

Accountability in Public Purchasing Under ATIPPA: One Company's Experience

Submission to the Independent Statutory Review Committee Access to Information
and Protection of Privacy Act (ATIPPA) Newfoundland and Labrador

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Introduction

The purpose of our submission is to demonstrate the impact of the ATIPPA on public body accountability. Our Company is uniquely placed to compare and contrast the ATIPPA regime both pre- and post-Bill-29, since we have made similar requests throughout both periods. Our submission includes actual examples of information that we have obtained prior to Bill 29 which demonstrates the need for accountability. There has to be a balance between accountability and third-party harm, as outlined in Section 27 of the ATIPPA. We believe the current version of the Act has tipped the balance far too much in favour of the mandatory exception to disclosure of information harmful to third parties. The following case study will show a specific instance wherein it has become more difficult to oversee how public bodies spend their money since the enactment of the provisions of Bill-29, and how this difficulty has harmed the public interest.

Background

Dicks and Company Limited (Dicks) has been in the office products industry for a very long time. We have locations in St. John's, Carbonear and Grand Falls-Windsor; Dicks is 100% locally owned and employs 60 full and part time employees. We distribute office supplies, furniture, business machines, printed products, and we also manufacture custom stamps. Our origins date back to 1840 and we celebrate our 175th anniversary next year. Dicks is also a shareholder of Basics Office Products Limited (Basics), which is a national marketing and buying group with dealers from here to Victoria, British Columbia. With the combined volume of this dealer network, Basics negotiates vendor contracts, thereby allowing us to be competitive in the marketplace. Basics also supports its dealers in several others ways, such as providing marketing materials (including catalogues and flyers), computer systems and online ordering systems. We understand the office supplies industry and we are aware of the operating practices of our competitors.

Staples Advantage Canada (Staples Advantage) is the contract business-to-business division of Staples Incorporated. They became a significant commercial supplier in Newfoundland and Labrador when they acquired the international company Corporate Express Inc. (Corporate). Corporate's entry to the province had resulted from the purchase of an independent office supply company; this independent company was a business created from a merger of two local companies. The purchase of said company by Corporate left Dicks as the only locally owned office products company serving the St. John's and surrounding area. Staples Advantage operates independently from the Staples Retail division. The two divisions have separate facilities, different catalogues, different online ordering sites, different product numbers and certainly different pricing. Staples Advantage has delivery, warehouse staff and a sales force. All of the other functions of the business are performed outside the province. I would estimate the number of employees at Staples Advantage in Newfoundland and Labrador to be less than 15. Staples Advantage (and its predecessor companies) has been the supplier of office supplies for Memorial University of Newfoundland (MUN) uninterrupted for more than 30 years.

Industry

The office products industry in Canada is dominated by Staples (including both Staples Advantage and Staples Retail) with a market share in excess of 50%. Other significant players include Office Max (formerly Grand and Toy), Novexco Buroplus, and the Basics Group of independent office products dealers. In Newfoundland and Labrador, the dominant players are the same.

The commercial marketplace in this province can be segmented as follows:

National accounts:

These are local branches of national companies such as banks, accounting firms, oil industry companies, etcetera. Office supply contracts for these accounts are generally negotiated outside the province by the head office of these companies. This segment is dominated by Staples Advantage and Office Max who have branches throughout the country. With respect to oil industry companies, the requirements outlined in the Atlantic Accord has not always been effective in assuring that local companies get opportunities to compete for their office products requirements.

Public bodies:

This would include provincial government departments as well as Crown corporations and agencies. The public tender act requires that a public body issue tenders periodically for its office product requirements and is obligated to award a contract to the lowest qualified bidder. Consideration for delivery times, fill rates, or local content are not evaluated. The federal government departments and Crown agencies also carry out a tender process, managed outside the province for contracts on a regional basis. This segment has been dominated by Staples Advantage for many years.

Locally owned private businesses:

This would include all privately owned local businesses. We are by far the dominant supplier of businesses in this segment. Private businesses are not bound by legislation and can evaluate much more than low prices on a short list of items; service levels, such as delivery times and fill rates, are also important considerations. These businesses realize the benefit of supporting other local businesses in their procurement of goods and services, as the greater economic benefit to the local economy will also benefit their businesses.

Our Story

Dicks and Company regularly bids on office supply contracts with public bodies, such as Memorial University, and competes for the lowest qualified bid against other office suppliers, such as Staples Advantage. The genesis of our story is the office supply tender issued by MUN for office supplies in April/May 2011 for a contract to run from July 1, 2011 to May 31, 2014—with an optional two-year extension. The contract was for a standing offer agreement to purchase tendered items at tendered prices but there was no commitment by MUN to purchase all or any of the quantities listed. The items in the tender were selected from a list of items supplied to MUN by Staples Advantage in fiscal 2010, commonly referred to as a usage report. MUN does not track its purchases of specific items purchased, so the usage report was provided to MUN by Staples Advantage in an Excel spreadsheet.

Besides the items bid on in the contract, the University regularly purchased 'non-contract' items; we understand the practice at MUN has typically been to purchase non-contract items in addition to contract items from the successful bidder. By early 2011 Staples Advantage had been the sole supplier of contract and non-contract office supply items to Memorial University uninterrupted for 28 years.

We have always bid on MUN's tender for office supplies but without success. For reasons outlined on page 5, the incumbent supplier always has had a significant competitive advantage. However, since this was the first tender MUN had issued since Staples had purchased Corporate Express and there were two public body tenders where Staples Advantage was the incumbent supplier but was unsuccessful—The College of the North Atlantic contract was awarded to Dicks and the Government Purchasing Agency was awarded to Office Max—we decided to prepare an aggressive bid for MUN's office supply contract business in light of the changed corporate landscape, despite being at a competitive disadvantage.

The results of the MUN tender were as follows:

	<u>2011</u>
Dicks	\$209,932.05
Office Max	\$212,913.30
Staples	\$121,658.10
Difference below next lowest	\$88,273.95
Percentage below next lowest	42.05%

With this information and knowing that we prepared an aggressive bid (as supported by the small difference between ours and Office Max), we decided to make further enquiries to determine how Staples Advantage could have entered such a low bid.

The award of the contract to Staples Advantage was posted to MUN's website as follows:

"1. The successful bid for the office supplies contract was Staples Advantage (formerly Corporate Express) for the period July 1, 2011 to May 31, 2014. To order, please click on E-way.ca. The university is obligated to order from Staples Advantage for the contract items. You will note the university has included 495 items on the contract this time around. For non-contract items, you should obtain three quotes from the various suppliers. The three acceptable bidders on the tender were Staples Advantage, Grand and Toy, and Dicks and Company, but you are not limited to only those mentioned when obtaining quotes for non-contract items.

Financial and Administrative Services feel this process has resulted in the best possible pricing for the university."

The previous award was posted as follows:

The successful bid for the office supplies contract was Staples Advantage (formerly Corporate Express) for the period July 1, 2010 to June 30, 2011. To order, please click on E-way.ca.

The change in the wording of the award indicated to us that MUN encouraged its decentralized buyers to solicit competitive quotes for non-contract products. We contacted Financial and Administrative Services to obtain a list of people authorized to purchase office supplies and were advised that such a list could not be provided. We then contacted several departments of MUN to identify those who were responsible for purchasing office supplies. From these contacts we discovered:

- Departments were not notified that the award was made to Staples Advantage and were not notified that competitive quotes were encouraged for non-contract items. (Buyers are expected to check the website.)

- Departments were not supplied with a list of the contract items and therefore could not determine which items were not on contract to solicit competitive quotes.

We have received few, if any, requests for competitive pricing, as directed by the tender award posted on the website, despite our solicitations. As a result, we suspect that MUN Departments, as a matter of course, were always purchasing their non-contract items from Staples Advantage, as the holder of the contract items tender, regardless of how competitive the pricing was. We further suspected that Staples Advantage knew this was occurring, and priced their contract item bid below cost, with non-contract items priced higher than their small- to mid-size customers receive to make up the difference (and then some).

We therefore requested a copy of Staples Advantage's bid, which had always been provided to us in past bids. MUN refused on the basis that this bid was supplied in confidence (an exemption under the Act) and Staples Advantage would not consent to its release to us. We began a lengthy process which included meetings with senior officials of MUN, correspondence with the Board of Regents and the president's office, all without getting the information we requested. On November 25, 2011, we made an ATIPP request for this information. It was refused by MUN claiming Section 27 of the ATIPPA. We then made a request for review by the Office of the Information and Privacy Commissioner (OIPC) and, following another lengthy process, they provided the requested information as part of the informal review process with Staples Advantage's consent on August 28, 2012.

Our review of the bid was interesting. Clearly Staples Advantage was the lowest overall bidder but they did not have the lowest bid on approximately 30% of the items on the tender. Accordingly, we felt it might be useful to see the "Usage Report" of items purchased by MUN in 2010 that MUN used to select the items for the tender. We made a second ATIPP request for that report on June 1, 2012; it was refused by MUN claiming Section 27. We asked the OIPC to review MUN's decision and again during the informal review process the information was provided to us with Staples Advantage's consent on September 18, 2012.

