



**OFFICE OF THE CITY CLERK
COUNCIL SERVICES**

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CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAOP 9/2022

Approved: February 3, 2022

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 price increases on various products, at the rates in Appendix 1 -Annualized Impact Sheet JAN 2022 (excluding HST):

Various core-list products are affected by pricing increases due to various reasons stated in "Appendix 3-Manufacturer Price Increase Letters" these increases will have an annualized Impact to The City of Windsor of \$6177.62; 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 prices, satisfactory in financial content to the Chief Financial Officer & City Treasurer and in technical content to the Deputy City Solicitor.

Report Number: CAOP 9/2022

Clerk's File: AE/12948

Anna Ciacelli

Deputy City Clerk/Supervisor of Council Services

February 4, 2022

Department Distribution

Buyer
Purchasing Manager



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Deputy City Solicitor – Purchasing, Risk Management & POA
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Commissioner, Corporate Services / Chief Financial Officer / City Treasurer
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Chief Administrative Officer

External Distribution