

# **The Corporation of the City of Kawartha Lakes**

## **Council Report**

**Report Number PUR2018-005**

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**Date:** February 13, 2018

**Time:** 2:00 p.m.

**Place:** Council Chambers

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**Ward Community Identifier:** All

**Subject:** Proposal 2017-37-OP Supply, Installation and Maintenance of Digital Multi-Functional Printing Devices

**Author Name and Title:** Ashley Wykes, Buyer

Justin Chevrier, Supervisor Network Services and Client Support

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### **Recommendation(s):**

**RESOLVED THAT** Report PUR2018-005 Proposal 2017-37-OP Supply, Installation and Maintenance of Digital Multi-Functional Printing Devices be received;

**THAT** DCB Business Systems Inc. O/A OT Group of Belleville, being the highest scoring proponent be selected for award of Proposal 2017-37-OP Supply, Installation and Maintenance of Digital Multi-Functional Printing Devices for a sixty (60) month lease;

**THAT** additional agreements entered into for the lease of a printing device be executed according to the Purchasing Management Directive Table of Authority; and

**THAT** the Mayor and Clerk be authorized to execute the lease.

**Department Head:**\_\_\_\_\_

**Financial/Legal/HR/Other:**\_\_\_\_\_

**Chief Administrative Officer:**\_\_\_\_\_

## **Background:**

The City has a fleet of printing devices that are utilized by various departments. The lease for the devices is set to expire and therefore a competitive procurement document was released.

Request for Proposal 2017-37-OP Supply, Installation and Maintenance of Digital Multi-Functional Printing Devices was advertised and released in accordance with the Purchasing Policy. The proposal closed on October 26, 2017 and was opened in public by Pat Dunn, Councilor and Ashley Wykes, Buyer. Three proposals were submitted as outlined in the chart below:

Company Name
DCB Business Systems Group Inc., O/A OT Group, Belleville
Ricoh Canada Inc. North York
Xerox Canada Limited Toronto

The proposal required a two envelope submission; Envelope A was to contain the specifications of the printing devices and was the first stage of evaluation. Envelope B contained the financial information and would only be opened if the requirements of Envelope A were met.

The proposal from Ricoh Canada was disqualified as they did not submit the required Envelope B within their proposal package.

DCB Group and Xerox had both Envelope A and Envelope B opened and evaluated. DCB Business Systems was found to be the highest scoring proponent once the evaluations were complete.

## **Rationale:**

Staff recommends DCB Business Systems Inc. O/A OT Group of Belleville be selected for the award of Proposal 2017-37-OP Supply, Installation and Maintenance of Digital Multi-Functional Printing Devices for a 60 month lease.

## **Other Alternatives Considered:**

No other alternative is being considered as the highest scoring proponent is being recommended.

## **Financial/Operation Impacts:**

The operating expense for the printing devices is made up of a cost per copy expense as well as a fixed lease cost. Each of these is budgeted by individual

departments in the yearly operating budget and is monitored by City staff. The cost per copy budget varies by department every year and is based on a department's previous year's expenses. The cost per copy rate for this contract will be \$0.0059 per monochrome copy and \$0.0445 per colour copy. The value of the fixed lease cost of the new devices may vary once the new printing devices are installed however the approximate value is \$40,401 per year for a total of \$202,005 for the sixty (60) month lease term.

### **Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:**

This report aligns with the Strategic Enabler of Efficient Infrastructure and Asset Management.

### **Consultations:**

Treasurer

**Department Head E-Mail:** [jstover@kawarthalakes.ca](mailto:jstover@kawarthalakes.ca)

**Department Head:** Jennifer Stover

**Department File:** 2017-37-OP