A review of this report revealed the following:

- 1.) Total purchases for the year were \$647,281, consisting of \$113,485 for contract items and \$533,796 for non-contract items. MUN determined that approximately \$190,000 of the non-contract items purchased were for non-office-supply products, leaving approximately \$343,000 for non-contract office supply items.
- 2.) The report reveals over 70 instances where identical products with identical product numbers were charged at different prices—which in many cases were several times more than the contract price. I've attached Appendix 1 with a list of these items.
- 3.) The report reveals over 50 instances where equivalent items were charged at drastically higher prices. For example: a Staples brand of rubber bands was on contract for around \$0.33 but many packages of the Dixon national brand were supplied at \$1.93. The products are virtually identical. I've attached Appendix 2 with a list of these items.

The prices quoted by Staples Advantage on the last tender were over 42% below the next lowest bidder (which was Dicks) and based on our familiarity with these products, I would suggest that their prices were substantially below Staples Advantage's cost and would represent significant losses on contract items. From our experience, when tender items are bid below cost, typically some or all the following would apply:

- 1.) The list of items tendered does not accurately reflect the anticipated purchases for the period of the contract.
- 2.) Not all of the contract items will be supplied at the contract price.
- 3.) Contract items will be substituted with equivalent items at much higher prices.
- 4.) Non-contract items will be charged at prices that will offset losses on the contract items.

Staples Advantage, as the long-term incumbent supplier, has a significant competitive advantage over competing bidders for the following reasons:

- 1.) As the incumbent supplier, Staples Advantage has precise knowledge of the pattern of MUN's purchases of contract items. It may be that large one-time purchases of items that are not likely to be repeated could influence a low price where it is expected that future purchases are likely to be lower. There could also be a pattern of growth where future purchases will likely be higher than the tender quantity influencing a high price. It is noteworthy that Staples Advantage was not the lowest bidder on 142 of the 495 items.
- 2.) Units of measure are also an issue where an incumbent has an advantage. An example from the last tender would be rubber bands, where the quantity was listed as a combined quantity of 1048 for 3 types. The unit of measure was listed as a carton of 40 packages. The list of 2010 purchases revealed that MUN purchased approximately 1000 packages rather than 1000 cartons of 40. Staples Advantage was the only bidder that could know that. Similarly with 3"x5" yellow Post-It Notes: the tender quantity was 139 packages of 12; the 2010 purchase list revealed that MUN purchased 135 individual pads and four packages of 12 for a total of less than 12 packages of 12 rather than 139. It is noteworthy that Staples Advantage's current contract price for the package of 12 is \$2.52. Dicks bid \$14.50 and Grand & Toy (now Office Max) bid \$12.96. This leads one to believe that Staples Advantage's bid was with the knowledge that MUN would not likely be purchasing the quantity requested. It is also significant to note that Staples Advantage's current catalogue price is \$8.99 per pad or \$107.88 for a package of 12 pads.
- 3.) As the supplier of MUN's office supplies for more than 30 years, Staples Advantage is also aware of MUN's internal processes, such as controls that are in place to ensure that the proper contract prices are charged and that substitutions are permitted. Appendix 1 & 2 attached are examples of what occurred in 2010.
- 4.) Should someone other than Staples Advantage be awarded the contract, there is the risk that not all of the non-contract items will be purchased from the successful bidder. The tender award in 2011 encouraged competitive quotes and with the long history of dealing with MUN, Staples Advantage may be more successful in getting opportunities to quote on non-contract items. The opportunity to make up losses on the contract with 100% of the non-contract items is less likely for a new supplier, giving Staples Advantage another competitive advantage.

A review of the Staples Advantage bid also revealed that for non-contract items they would offer 55% off the catalogue list priced items and 5% off the market priced items. Our bid offered 40% off catalogue priced items and no discount off our net priced items. We have a copy of Staples Advantage's 2013 catalogue, which was available on their website. I have attached Appendix 3 which is a price comparison of Staples

Advantage's prices compared with ours, based on 2013 catalogue prices. This comparison reveals that our catalogue price at 40% off is much lower than Staples Advantage's catalogue price at 55% off. Substantial savings are available by seeking competitive quotes, which to our knowledge, rarely if ever occurs.

With the information we had from the ATIPP requests we embarked on a process to reveal our findings to appropriate officials with the hope that procurement practices would be improved to allow for a competitive bidding process for non-contract items. We also called on many individual departmental buyers to reveal potential savings from competitive quotes. None of our efforts to date have been successful in convincing MUN to change this practice.

On August 28, 2012, we prepared a third ATIPP request for a list of the contract items and non-contract items purchased from Staples Advantage in the first year of the new contract, which was from July 1, 2011 to June 30, 2012. We wanted to compare the purchased quantities and prices with the quantities and prices in their bid. This request was made following Bill 29 and the requested information was very similar to what we requested and received for purchases in 2010 before Bill 29. MUN refused claiming Section 27. We asked the OIPC to review the decision and in a report dated June 4, 2013, the commissioner recommended that MUN provide us with the information. MUN agreed to do so and advised Staples of its decision. Staples then made an application to the Supreme Court to prevent MUN from disclosing the information. The court proceeding took place on June 17 and 18, 2014. The judge reserved his decision and will issue a written ruling soon, possibly in a couple of months. Many of the matters discussed herein form the factual basis of Dicks and Company's submissions to the Court, but since the matter is currently being considered by a judge, we will refrain from making any comments in this forum which would bear upon the legal issues before the Court. We would, however, make the Committee aware of the following facts, which we submitted to the Court:

We are aware that Staples Advantage uses two different catalogues in this marketplace. These catalogues are identical in every respect, except for price. One is called the "Sourcebook" and contains list prices from which Staples Advantage will offer discounts. MUN uses the Sourcebook with a 55% discount. The other is called "Strictly Business Sourcebook" and has much lower prices but is not discounted any further. We understand that the Sourcebook is used by major accounts which have contracts with Staples Advantage and receive discounts from the catalogue price. We also understand that the Strictly Business Sourcebook is an everyday low priced catalogue and is used by small- to medium-sized businesses. I've attached Appendix 4 with a comparison of MUN's discount price from the Sourcebook with the prices available to small business customers using the Strictly Business Sourcebook, illustrating that small business customers of Staples Advantage can purchase office supplies at prices much lower than MUN pays, even though MUN is being given a 55% 'discount.'

The initial term of the Staples Advantage contract with MUN expired on May 31, 2014. The two year extension option was not exercised. On May 28, 2014, we were advised that MUN would be issuing a new tender for office supplies for the period from September 1, 2014, to August 31, 2016, with an option to extend for a further two years. The tender closing date was June 9, 2014, which was less than two weeks away. The tender was for 700 items which were all identified with Staples Advantage product numbers. Competing bidders had to convert these numbers to their own product numbers. We requested an extension to the closing date from June 9 to June 20. That request was denied. We further pressed them for an explanation, pointing out that the contract wasn't effective until September 1, providing MUN with ample time to evaluate the bids. We received a reply that simply stated that they would extend to June 13 but not June 20, as we had requested. The trial was scheduled to start June 17. Despite the short

timeframe, we were able to prepare and submit our bid by June 13. I've included the 2011 results as well for ease of comparison; the results revealed at the opening are as follows:

	<u>2014</u>	<u>2011</u>
Dicks	\$212,564.01	\$209,932.05
Office Max	\$202,553.24	\$212,913.30
Staples	\$99,182.10	\$121,658.10
Difference below next lowest	\$103,371.14	\$88,273.95
Percentage below next lowest	51.03%	42.05%

During the preparation of our bid we determined that the value of the entire list of items was within two or three percent of the 2011 tender. Hence our bid was similar to 2011. Office Max obviously decided to be a little more aggressive this time and had the second lowest bid. We continue to suspect that the Staples Advantage bid in 2011 must have been significantly below its cost and the 2014 bid even more so. The information we requested, which is before the court, would reveal the contract items and non-contract items supplied to MUN from July 1, 2011, to June 30, 2012. Staples Advantage was the only bidder that had that information, giving them a significant competitive advantage, and in fact, has been awarded the recent tender for an additional two years.

Summary

We believe the information we have presented clearly demonstrates the need for public bodies to be made accountable for spending taxpayer dollars. Disclosure to knowledgeable players such as us is in the best interest of the public. With our knowledge of the industry, we are in a better position to evaluate prudent spending—a position that public bodies are not as well equipped to do.

We openly acknowledge that we have a financial interest in the eventual outcome of this matter. With the requested information we will then need to demonstrate to MUN and other public bodies that a competitive process for the procurement of non-contract items will result in savings. Should we be successful in getting some of the non-contract business, we will benefit—as will MUN and the local economy. Heightened competition is not harm that should be protected by the ATIPPA. We have argued that, in the case study of bids for office supplies at Memorial University, the current form of ATIPPA is being used not as a shield to protect sensitive corporate information, but as a sword to prevent other qualified bidders from fairly competing for public body spending, allowing Staples Advantage to keep its incumbents' advantage. As a local company, we do not look for, nor do we expect preferential treatment. We do expect and trust that we are entitled to equal treatment and equal opportunity to compete for public body spending.



