



AGREEMENT HIGHLIGHTS

Office Supplies and Fine Copy Paper OECM #2021-394

Item	Description
Agreement Term	<p>Effective Date: February 18, 2022</p> <p>Initial Expiry Date: February 17, 2026</p> <p>Optional Extension(s): OECM has the option to extend the Master Agreements for two (2) additional periods of up to two (2) years each, which if exercised would bring the final expiration date of the agreement to February 17, 2030.</p>
Resources Available Through This Agreement	<p>The agreements offer a broad range of resources that are available to meet the customer's office supplies and fine copy paper needs and are awarded in the following two (2) categories of resources:</p> <ul style="list-style-type: none">➤ Category A – Office Supplies➤ Category B – Fine Copy Paper <p>Category A – Office Supplies:</p> <ul style="list-style-type: none">• Core Resources<ul style="list-style-type: none">➤ Office Resources: Accounting forms, adhesives, binders, desk accessories, filing, labels, notebooks, office machines, writing instruments.➤ Facility Supplies: Coffee, tea, first aid, facial tissue, small appliances, waste receptacles, air purifiers.➤ Computer Supplies: Cables, mice, keyboards, USB keys, power supplies, privacy filters.➤ Furniture: Chairs, chair mats, keyboard managers, tables, filing/storage.➤ PPE/Office Sanitization: Hand sanitizer, face masks, thermometers, gloves.• Non-Core Resources<ul style="list-style-type: none">➤ All sub-categories of Core Resources.➤ STEAM Resources: Educational robots, 3D printers, STEM kits, arts and craft supplies, early childhood materials, instructional and class supplies.

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Resources Available Through This Agreement	Category B – Fine Copy Paper: <ul style="list-style-type: none"> • Resources Specifications <ul style="list-style-type: none"> ➤ Supplier must provide both virgin and recycled copy paper in various colors (e.g., black, blue, green, pink, yellow). ➤ Customers may request rainbow cartons with assorted colors. ➤ Sample swatch booklets are provided free of charge. ➤ Paper must be certified (SFI, FSC, PEFC, etc.), new, recycled, and acid-free. ➤ Paper types include bond, cover stock, index, newsprint, and paper rolls (20lb to 200lb). • Core Resources <ul style="list-style-type: none"> ➤ Frequently used copy paper in common sizes: 8.5x11", 8.5x14", and 11x17" in white and color. ➤ Custom Core Resource lists based on usage. • Non-Core Resources <ul style="list-style-type: none"> ➤ Additional copy paper outside Core Resources, available regardless of catalog listing. • Environmental Considerations <ul style="list-style-type: none"> ➤ Participation in sustainability initiatives (e.g., fair trade, carbon reduction). ➤ Communication strategies reinforcing sustainability. ➤ Quality assurance certifications (e.g., ISO 14001). ➤ Environmental and social responsibility initiatives with implementation timelines. ➤ Considerations like energy savings, greenhouse gas reductions, and donation programs. 		
	Awarded Supplier Partners	Awarded Supplier Partners	Category A
		1. Asca Office Solutions Inc.	✓
		2. Grand & Toy Ltd.	✓
		3. Hamster Brand of Novexco	✓
		4. Staples Canada ULC, doing business as Staples Professional	✓