

# Request for Decision City Council



Type of Decision									
Meeting Date	September 15, 2005				Report Date	September 1, 2005			
Decision Requested	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Priority	<input checked="" type="checkbox"/>	High	<input type="checkbox"/>	Low
	Direction Only				Type of Meeting	<input checked="" type="checkbox"/>	Open	<input type="checkbox"/>	Closed


Report Title
<b>Vendor of Record for the Supply, Install and Service of Multifunction Units and Copiers and to Supply Software for these Units</b>

Policy Implication + Budget Impact	
<input checked="" type="checkbox"/>	This report and recommendation(s) have been reviewed by the Finance Division and the funding source has been identified.
There is sufficient funding in the current budget.	
Background Attached	

Recommendation
<p>THAT Xerox Canada Ltd. be selected as the Vendor of Record for the supply, install and service of multifunction units and copiers and to supply software for these units to the City of Greater Sudbury and the Greater Sudbury Police Services, and that this be for next five (5) years with an option for the years six (6) and seven (7).</p> <p>THAT the Chief Information Officer and the Chief of Police be authorized to enter into this contract with Xerox Canada, all in accordance with the Purchasing By-law as approved by Council and the Police Services Board.</p>
Recommendation Continued

Recommended by the General Manager
 Caroline Hallsworth Executive Director Administrative Services

Recommended by the C.A.O.
 M. Mieto Chief Administrative Officer

Report Prepared By
 Bruno Mangiardi Chief Information Officer

Division Review
Name and Title

## Background

The average age of the City's copier fleet is approximately ten (10) years old which is well beyond the expected life of a copier of seven years. We currently have a mix of leased, rented and purchased multifunction units and copiers. In July 2004, the Supplies and Services Department went out for pre-qualification for the supply, install and service of multifunction units and copiers. Seven vendors responded of which only two met the requirements; Laurentian Business Products Centre and Xerox Canada Ltd..

In June 2005, the Supplies and Services Department invited Laurentian Business Products Centre and Xerox Canada Ltd. to submit proposals. Both vendors submitted their proposals.

There were options to purchase, lease and an option based on a cost per impression. The evaluation committee reviewed the proposals and selected the option based on the cost per impression as the preferred one, this being the lowest cost solution meeting all of our requirements. Xerox scored 98 and Laurentian Business scored 66. The estimated first year costs would be \$151,000 for Xerox, and \$245,000 for Laurentian Business Product. The cost of the Xerox solution was approximately 60% less than Laurentian Business. This would result in a cost avoidance for the next five (5) years of approximately \$400,000. The ongoing annual cost for years two (2) to five (5) will be about \$127,000 assuming current copier volumes. The impression rate is fixed for the entire five (5) year period with no increases. Should the volumes increase above our contracted threshold there will be further costs, however the per impression costs for additional impressions will be at a lower rate.

Along with these cost savings, the preferred option will; simplify the administrative aspect of maintaining the copier fleet; provide standardization throughout both the City and the Police; provide network connectivity of these devices; and will result in enhanced user functionality along with increased staff efficiencies. As well, the scanning capabilities of these units will prepare the City and Police to take advantage of document management systems.

It is recommended that Xerox Canada Ltd. be selected as the Vendor of Record for the supply, install and service of multifunction units and copiers and to supply software for these units to the City of Greater Sudbury and the Greater Sudbury Police Services, and that this be for next five (5) years with an option for years six (6) and seven (7).