

### Section I – Items for Board of Directors Action

**TO:** Chair and Members of the Board of Directors  
Friday, September 24, 2021 Meeting

**FROM:** Michael Tolensky, Chief Financial and Operating Officer

**RE:** **STANDING OFFER SUPPLY FOR PRINT SERVICES AND EQUIPMENT**  
Contract No. 10036290

---

#### KEY ISSUE

Adoption of Kinetic Group Purchasing Organization (Kinetic GPO) contract for print services and equipment.

#### RECOMMENDATION

**WHEREAS** Toronto and Region Conservation Authority (TRCA) is engaged in ongoing business operations that require the use of print equipment;

**AND WHEREAS** Kinetic GPO has solicited and evaluated proposals through a publicly advertised process for a standing offer method of supply for print services and equipment;

**THEREFORE, LET IT BE RESOLVED THAT** TRCA staff be directed to utilize the Kinetic GPO contract (#19-02) for print services and equipment for a five-year contract term with Xerox Canada Ltd. ending on September 30, 2026;

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

#### BACKGROUND

TRCA business operations require print services and equipment including, but not limited to:

- Remote Monitoring;
- Printer Supply and Management;
- Service Monitoring;
- Help Desk Service; and
- A Workplace Software Cloud Solution

TRCA is currently leveraging the Ontario Education Collaborative Marketplace (OECM) agreement to lease printer equipment and managed print services through Xerox Canada Ltd. The current contract will end in the beginning of 2022. In consultation with Xerox Canada Ltd., TRCA has made the decision to adopt the Kinetic GPO standing offer supply contract instead of extending the existing OECM agreement. This will allow Xerox Canada Ltd. to offer competitive rates on cost per page and a monthly savings of 20% (\$19,000 annually) over the current state.

#### RATIONALE

Kinetic GPO is a cooperative purchasing organization established for Broader Public Sector entities across Canada with the specific purpose of leveraging group buying to reduce procurement costs. Kinetic GPO has conducted a competitive procurement process to establish

## Item 7.3

a Print Services and Equipment (#19-02) contract with Xerox Canada Ltd. The Kinetic GPO contract is available to Broader Public Sector agencies which allows TRCA to leverage the goods and services provided under this contract. Leveraging the standing offer contract with Xerox Canada Ltd. will also reduce staff time and administrative costs associated with conducting a new procurement process.

TRCA will benefit from receiving new printer and copier hardware as part of the standing offer contract with Xerox Canada Ltd., who will also assist in the deployment of these new devices. By upgrading the hardware, TRCA will benefit from standardizing the printer and copier equipment across the organization, bringing efficiencies in management and administration. Furthermore, TRCA will also be able to leverage the Xerox Workplace Cloud solution for initial 12-months at no additional cost. This software solution will enable the staff to better manage the printers and copiers across the organization.

### **Relationship to Building the Living City, the TRCA 2013-2022 Strategic Plan**

This report supports the following strategic priority set forth in the TRCA 2013-2022 Strategic Plan:

**Strategy 7 – Build partnerships and new business models**

**Strategy 10 – Accelerate innovation**

**Strategy 11 – Invest in our staff**

### **FINANCIAL DETAILS**

Based upon a review of business operations initiatives, the anticipated costs for the requested goods and/or services is approximately \$400,000, plus applicable taxes. This value is based on equipment lease and service costs under the new contract adopting the Kinetic GPO agreement. The costs associated with this contract will be charged to the Corporate Printers account.

**Report prepared by: Asif Shah, extension 5885**

**Emails: [asif.shah@trca.ca](mailto:asif.shah@trca.ca)**

**For Information contact: Asif Shah, extension 5885**

**Emails: [asif.shah@trca.ca](mailto:asif.shah@trca.ca)**

**Date: August 10, 2021**