



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAOP 170/2023

Approved: Thursday, December 07, 2023

- I. THAT the Chief Administrative Officer **APPROVE AN AMENDMENT** to the Purchase Order PO18934 with Monarch Office Supply Inc., for the supply of new workstations and furniture for the 4th Floor Renovations at 350 City Hall Square West for the Economic Development Office Renovation Project, in the amount of \$33,681.11 plus HST, for a revised upset limit totaling \$121,069.31 plus HST; and,
- II. THAT the Purchasing Manager **BE AUTHORIZED** to amend Purchase Order PO18934 with Monarch Office Supply Inc. to a revised sum total upset limit of \$121,069.31 plus HST, satisfactory in financial content to the City Treasurer, and in technical content to the City Engineer; and,
- III. THAT the Chief Administrative Officer **AUTHORIZE** Administration to use contingency amounts available in the Economic Development Project budget (Project ID 7221064), to an upset limit of \$35,000 plus HST, for any potential further fit-up items, satisfactory in technical content to the City Engineer; and in financial content to the City Treasurer; and,
- IV. THAT the Purchasing Manager **BE AUTHORIZED** to issue Purchase Orders for any amendment(s) as may be required, provided that the amendment(s) are within approved budget amounts, satisfactory in financial content to City Treasurer, and in technical content to the City Engineer.

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Clerk's File: AE2023



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Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services
December 8, 2023

Department Distribution

Project Administrator
Purchasing Manager
Manager of Corporate Projects
Executive Director of Engineering / Deputy City Engineer
Commissioner, Infrastructure Services and City Engineer (Interim)
City Solicitor
Commissioner, Corporate Services
Commissioner, Finance and City Treasurer
Chief Administrative Officer

External Distribution