

# THE CORPORATION OF THE VILLAGE OF MONTROSE

**POLICY TITLE: OFFICE PURCHASING POLICY**

**POLICY #1791**

**POLICY STATEMENT:**

It is the policy of Council to ensure that vendors of office equipment and supplies providing a service in the area of the community are provided with fair and balanced opportunity to supply the Village's requirements.

**POLICY BACKGROUND:**

The value of office supplies purchased by the Village averages \$1,350 per year. The value of bulk purchases, e.g. photocopy and letterhead paper, accounts for half that amount. The balance is spent on office supplies purchased in small quantities as and when needed. It is not practical to solicit bids for supplies in small quantities.

**POLICY GOAL:**

The goal of this policy is to ensure fairness in the Village's office supplies purchases.

**POLICY OBJECTIVES:**

1. To invite bids from area vendors for office supplies purchased in bulk quantities.
2. To ask area vendors of office supplies to provide the Village with catalogues and/or price lists of their product line.
3. To purchase office supplies from suppliers offering the highest value.
4. Where the value of product is comparable, to alternate purchases among competing suppliers.

Initially approved at meeting #02-03, January 21, 2003

Last reviewed and confirmed unchanged at meeting #25-25 on July 21, 2025

Next scheduled to be reviewed on May 18, 2026