

## To our Valued DCV Customers

As a follow up to our Spring 2014 newsletter, Government has announced that it had entered into a Master Standing Agreement (MSA) with Staples Advantage Canada for the supply and distribution of office products to core government and the broader public sector. As a result, ministries will be required to purchase all their office products from Staples Advantage effective January 2, 2015. The Corporate Supply Arrangements with Grand & Toy and Monk Office Supply end December 31, 2014.

Staples Advantage will be offering a customized on-line shopping cart providing customers with competitive pricing, next day delivery (in most areas) and full customer support for your office product needs.

### *How will ordering office products change?*

As Staples Advantage is strictly an on line business model, [www.eway.ca](http://www.eway.ca), all ministry purchases must be made with a government purchasing card effective January 2, 2015. There will be no further use of account set up and invoicing for these types of purchase. Please contact your ministry's [Purchasing Card Coordinator](#) prior to December 31, 2014, to request approval to obtain a purchasing card (If you don't already have one) to enable you to purchase office products on-line as of January 2, 2015.

**Please note:** Staples Advantage has no direct affiliation with Staples.ca, Staples.com or any Staples retail outlet. Negotiated pricing and service delivery is only available through the [www.eway.ca](http://www.eway.ca) on line channel. Therefore, the negotiated discounts on office supplies will not be available from your local Staples retail store.

Staples Advantage will be providing training in various locations across the province the week of December 8th – 12th for employees who currently order office products through the Distribution Centre Victoria (DCV) or through one of the existing CSAs with Grand & Toy or Monk Office Supply. To register for one of these training sessions (in person or live webinar), please visit: <https://www.surveymonkey.com/s/BCGovOnlinetraining>. Please ensure you have supervisor's approval to attend this training. Registration for these sessions close December 3, 2014 at 2 pm. Pre-recorded webinars will be available after December 12th if you are unable to attend any of these sessions. Information on these pre-recorded sessions will be posted on the DCV website <http://www.dcv.gov.bc.ca/>.

The DCV is committed to providing exceptional customer service during the transition to Staples Advantage. We will maintain the supply and distribution of office products out of the DCV and through our current Corporate Supply Arrangements (CSAs) with Grand & Toy and Monk's Office Supply until December 31, 2014.

It's still "business as usual" for our remaining warehousing and distribution services (WAMS), along with our Forms storage. And keep checking our DCV shopping cart for continuing commodities, along with Protocol and Recognition products.

If you have any questions, please contact Lynn Swinton at [Lynn.Swinton@gov.bc.ca](mailto:Lynn.Swinton@gov.bc.ca).

Check out the **latest deals!**

**JUST REDUCED BY 60%**

**STOCK UP BEFORE THEY'RE GONE!**



**3 Hole Punch Paper**

**8.5 X 11", 3 HOLE PUNCHED WHITE**

Special Purchase of Husky Brand three hole punch paper. Ten Packs per Box While stock exists only, backorders will not be accepted on this paper. Paper is 30% recycled, 20 lb, 92 bright.

Product: #[7530641025](#)

Price: ~~\$4.57~~ NOW \$1.83



**Commercial Binder, 3 Ring Binders, 3" 8.5" X 11" 3" CAPACITY BLACK**

Double hinged cover, three-ring looseleaf binder, angle D ring, black, ink transfer resistant label holder, unique design allows all sizes in series to fit on standard 12" shelf, antimicrobial vinyl helps inhibit growth of bacteria. Locking ring featured in 4" and 5" sizes.

Product: #[7510041073](#)

Price: ~~\$8.75~~ NOW \$3.50



**Power Bar/Surge Protector, 6 Outlet**

This economic Fellowes Power Strip features six outlets, three prong grounded plug outlets, illuminated on/off switch with 15 amp circuit breaker and a 4 foot cord.

Product: #[6150011001](#)

Price: ~~\$12.25~~ NOW \$4.90



**Retractable Ball Point pen by Bic. 4 in 1 Colours Black/Blue/Red/Green. 1.0mm Medium**

**MEDIUM BIC 18550 4 IN 1**

Point. This pen is also refillable and has a soft grip for comfort.

Product: #[7520602170](#)

Price: ~~\$2.90~~ NOW \$1.45



**Envelopes, Recycled Kraft, Window, Open Side**

**3 7/8" X 8 7/8" #9 KRAFT**

Envelopes, window, made from 24 lb recycled Kraft, open side design, diagonal seam construction, 50% recycled content (10% post-consumer content), 500 per box.

