

Section I – Items for Authority Action

TO: Chair and Members of the Authority
Meeting #6/18, Friday, July 20, 2018

FROM: Michael Tolensky, Chief Financial and Operating Officer

RE: **PRINTING SERVICES**
Vendors of Record

KEY ISSUE

Award of Contract #10007015 for the supply of printing services from August 2018 for a two year term.

RECOMMENDATION

WHEREAS Toronto and Region Conservation Authority (TRCA) operates numerous programs that require a range of services for the production of printed materials;

AND WHEREAS in May 2018, TRCA solicited proposals through a publicly advertised process and evaluated the proposals based on experience, capabilities/type of services offered, environmental scorecards, references and rates;

THEREFORE LET IT BE RESOLVED THAT TRCA establish a Vendors of Record (VOR) arrangement with six print services providers for the supply of services for a two year time period beginning August 2018;

AND FURTHER THAT authorized TRCA officials be directed to take necessary action to implement the contract, including obtaining any required approvals and the signing and execution of any documents.

BACKGROUND

To improve efficiency and reduce administrative staff time, TRCA staff is recommending establishment of a VOR arrangement for print production services for all TRCA paper printing requirements. This VOR arrangement will help ensure qualified printers are able to provide services at a competitive price while meeting TRCA's specifications and reducing administrative costs associated with conducting multiple requests for quotations. By establishing a VOR list for print services, vendors are authorized to provide these services for a defined period of time at a competitive price. Staff may contact a vendor on the list to provide printing services. Vendors will be required to provide all labour, materials, equipment and supervision necessary to complete the work in accordance with applicable laws, codes, standards, terms and conditions of the Vendors of Record Agreement.

RATIONALE

Request for Proposal (RFP) for Contract #10007015 was publicly advertised on the electronic procurement website Biddingo (www.biddingo.com) on April 27, 2018. Suppliers were advised that they would be evaluated on the following weighted criteria:

- Environmental scorecard;
- Experience and qualifications;
- Quality and timelines;

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- References;
- Rates.

Suppliers were required to submit a Schedule of Rates comprised of rates and turnaround times for four distinct print projects. TRCA staff received a total of 14 responses that met all requirements.

The Procurement Opening Committee opened the quotations on May 13, 2018. Members of the selection committee, consisting of TRCA staff (Stephanie Brown, Lisa Peng, Rick Sikorski and Laura Vanderluit) reviewed the proposals based on a weighted scoring system consisting of 75% capabilities and 25% cost.

The results of the evaluation are as follows:

Vendor	Score (out of 400)
Warren's Waterless Printing	385
Creative Path	367
Canadian Printing Resources	308
Gilmore Printing Services	308
Swiss Print International	292
Astley Gilbert	290
Northview Print	272
Ricter Web Printing	264
Lowe-Martin Group	236
Avant Imaging & Integrated Media Inc.	233
ReproArt	210
Imageon Print Inc.	187
KickStart Marketing & Design Inc.	177
The Printing House	132

The extent of the VOR list will ensure that a vendor will be available to provide services in short order and the range of capabilities will ensure efficient provision of all printing requirements. Staff will be provided all of the information to be able to contact a vendor based on their experience/qualifications, geographical location, cost or a combination of the three. Therefore, staff recommends Contract #10007015 be awarded to Warren's Waterless Printing, Creative Path, Canadian Printing Resources, Gilmore Printing Services, Swiss Print International and Astley Gilbert as they best meet TRCA's requirements.

FINANCIAL DETAILS

The total value of this contract is estimated to be \$300,000 based on a review of previous work orders completed in 2017. An increase or decrease in workload will have an impact on the amount of this contract. The services will be provided on an "as required" basis with no minimum hours guaranteed. Funds required for the contract are available through numerous TRCA operating budgets.

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