



City of North Bay Report to Council

Report No: CORP-2022-058

Date: April 22, 2022

Originator: Mary-Ann Kotylak, CPPB, CPPO
Manager of Purchasing

Steven W. Melnichuk
Director, Information Systems

Business Unit:
Corporate Services

Department:
Financial Services Department

Subject: Request for Proposal 2022-38 Photocopiers

Closed Session: yes ☐ no ☒

Recommendation

That City Council approves the award of a contract to Sharp Electronics of Canada Ltd., based on the unit rates specified in their bid for RFP-2022-38 for photocopier lease and services, for a term of five years.

Background

The Corporation of the City of North Bay utilizes a number of multi-function photocopiers for operational needs in every Division and Department. The current photocopier contract has expired. This equipment is currently provided on a month to month lease basis until such time as a new leasing agreement is in place. Due to enhanced technological advancement in design and functionality, and lack of parts and serviceability of the current photocopier units, it was determined that a formal bid request for new equipment was warranted versus extending the current agreement.

Financial/Legal Implications

Canoe Procurement Group of Canada, OEMC and Ontario Vendor of Record are co-operative buying groups that the City participates with. All three groups publically advertise procurement processes, on behalf of their participating members, and meet all legislative trade agreement requirements. Public notice of participation with these buying groups, as required by the Canadian Free Trade Act CFTA (2017), is published on the City's website and Bids and

Tenders.

As part of a second stage selection process, the City requested proposals from four suppliers awarded contracts to provide photocopiers. This invitational bid request, which closed March 21, 2022, was administered by the Purchasing Department. Three quotes were evaluated by the Purchasing Manager, Economic Development Department Administrative Assistant, Information Services Manager Current Operations and the Director of Information Services. The evaluation was shortlisted to the two lowest price compliant bids and a demo was requested. The shortlisted proponents were evaluated on general functionality, print quality, secure print functionality, central reports and price.

The results are as follows:

Ranking	Company	Overall Score
1	Sharp Electronics of Canada Ltd.	88.15
2	Ricoh Canada Inc.	73.00
3	Laurentian Business Products Centre Inc.	-

The bid price of \$285,097.20 (plus HST) from Sharp Electronics of Canada Ltd. represents a total cost over the entire five-year term based on the estimated quantities specified in the RFQ. Under the terms of the contract, the City will pay a monthly lease fee plus the unit rate specified for each copy bid and is not bound to any specific quantities.

The proposal from Sharp Electronics of Canada Ltd. scored highest and provides the best overall value to the City. Their bid is considered fair and reasonable.

Based on historical use, the estimated annual cost for lease and maintenance of 24 units is \$57,019.44 plus HST. The lease portion of the annual payment is fixed for the duration of the agreement, while maintenance costs, although provided as a fixed rate per copy, are subject to variability based on the number of pages printed or copied. The annual fixed amount is \$29,659.32 plus HST.

The City's Lease Policy outlines the process for reporting leases considered to be material. The fixed portion of the annual payments under this contract is less than the \$50,000 threshold requiring such reporting and is not considered material.

Funding for the photocopier lease provided under this contract is managed within the operating budget of the Information Systems Department. Sufficient funding will continue to be requested in future years.

Corporate Strategic Plan

☐ Natural North and Near

☐ Economic Prosperity

☐ Affordable Balanced Growth ☐ Spirited Safe Community

☒ Responsible and Responsive Government

Specific Objectives

Ensure the efficient and effective operations of the city, with particular consideration to the impact of decisions on the property tax rate.

Options Analysis

Option 1: That City Council approves the award of a contract to Sharp Electronics of Canada Ltd., based on the unit rates specified in their bid for RFP-2022-38 for photocopier lease and services, for a term of five years.

Option 2: Do not award a contract. This option is not recommended because the current photocopier units are end of life and are serviced on "best-effort" only. Parts for the antiquated units are not readily available.

Recommended Option

That City Council approves the award of a contract to Sharp Electronics of Canada Ltd., based on the unit rates specified in their bid for RFP-2022-38 for photocopier lease and services, for a term of five years.

Respectfully submitted,

Name: Mary-Ann Kotylak, CPPB, CPPO

Title: Manager of Purchasing

Name: Steven W. Melnichuk

Title: Director, Information Systems

We concur with this report and recommendation

Name: Margaret Karpenko, CPA, CMA

Title: Chief Financial Officer /Treasurer

Name: David Euler, P.Eng., PMP

Title: Chief Administrative Officer

Personnel designated for continuance:

Name: Steven W. Melnichuk

Title: Director, Information Systems