

**Request to Begin Procurement
for Printing Services
at the City of Brampton**



Printing Services at the City

Current Contract(s):

- The printers and Corporate Print Shop (at City Hall) equipment are each supplied and maintained by Ricoh on 5-year contract(s). Both contracts are coming to end of term: printers on June 30, 2021, and Corporate Print Shop on December 31, 2021.
- The original equipment supplied is almost 5 years old. Printing requirements for some areas have changed and additional capability is required to meet current and future printing requirements of the City.



Background

Printing Services the last 5 years

Printers

The City provides 356 printers/copiers across 108 locations including:

- Black & white and colour
- Single-sided and double-sided
- Various paper sized
- Finisher functionality (stapling, hole-punching, collating)

The printers are scaled to meet low to medium printing volumes associated with day-to-day activities.

- The current contract includes printer lease and maintenance.
- The service is a consumption-based (per copy) and vendor managed, pricing includes per copy and lease charges.

Corporate Print Shop

- The Corporate Print Shop, located at City Hall, has the capability to print high volume jobs, booklets, binders, postcards, business cards, greeting cards, numbered tickets, score cards, lanyards, custom cut cards and magnets, posters, banners, easel mounts, NCR and numbered forms, glass and wall decals, architectural drawings. They also provide document scanning, cut and fold paper and provide prepress, and document setup.
- The current contract includes printer lease with maintenance.
- The service is a consumption-based (per copy) and vendor managed, pricing includes per copy and lease charges.

Specialized Printers

- Client departments have expressed needs for specialized printers, which is not part of the current Ricoh contract.
- City staff have spent considerable amounts of time and effort in seeking potential solutions including conducting market research and inquiring with various vendors and partners.



Current Ricoh Printing Cost 2016 to 2021

Year	Total B&W all activity	Total Color all activity	Total Activity (includes Scan to Email, Duplexing, Copying, Faxing)	Total Copy Charges (no charge for scan to email, duplexing or Faxing)	Lease Total (Averaged)	Additional Costs for Repairs, Moves and Project Costs	Total Charges	% Increase year on year
2016 (6 months)	8,110,124	1,597,542	9,707,666	\$64,396.40	\$156,000.00	\$5,117	\$225,513	(only 6 months)
2017	12,808,599	3,096,714	15,905,313	\$222,804.31	\$156,000.00	\$104,885	\$483,690	7%
2018	12,064,659	3,482,978	15,547,637	\$278,929.79	\$156,000.00	\$86,818	\$521,748	8%
2019	11,827,148	3,630,138	15,457,286	\$290,605.19	\$156,000.00	\$79,113	\$525,718	1%
2020 (COVID)	5,227,986	1,689,058	6,917,044	\$150,591.57	\$156,000.00	\$71,364	\$385,803	- 27%
2021 (to Jan 31) 2021 (forecast Feb to June 30 th)	441,037	359,259	800,296	\$8,582.52	\$13,000.00	\$2500 approx. \$12,500 approx.	\$24,028 \$120,000	
Total Contract to Jan 31, 2021	50,479,553	13,855,689	64,335,242				\$2,283,500	

Printing Overview by Business Unit 2016 to 2021

Business Unit	Total Consumables/Volume of Copies	Total Consumable+Lease Costs
Recreation	12,083,492	\$285,925
Building	5,339,877	\$168,131
Fire	2,477,880	\$112,883
Fleet	3,474,130	\$109,168
Human Resources	3,434,495	\$94,561
Transit	2,687,103	\$83,385
Di&IT	1,942,361	\$62,439
City Clerk	1,912,620	\$62,012
Legal	2,151,211	\$60,652
Courthouse	1,892,777	\$52,861
BDC Facility	737,652	\$26,529
Service Brampton	923,341	\$26,456
Animal Services	598,115	\$22,956
Theatre	600,225	\$19,576
Councillor Offices	391,177	\$16,091
Commissioners	361,608	\$11,153
Mayors Office	119,591	\$4,798

City Hall Corporate Print Shop

Printers included in existing contract

Year	Total Copies printed	Total Charges	% Increase Year on Year
2017	Running total below	\$119,572	Initial Year
2018	Running total below	\$137,061	15%
2019	Running total below	\$130,406	- 5%
2020	Running total below	\$106,893	- 18%
2021 (forecast)	End of January only	\$123,500	16%
TOTAL	8,770,784	\$617,430.80	