Appendix 1

Apparent contact product price discrepancies

2010 Usage Report for Memorial University

Product No	Description	UofM	Last Price (\$)	Qty	Avg Price (\$)	Total Amount (\$)	Apparent Overcharge
C ACC36316	BINDER,VIEW,3RING,LETTER,1",WE	EA	\$1.42	186	\$1.48	\$274.36	
ACC36316	BINDER,VIEW,3RING,LETTER,1",WE	EA	\$5.85	3	\$5.85	\$17.55	\$13.11
C AVE11125	INDEX,READY,A-Z,LETTER,AST	ST	\$1.64	19	\$1.64	\$31.16	
AVE11125	INDEX,READY,A-Z,LETTER,AST	ST	\$8.19	1	\$8.19	\$8.19	\$6.55
C AVE83504	HILITER,DESK STYLE,FLUOR GREEN	EA	\$0.76	142	\$0.17	\$24.14	
AVE83504	HILITER,DESK STYLE,FLUOR GREEN	EA	\$0.76	140	\$0.76	\$106.40	\$82.60
C AVE83509	HILITER,DESK STYLE,FLUOR PINK	EA	\$0.17	213	\$0.17	\$36.21	
AVE83509	HILITER,DESK STYLE,FLUOR PINK	EA	\$0.76	124	\$0.76	\$94.24	\$73.16
C DACMP63	CPU MOBILE STAND	EA	\$12.76	6	\$12.76	\$76.56	
DACMP63	CPU MOBILE STAND	EA	\$18.99	2	\$18.99	\$37.98	\$12.46
C DIX31144	CHALK,DUSTLESS,WHITE	PK	\$0.22	16	\$0.22	\$3.52	
DIX31144	CHALK,DUSTLESS,WHITE	PK	\$0.88	10	\$0.88	\$8.80	\$6.60
C DPP81196	PAPER,20LB,8.5X11,CANARY	PK	\$5.16	16	\$5.16	\$82.56	
DPP81196	PAPER,20LB,8.5X11,CANARY	PK	\$9.49	23	\$9.49	\$218.27	\$99.59
C DYM1756692	LABEL PRINTER,DYMO 450	EA	\$54.06	39	\$54.06	\$2,108.34	
DYM1756692	LABEL PRINTER,DYMO 450	EA	\$132.99	19	\$131.25	\$2,493.81	\$1,466.67
C DYM30327	LABEL,FILE FOLDER,WHITE	PK	\$3.75	170	\$3.75	\$637.50	
DYM30327	LABEL,FILE FOLDER,WHITE	PK	\$8.99	48	\$15.54	\$746.10	\$566.10
C DYM91330	TAPE,CASSETTE,1/2"X13',WHITE	EA	\$1.86	31	\$1.86	\$57.66	
DYM91330	TAPE,CASSETTE,1/2"X13',WHITE	EA	\$8.54	3	\$8.54	\$25.62	\$20.04
C ELD1742322	SORTER,TRAY,COMBO,MESH,BLK	EA	\$7.53	1	\$7.53	\$7.53	



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ELD1742322	SORTER,TRAY,COMBO,MESH,BLK	EA	\$47.25	4	\$47.25	\$189.00	\$158.88
C ELD86023	SORTER,DESK,INCLINE,BLACK	EA	\$2.98	9	\$2.98	\$26.82	
ELD86023	SORTER,DESK,INCLINE,BLACK	EA	\$9.00	6	\$9.00	\$54.00	\$36.12
C ESS213B	INDEX,BINDER,OFFICE,LETTER5TAB	ST	\$0.24	230	\$0.24	\$55.20	
ESS213B	INDEX,BINDER,OFFICE,LETTER5TAB	ST	\$1.17	156	\$1.17	\$182.52	\$145.08
C ESS5022810	COVER,REPORT,TANG,POLY,LTR,CL	EA	\$0.23	47	\$0.23	\$10.81	
ESS5022810	COVER,REPORT,TANG,POLY,LTR,CL	EA	\$1.89	44	\$1.89	\$83.16	\$73.04
C ESS5153TEA	FOLDER,HANGING,LEGAL,TEAL	BX	\$19.45	1	\$19.45	\$19.45	
ESS5153TEA	FOLDER,HANGING,LEGAL,TEAL	BX	\$29.25	5	\$29.25	\$146.25	\$49.00
C ESSPC625U	FILE GUIDE,PLASTIC TAB,A-Z,LGL	ST	\$6.42	9	\$6.42	\$57.78	
ESSPC625U	FILE GUIDE,PLASTIC TAB,A-Z,LGL	ST	\$27.00	8	\$27.00	\$216.00	\$164.64
C EXT50435	CD/DVD MAILER,BREAK RESISTANT	PK	\$3.07	4	\$3.07	\$12.28	
EXT50435	CD/DVD MAILER,BREAK RESISTANT	PK	\$16.14	2	\$16.14	\$32.28	\$26.14
C FEL8033201	COPYHOLDER,DESKTOP,W/MEMO BRD	EA	\$19.99	2	\$19.99	\$39.98	
FEL8033201	COPYHOLDER,DESKTOP,W/MEMO BRD	EA	\$26.59	6	\$25.82	\$154.94	\$35.00
C HEWQ2612A	TONER,HP12A,BLACK	EA	\$89.99	7	\$89.99	\$629.93	
HEWQ2612A	TONER,HP12A,BLACK	EA	\$94.99	30	\$94.99	\$2,849.70	\$150.00
C HRY51152	PAD,QUAD,5SQ/INCH,LETTRE,96SH	EA	\$0.37	116	\$0.37	\$42.92	
HRY51152	PAD,QUAD,5SQ/INCH,LETTRE,96SH	EA	\$1.96	197	\$1.96	\$386.12	\$313.23
C IMN17301	CDR,52X,700MB	PK	\$25.46	6	\$25.46	\$152.76	
IMN17301	CDR,52X,700MB	PK	\$29.99	3	\$37.22	\$111.67	\$35.29



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Product No	Description	UofM	Last Price (\$)	Qty	Avg Price (\$)	Total Amount (\$)	Apparent Overcharge
C KAZHS0016	FAN,OSCILLATING,16",WHITE	EA	\$32.27	10	\$32.27	\$322.70	
KAZHS0016	FAN,OSCILLATING,16",WHITE	EA	\$50.34	4	\$50.34	\$201.36	\$72.28
C MAX108510	CASSETTE,AUDIO,UR90	EA	\$0.54	22	\$0.54	\$11.88	
MAX108510	CASSETTE,AUDIO,UR90	EA	\$2.65	20	\$2.65	\$53.00	\$42.20
C MAX213010	VIDEO TAPE,T160,STANDARD	EA	\$0.95	33	\$0.95	\$31.35	
MAX213010	VIDEO TAPE,T160,STANDARD	EA	\$4.36	20	\$4.36	\$87.20	\$68.20
C MAX638014	DVD-R,4.7GB,16X	PK	\$32.02	25	\$32.02	\$800.50	
MAX638014	DVD-R,4.7GB,16X	PK	\$55.09	12	\$51.32	\$615.78	\$231.54
C MMMC90	DESK ORGANIZER,ROTARY,BLACK	EA	\$5.52	16	\$5.52	\$88.32	
MMMC90	DESK ORGANIZER,ROTARY,BLACK	EA	\$35.55	2	\$35.55	\$71.10	\$60.06
C MMMCG701	TRANSPARENCY FILM,LASER,CLEAR	BX	\$3.68	2	\$3.68	\$7.36	
MMMCG701	TRANSPARENCY FILM,LASER,CLEAR	BX	\$22.50	2	\$22.50	\$45.00	\$37.64
C MMMPP901	TRANSPARENCY FILM,COPIER,CLEAR	BX	\$4.42	22	\$4.42	\$97.24	
MMMPP901	TRANSPARENCY FILM,COPIER,CLEAR	BX	\$14.99	15	\$17.39	\$260.88	\$194.58
C PENP205A	PENCIL,MECHANICAL,.5MM,BLACK	EA	\$0.64	35	\$0.64	\$22.40	
PENP205A	PENCIL,MECHANICAL,.5MM,BLACK	EA	\$6.07	1	\$6.07	\$6.07	\$5.43
C PILBXV5PK	PEN,ROLLER,HITEC,V5,EXTRAFN,PK	EA	\$0.71	31	\$0.71	\$22.01	
PILBXV5PK	PEN,ROLLER,HITEC,V5,EXTRAFN,PK	EA	\$2.47	2	\$2.47	\$4.94	\$3.52
C SAF3167BL	DESK RACK,STEEL,BLACK,COMBO	EA	\$39.99	2	\$39.99	\$79.98	
SAF3167BL	DESK RACK,STEEL,BLACK,COMBO	EA	\$58.50	6	\$52.33	\$313.98	\$74.04
C STD52650	ERASER,PLASTIC,STANDARD,WHITE	EA	\$0.31	1061	\$0.32	\$334.52	
STD52650	ERASER,PLASTIC,STANDARD,WHITE	EA	\$0.71	160	\$0.71	\$113.60	\$64.00



