



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAOP 30/2026
Approved: Tuesday, March 17, 2026

THAT the CAO **APPROVE** the award of an agreement with Ricoh Canada Inc. based Supply Ontario's Workplace Print and Services (WPS2) Tender 19435 for the provision of photocopier leases; and further,

That the Chief Administrative Officer and City Clerk **EXECUTE** the Separate Agreement with Ricoh Canada Inc. based Supply Ontario's Workplace Print and Services (WPS2) Tender 19435 for the provision of photocopier leases to an upset limit of \$300,000, excluding HST, satisfactory in form to the City Solicitor, in technical content to the CIO/Executive Director of Information Technology and in financial content to the City Treasurer.

Report Number: CAOP 30/2026
Clerk's File: AE/12422

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services
March 17, 2026

Department Distribution

Manager, Accounting Services
Executive Director Treasury and Financial Accounting / Deputy Treasurer
CIO/Executive Director of Information Technology



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Purchasing Manager (A)
Deputy City Solicitor
On behalf of Commissioner Finance & City Treasurer
Chief Administrative Officer