

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT *Financial Services Division*

TO: Chair and Members Audit, Finance and Administration Committee	WARD(S) AFFECTED: CITY WIDE
COMMITTEE DATE: December 7, 2011	
SUBJECT/REPORT NO: Award of Contract C12-02-11 Supply and Delivery of Print/Copy, Business Cards/Envelopes/Letterhead and Mail Services (FCS11109) (City Wide)	
SUBMITTED BY: Antonio D. Tollis Treasurer Corporate Services Department	PREPARED BY: Rick Male, ext 4157
SIGNATURE: 	

RECOMMENDATION

That the Request for Tenders C12-02-11 - Supply and Delivery of Print/Copy, Business Cards/Envelopes/Letterhead and Mail Services be awarded to the lowest compliant bidders as follows (estimated annual totals):

Section A: Print and Copy Services (Lowest 4 Bidders)

1215553 Ontario Limited o/a Allegra	\$545,800
Data Document Solutions Inc.	\$554,900
723318 Ontario Inc. c.o.b. as Athens Printing Art	\$584,000
Swiaty Investments Inc. o/a Minuteman Press Stoney Creek	\$593,100

Section B: Business Cards, Envelopes and Letterhead (Lowest Bidder)

Data Document Solutions Inc.	\$65,200
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Section C: Mail Services (Lowest Bidder)

Data Document Solutions Inc.	\$31,200
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EXECUTIVE SUMMARY

This is a corporate tender for the supply and delivery of: Print and Copy Services, Business Cards, Envelopes, Letterhead and Mail Services.

The contract was designed to be awarded in three separate sections as follows:

Section A: Print and Copy Services

This section is awarded to the four compliant bidders with the lowest total contract price and will form the City's Approved External Print Vendor List.

All print jobs with a quantity less than 10,000 combined impressions in black ink and print jobs with a quantity less than 3,000 combined impressions in colour ink shall be awarded directly to the successful bidder with the lowest unit price as bid in this section:

Print jobs of 10,000 combined impressions or more in black ink and print jobs of 3,000 combined impressions or more in colour ink, shall be issued as quote requests to the Approved External Print Vendor List to price. The print job shall be awarded to the lowest compliant quote received.

Section B: Business Cards, Envelopes, Letterhead

This section is awarded to the compliant bidder with the lowest total contract price.

Section C: Mail Services

This section is awarded to the compliant bidder with the lowest total contract price.

Bidders were invited to bid on any or all sections tendered.

The initial term of the contract expires one year from the date of notice of award, with the option to renew at the City's sole discretion for a maximum of three, one year terms.

As per Purchasing Policy, Section 4.4, Policy 4 – Policy For Approval Authority, item 3(b), Council approval is required for the award of Corporate Contracts.

Alternatives for Consideration – Not Applicable

FINANCIAL / STAFFING / LEGAL IMPLICATIONS (for Recommendation(s) only)

Financial:

Volume discounts have been maximized by combining the City's requirements in this Corporate Tender.

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Staffing: None.

Legal: None.

HISTORICAL BACKGROUND (Chronology of events)

The Procurement Section issued this Request for Tenders - C12-02-11 - Supply and Delivery of Print/Copy, Business Cards/Envelopes/Letterhead and Mail Services on August 11, 2011 and closed on September 28, 2011. Nineteen bidders picked up the tender documents and 11 compliant bids were received for Section A: Print and Copy Services, 13 compliant bids for Section B: Business Cards, Envelopes and Letterhead and two compliant bids for Section C: Mail Services.

Submission results are as follows (estimated annual totals)

Section A: Print and Copy Services

1215553 Ontario Limited o/a Allegra	\$545,759.80
Data Document Solutions Inc.	\$554,877.80
723318 Ontario Inc. c.o.b. as Athens Printing Art	\$584,022.00
Swiaty Investments Inc. o/a Minuteman Press Stoney Creek	\$593,101.40
dWK Inc.	\$640,171.00
Formost Data Products Inc. (Trading as Formost mediaOne)	\$661,850.30
Whitefriargate Investments Inc. o/a Signaids	\$672,058.50
1602247 Ont Ltd/Stirling Print Solutions	\$724,823.00
The Printing House Limited	\$905,494.00
Simcha Business Centre Limited o/a Minuteman Press, Markham	\$1,171,390.00
Premier Impressions Inc.	\$1,545,614.51

Section B: Business Cards, Envelopes and Letterhead

Data Document Solutions Inc.	\$65,222.75
1602247 Ont Ltd/Stirling Print Solutions	\$75,920.00
Premier Impressions Inc.	\$81,172.81
1215553 Ontario Limited o/a Allegra	\$82,487.75
723318 Ontario Inc. c.o.b. as Athens Printing Art	\$98,458.55
Swiaty Investments Inc. o/a Minuteman Press Stoney Creek	\$99,746.00
The FSA Group	\$100,279.30
dWK Inc.	\$100,293.45
Simcha Business Centre Limited o/a Minuteman Press, Markham	\$102,134.00
Braund Supergraving Co. Limited	\$111,349.25
The Printing House Limited	\$128,797.00
Gold Line Telemanagement Inc.	\$135,159.49
Whitefriargate Investments Inc. o/a Signaids	\$279,616.86

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Section C: Mail Services

Data Document Solutions Inc

\$31,167.00

The FSA Group

\$135,790.00

POLICY IMPLICATIONS

Purchasing Policy, Section 4.4, Policy for Approval Authority, requires Council approval when the Request for Tenders is a corporate contract.

RELEVANT CONSULTATION

City Clerk Division was the primary contact for this Request for Tenders and provided input with respect to specifications, special provisions, estimated quantities and pricing schedules.

ANALYSIS / RATIONALE FOR RECOMMENDATION

(include Performance Measurement/Benchmarking Data, if applicable)

The City benefits from discounted volume based pricing when a corporate tender is issued versus each individual department securing prices for their own requirements. Management of the procurement of all services is vastly simpler when dealing with a few vendors versus many vendors.

ALTERNATIVES FOR CONSIDERATION

(include Financial, Staffing, Legal and Policy Implications and pros and cons for each alternative)

None.

CORPORATE STRATEGIC PLAN (Linkage to Desired End Results)

Focus Areas: 1. Skilled, Innovative and Respectful Organization, 2. Financial Sustainability, 3. Intergovernmental Relationships, 4. Growing Our Economy, 5. Social Development, 6. Environmental Stewardship, 7. Healthy Community

Not Applicable.

APPENDICES / SCHEDULES

None.