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## Announcement of New Furniture Contracts and other SMC updates

**Department:** Procurement/ Payables

### Announcement of New Furniture Contracts

As a result of joining collaborative contracts established by OECM via a competitive bidding process, the University has entered contracts with Mayhew Inc and POI Business Interiors Inc, to provide Furniture and Related Services to the University effective immediately.

### Highlights of the New Contract:

- Preferred rates firm for the duration of the contract term;
- No Delivery fees or minimum order quantities;
- All goods shipped shall be delivered FOB directly to the requisitioning/ordering departments;
- Brands and manufacturers include:
  - o POI - Steelcase; Spec Furniture
  - o Mayhew – Artopex; Borgo; BRC; Spec Furniture
- No multiple quotes are required for orders less than \$50,000 in total with unit values of \$5,000 or less
- Departments shall use valid GL coding to place orders within above limits and invoices will be paid centrally by Payment Services

These contracts are in place until November 30, 2017 with an additional two year renewal term available.

### Other SMC Contract Updates

The following SMCs for Office Supplies have been renewed with new pricing and new contract terms:

- Grand & Toy (Office Max) – effective until 31 Aug 2018 with 2 optional two year period renewals (2022)
- Staples Advantage – effective until 31 Aug 2018 with 2 optional two year period renewals (2022)

The following SMCs for Printer Supplies have been renewed with new pricing and new contract terms:

- Printersplus – effective until 3 Jan 2017 with 2 optional one year period renewals (2019)
- Staples Advantage – effective until 09 Sep 2018 with 1 optional two year period renewal (2020)

St. Joseph Print Group Inc. has been established as a SMC for Printing Services

- Contract effective until 31 May 2017 with 2 optional one year renewals (2019)



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- Goods and Services includes: Course packs, exam printing, and thesis printing, promotional - signs, brochures, and posters
- No multiple quotes are required for orders less than \$10,000 in total
- Departments shall use valid GL coding to place orders within above limits and invoices will be paid centrally by Payment Services

For information related to these contracts including rates, contact information, and detailed billing information, please visit Purchasing Services website at <https://www.uoguelph.ca/finance/suppliers/by-commodity> [1].

If you have any questions regarding these contracts, please contact Rajna Rakanovic, Procurement Contracting Officer, Purchasing Services at Ext.53779 or [rrakanov@uoguelph.ca](mailto:rrakanov@uoguelph.ca) [2].

Kind regards,

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### **Links**

[1] <https://www.uoguelph.ca/finance/suppliers/by-commodity> [2] <mailto:rrakanov@uoguelph.ca> [3]

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