

COMMITTEE OF THE WHOLE – JUNE 23, 2009

AWARD OF RFP09-166 PROVISION OF LEASE, DELIVERY, INSTALLATION AND SERVICES OF TWO (2) NEW BLACK & WHITE PRODUCTION PRINTING EQUIPMENT AND ONE (1) NEW BLACK & WHITE HIGH VOLUME NETWORK COPIER

Recommendation

The City Clerk, in consultation with the Director of Purchasing Services, recommends:

1. That RFP09-166 for the provision of lease, delivery, installation and services for two (2) new black & white production printing equipment and one (1) new black & white high volume network copier be brought forward to the Council meeting of June 30, 2009 for award.

Contribution to Sustainability

Not applicable

Economic Impact

There is no requirement for new funding associated with this report as lease costs have been budgeted annually. Additional information on actual lease costs arising from the RFP will be set out in the additional information report to accompany this item.

Communications Plan

The RFP was advertised in the Vaughan Citizen (City Page), the Electronic Tendering Network (ETN) and the Ontario Public Buyers' Association (OPBA) websites.

All proponents will be notified of the City's acceptance or non-acceptance of their respective Proposals through the Purchasing Services Department, in accordance with standard procedure.

Purpose

To advise Council that staff will be bringing forward a recommendation to the Council meeting of June 30, 2009 to award RFP09-166 for the provision of lease, delivery, installation and services for new production printing equipment.

Background - Analysis and Options

The Clerk's Office is currently leasing two Xerox photocopiers in the Mailroom/Print Shop which are used for all corporate copying. The leases for the two pieces of equipment expire in August 2009. In addition, the Xerox photocopier in the Clerk's department administration office that was to expire at the end of June 2009 has been extended for three months (the minimum extension Purchasing Services was able to negotiate) in order that the Request for Proposal could include all three (3) pieces of equipment. In anticipation of the move to the new City Hall and in order to meet the colour copying requirements of the user departments, the RFP document included an option for a colour production printing unit. The categories listed in the RFP document are as follows:

- 1) Part A Category – Equipment #1 and Equipment #2 for Mailroom Production

It is necessary to have two high volume/high speed production photocopiers in the Mailroom/Print Shop in order to meet the printing requirements of the corporation, including meeting the

timelines with respect to printing and distribution of Committee and Council agendas. Further, with colour coding of agendas, particularly Council agendas, there is a requirement for one of the machines to have eight (8) trays as opposed to the standard four (4) trays. This allows for colour paper collation and insertion to be done with speed and efficiency.

2) Part B Category – Equipment #3 for Clerk's Office

Due to the nature of the business operations of the Clerk's Office, specifically Secretariat Services and Committee of Adjustment, a high volume network copier is required to allow for printing that cannot be accommodated by the Mailroom/Print Shop due to tight deadlines, printing that is often done after normal business hours and printing of confidential information. This photocopier also serves as a back-up to the Mailroom/Print Shop equipment.

3) Part C Category – Colour Production Unit

The RFP document included an option for proponents to submit separate lease pricing on a colour production unit in their proposal, subject to space availability at the new City Hall and funding.

RFP Issuance

The RFP (RFP09-166) was advertised in the Vaughan Citizen (City Page), ETN, and OPBA websites on May 7, 2009 with a closing date of May 28, 2009. Seven (7) proponents picked up the RFP documents from Purchasing Services Department. Two addendums were issued to clarify queries and questions

RFP Proposal Submissions

The following six proponents submitted proposals:

1. Ricoh Canada Inc. Toronto, Ontario
2. Sharp Electronics of Canada Mississauga, Ontario
3. Konica Minolta Business Solutions Mississauga, Ontario
4. Cannon Canada Inc., Business Solutions Division Mississauga, Ontario
5. Xerox Canada Ltd. Toronto, Ontario
6. Pitney Bowes of Canada Ltd. Mississauga, Ontario

Evaluation Criteria

The RFP document included the following evaluation criteria and weighting system to be used in the proponent selection:

Experience, Company background and Product Information 40 points

- Proponent experience in performing similar contracts
- Product information / specifications
- Service level standards
- Implementation Plan (delivery/installation/training)

Financial 40 points

- Cost of proposed products
- Per copy impression rate
- Value added service

Vendor Services 15 points

- Customer services
- Proponent procedure to resolve service/mechanical issues and reporting
- Information obtained through references

Proposal Submission

5 points

- Completeness of the proposal
- Organization and clarity of presentation

A demonstration of the equipment, if required, by the proponents that made the short list was included in the RFP with a weighting of 25 points.

Relationship to Vaughan Vision 2020/Strategic Plan

This RFP award is consistent with Vaughan Vision 2020, particularly Service Excellence – Pursue Excellence in Service Delivery and Management Excellence – Enhance Productivity, Cost Effectiveness and Innovation.

Regional Implications

N/A

Conclusion

Staff will have an additional information report with a recommendation to award RFP09-166 for the Council meeting on June 30th as at the time of writing this report the Evaluation Committee is still in the process of evaluating the six proposals that were submitted.

Attachments

N/A

Report prepared by:

Sybil Fernandes, Deputy City Clerk and Manager of Administrative Services

Respectfully submitted,

Jeffrey A. Abrams
City Clerk