Specialized Printers

Printers not included in existing Ricoh contract

Business Unit Owned and Managed	Printer Type	Description	Year Purchased	Purchased Price
Strategic Communication	Plotter	Epson Plotter	2018	\$45,000
Corporate Print Shop (managed by IT)	Plotter	HP DesignJet L365	2020	\$31,300
Sign Shop	Plotter	Roland True VIS	2020	\$27,600
Sign Shop	Plotter	SOLJET PRO III print and cut (to be replaced in 2022)	2005 approximately	\$20,000 approx
Sign Shop	Plotter	SOLJET PRO III print and cut (to be replaced in 2023)	2008 approximately	\$20,000 approx
Works Department	Plotter	Canon iPF825	2014	\$12,000
Works Department	Plotter	HP2300	2010	\$12,000
Planning BDC	Plotter	Canon iPF840 Plotter and Contex 1Q4400 Scanner and Touch Screen	2015	\$14,900
Planning & Engineering	Plotter (shared)	Canon iPF9400	2014	\$12,000
Urban design	Outsourced 3D printing and laser cutting	3D printing for neighborhood planning (currently outsourced with a vendor and laser cutting with UofT)	Request to purchase their own in 2021	\$985 (2020 only)

Procurement Options

Current

Renew OPS Ricoh Contract

- Utilizing the Ontario Public Service Contract with Ricoh Canada
- This was the option chosen in 2016, after a competitive process was cancelled

Other details of current contract:

- Approved by previous Council on Apr 1, 2015
- Scope: Printers (Print Shop was NOT included)
- Estimate Base: 27 Million impressions / Year
- Procurement term: 5 years
- Total budget: 4.0 Million (\$800,000/Year)

Future Direction

COB Request For Procurement

- **City of Brampton's fair, competitive and transparent procurement process (RFP)**
- **Allows for all vendors to bid on the contract including local City of Brampton businesses**
- **Preferred option:**
 - **Flexibility to scale up and down**
 - **Better reporting capability for departments to self manage (accurately measure consumption/cost)**

Procurement Term Options

Length of Contract

Current

- 5 year
- Locked into a contract with no ability for enhancements or changes in contract

Future Direction

- 5 year
- Ability to upgrade technology every 12 months to ensure optimal savings for the City and access to latest printers & services

Benefits of 5-year contract:

- Cost effectiveness due to access to lower pricing through an extended contract
- Streamlined processes and efficiencies:
 - Less staff time to manage (Savings of approximately \$105,000 every time contract changes over)

Financial Implications:

- The combined printing services procurement requires an estimated \$3.3M maximum spend over a period of five years. Budget estimates serve as a benchmark based on current spending.
- However, with a fair and competitive process, staff are planning to right size the organization and optimize technology to actually realize savings versus additional costs.

Staff Recommendations

COB PRINTERS

- Staff are requesting a 5 year contract based on the time, effort and complexity of replacement of technology across the corporation. Hardware, software, security and network connectivity are just some of the complicated characteristics of this procurement. Going with a shorter period will add to the overall cost of service (including procurement and implementation) and place undue pressure on staff, with no added benefit to client departments and the Corporation.
- **To address the issue of technology currency and rightsizing, the successful vendor will review and analyze the organizations size and usage every year and make proper adjustments.**

CORPORATE PRINT SHOP

- Combine print services and Corporate Print Shop services, under the same contract vendor to align with the competitive and transparent priorities.

	Estimate \$	Notes
City of Brampton Printers	\$2,250,000	Funded from various cost centers, Account 201171 – Contract managed by (DI&IT)
Corporate Print Shop	\$750,000	Funded from Cost Center 0129 (DI&IT)
Specialized Printers, Printer Movies and Repairs	\$300,000	Estimated - \$100,000 Capital purchase for Specialized Printer and \$200,000 for Operational Repairs to Fleet and Fleet Moves

Term of Council Priorities:

This report fulfills the Council Priority of a Well-run City by improving the day-to-day operations of the corporation by streamlining service delivery, effectively managing municipal assets and demonstrating value for money of City programs and services.

Thank you!

