

28(1) Personal

July 18, 2016

28(1) Personal

Dear 28(1) Personal :

Re: Access to Information Request #2016-047-I – Toners & Cartridges

This is further to your informal access to information request received by the City on July 11, 2016 quoted as follows:

“Under the *Access to Information Act*, we are seeking a list of companies that were awarded tenders or purchase orders (you may also supply invoices if that is a more simple process) for toner and copy paper for **2014** (January to December), **2015** (January to December) and **2016** (January to date) for The City of Regina.

With this request, we are seeking the following information:

- Vendor name
- Vendor contact information (mailing address, contact person if you can provide that, along with their contact information, if this can be provided if not, it can be exempted).
- Amount paid (if this can be provided if not, it can be exempted). “

The City received correspondence from you on July 13, 2016 informing the City that your request could be treated as an informal request. This is to inform you that your request has been completed.

Enclosed are excel spreadsheets for 2014, 2015 & 2016 paper purchases made by the City. The City’s vendor information for paper procurement is as follows:

- Spicers Canada Ltd.
  - Ron Evans 1(780) 229-1620
- Unisource Canada a Veritiv Company
  - John Lynam 1(888) 877-3555
- Grand and Toy
  - Souparno Majumdar 1(204) 284-5100



You also requested access for toner records. No records were located based on the City's search for the records requested. The City does not purchase toner.

If you have any questions, please contact Cindy Howden at 306-777-7263 or by email at [lafoipp@regina.ca](mailto:lafoipp@regina.ca).

Yours truly,

A handwritten signature in black ink, appearing to be 'J. Nicol', written in a cursive style.

Jim Nicol  
Chief Legislative Officer & City Clerk

Jn/ch

Enclosure(s)