Product: #[7530122003](#)

Price: ~~\$14.95~~ NOW \$9.72



**Vinyl Clipboard, With Cover LEGAL BLACK**

Vinyl clipboard, with fold over cover and quick release clamp, holds any 8 1/2" x 14" pad. Available in black only.

Product: #[7520081020](#)

Price: ~~\$5.15~~ NOW \$2.06



**Enviro Plus Recycled Steno Exercise Book**

**6" X 9", ASSORTED COLOURS ENVIRO PLUS 53010**

Hilroy recycled exercise book. 120 lined pages with a red centre line. Assorted colours: red, blue or green.

Product: #[7520367001](#)

Price: ~~\$2.53~~ NOW \$1.01



**Record Book, 80 Page**

**12 1/4" X 10" BLUELINE 1740.01 BLUE**

Record book, features rigid blue cover with 80 numbered pages with margins, tinted green to reduce glare, ruled, 35 lines per page. Page size is 12 1/4" x 10".

Product: #[7530023001](#)

Price: ~~\$11.25~~ NOW \$4.50



**Duplicate Receipt Book, Carbonless 2 3/4" X 6 3/4". BLUELINE DC2870**

Receipt book, duplicate style, 2 3/4" x 6 3/4". White original with carbonless canary duplicate lets you keep track of cash transactions, 50 receipts per book.

The Office of the Comptroller General has decided that the current inventory of Province of BC Receipt Books, FIN 48, is to be exhausted prior to issuing new books that reference HST. Users are requested to change the G of GST to an H manually where it appears on receipts until the existing inventory is used up.

Product: #[7530022001](#) Price: ~~\$2.95~~ NOW \$1.18

# Protocol & Recognition

Do you need **branded products** for a conference or an event?

We can help! Consult with our team to create a wide variety of custom products including lanyards, mugs, water bottles, pens, apparel, padfolios, or the perfect item for a conference, trade mission, or special recognition event.

Call Jacquie at 250-356-6183, Linda at 250-356-5827, or email us at [ProtocolRecognition@gov.bc.ca](mailto:ProtocolRecognition@gov.bc.ca)

As a reminder, our recognition products for your business and personal needs will continue to be available on the DCV Shopping cart. **"It's business as usual"** for Protocol and Recognition!!

[Browse here!](#)



**Black Reusable Bag with BC Logo**  
12" W X 13" H X 8" D

The perfect sized bag for everything! Keep them in your trunk for groceries, use them daily for lunch or the gym, or as a great give-away at your next conference. This black bag comes imprinted with the BC Sun Mark logo in silver, two shoulder straps and a removable bottom base.

Product: [#9999847223](#) Price: \$2.95 EACH



**Travel Mug, Stainless Steel, Salmon**  
16oz

Beautiful stainless steel interior, matte exterior, travel mug secures tightly with lid and comes individually boxed for easy gift giving. Classic salmon artwork design by Ryan Cranmer of the Namgis.

Product: [#9999847208](#) Price: \$14.95 EACH



**Travel Mug, Ceramic with Handle, Design "Spirits in the Sea"**  
16oz

Elegant ceramic travel mug has a stainless steel interior and unique handle. Lid secures tightly to avoid spills and keep contents hot. This one-of-a-kind mug comes individually boxed for easy gift giving. Beautiful artwork design by Kelly Robinson of the Nuxalk, Nuu-chah-nulth.

Product: [#9999847210](#) Price: \$16.95 EACH



**Holiday Ornament, Legislative Buildings**  
9CM

Built in Victoria in 1893 by 25 year old architect Francis Rattenbury, our beloved "Parliament Buildings" are home to the Legislative Assembly of BC. This delightful ornament has been made especially for the DCV. No one else has this very special product. The perfect gift to commemorate

a visit or a career! Quantities of this item will always be limited, so it is sure to become a treasured heirloom. Decorated by hand, it displays a beautiful scene with blue skies, green foliage, the war memorial, totem pole, and BC flag flying high in front. Presented in a handsome red gift box.

Product: [#9999840645](#) Price: \$18.95 EACH



**Scarf, Bamboo, "Strength in Unity" Design**

27 1/2" X 70", 70 X 178 CM

Dramatic; simple, but outstanding, Haida design by Ernest Swanson.

Product: [#9999847300](#) Price: \$21.95 EACH

## Contact Information

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A BRANCH of SHARED SERVICES BC