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Product No	Description	UofM	Last Price (\$)	Qty	Avg Price (\$)	Total Amount (\$)	Apparent Overcharge
C STD55981C	GEOMETRY SET,8PIECES	EA	\$2.85	48	\$2.85	\$136.80	
STD55981C	GEOMETRY SET,8PIECES	EA	\$6.26	50	\$6.26	\$313.00	\$170.50
C STP10563	PUSH PIN,PLASTIC,ASSORTED	BX	\$0.43	71	\$0.43	\$30.53	
STP10563	PUSH PIN,PLASTIC,ASSORTED	BX	\$2.16	50	\$2.16	\$108.00	\$86.50
C STP10574	PUNCH,2-3HOLE,ADJUSTABLE,BK	EA	\$1.95	10	\$1.95	\$19.50	
STP10574	PUNCH,2-3HOLE,ADJUSTABLE,BK	EA	\$9.00	8	\$9.00	\$72.00	\$56.40
C STP10667	BINDER CLIPS,3/4"W,3/8"CAP.	BX	\$0.50	423	\$0.50	\$211.50	
STP10667	BINDER CLIPS,3/4"W,3/8"CAP.	BX	\$2.25	222	\$2.25	\$499.50	\$388.50
C STP10807	STAPLE,STANDARD	BX	\$0.32	222	\$0.32	\$70.44	
STP10807	STAPLE,STANDARD	BX	\$5.85	28	\$5.73	\$160.36	\$151.40
C STP11962	STAND,PHONE,MESH,BLACK	EA	\$4.69	10	\$4.69	\$46.90	
STP11962	STAND,PHONE,MESH,BLACK	EA	\$20.40	3	\$20.07	\$60.21	\$46.14
C STP12043	PENCIL,MECHANICAL,.5MM	DZ	\$0.09	14	\$0.09	\$1.26	
STP12043	PENCIL,MECHANICAL,.5MM	DZ	\$3.15	11	\$3.15	\$34.65	\$33.66
C STP13485	INDEX,BINDER,LETTER,ASST,5TAB	ST	\$0.18	68	\$0.18	\$12.24	
STP13485	INDEX,BINDER,LETTER,ASST,5TAB	ST	\$0.99	29	\$0.99	\$28.71	\$23.49
C STP13487	INDEX,BINDER,LETTER,ASST,8TAB	ST	\$0.28	183	\$0.28	\$51.24	
STP13487	INDEX,BINDER,LETTER,ASST,8TAB	ST	\$1.44	106	\$1.44	\$152.64	\$122.96
C STP13533	HANGING FOLDERS,LETTER,GREEN	BX	\$3.60	8	\$3.60	\$28.80	
STP13533	HANGING FOLDERS,LETTER,GREEN	BX	\$18.00	4	\$18.00	\$72.00	\$57.60
C STP13534	HANGING FOLDERS,LEGAL,RED	BX	\$14.99	2	\$14.99	\$29.98	



Appendix 1

Apparent contact product price discrepancies

2010 Usage Report for Memorial University

Product No	Description	UofM	Last Price (\$)	Qty	Avg Price (\$)	Total Amount (\$)	Apparent Overcharge
STP13534	HANGING FOLDERS,LEGAL,RED	BX	\$23.85	2	\$23.85	\$47.70	\$17.72
C STP13539	HANGING FOLDERS,LEGAL,BLUE	BX	\$14.99	3	\$14.99	\$44.97	
STP13539	HANGING FOLDERS,LEGAL,BLUE	BX	\$23.85	10	\$23.85	\$238.50	\$88.60
C STP13540	HANGING FOLDERS,LEGAL,YELLOW	BX	\$14.99	2	\$14.99	\$29.98	
STP13540	HANGING FOLDERS,LEGAL,YELLOW	BX	\$23.85	4	\$23.85	\$95.40	\$35.44
C STP13573	FILE FOLDERS,LETTER	BX	\$4.17	41	\$4.17	\$170.97	
STP13573	FILE FOLDERS,LETTER	BX	\$14.40	25	\$14.40	\$360.00	\$255.75
C STP13576	FILE FOLDERS,LEGAL	BX	\$5.37	119	\$5.37	\$639.03	
STP13576	FILE FOLDERS,LEGAL	BX	\$18.00	47	\$18.00	\$846.00	\$593.61
C STP14336	PAPER,20LB,8.5X11,92BR,WHITE	CT	\$42.50	9	\$42.50	\$382.50	
STP14336	PAPER,20LB,8.5X11,92BR,WHITE	CT	\$54.14	15	\$54.14	\$812.10	\$174.60
C STP15206	LABELS,SIMPLY,LASER,2 5/8X1	PK	\$4.87	5	\$4.87	\$24.35	
STP15206	LABELS,SIMPLY,LASER,2 5/8X1	PK	\$20.25	3	\$20.25	\$60.75	\$46.14
C STP15222	PENCIL,MECHANICAL,METAL,.5MM	PK	\$0.67	12	\$0.67	\$8.04	
STP15222	PENCIL,MECHANICAL,METAL,.5MM	PK	\$4.50	4	\$4.50	\$18.00	\$15.32
C STP15577	FILE FOLDERS,LEGAL,PINK	BX	\$15.42	5	\$15.42	\$77.10	
STP15577	FILE FOLDERS,LEGAL,PINK	BX	\$24.75	15	\$23.93	\$358.93	\$127.63
C STP15578	FILE FOLDERS,LEGAL,VIOLET	BX	\$15.42	9	\$15.42	\$138.78	
STP15578	FILE FOLDERS,LEGAL,VIOLET	BX	\$18.59	13	\$21.91	\$284.79	\$84.33
C STP17651	POWER BAR,6 OUTLET,6' CORD	EA	\$6.50	61	\$6.50	\$396.50	
STP17651	POWER BAR,6 OUTLET,6' CORD	EA	\$12.34	23	\$12.34	\$283.82	\$134.32



Appendix 1

Apparent contact product price discrepancies

2010 Usage Report for Memorial University

Product No	Description	UofM	Last Price (\$)	Qty	Avg Price (\$)	Total Amount (\$)	Apparent Overcharge
C STP17850	RUBBER BAND,#19,1/4LB	BX	\$0.32	30	\$0.33	\$9.96	
STP17850	RUBBER BAND,#19,1/4LB	BX	\$1.93	7	\$1.93	\$13.51	\$11.27
C STP17854	RUBBER BAND,#64,1/4LB	BX	\$0.32	455	\$0.35	\$157.90	
STP17854	RUBBER BAND,#64,1/4LB	BX	\$1.09	12	\$1.09	\$13.08	\$9.24
C STP17855	RUBBER BAND#24-6,1/4LB	BX	\$0.32	243	\$0.36	\$87.72	
STP17855	RUBBER BAND#24-6,1/4LB	BX	\$1.93	4	\$1.93	\$7.72	\$6.44
C STP17866	PAPER CLIPS,#1,NON SLIP	BX	\$0.13	601	\$0.13	\$78.13	
STP17866	PAPER CLIPS,#1,NON SLIP	BX	\$0.67	514	\$0.67	\$344.38	\$277.56
C STP17950	BINDER,3RING,3"CAPACITY,BY	EA	\$3.35	34	\$3.35	\$113.90	
STP17950	BINDER,3RING,3"CAPACITY,BY	EA	\$10.35	6	\$10.35	\$62.10	\$42.00
C STP18235	COPY/BOOK HOLDER,ADJUSTABLE	EA	\$6.51	1	\$6.51	\$6.51	
STP18235	COPY/BOOK HOLDER,ADJUSTABLE	EA	\$6.64	2	\$6.64	\$13.28	\$0.26
C STP18887	MARKER,DRY ERASE CHISEL,RED	EA	\$0.61	36	\$0.61	\$21.96	
STP18887	MARKER,DRY ERASE CHISEL,RED	EA	\$1.44	38	\$1.44	\$54.70	\$31.52
C STP19099CA	INDEX,LETTER SIZE,WHITE,A-Z	ST	\$1.23	36	\$1.23	\$44.28	
STP19099CA	INDEX,LETTER SIZE,WHITE,A-Z	ST	\$3.73	45	\$3.73	\$167.85	\$112.50
C STP20672	HANGING FOLDERS,LEGAL,VIOLET	BX	\$14.99	5	\$14.99	\$74.95	
STP20672	HANGING FOLDERS,LEGAL,VIOLET	BX	\$23.85	12	\$23.85	\$286.20	\$106.32
C STP20712	FILE FOLDERS,LEGAL,GREY	BX	\$15.42	5	\$15.42	\$77.10	
STP20712	FILE FOLDERS,LEGAL,GREY	BX	\$24.75	8	\$23.21	\$185.68	\$62.32
C STP26272	RULER,PLASTIC,12"/30CM	EA	\$0.12	119	\$0.12	\$14.28	
STP26272	RULER,PLASTIC,12"/30CM	EA	\$0.90	206	\$0.90	\$185.40	\$160.68



