



**Laurentian**University  
Université**Laurentienne**

**TO:** All Departments

**FROM:** R.F. Coutu  
Director, Risk Management and Purchasing Services

**DATE:** October 29, 2010

**RE:** **Office Supplies Contract**

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Effective **November 1, 2010**, the university has signed a contract for the supply and delivery of office supplies with Grand & Toy who was awarded the contract through a competitive process managed by the Ontario Education Collaborative Marketplace (OECM) which is financed by the Province of Ontario through the OntarioBuys initiative. Overall the discounted prices on the agreement will represent a savings to the university and are in effect until **January 21, 2013**.

There will be no changes to the service component as the sales representative will be from the local Grand & Toy office.

If your order is placed before **4:00 p.m.**, (Monday to Friday), orders are to be delivered next business day to our Shipping and Receiving Department.

If you are currently a registered user on the Grand & Toy web site, please follow the same procedures to purchase your supplies. If you would like to become a registered user please contact Erin Roque at [erinroque@grandandtoy.com](mailto:erinroque@grandandtoy.com)

We encourage the departments to purchase their office supplies by using the Laurentian University Scotiabank VISA Purchasing credit card. If you do not have this credit card, please contact Sylvie Chretien-Makela to receive an application.

If you have any questions on the office supplies agreement, please do not hesitate to contact Sylvie Chretien-Makela at extension 1553 or myself at extension 1555.