

**AWARD OF RFP12-146
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 Acting Director of Purchasing Services, recommends:

- 1) That Part A – Provision of lease, delivery, installation and services of two (2) new black & white production printing equipment for the Mailroom / Print Shop be awarded as follows:
 - (a) That Equipment #1, being the larger unit with 8 trays, be awarded to Xerox Canada Ltd., Toronto, Ontario, for equipment model Nuvera 120 EA at a cost of \$83,560.80, excluding taxes, for a lease term of 48 months;
 - (b) That Equipment #2, being the smaller unit with 4 trays, be awarded to Xerox Canada Ltd., Toronto, Ontario, for equipment model Nuvera 120 EA at a cost of \$69,232.80, excluding taxes, for a lease term of 48 months;
- 2) That Part B – Provision of lease, delivery, installation and services of one (1) new black & white high volume network copier for the City Clerk's Office be awarded as follows:
 - (a) That Equipment #3 be awarded to Xerox Canada Ltd., Toronto, Ontario, for equipment model D110 Copier/Printer at a cost of \$22,867.68, excluding taxes, for a lease term of 48 months;
- 3) That staff be authorized to undertake vendor negotiations to refine the details of the delivery, installation and service agreements; and
- 4) That the Mayor and City Clerk be authorized to sign the appropriate documents.

Contribution to Sustainability

This report is consistent with the priorities previously set by Council in the *Green Directions Vaughan*, Community Sustainability Environmental Master Plan:

- Goal 1, Objective 1.5: to reduce the amount of waste generated in City owned facilities and procure sustainable products for the City's use.

Economic Impact

The cost associated with this RFP will be funded through the approved 2012 departmental budget and as such there is no additional economic impact. Staff recommend a 48 month lease term, at an annual cost, excluding taxes, of \$20,890.20, 17,308.20 and \$5,716.92 respectively for the three units referenced in the above recommendation.

Communications Plan

The RFP was advertised on Biddingo and OPBA websites and on the City Page Online on April 4, 2012.

Council's decision regarding the award of RFP12-146 will be communicated to all proponents by the Purchasing Services Department in accordance with standard procedure.

Purpose

The purpose of this report is to seek Council approval to award RFP 12-146.

Background - Analysis and Options

An RFP was issued to replace the existing three photocopiers (two in the Mailroom / Print Shop and one in the City Clerk's Office) as the lease agreements for these units expire in August 2012.

RFP Issuance

RFP12-146 was advertised on April 4, 2012 on Bidding and OPBA websites and the City Page. An addendum was issued on April 20, 2012 to clarify questions submitted by a proponent. The closing date for the RFP was April 26, 2012.

Scope of RFP

RFP12-146 was issued to seek proposals for two (2) high production photocopiers for the Mailroom / Print Shop and one (1) high volume network copier for the City Clerk's Office. The RFP contained two parts:

1. **Part A – Provision of lease, delivery, installation and services of two (2) new black & white production printing equipment for the Mailroom / Print Shop.**

The two high volume/high speed production units in the Mailroom / Print Shop are used for the corporation's printing requirements, including meeting the timelines with respect to printing and distribution of Council and Committees of Council agendas and related documents. The larger unit with 8 trays (Equipment #1) facilitates the colour coding of agendas, particularly Council agendas, allowing for colour paper collation and insertion to be done with speed and efficiency.

2. **Part B – Provision of lease, delivery, installation and services of one (1) new black & white high volume network copier for the City Clerk's Office.**

Due to the nature of the City Clerk's Office business operations, specifically Secretariat Services and Committee of Adjustment, a high volume network copier allows 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.

RFP Submissions

Proposals were submitted by:

1. Pitney Bowes, Mississauga, Ontario.
2. Canon Canada Inc., Toronto, Ontario.
3. Sharp Electronics of Canada Inc., Mississauga, Ontario.
4. Ricoh Canada Inc., North York, Ontario.
5. Xerox Canada Ltd., Toronto, Ontario.

Evaluation Criteria

The following evaluation criteria and weighting system was used for evaluating the proposals submitted:

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| Company Experience, Background and Product Information | 40 points |
| <ul style="list-style-type: none">• Proponent experience in performing similar contracts• Product information/specifications• Service level standards• Implementation Plan (delivery/installation/training) | |
| Financial | 40 points |
| <ul style="list-style-type: none">• Cost of proposed products• Per copy impression rate• Value added service | |
| Vendor Services | 15 points |
| <ul style="list-style-type: none">• Customer service• Proponent procedure to resolve service /mechanical issues and reporting• Information obtained through references | |
| Proposal Submission | 5 points |
| <ul style="list-style-type: none">• Completeness of the proposal• Organization and clarity of presentation | |

Evaluation of Proposals Submitted

The five proposals submitted were evaluated by a team comprised of staff from the City Clerk's Office and facilitated by the Purchasing Services Department. All proposals were evaluated in accordance with the evaluation criteria set out in the RFP document and as outlined above.

RFP Results

Xerox Canada Ltd. scored the highest points for Part A – Provision of lease, delivery, installation and services of two (2) new black & white production printing equipment for the Mailroom / Print Shop and Part B – Provision of lease, delivery, installation and services of one (1) new black & white high volume network copier for the City Clerk's Office.

Relationship to Vaughan Vision 2020/Strategic Plan

This report supports the strategic priorities established in Vaughan Vision 2020, in particular:

Service Excellence: Demonstrate Excellence in Service Delivery
 Lead & Promote Environmental Sustainability

Regional Implications

There are no Regional implications associated with this report.

Conclusion

Staff recommend RFP12-146 be awarded to Xerox Canada Ltd., Toronto, Ontario, for both Part A and Part B as set out in the recommendation contained in this report.

Attachments

N/A

Report prepared by:

Sybil Fernandes, Deputy City Clerk

Respectfully submitted,

Jeffrey A. Abrams
City Clerk