Appendix 1

Apparent contact product price discrepancies

2010 Usage Report for Memorial University

Product No	Description	UofM	Last Price (\$)	Qty	Avg Price (\$)	Total Amount (\$)	Apparent Overcharge
C STP31890	FILE FOLDERS,LEGAL,NAVY	BX	\$15.42	10	\$15.42	\$154.20	
STP31890	FILE FOLDERS,LEGAL,NAVY	BX	\$24.75	10	\$22.90	\$229.02	\$74.82
C STP31891	FILE FOLDERS,LEGAL,TEAL	BX	\$15.42	2	\$15.42	\$30.84	
STP31891	FILE FOLDERS,LEGAL,TEAL	BX	\$18.59	12	\$22.70	\$272.36	\$87.32
C STP36530	PENCIL,WOOD,GOLF,3 1/2",YELLOW	BX	\$2.58	36	\$2.58	\$92.88	
STP36530	PENCIL,WOOD,GOLF,3 1/2",YELLOW	BX	\$9.00	10	\$9.00	\$90.00	\$64.20
C STP5DC53E	BOOK,PURCHASE,ORDER,2-PART,ENG	EA	\$1.64	16	\$1.64	\$26.24	
STP5DC53E	BOOK,PURCHASE,ORDER,2-PART,ENG	EA	\$5.62	12	\$5.62	\$67.44	\$47.76
C SWI35108	STAPLE,STANDARD	BX	\$0.33	371	\$0.33	\$122.43	
SWI35108	STAPLE,STANDARD	BX	\$1.35	182	\$1.35	\$245.70	\$185.64
C SWI74741	STAPLER,DESK,FULL STRIP,BLACK	EA	\$7.11	15	\$7.11	\$106.65	
SWI74741	STAPLER,DESK,FULL STRIP,BLACK	EA	\$27.00	4	\$27.00	\$108.00	\$79.56
C ZEB27110	PEN,BALLPOINT,F301,BLACK	EA	\$1.11	23	\$1.11	\$25.53	
ZEB27110	PEN,BALLPOINT,F301,BLACK	EA	\$3.37	4	\$3.37	\$13.48	\$9.04
C ZEB46830	PEN,GEL,RETRACT, .7MM,RED	EA	\$1.10	116	\$1.10	\$127.60	
ZEB46830	PEN,GEL,RETRACT, .7MM,RED	EA	\$1.93	28	\$1.93	\$54.05	\$23.25
							8489.1



Appendix 2

Equivalent contact product price differences

2010 Usage Report for Memorial University

Product No	Description	UofM	Last Price (\$)	Qty	Avg Price (\$)	Total Amount (\$)	Diff
C ACC13801	BINDER,DRING,1"CAPACITY,BLACK	EA	\$1.45	67	\$1.48	\$98.83	
STP17901	BINDER,DRING,1"CAPACITY,BLACK	EA	\$5.40	49	\$5.40	\$264.60	\$192.08
STP17900	BINDER,DRING,1"CAPACITY,BLUE	EA	\$5.40	10	\$5.40	\$54.00	\$39.20
STP17902	BINDER,DRING,1"CAPACITY,GREEN	EA	\$5.40	2	\$5.40	\$10.80	\$7.84
STP17903	BINDER,DRING,1"CAPACITY,GREY	EA	\$5.40	1	\$5.40	\$5.40	\$3.92
ACC13809	BINDER,DRING,1"CAPACITY,RED	EA	\$5.40	2	\$5.40	\$10.80	\$7.84
STP17904	BINDER,DRING,1"CAPACITY,RED	EA	\$5.40	4	\$5.40	\$21.60	\$15.68
C ACC13821	BINDER,DRING,2"CAPACITY,BLACK	EA	\$2.46	62	\$2.51	\$155.40	
STP17911	BINDER,DRING,2"CAPACITY,BLACK	EA	\$8.82	21	\$8.59	\$180.36	\$127.68
STP17910	BINDER,DRING,2"CAPACITY,BLUE	EA	\$8.82	11	\$8.65	\$95.13	\$67.54
C ACC13823	BINDER,DRING,2"CAPACITY,DBE	EA	\$3.22	12	\$3.22	\$38.64	
ACC13826	BINDER,DRING,2"CAPACITY,GREEN	EA	\$9.00	1	\$9.00	\$9.00	\$3.60
STP17912	BINDER,DRING,2"CAPACITY,GREEN	EA	\$8.55	6	\$8.55	\$51.30	\$18.90
STP17913	BINDER,DRING,2"CAPACITY,GREY	EA	\$8.55	1	\$8.55	\$8.55	\$3.15
ACC13829	BINDER,DRING,2"CAPACITY,RED	EA	\$9.00	5	\$9.00	\$45.00	\$18.00
STP17914	BINDER,DRING,2"CAPACITY,RED	EA	\$8.55	14	\$8.55	\$119.70	\$44.10
C ACC13891	BINDER,DRING,3"CAPACITY,BLACK	EA	\$3.12	47	\$3.20	\$150.36	
STP17916	BINDER,DRING,3"CAPACITY,BLACK	EA	\$11.47	31	\$10.42	\$323.09	\$223.82
STP17915	BINDER,DRING,3"CAPACITY,BLUE	EA	\$10.35	3	\$10.35	\$31.05	\$21.45
ACC13893	BINDER,DRING,3"CAPACITY,BLUE	EA	\$12.15	6	\$12.15	\$72.90	\$53.70
STP17917	BINDER,DRING,3"CAPACITY,GREEN	EA	\$10.35	3	\$10.35	\$31.05	\$21.45
ACC13896	BINDER,DRING,3"CAPACITY,GREEN	EA	\$12.55	4	\$12.55	\$50.20	\$37.40
STP17919	BINDER,DRING,3"CAPACITY,RED	EA	\$10.35	28	\$10.35	\$289.80	\$200.20
C STP17950	BINDER,3RING,3"CAPACITY,BY	EA	\$3.35	34	\$3.35	\$113.90	
STP17951	BINDER,3RING,3"CAPACITY,GN	EA	\$10.35	2	\$10.35	\$20.70	\$14.00
STP17948	BINDER,3RING,3"CAPACITY,NY	EA	\$11.16	1	\$11.16	\$11.16	\$7.81
STP17954	BINDER,3RING,3"CAPACITY,RD	EA	\$11.16	5	\$10.51	\$52.56	\$35.80
C ACC81340	BINDER,DRING,VIEW,4",WHITE	EA	\$4.61	10	\$4.95	\$49.46	
STP17964	BINDER,DRING,VIEW,4",WHITE	EA	\$16.65	10	\$16.11	\$161.14	\$111.60



Appendix 2

Equivalent contact product price differences

2010 Usage Report for Memorial University

Product No	Description	UofM	Last Price (\$)	Qty	Avg Price (\$)	Total Amount (\$)	Diff
C ACC13674	BINDER,DRING,VIEW,LETTER,1",BK	EA	\$1.82	39	\$1.84	\$71.94	
ACC13664	BINDER,DRING,VIEW,LETTER,1",WE	EA	\$7.65	6	\$7.65	\$45.90	\$34.86
C ACC13861	BINDER,LEGAL,3 D RINGS,2",BLK	EA	\$4.88	24	\$4.98	\$119.57	
ACC13851	BINDER,LEGAL,3 D RINGS,1",BLK	EA	\$15.75	2	\$15.75	\$31.50	\$21.54
C AVE79943	BINDER,HEAVYDUTY,1 1/2",MAROON	EA	\$3.01	14	\$3.01	\$42.14	
AVE79991	BINDER,HEAVYDUTY,1 1/2",BLACK	EA	\$10.62	6	\$10.62	\$63.72	\$45.66
AVE79941	BINDER,HEAVYDUTY,1 1/2",NAVY	EA	\$10.62	6	\$10.62	\$63.72	\$45.66
C AVE79993	BINDER,HEAVYDUTY,3",BLACK	EA	\$5.23	31	\$5.23	\$162.13	
AVE79962	BINDER,HEAVYDUTY,3",GREEN	EA	\$17.37	2	\$17.37	\$34.74	\$24.28
AVE79963	BINDER,HEAVYDUTY,3",MAROON	EA	\$17.37	1	\$17.37	\$17.37	\$12.14
AVE79961	BINDER,HEAVYDUTY,3",NAVY	EA	\$17.37	3	\$17.37	\$52.11	\$36.42
C ACC42521	BINDER,SLIDE CLIP,LETTER,BLACK	EA	\$1.73	130	\$1.83	\$238.18	
ACC42522	BINDER,SLIDE CLIP,LETTER,BLUE	EA	\$7.20	2	\$7.20	\$14.40	\$10.74
C ACC36317	BINDER,VIEW,3RING,LETTER,1",BK	EA	\$1.42	21	\$1.48	\$31.02	
ACC36316	BINDER,VIEW,3RING,LETTER,1",WE	EA	\$5.85	3	\$5.85	\$17.55	\$13.11
C ACC36346	BINDER,VIEW,3RING,LETTER,2",WE	EA	\$2.27	52	\$2.32	\$120.51	
ACC36347	BINDER,VIEW,3RING,LETTER,2",BK	EA	\$5.99	7	\$5.99	\$41.93	\$25.69
C ACC39713	BINDER,VINYL,3RING,1",BLUE	EA	\$1.28	34	\$1.35	\$45.83	
ACC39719	BINDER,VINYL,3RING,1",EXEC RED	EA	\$5.40	1	\$5.40	\$5.40	\$4.05
C ACC39703	BINDER,VINYL,3RING,5/8",BLUE	EA	\$1.15	58	\$1.21	\$69.94	
ACC39701	BINDER,VINYL,3RING,5/8",BLACK	EA	\$4.95	5	\$4.95	\$24.75	\$18.70
C ESS52501	COVER,REPORT,TANG,LETTER,LBE	EA	\$0.13	165	\$0.13	\$21.84	
ESS52503	COVER,REPORT,TANG,LETTER,LGN	EA	\$0.94	16	\$0.94	\$15.04	\$12.96
ESS52511	COVER,REPORT,TANG,LETTER,RED	EA	\$0.94	43	\$0.94	\$40.42	\$34.83
C ESS5022810	COVER,REPORT,TANG,POLY,LTR,CL	EA	\$0.23	47	\$0.23	\$10.81	
ESS5022810	COVER,REPORT,TANG,POLY,LTR,CL	EA	\$1.89	44	\$1.89	\$83.16	\$73.04



