



TOWN OF
HALTON HILLS
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REPORT

TO: Mayor Bonnette and Members of Council

FROM: Simone Gourlay, Senior Manager of Purchasing & Risk Management
Murray Colquhoun, Director of Information Technology Services

DATE: February 11, 2022

REPORT NO.: CORPSERV-2022-0008

SUBJECT: Award of Request for Proposal P-110-21 for Multi-function Copiers

RECOMMENDATION:

THAT Report No. CORPSERV-2022-0008, dated February 11, 2022 regarding the Award of Request for Proposal P-110-21 for Multi-function Copiers be received;

AND FURTHER THAT the Senior Manager of Purchasing & Risk Management be authorized to issue a purchase order to Ricoh Canada Inc., 100-5560 Explorer Drive, Mississauga, ON L4W 5M3 for an upset limit of \$178,000 plus applicable taxes for the award of RFP P-110-21 for the Purchase of Multi-function copiers;

AND FURTHER THAT the Senior Manager of Purchasing & Risk Management be authorized to issue a purchase order to Ricoh Canada Inc., 100-5560 Explorer Drive, Mississauga ON L4W 5M3 with a total upset limit of \$250,000 plus applicable taxes for the award of RFP P-110-21 for the Service of Multi-function copiers for a sixty (60) month period;

AND FURTHER THAT Council authorize the Mayor and Clerk to execute the Purchase Agreement, the Relocation Requisition, Maintenance Agreement and Limited Warranty and any ancillary documents with Canon Canada Inc. for the award and service of RFP P-090-15 for Multi-function Copiers.

KEY POINTS:

The following are key points for consideration with respect to this report:

- The current copiers (including printing, scanning and fax) are between six and eleven years old.
- Council approved \$182,000 in the 2022 Capital budget for new multi-function copiers.
- Ricoh Canada Inc. is being recommended to provide copiers and the required service for the next five years.

BACKGROUND AND DISCUSSION:

The Town owns six- and eleven-year-old Canon black and white and colour multi-function photocopiers with copy, print, scan and fax capabilities. In the 2022 budget, Council approved capital project 2600-06-0101 for photocopier/fax/printers. A Request for Proposal was issued for the replacement copiers on November 3, 2021, and closed on November 24, 2021. The bid was advertised on the Town's website and on www.bidsandtenders.ca. Six (6) firms downloaded the document and five (5) firms submitted bids.

Firm	Location
Canon Canada Inc.	Brampton
Konica Minolta Business Solutions (Canada) Ltd.	Mississauga
Ricoh Canada Inc.	Mississauga
Sharp Electronics of Canada Ltd.	Mississauga
Xerox Canada	North York

An evaluation committee was formed that included the Director of Information Technology Services, the Infrastructure Operations Supervisor, Print Room Clerk and the Senior Manager of Purchasing & Risk Management to consider the areas of colour printing, large volume printing, reduction of external printing, information technology and departmental printing/copying/scanning. Proposals were evaluated on:

- i) The Equipment – including its reliability, functionality, network integration and ease of use
- ii) Preventative Maintenance Program – including response time in hours and service personnel in Halton Region
- iii) Total Cost of Equipment and Service
- iv) Value Added Features
- v) Experience and References

Staff reviewed the five submissions and requested virtual interviews with four of the five vendors. Further questions of clarification were reviewed and then staff requested virtual demonstrations from the top two ranked vendors – Konica Minolta Business Solutions (Canada) Ltd. and Ricoh Canada Inc. The virtual demonstrations also

provided print samples for the team to review. Ricoh Canada Inc. was the highest ranked proposal after the entire evaluation process.

The proposed new equipment will copy, print, scan and fax. All departments will receive new equipment rather than redeploying the six-year-old equipment to lower use departments as the parts availability of this equipment is only guaranteed until 2023.

STRATEGIC PLAN ALIGNMENT:

This report is administrative in nature and does not have an impact on the Town's Strategic Plan.

RELATIONSHIP TO CLIMATE CHANGE:

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

PUBLIC ENGAGEMENT:

Public Engagement was not needed as this report is administrative in nature.

INTERNAL CONSULTATION:

Prior to the issuance of the Request for Proposal staff were surveyed to determine the functionality they would require on the new equipment. In addition, the evaluation team will review with each department the space availability and any future requirements together with Ricoh's project manager to ensure the proper equipment is purchased.

FINANCIAL IMPLICATIONS:

This report will be funded through an existing approved budget source.

The capital budget of the \$182,000 provides approximately \$2,000 in surplus. In addition, staff will be selling the current Canon equipment and any revenues will be applied back to this capital budget.

Reviewed and approved by,

Laura Lancaster, Commissioner of Corporate Services

Chris Mills, Chief Administrative Officer