



INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	December 8, 2015
SUBJECT/REPORT NO:	2015 Third Quarter Request for Tenders and Proposals Report (FCS15013(b)) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Rick Male 905-546-2424, ext. 4157
SUBMITTED BY:	Mike Zegarac General Manager Finance & Corporate Services Department
SIGNATURE:	

Council Direction:

Procurement Policy, Section 4.2 – Approval Authority, Item (6) requires a quarterly status report for Request for Tenders and Request for Proposals be prepared and presented to Council.

Information:

This report provides an update on the status of active Request for Tenders and Request for Proposals and Co-operative Contracts for the third quarter 2015.

Request for Tenders and Request for Proposals have been issued and awarded in accordance with the Procurement Policy. Those items with a status of “Under Review” will remain on the report until such time an award is made. Request for Tenders and Request for Proposals listed under the ‘Co-operative Contracts’ section were entered into by the City via a co-operative procurement in accordance with the Procurement Policy, Section 4.12 – Co-operative Procurements.

Co-operative procurements benefit the City in achieving economies of scale by leveraging purchasing power and reducing time and administrative costs of contract development. The City entered into the following Co-operative Contracts:

- C17-02-15 – Fine Paper Supplies. The City entered into this existing contract through the Co-operative Purchasing Group of Waterloo Region. Reduced order time was achieved as a result of an online ordering system (previously every order was issued through a purchase order). Cost savings on core items purchased by the City are estimated at \$55,985 for the term of the contract (term

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of contract commenced from when the City joined the co-operative contract, August 12, 2015, to the expiry of the contract, November 30, 2015).

- C17-03-15 – Office & Educational Supplies. The City entered into this existing contract through the Co-operative Purchasing Group of Waterloo Region. In joining the contract, the City had retained the same provider and achieved overall better pricing. This contract offers a slightly different list of core items from the previous contract and provides a very aggressive discount saving off core and non-core item products. The pricing structure for the contract is comprised of three categories:
 - Core Products List: Contains 337 core items on the Core Products List that have discounts greater than 65% off list price.
 - Catalogue Prices: Non-Core items are discounted by 65%. Non-Catalogue items or Specials are discounted by 25%.
 - Net Pricing or Market Price: Items identified as 'market' price are discounted by 5%.

Appendix 'A' to Report FCS15013(b) details all Request for Tenders and Request for Proposals documents issued by the City or entered into by the City through a co-operative procurement. Award information is current as of October 1, 2015.