Appendix 2

Equivalent contact product price differences

2010 Usage Report for Memorial University

Product No	Description	UofM	Last Price (\$)	Qty	Avg Price (\$)	Total Amount (\$)	Diff
ESS5022860	COVER,REPORT,TANG,POLY,LTR,GN	EA	\$1.89	12	\$1.89	\$22.68	\$19.92
ESS5022880	COVER,REPORT,TANG,POLY,LTR,OR	EA	\$1.89	1	\$1.89	\$1.89	\$1.66
ESS5022826	COVER,REPORT,TANG,POLY,LTR,PE	EA	\$1.89	17	\$1.89	\$32.13	\$28.22
C ACC25073	COVER,REPORTPRESSTX11X8 1/2DBE	EA	\$1.14	4	\$1.17	\$4.68	
ACC25079	COVER,REPORTPRESSTX11X8 1/2ERD	EA	\$4.95	2	\$4.95	\$9.90	\$7.56
C DMNC150481BT	DIARY,DAILY,8"X5",BILINGUAL,BK	EA	\$4.64	163	\$4.64	\$756.32	
DMNC150581BT	DIARY,DAILY,8"X5",BILINGUAL,BK	EA	\$12.34	3	\$12.34	\$37.02	\$23.10
DMNC150483BT	DIARY,DAILY,8"X5",BILINGUAL,BY	EA	\$7.99	11	\$7.77	\$85.49	\$34.43
C WNBEN01CR	ENVELOPE,POLY,9 1/2X13,CLEAR	EA	\$0.31	542	\$0.31	\$168.02	
WNBEN01BE	ENVELOPE,POLY,9 1/2X13,BLUE	EA	\$1.35	12	\$1.35	\$16.20	\$12.48
C STP13573	FILE FOLDERS,LETTER	BX	\$4.17	41	\$4.17	\$170.97	
STP13573	FILE FOLDERS,LETTER	BX	\$14.40	25	\$14.40	\$360.00	\$255.75
STP46250	FILE FOLDERS,LETTER,ASSORTED	BX	\$20.25	25	\$20.06	\$501.59	\$397.25
STP20710	FILE FOLDERS,LETTER,BLACK	BX	\$20.25	3	\$20.25	\$60.75	\$48.24
STP13589	FILE FOLDERS,LETTER,BLUE	BX	\$20.25	12	\$19.09	\$229.02	\$179.04
STP31886	FILE FOLDERS,LETTER,BURGUNDY	BX	\$20.25	10	\$19.32	\$193.18	\$151.50
STP13591	FILE FOLDERS,LETTER,GREEN	BX	\$20.25	7	\$19.58	\$137.09	\$107.87
STP20709	FILE FOLDERS,LETTER,GREY	BX	\$20.25	8	\$19.67	\$157.34	\$124.00
STP38220	FILE FOLDERS,LETTER,IVORY	BX	\$14.40	7	\$14.40	\$100.80	\$71.61
STP31887	FILE FOLDERS,LETTER,NAVY	BX	\$20.25	6	\$18.70	\$112.18	\$87.18
STP20708	FILE FOLDERS,LETTER,ORANGE	BX	\$20.25	6	\$19.47	\$116.84	\$91.80
STP15574	FILE FOLDERS,LETTER,PINK	BX	\$20.25	5	\$19.32	\$96.59	\$75.75
STP13587	FILE FOLDERS,LETTER,RED	BX	\$20.25	14	\$19.25	\$269.52	\$211.12
STP31888	FILE FOLDERS,LETTER,TEAL	BX	\$20.25	5	\$19.32	\$96.59	\$75.75
STP15576	FILE FOLDERS,LETTER,VIOLET	BX	\$20.25	3	\$20.25	\$60.75	\$48.24
STP13590	FILE FOLDERS,LETTER,YELLOW	BX	\$20.25	17	\$19.43	\$330.27	\$259.42
C ESS5153	FOLDER,HANGING,LEGAL,GREEN	BX	\$7.63	141	\$7.88	\$1,111.34	
STP734463	FOLDER,HANGING,LEGAL,GREEN	BX	\$27.00	116	\$24.11	\$2,797.30	\$1,882.68
C AVE41008	LABEL,NAME BADGE,BLUE BORDER	PK	\$1.71	15	\$1.71	\$25.65	
AVE41006	LABEL,NAME BADGE,RED BORDER	PK	\$6.75	11	\$6.75	\$74.25	\$55.44



Appendix 2

Equivalent contact product price differences

2010 Usage Report for Memorial University

Product No	Description	UofM	Last Price (\$)	Qty	Avg Price (\$)	Total Amount (\$)	Diff
C AVE14202	LABEL,ROUND,3/4",GREEN	PK	\$1.12	2	\$1.12	\$2.24	
AVE14203	LABEL,ROUND,3/4",BLUE	PK	\$4.05	3	\$4.05	\$12.15	\$8.79
AVE14201	LABEL,ROUND,3/4",RED	PK	\$4.05	4	\$4.05	\$16.20	\$11.72
AVE14205	LABEL,ROUND,3/4",YELLOW	PK	\$4.05	2	\$4.05	\$8.10	\$5.86
C SAN80001	MARKER,DRY ERASE,CHISEL,BLACK	EA	\$0.47	697	\$0.48	\$336.38	
SAN80003	MARKER,DRY ERASE,CHISEL,BLUE	EA	\$1.66	316	\$1.66	\$524.56	\$372.88
C STP18889	MARKER,DRY ERASE,CHISEL,GREEN	EA	\$0.43	59	\$0.52	\$30.77	
SAN80004	MARKER,DRY ERASE,CHISEL,GREEN	EA	\$1.66	230	\$1.66	\$381.80	\$262.20
SAN80002	MARKER,DRY ERASE,CHISEL,RED	EA	\$1.66	272	\$1.66	\$451.52	\$310.08
C STD351B3	MARKER,DRY SAFE,CHISEL,BLUE	EA	\$0.52	22	\$0.53	\$11.68	
STD351B2	MARKER,DRY SAFE,CHISEL,RED	EA	\$1.80	2	\$1.80	\$3.60	\$2.54
C SAN84001	MARKER,EXPO,DRY ERASE,FINE,BK	EA	\$0.41	66	\$0.42	\$27.54	
SAN84002	MARKER,EXPO,DRY ERASE,FINE,RD	EA	\$1.57	2	\$1.57	\$3.14	\$2.30
C PILSWPPBK	MARKER,FINELINER,EXTRAFINE,BK	EA	\$0.45	110	\$0.46	\$50.74	
PILSWPPGN	MARKER,FINELINER,EXTRAFINE,GN	EA	\$1.19	86	\$1.46	\$125.90	\$86.00
PILSWPPRD	MARKER,FINELINER,EXTRAFINE,RD	EA	\$1.19	193	\$1.46	\$282.49	\$193.00
C STD3179	MARKER,PERMANENT,OVERHD,MED,BK	EA	\$0.54	228	\$0.54	\$124.08	
STD3177	MARKER,PERMANENT,OVERHD,MED,BN	EA	\$1.80	1	\$1.80	\$1.80	\$1.26
STD3174	MARKER,PERMANENT,OVERHD,MED,OR	EA	\$1.80	1	\$1.80	\$1.80	\$1.26
STD3172	MARKER,PERMANENT,OVERHD,MED,RD	EA	\$1.80	5	\$1.80	\$9.00	\$6.30
STD3502	MARKER,PERMANENT,RED	EA	\$1.44	1	\$1.44	\$1.44	\$0.90
C SAN30003	MARKER,SHARPIE,PERM,FINE,BLUE	EA	\$0.35	240	\$0.36	\$86.50	
SAN30004	MARKER,SHARPIE,PERM,FINE,GREEN	EA	\$1.21	48	\$1.13	\$54.24	\$36.96
C SAN32001	MARKER,SHARPIE,TWINTIP,BLACK	EA	\$0.60	251	\$0.61	\$153.42	
SAN32002	MARKER,SHARPIE,TWINTIP,RED	EA	\$2.16	28	\$2.16	\$60.48	\$43.40



