



AGREEMENT HIGHLIGHTS

Office Supplies and Fine Copy Paper
OECM #2021-394

Item	Description
<p>Agreement Term</p>	<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>
<p>Resources Available Through This Agreement</p>	<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	<p>Category B – Fine Copy Paper:</p> <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	<table border="1"> <thead> <tr> <th data-bbox="363 1203 924 1251">Awarded Supplier Partners</th> <th data-bbox="927 1203 1218 1251">Category A</th> <th data-bbox="1218 1203 1490 1251">Category B</th> </tr> </thead> <tbody> <tr> <td data-bbox="363 1251 924 1299">1. Asca Office Solutions Inc.</td> <td data-bbox="927 1251 1218 1299"></td> <td data-bbox="1218 1251 1490 1299">✓</td> </tr> <tr> <td data-bbox="363 1299 924 1348">2. Grand & Toy Ltd.</td> <td data-bbox="927 1299 1218 1348">✓</td> <td data-bbox="1218 1299 1490 1348">✓</td> </tr> <tr> <td data-bbox="363 1348 924 1396">3. Hamster Brand of Novexco</td> <td data-bbox="927 1348 1218 1396">✓</td> <td data-bbox="1218 1348 1490 1396"></td> </tr> <tr> <td data-bbox="363 1396 924 1444">4. Staples Professional Inc.</td> <td data-bbox="927 1396 1218 1444">✓</td> <td data-bbox="1218 1396 1490 1444">✓</td> </tr> </tbody> </table>	Awarded Supplier Partners	Category A	Category B	1. Asca Office Solutions Inc.		✓	2. Grand & Toy Ltd.	✓	✓	3. Hamster Brand of Novexco	✓		4. Staples Professional Inc.	✓	✓		
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