

COMMITTEE OF THE WHOLE JUNE 16, 2003

AWARD OF CO-OPERATIVE TENDER CT03-008, SUPPLY AND DELIVERY OF ORIGINAL MANUFACTURER PRINTER TONER CARTRIDGES AND AFTER MARKET REMANUFACTURED TONER PRINTER CARTRIDGES

Recommendation

The Commissioner of Finance and Corporate Services and the Director of Purchasing Services recommends:

1. That York Public Buyer's Cooperative Tender CT03-008 for the supply and delivery of original and remanufactured toner cartridges be awarded to Axidata Inc. in the amount of \$173,453.18.

The Mayor and Clerk be authorized to sign the necessary documents

Purpose

The purpose of this report is to seek Council approval for award of CT03-008, Supply and Delivery of Original and Remanufactured Toner Cartridges to Axidata Inc., of Scarborough, Ontario.

Background - Analysis and Options

The Town of Newmarket, on behalf of the participating agencies of the York Public Buyer's Co-operative, issued a tender for the supply and delivery of manufacture's original and after market remanufactured printer toner cartridges for use by the participating agencies in their laser printers.

Tender CT03-008 was advertised in local news papers and on the Electronic Bidding Network (ETN) on Thursday, April 24, 2003 . The tender closed on Thursday, May 8, 2003. Sixteen (16) bids were picked up and fifteen (15) bids were received. After extensive evaluation of the bid submissions, by the staff of the Town of Newmarket, the recommendation to the participating Co-operative Agencies is to award the contract to Axidata Inc. as their bid was the overall lowest submission. The term of contract is for two (2) years. There is an option to extend the contract for an additional one (1) year.

Total expenditure on the part of the City of Vaughan is estimated at \$86,740 per year for the next two (2) years. The total contract value is estimated at \$173,480.00, over a two (2) year period. Purchases of toner cartridges will be made by each department at the unit prices tendered and expensed to the operational budget of each department.

Conclusion

Awarding the contract to Axidata Inc. ensures a consistent, competitive pricing structure available to all users on an as required basis for the 2 year contract period.

Attachments

None

Report prepared by:

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Respectfully submitted,

Clayton Harris,
Commissioner of Finance and Corporate Services

George Wilson,
Director of Purchasing Services