Appendix 2

Equivalent contact product price differences

2010 Usage Report for Memorial University

Product No	Description	UofM	Last Price (\$)	Qty	Avg Price (\$)	Total Amount (\$)	Diff
C SAN37001	MARKER,SHARPIE,ULTRAFINE,BLACK	EA	\$0.35	427	\$0.36	\$154.69	
SAN37003	MARKER,SHARPIE,ULTRAFINE,BLUE	EA	\$1.21	54	\$1.21	\$65.34	\$45.90
SAN37002	MARKER,SHARPIE,ULTRAFINE,RED	EA	\$1.21	48	\$1.21	\$58.08	\$40.80
C DMNA9C81	NOTEBOOK,9 1/4"X7 1/4",BLACK	EA	\$2.57	432	\$2.62	\$1,130.22	
DMNA9C82	NOTEBOOK,9 1/4"X7 1/4",BLUE	EA	\$9.00	22	\$9.00	\$198.00	\$140.36
DMNA9C84	NOTEBOOK,9 1/4"X7 1/4",GREEN	EA	\$9.00	22	\$9.00	\$198.00	\$140.36
C PAP63101	PEN,BALLPOINT,COMF,RET,MED,BE	EA	\$0.22	428	\$0.22	\$95.70	
PAP63301	PEN,BALLPOINT,COMF,RET,MED,BK	EA	\$0.90	60	\$0.90	\$54.00	\$40.80
PAP63201	PEN,BALLPOINT,COMF,RET,MED,RD	EA	\$0.90	49	\$0.90	\$44.10	\$33.32
C PENBK90B	PEN,BALLPOINT,FINE,RED	EA	\$0.41	60	\$0.41	\$24.60	
PENBK90D	PEN,BALLPOINT,FINE,GREEN	EA	\$1.35	14	\$1.35	\$18.90	\$13.16
PENBK90P	PEN,BALLPOINT,FINE,PINK	EA	\$1.35	3	\$1.35	\$4.05	\$2.82
C PAP96801	PEN,BALLPOINT,FLEXGRIP,FINE,BK	EA	\$0.38	286	\$0.38	\$109.88	
PAP96701	PEN,BALLPOINT,FLEXGRIP,FINE,RD	EA	\$1.39	115	\$1.39	\$159.85	\$116.15
C PAP96301	PEN,BALLPOINT,FLEXGRIP,MED,BK	EA	\$0.38	178	\$0.39	\$69.08	
PAP96501	PEN,BALLPOINT,FLEXGRIP,MED,PE	EA	\$1.39	20	\$1.32	\$26.48	\$18.60
C PILBPSFBE	PEN,BALLPOINT,STICK,FINE,BLUE	EA	\$0.38	434	\$0.39	\$167.20	
PILBPSFPE	PEN,BALLPOINT,STICK,FINE,PE	EA	\$1.44	21	\$1.44	\$30.24	\$22.05
PILBPSFRD	PEN,BALLPOINT,STICK,FINE,RED	EA	\$1.44	6	\$1.44	\$8.64	\$6.30
C PENBK410C	PEN,BALLPOINT,TKO,MEDIUM,BLUE	EA	\$0.17	136	\$0.17	\$23.12	
PENBK410B	PEN,BALLPOINT,TKO,MEDIUM,RED	EA	\$0.63	21	\$0.63	\$13.23	\$9.66
C PILBXV5PK	PEN,ROLLER,HITEC,V5,EXTRAFN,PK	EA	\$0.71	31	\$0.71	\$22.01	
PILBXV5BE	PEN,ROLLER,HITEC,V5,EXTRAFN,BE	EA	\$2.47	18	\$2.47	\$44.46	\$31.68
PILBXV5BK	PEN,ROLLER,HITEC,V5,EXTRAFN,BK	EA	\$2.47	53	\$2.47	\$130.91	\$93.28
PILBXV5GN	PEN,ROLLER,HITEC,V5,EXTRAFN,GN	EA	\$2.47	25	\$2.47	\$61.75	\$44.00
PILBXV5PE	PEN,ROLLER,HITEC,V5,EXTRAFN,PE	EA	\$2.47	17	\$2.47	\$41.99	\$29.92
PILBXV5PK	PEN,ROLLER,HITEC,V5,EXTRAFN,PK	EA	\$2.47	2	\$2.47	\$4.94	\$3.52
PILBXV5RD	PEN,ROLLER,HITEC,V5,EXTRAFN,RD	EA	\$2.47	19	\$2.47	\$46.93	\$33.44



Appendix 2

Equivalent contact product price differences

2010 Usage Report for Memorial University

Product No	Description	UofM	Last Price (\$)	Qty	Avg Price (\$)	Total Amount (\$)	Diff
PILBXV5TE	PEN,ROLLER,HITEC,V5,EXTRAFN,TL	EA	\$2.47	25	\$2.47	\$61.75	\$44.00
PILBXV7BK	PEN,ROLLER,HITEC,V7,FINE,BLACK	EA	\$2.47	30	\$1.73	\$52.02	\$30.60
C ZEB44120	PEN,ROLLER,JIMNIE,GEL,BLUE	EA	\$0.53	174	\$0.53	\$92.22	
ZEB44130	PEN,ROLLER,JIMNIE,GEL,RED	EA	\$1.80	7	\$1.80	\$12.60	\$8.89
C SAN61231	PEN,ROLLER,VISION,MEDIUM,BLACK	EA	\$0.89	124	\$0.89	\$110.36	
SAN69025	PEN,ROLLER,VISION,MEDIUM,PE	EA	\$3.15	15	\$3.15	\$47.25	\$33.90
SAN69023	PEN,ROLLER,VISION,MEDIUM,RED	EA	\$3.15	43	\$3.15	\$135.45	\$97.18
C PENBK91C	PEN,RSVP,MEDIUM,BLUE	EA	\$0.41	93	\$0.41	\$38.13	
PENBK91B	PEN,RSVP,MEDIUM,RED	EA	\$1.35	15	\$1.35	\$20.25	\$14.10
C SAN60384	PEN,UNIBALL VISION,PINK	EA	\$0.68	2	\$0.68	\$1.36	
SAN60382	PEN,UNIBALL VISION,PURPLE	EA	\$2.34	57	\$2.34	\$133.38	\$94.62
C SAN69000	PEN,ROLLER,VISION,EXTRAFINE,BK	EA	\$0.89	234	\$0.89	\$208.26	
SAN69022	PEN,ROLLER,VISION,EXTRAFINE,RD	EA	\$3.15	97	\$3.15	\$305.55	\$219.22
C SAN60027	PEN,UNIBALL,DELUXE,.5MM,BLUE	EA	\$0.73	193	\$0.73	\$140.89	
SAN60025	PEN,UNIBALL,DELUXE,.5MM,BLACK	EA	\$2.47	17	\$2.47	\$41.99	\$29.58
SAN60026	PEN,UNIBALL,DELUXE,.5MM,RED	EA	\$2.47	10	\$2.47	\$24.70	\$17.40
C SAN65871	PEN,UNIBALL,GEL,1.0MM,BLUE	EA	\$0.97	64	\$0.97	\$62.08	
SAN65870	PEN,UNIBALL,GEL,1.0MM,BLACK	EA	\$3.60	10	\$3.60	\$36.00	\$26.30
C SAN33950	PEN,UNIBALL,SIGNO 207,0.7MM,BK	EA	\$0.64	249	\$0.64	\$159.36	
SAN33952	PEN,UNIBALL,SIGNO GEL,.7MM,RD	EA	\$2.38	26	\$2.38	\$61.88	\$45.24
C SAN61231	PEN,ROLLER,VISION,MEDIUM,BLACK	EA	\$0.89	124	\$0.89	\$110.36	
SAN69025	PEN,ROLLER,VISION,MEDIUM,PE	EA	\$3.15	15	\$3.15	\$47.25	\$33.90
SAN69023	PEN,ROLLER,VISION,MEDIUM,RED	EA	\$3.15	43	\$3.15	\$135.45	\$97.18
C SAN61256	PEN,UNIBALL,SIGNO 207,0.5MM,BE	EA	\$0.64	248	\$0.64	\$158.72	
SAN61255	PEN,UNIBALL,SIGNO 207,0.5MM,BK	EA	\$2.38	177	\$2.05	\$363.30	\$249.57

