of the bid, the prices of the unsuccessful proponents are not included in this report.

#### **STRATEGIC PLAN ALIGNMENT:**

This report is administrative in nature and does not have an impact on the Town's Strategic Plan.

#### **RELATIONSHIP TO CLIMATE CHANGE:**

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

#### **PUBLIC ENGAGEMENT:**

Public Engagement was not needed as this report is administrative in nature.

#### **INTERNAL CONSULTATION:**

As Corporate Express Canada Inc., operating as Staples Business Advantage is the current supplier, there will be no training requirements for ordering and staff will be notified of the contract renewal.

**FINANCIAL IMPLICATIONS:**

This report will be funded through an existing approved budget source.

Reviewed and approved by,

Simone Gourlay, Senior Manager of Purchasing and Risk Management

Laura Lancaster, Commissioner of Corporate Services

Chris Mills, Chief Administrative Officer