
DATE: August 29, 2012

REPORT TITLE: **SUPPLY, INSTALLATION AND SUPPORT FOR PRINT AND COPY CENTRE COPIERS, DOCUMENT NUMBER 2012-325P**

FROM: R. Kent Gillespie, Commissioner of Employee and Business Services

RECOMMENDATION

That the contract (Document Number 2012-325P) for the Supply, Installation and Support for Print and Copy Centre Copiers be awarded to Konica Minolta Business Solutions (Canada) Ltd. in the estimated amount of \$493,755.84 (excluding applicable taxes), for a 48 month term in accordance with Purchasing By-law 63-2008;

And further, that authority be granted to extend the contract for one optional 12 month period for the estimated amount of \$42,042 (excluding applicable taxes).

REPORT HIGHLIGHTS

- The current lease for two high speed black and white Ricoh copiers and two Xerox colour copiers expired March 31, 2012.
- Request for Proposal (RFP) Document 2012-325P was issued to select a vendor for the supply, installation and support for Print and Copy Centre high volume copiers.
- Request for Proposal 2012-325P was competitively bid and Konica Minolta Business Solutions (Canada) Ltd. is recommended for award.

DISCUSSION

1. Background

In-house printing and copying prepares all Council related material including agendas, minutes and reports. In addition to this primary function, confidential printing support is also provided for key program initiatives including Health Department's Immunization Records Information System (IRIS program), Peel Regional Police, Corporate Finance for Budget packages, and training materials for Human Resources. High volume printing service is provided for all Regional Departments including information packages for the public (e.g. Public Works, Communication Services, Human Services and Health).

The Print and Copy Center operates four high speed copy machines, two black and white and two colour, on which large volume jobs are done for all Regional programs. The four machines produce approximately seven million copies annually.

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2. Procurement Process

The Region issued a Request for Proposal (RFP) to engage a vendor for the Supply, Installation and Support for Print and Copy Centre Copiers.

The Region issued RFP Document 2012-325P on July 5, 2012 and it was publicly advertised in the Toronto Star as well as the Region of Peel's and Ontario Public Buyers Association's Internet sites. This document was issued to eight vendors with three compliant submissions received on the closing date of July 25, 2012, from the following vendors; Konica Minolta Business Solutions (Canada) Ltd., Ricoh Canada Inc., Xerox Canada Ltd.

The proposals are submitted in two parts: the first being the technical component and the second the financial component. The Evaluation Team reviewed the submissions in accordance with set criteria. The evaluation criteria included vendor profile, proposed solution, training, issue resolution, environmental sustainability, vendor demonstration of the proposed solution and estimated cost to complete the assignment. All three vendors were shortlisted to demonstrate their proposed solution.

Upon completion of the technical demonstration, all three vendor submissions were deemed to meet the needs of the Agency and entered into the second phase of the evaluation where the purchasing representative opened their financial proposals and completed the financial analysis. The scores were then combined and the overall ranking determined.

The evaluation summary is as follows:

Vendor Name and Location	Technical (80 per cent)	Financial (20 per cent)	Price Submitted	Overall Ranking
Konica Minolta Business Solutions (Canada) Ltd. Mississauga, ON	2	1	\$493,755.84	1
Xerox Canada Ltd. Toronto, ON	1	2	\$516,709.44	2
Ricoh Canada Inc. Toronto, ON	3	3	\$589,415.04	3

The proposal submitted by Konica Minolta Business Solutions (Canada) Ltd. received the highest score when assessing the combination of technical proficiency and price. The vendor demonstrated a thorough understanding of the assignment and proposed a comprehensive solution. The staff evaluation committee has concluded that the proposal submitted by Konica Minolta Business Solutions (Canada) Ltd. provides the best overall value to the Region. Konica Minolta Business Solutions (Canada) Ltd. has a comprehensive approach to being environmentally aware and has programs in place to support the reduction of greenhouse gas emissions (GHG). Konica Minolta Business Solutions (Canada) Ltd. will be providing print devices that are Energy Star Compliant supporting **Term of Council Priority 1: Reduce Greenhouse Emissions (GHG)**.

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FINANCIAL IMPLICATIONS

Sufficient funding is available in operating budget GC10107 to pay for the annualized lease costs associated with this contract.

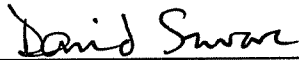
CONCLUSION

Konica Minolta Business Solutions (Canada) Ltd. Is a responsive and responsible vendor and is therefore recommended for award in the estimated amount of \$493,755.84 (exclusive of applicable taxes) and will meet the growing and diverse printing needs of our clients.



R. Kent Gillespie
Commissioner of Employee
and Business Services

Approved for Submission:



D. Szwarc, Chief Administrative Officer

For further information regarding this report, please contact Steve Hall at extension 4207 or via email at steve.hall@peelregion.ca

- c. Legislative Services
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