Mun non-contract Price comparison

Appendix 3

Mun non-contract catalogue price comparison

Description	U/m	Prod No	Staples Advantage			Dicks				Savings	
			2013 Cat Price	Disc Price		2013 Cat Price	Net	40%	\$	%	
				5%	55%						Disc Price
List Priced Items											
TRAY,FRONT LOAD,LETTER,EBONY	EA	ELD15701	48.69		21.91	13234-01	26.99		16.19	5.72	26.1%
RULER,WOOD,12"/30CM	EA	ACMR50185	4.39		1.98	13094-00	2.79		1.67	0.30	15.3%
BOOK,8COLUMN,12X10,80PAGES	EA	DMNA174008	38.29		17.23	06625-08	23.99		14.39	2.84	16.5%
Mead® Memo Book Open End Coil Bound 3" x 5"	EA	Hry45354	2.49		1.12	06352-00	1.09		0.65	0.47	41.6%
BOOK,MEMO,3X5,200PAGES	EA	HRY45602	3.79		1.71	06018-00	1.69		1.01	0.69	40.5%
NOTEBOOK,WIREBOUND,3SUBJECTS	EA	HRY13225	12.79		5.76	59060-00	5.79		3.47	2.28	39.6%
LABEL,FILING,EXTRA LARGE,WHITE	PK	AVE35027	50.89		22.90	31325-18	29.99		17.99	4.91	21.4%
LABELS,ECO,WHITE,4"X2"	PK	AVE48163	102.79		46.26	31094-00	61.99		37.19	9.06	19.6%
FOLDER,HANGING,2"EXPANSION,LGL	BX	ESS4153X2	97.39		43.83	24061-04	54.99		32.99	10.83	24.7%
FOLDER,HANGING,3"EXPANSION,LGL	BX	ESS4153X3	162.29		73.03	24062-04	91.99		55.19	17.84	24.4%
FILE,STORAGE,ENVIRO,LETTER	EA	FEL00901	299.88		134.95	23997-00	149.99		89.99	44.95	33.3%
TELEPHONE MESSAGE BOOK RECY. ENGL.	EA	DMNA1630T	22.79		10.26	71069-36	11.49		6.89	3.36	32.8%
PENCIL CUP SMALL STORAGE BLACK	EA	ELD14095ROS	31.39		14.13	13990-01	18.99		11.39	2.73	19.3%
CORD CLIP SMALL 8/PK COMMAND ADH	PK	MMM17302C	13.89		6.25	73123-00	7.59		4.55	1.70	27.1%
INDEX L L 11 X 8-1/2 A-Z COLOURED	ST	AVE11125	16.29		7.33	39094-00	9.29		5.57	1.76	24.0%
MAGAZINE ORDERLY BLACK	EA	FEL00434	18.39		8.28	13429-01	11.49		6.89	1.38	16.7%
LABEL ALPHA A PINK PK/240	PK	ESS06601	16.29		7.33	24033-01	8.69		5.21	2.12	28.9%
EXPAND ENVEL LETTER 3.5" EXP	EA	ESSE194B	11.99		5.40	22066-00	5.59		3.35	2.04	37.8%
Masking Tape, Natural, 24mm x 55	EA	MMM202024	9.39		4.23	70149-00	3.89		2.33	1.89	44.8%
Safco® Steel Combination Desk Rack	EA	SAF3167BL	146.09		65.74	13055-00	89.99		53.99	11.75	17.9%
Safco® 6-Section Steel Desk Rack	EA	SAF3155BL	108.19		48.69	13099-00	62.99		37.79	10.89	22.4%
Rubbermaid® Optimizer Incline Sorter Jumbo	EA	ELD9600ROS	63.89		28.75	13786-01	37.99		22.79	5.96	20.7%
Rapid® Eco SuperFlatClinch™ Stand-Up Full Strip	EA	ESS73279	37.89		17.05	68118-01	22.99		13.79	3.26	19.1%
Swingline® 747 Classic Full Strip Stapler, 20 Shee	EA	SWI74701	73.69		33.16	69147-01	38.99		23.39	9.77	29.5%
Market/Net Priced Items											
Handheld Embossing Label Maker	EA	DYM154000	45.69	43.41		70060-00	39.99	39.99		5.70	13.1%
LABELMAKER P-TOUCH PT1650	EA	BRTPT1650	212.29	201.68		44056-00	179.99	179.99		32.30	16.0%
LABELLER LABELMANAGER LM160P	EA	DYM1790418	45.89	43.60		41872-00	44.99	44.99		0.90	2.1%
Ultra Advanced AAA Alkaline Batteries, 4/Pack	PK	DURMX2400B4Z	13.29	12.63		45964-00	10.29	10.29		3.00	23.8%

Appendix 4

**Mun non-contract Price comparison
Staples Advantage catalogue price comparison**

Description	U/m	Prod No	Sourcebook				Strictly Business	Savings	
			2014	2014	Disc Price	Disc Price	2014	\$	%
			Page	List	5%	55%	Net		
List Priced Items									
TRAY,FRONT LOAD,LETTER,EBONY	EA	ELD15701	308	49.69		22.36	18.99	3.37	15.1%
RULER,WOOD,12"/30CM	EA	ACMR50185	234	4.69		2.11	1.59	0.52	24.7%
BOOK,8COLUMN,12X10,80PAGES	EA	DMNA174008	34	40.39		18.18	11.99	6.19	34.0%
Mead® Memo Book Open End Coil Bound 3" x 5"	EA	Hry45354	65	2.69		1.21	0.59	0.62	51.3%
BOOK,MEMO,3X5,200PAGES	EA	HRY45602	65	3.89		1.75	1.29	0.46	26.3%
NOTEBOOK,WIREBOUND,3SUBJECTS	EA	HRY13225	66	13.49		6.07	3.29	2.78	45.8%
LABEL,FILING,EXTRA LARGE,WHITE	PK	AVE35027	95	53.59		24.12	20.99	3.13	13.0%
LABELS,ECO,WHITE,4"X2"	PK	AVE48163	94	108.19		48.69	36.79	11.90	24.4%
FOLDER,HANGING,2"EXPANSION,LGL	BX	ESS4153X2	101	102.59		46.17	39.99	6.18	13.4%
FOLDER,HANGING,3"EXPANSION,LGL	BX	ESS4153X3	101	170.89		76.90	64.99	11.91	15.5%
FILE,STORAGE,ENVIRO,LETTER	EA	FEL00901	123	305.88		137.65	95.88	41.77	30.3%
TELEPHONE MESSAGE BOOK RECY. ENGL.	EA	DMNA1630T	36	23.99		10.80	6.49	4.31	39.9%
PENCIL CUP SMALL STORAGE BLACK	EA	ELD14095ROS	300	33.09		14.89	10.99	3.90	26.2%
CORD CLIP SMALL 8/PK COMMAND ADH	PK	MMM17302C	223	14.69		6.61	4.79	1.82	27.5%
INDEX L L 11 X 8-1/2 A-Z COLOURED	ST	AVE11125	155	16.69		7.51	6.29	1.22	16.3%
MAGAZINE ORDERLY BLACK	EA	FEL00434	309	19.69		8.86	6.99	1.87	21.1%
LABEL ALPHA A PINK PK/240	PK	ESS06601	106	17.19		7.74	6.49	1.25	16.1%
EXPAND ENVEL LETTER 3.5" EXP	EA	ESSE194B	113	12.29		5.53	4.19	1.34	24.2%
Masking Tape, Natural, 24mm x 55	EA	MMM202024	274	9.89		4.45	2.49	1.96	44.1%
Safco® Steel Combination Desk Rack	EA	SAF3167BL	303	153.79		69.21	54.99	14.22	20.5%
Safco® 6-Section Steel Desk Rack	EA	SAF3155BL	303	113.89		51.25	39.99	11.26	22.0%
Rubbermaid® Optimizer Incline Sorter Jumbo	EA	ELD9600ROS	304	67.29		30.28	24.99	5.29	17.5%
Rapid® Eco SuperFlatCinch™ Stand-Up Full Strip	EA	ESS73279	252	39.89		17.95	14.99	2.96	16.5%
Swingline® 747 Classic Full Strip Stapler, 20 Sheets, Blk	EA	SWI74701	254	75.19		33.84	25.99	7.85	23.2%
Market/Net Priced Items									
Handheld Embossing Label Maker	EA	DYM154000	480	48.09	45.69		46.99	-1.30	-2.9%
LABELLER LABELMANAGER LM160P	EA	DYM1790418	481	48.39	45.97		44.99	0.98	2.1%
Private Label Items									
RUBBER BAND #16 BASICS 2-1/2 X 1/16	PK	STP17848	226	5.09		2.29	1.99	0.30	13.1%
TABS 2" FLEXIBLE PK/25 CLEAR	PK	STP90023	102	6.69		3.01	3.19	-0.18	-6.0%
NOTEBOOK H.COVER FLUSH-CUT BLACK	EA	STPA79981	64	17.69		7.96	6.99	0.97	12.2%
TAPE PACKAGING PK/6 48MM X 50M CLR	PK	STPPMF12BK	203	22.19		9.99	7.89	2.10	21.0%
MARKER PERM BX/12 FINE BLACK	PK	STP30968	272	30.89		13.90	13.99	-0.09	-0.6%