

COUNCIL REPORT

TO: CITY MANAGER **DATE:** 2016 September 13

FROM: DIRECTOR FINANCE **FILE:** 5820-20
Reference: 4100119446

**SUBJECT: CONTRACT INCREASE AND EXTENSION
SUPPLY AND MAINTENANCE OF DIGITAL MULTIFUNCTION COPIERS**

PURPOSE: To obtain Council approval for a contract extension and increase for the supply and maintenance of digital multifunction copiers.

RECOMMENDATIONS:

1. **THAT** Council approve a contract increase to Xerox Canada for \$168,000 including taxes in the amount of \$18,000 for a total revised contract value of \$324,800 including taxes.
2. **THAT** Council approve a contract extension with Xerox Canada for an eight month period from July 01, 2016 to February 28, 2017 as outlined in this report.

REPORT

The City previously leveraged the Provincial Corporate Supply Agreement (CSA) with Xerox Canada Ltd. for supply and maintenance of digital multifunction copiers. The CSA agreement expired in 2015, and the City has been operating on a month to month contract with the service provider.

The first recommendation is for the contract increase of \$168,000 including taxes in the amount of \$18,000 for a total cost of \$324,800. The City's volume of multifunction devices has increased over the years as the City has opened new facilities and delivered additional programs at the operations level, and staff have also worked to redirect the volume of copying onto the larger, more efficient devices. Final payment will be based on the actual quantities and quoted unit pricing per copy.

The second recommendation is for the contract extension, term effective 2016 July 01 to 2017 February 28. This contract extension will allow the City staff to complete its current evaluation process for award of a recent Request for Proposal. The evaluation process is anticipated to be completed in late 2016/early 2017.

Funding for this work has been provided within various operating accounts which are included in the 2016 – 2020 Annual Financial Plan.

The Chief Information Officer concurs with this recommendation.



Denise Jorgenson
DIRECTOR FINANCE

Copied to: Director Engineering

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