



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

Department: Financial Services
Division: Purchasing
Report Number: 2021-34-Financial Services
Prepared By: Diane Leduc, Senior Buyer
Meeting Date: April 26, 2021
Subject: RFP 20-P07 Supply and Maintenance of Multi-Function Devices

Purpose

To obtain proposals from qualified proponents for the supply, delivery, and installation of multi-function devices for various departments.

Recommendation

That RFP 20-P07 be awarded to 4 Office Automation, from Mississauga, Ontario for a five (5) year period at the total bid price of \$609,996.60 (net cost to the Corporation - \$549,320.83) being the best Proposal meeting the specifications.

Financial Implications

The Corporation has included \$94,000 in the 2021 Budget and will budget accordingly for subsequent years.

Strategic Priority Implications

This report addresses Council's accountability and transparency to the ratepayers of the City of Cornwall.

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 the downloading of 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 six days to receive, complete and deliver. That lead time will no longer exist.
- Removing over 60 stand alone printers will save the Corporation close to \$80,000 per year in toners and drums.
- Eliminating the need for the staff from Information Technology and Telecommunications to service stand alone printers. All equipment under the contract will be serviced by the successful Proponent and the cost will be covered by the contract.

The proposals were evaluated against the following Criteria:

- (1) Experience, Qualifications and Project Understanding
- (2) Proposed Equipment
- (3) Maintenance Program
- (4) Accessibility and Other Value Add Features/Services
- (5) Cost
- (6) Demonstration of Proposed Equipment (by invitation only)



The following Requests for Proposals were received and opened by Purchasing Services and evaluated by the Selection Committee:

4 Office Automation, Mississauga, Ontario

Bid Price:	\$539,820.00
HST:	\$70,176.60
Total Bid Price:	\$609,996.60

Cornwall Business Machines, Cornwall, Ontario

Bid Price:	\$741,542.40
HST:	\$96,400.51
Total Bid Price:	\$837,942.91

OT Group, Belleville, Ontario

Bid Price:	\$608,281.20
HST:	\$79,076.56
Total Bid Price:	\$687,357.76

Ricoh Canada Incorporated, Mississauga, Ontario

Bid Price:	\$582,016.80
HST:	\$75,662.18
Total Bid Price:	\$657,678.98

Xerox, Prescott, Ontario

Bid Price:	\$607,694.40
HST:	\$79,000.27
Total Bid Price:	\$686,694.67

Mathematical corrections were made to the submissions from Xerox, Ricoh, and 4 Office Automation. The pricing for all submissions were adjusted to reflect a more accurate quantity for usage.

Document Title:	RFP 20-P07 Supply and Maintenance of Multi-Function Devices - 2021-34-Financial Services.docx
Attachments:	
Final Approval Date:	Apr 22, 2021

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

Nicole Robertson - Apr 22, 2021 - 9:11 AM

Geoffrey Clarke - Apr 22, 2021 - 10:03 AM

Tracey Bailey - Apr 22, 2021 - 10:57 AM

Maureen Adams - Apr 22, 2021 - 11:06 AM