

Date: February 25, 2015

Corporate Services Committee

Date: April 1, 2015

File: EG.x

Subject: Request to Begin Procurement – Print Fleet Replacement

Contact: Prasanna Gunasekera, Senior Manager, Business Services, Corporate Services

Overview:

- The Print Strategy is to reduce cost, reduce print waste and improve print efficiencies while being environmentally friendly.
- Current print fleet is 5 years old and we are on a 1 year extension.
- This implementation will reduce the current fleet, increase availability and reduce cost of operation.

Recommendations:

1. That the report from Prasanna Gunasekera, Senior Manager, Business Services, Corporate Services, dated February 25, 2015, to the Corporate Services Committee meeting of April 1, 2015, re: **Request to Begin Procurement - Print Fleet Replacement**, be received; and
2. That the Provincial print contract that was awarded in January 2015 and available to Ontario municipalities be adopted; and
3. The Purchasing Agent is authorized to proceed to procurement for supply, delivery, configuration, implementation, maintenance, support and services for print fleet.

Background:

The City has over 400 printers and produces over 27 million impressions a year. The current printer fleet was implemented in 2009. Over time, new printers were added to the fleet to support growth and new business needs. In September 2014, the current contract was extended for another year, ending September 29 2015.

The Province negotiated a new print contract in January this year. Ontario municipalities have the opportunity to take advantage of Provincially negotiated contracts. Adopting the Province's contract will reduce the City's current printing costs and allow the City to replace the existing fleet in a timely manner.

The Print Strategy for the City is to:

- Increase printer usage by consolidating existing underutilized printers
- Be environmentally responsible through reducing waste and energy consumption
- Reduce overall print costs.

Current Situation:

Scope of the Project/Initiative

The Scope of Work for this procurement is to acquire and implement new printers to replace existing fleet. Existing fleet will be returned to the current vendor. New contract will also replace the current services offered by the vendor for support, maintenance and printer moves. The Scope of Work of the entire project includes hardware, software, configuration services, training, maintenance, support and change management.

Tentative Project Schedule

Item	Target Dates
Contract Negotiations	March/April 2015
Award Contract	May 2015
Implementation	June 2015 – August 2015

Corporate Implications:

Purchasing Comments:

The Purchasing By-Law allows the City to adopt Provincial contracts. Purchase approval shall be obtained in accordance with the Purchasing By-law.

Financial Implications:

Estimated costs for this contract amount to \$ 800,000.00 per year to sustain network printing requirements. The total anticipated 5 year cost for deployment and implementation is an estimated 4.0 Million. Current spending levels are in line with the

estimated cost of this contract. Individual departments have sufficient funding to proceed.

Other Implications:

This project aligns with the Information Technology Architecture Controls and Standards per the IT Use Policy, and will provide the solutions and tools that are necessary to integrate and accommodate functional requirements as well as for compliance with IT policy requirements.

Strategic Plan:

This report achieves the Strategic Plan priorities as shown below.

Serving	<ul style="list-style-type: none"> - Contain costs and capitalize on Funding Opportunities - Find efficiencies in delivery of core services
Preserving	<ul style="list-style-type: none"> - Ensure corporate operations are conducted in an environmentally responsible manner - Maximize energy efficiency and water conservation in City buildings

Conclusion:

This report summarizes the scope of the requirement, identifies available funding, and provides a tentative schedule and method of procurement for the supply, delivery, configuration, implementation, maintenance, support and services of the Printer Fleet Replacement Project.

To ensure delivery of the ongoing requirements in a timely manner, it is extremely important that staff be authorized to begin procurement, as described in this report.



Prasanna Gunasekera
Senior Manager Business Services



Peter Simmons
Chief Corporate Services Officer

Report authored by: Prasanna Gunasekera, Senior Manager Business Services

Approval for Submission:		
	Initials	Date
Chair, SMT	DK	15/3/10
Department Chief	AS	15/3/11
Chief Administrative Officer	NR	15/3/17