



Item .....
Meeting ..... 2017 Dec 11

## COUNCIL REPORT

**TO:** CITY MANAGER **DATE:** 2017 December 06

**FROM:** DIRECTOR FINANCE **FILE:** 5820-20  
*Reference:* 075-05/15

**SUBJECT: CONTRACT AWARD  
SUPPLY AND DELIVERY OF XEROX PRINT EQUIPMENT**

**PURPOSE:** To obtain Council approval to award a contract lease for the supply, delivery, and full service maintenance of all City Multi-Function Print Devices/ Equipment.

**RECOMMENDATION:**

1. **THAT** Council approve a contract award to Xerox Canada Ltd. for an estimated total cost of \$1,680,000 including taxes in the amount of \$180,000 as outlined in this report. Final payment will be based on the actual quantity of equipment provided and impressions per equipment over the term of the contract.

**REPORT**

Six submissions to a Request for Proposal (RFP) were received by the closing time on 2016 May 05. The scope of work includes the supply, delivery and full service maintenance of new multifunction devices at all City facilities, including production copiers/printers in the Printshop. Xerox Canada Ltd. would also manage the City's fleet of non-Xerox peripheral printers to optimize the overall fleet for efficiencies, and reduce the City's overall environmental impact.

Based on the RFP evaluation criteria including amongst others, implementation plan, proposed hardware/software capabilities, equipment user interface, maintenance, support and service plans, sustainability, and total cost of ownership, Xerox Canada Ltd. received the highest overall scoring. The contract amount also includes a contingency amount to equip new facilities, and accommodate future staffing relocations over the course of the term.

The contract is for a five year term from 2018 January 01 to 2022 December 31. Fixed impression/cost per copy pricing has been negotiated for the term of the contract. Deployment of equipment would begin in January 2018. Xerox Canada Ltd. has a proven track record for this type of work, and have successfully satisfied previous contracts with the City.

Funding for these expenditures is included in various operating accounts in the 2017 – 2021 Financial Plan.

Noreen Kassam, CPA, CGA  
DIRECTOR FINANCE

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