



The Corporation of the City of Cornwall
Regular Meeting of Council
Report

Department: Financial Services
Division: Purchasing
Report Number: 2020-257-Financial Services
Prepared By: Diane Leduc, Senior Buyer
Meeting Date: May 25, 2020
Subject: RFP Terms of Reference for the Supply and Maintenance of Multi-Function Devices

Purpose

The purpose of this report is to provide Council with the Terms of Reference of a Request for Proposal (RFP) prior to the issuance of the RFP document.

Recommendation

That Council receive Report 2020-257-Financial Services

Background / Discussion

The Clerk's Division provides corporate printing services to all City Departments and is responsible for the corporate fleet of multi-function devices (printers, photocopiers, scanners, and fax machines).

Printing jobs are currently being submitted to the Customer Service Representatives for completion.

The RFP is for renewing the fleet of multi-function devices with equipment that has better print options and technology that will enable downloading printing tasks to individual departments.

The improvements to this new approach are as follows:

- Eliminating the submission of print jobs through a workflow, the average print job currently takes approximately 6 days to receive, complete and deliver. That lead time will no longer exist.
- Removing over 60 stand alone printers will save close to \$80,000 per year in toner and drums.
- The City's staff from Information Technology and Telecommunications will no longer be servicing stand alone printers. All equipment will be serviced by the successful Proponent and the cost will be covered by the contract.

Project Overview

RFP 20-P07 Supply and Maintenance of Multi-Function Devices invites proposals from qualified Proponents to replace the current fleet of digital multi-function copiers with Original Equipment Manufacturers (OEM) equipment that best meets the needs of each individual location as well as providing a robust, flexible, open hardware platform which can support technological growth in areas such as scanning, faxing, document imaging and document management as per the Terms of Reference.

The scope of work includes the supply, delivery, installation, maintenance, repair, training, supply of consumables and all other associated costs for the required machines within the stipulated timeframes.

All costs will be included in the monthly lease and cost per copy pricing for approximately ±50 digital multifunction copiers (copiers) at various locations within the Corporation for a period of five (5) years as outlined in the Request for Proposal (RFP).

The approximate timetable for the RFP is as follows:

Step	Item	Date
1	Issue of RFP	May 27, 2020
2	Deadline for Questions	June 13, 2020
3	Deadline for Submission	July 3, 2020
4	Demonstrations / Interviews	July 28 – 29, 2020
5	Trial Period	August 5, 2020 (for a duration of 21 days)
6	Award of RFP – Council Meeting	September 14, 2020
7	Implementation Commencement	October 10, 2020
8	Implementation Completion	October 30, 2020

Appendix A – Terms of Reference for RFP 20-P07 is attached to this report.

Report Approval Details

Document Title:	RFP Terms of Reference - Digital Multi-function Devices - 2020-257-Financial Services.docx
Attachments:	- 20-P07 Terms of Reference for Multi-Function Devices -2020-257-Financial Services.pdf
Final Approval Date:	May 19, 2020

This report and all of its attachments were approved and signed as outlined below:

Nicole Robertson - May 15, 2020 - 2:27 PM

Geoffrey Clarke - May 19, 2020 - 11:29 AM

Tracey Bailey - May 19, 2020 - 11:47 AM

Maureen Adams - May 19, 2020 - 2:57 PM