

**TO:** MAYOR & COUNCILLORS  
**FROM:** DEPUTY CHIEF ADMINISTRATIVE OFFICER AND CHIEF FINANCIAL OFFICER  
**SUBJECT:** **CI - SUPPLY AND MAINTENANCE OF MULTIFUNCTION PRINTERS COPIERS**  
**PURPOSE:** To obtain Council approval to award a Contract Increase (CI) for Supply and Maintenance of Multifunction Printers Copiers.

## **RECOMMENDATION**

**THAT** a contract increase to Xerox Canada Ltd. for an estimated total cost of \$1,602,745 including GST and PST in the amount of \$171,723 as outlined in the Council Report titled “CI – Supply and Maintenance of Multifunction Printers Copiers” dated for January 29, 2024 be approved; and

**THAT** final payment will be based on the actual quantity of printed impressions (pages) and services delivered as submitted.

## **1.0 POLICY SECTION**

The City’s Change Order Policy requires Council’s approval for change orders, which individually or when accumulated with prior change orders, increases the total value of the contract by \$1,000,000.

## **2.0 BACKGROUND**

On December 2017, the City awarded Xerox Canada Ltd. a five year contract for the value of \$1,680,000, including taxes, for the supply and delivery of Xerox Print Equipment. The actual spend up to December 2023 was \$1,241,500, including taxes. Despite significant growth within the City, we anticipate maintaining a similar level of printing of materials going forward.

As the five-year contract with Xerox Canada Ltd. was ending on December 2022, the City went back to market to select a vendor for the Supply and Maintenance of Multifunction Printers Copiers. Following RFP #112-04-22 Supply and Maintenance of Multifunction Printers Copiers, four submissions were received by the closing time on June 24, 2022. Based on the RFP’s evaluation criteria consisting of implementation plan, proposed hardware/software capabilities, equipment user interface, maintenance, support and service plans, sustainability, and total cost, Xerox Canada Ltd. received the highest overall scoring.

In order to allow sufficient time to conduct a thorough assessment of the City’s overall print requirements, on May 25, 2023, the City awarded a contract to Xerox Canada Ltd. for Supply and Maintenance of Multifunction Printers Copiers for the Print Shop only, for an estimated value of \$154,078 including GST and PST in the amount of \$16,509.

Since the award of this initial Printshop contract, the City has conducted a comprehensive citywide fleet assessment with Xerox Canada Ltd. to determine the City’s exact requirements for Multifunction Printers Copiers. This CI is the result of that assessment.

Staff will continue to review processes and implement efficiencies such as updating print technologies to allow printing from mobile devices and also to only release print jobs when the user arrives at the device and validates their identity.

Further, in an effort to maintain and/or reduce printing and print costs, the IT department is looking to work with all City departments to reduce the overall print volume and costs across the organization by consolidating print devices, significantly reducing desktop printers, digitizing processes and further enabling City staff to collaborate online using digital tools.

In addition, as a commitment to sustainability, for every 8,333 pages printed by the City of Burnaby, Xerox will plant one tree through one of PrintReleaf’s seven on-going reforestation projects.

**3.0 GENERAL INFORMATION**

This contract increase of \$1,602,745 including GST and PST in the amount of \$171,723 is required for the Supply and Maintenance of Multifunction Printers Copiers for a five-year term. The total estimated contract value will be \$1,756,823 including GST and PST in the amount of \$188,231.

The Chief Information Officer concurs with this recommendation.

<b>Contract History</b>	<b>Date</b>	<b>Accumulative Total Change (including GST and PST)</b>
Contract Award for Printshop	May 2023	\$ 154,078
<b>Change Order #1 for City Fleet of Printer/Copier Devices</b>	<b>Pending</b>	<b>\$1,602,745</b>
<b>TOTAL</b>		<b>\$1,756,823</b>

**4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT**

The RFP#112-04-22 Supply and Maintenance of Multifunction Printers Copiers (Attachment 1) was publicly advertised. Upon closing, the City received a total of four submissions.

**5.0 FINANCIAL CONSIDERATIONS**

Funding for this operating work will be provided in various operating accounts included in the 2024 – 2028 Financial Plan.

Respectfully submitted,

Noreen Kassam, Deputy Chief Administrative Officer and Chief Financial Officer

**ATTACHMENTS**

Attachment 1 – RFP#112-04-22

**REPORT CONTRIBUTORS**

This report was prepared by Scott Lovas, Purchasing Specialist, and reviewed by Sophan Lum, Senior Purchasing Manager.