

**MEETING DATE:** August 27, 2003

**SUBJECT:** Procurement Authorization For Surface Transfers

### **RECOMMENDATION**

It is recommended that the Commission approve the issuance of a purchase order to Data Business Forms, in the amount of \$3,030,561.45 for the supply of Surface Transfers for the period January 1, 2004, to December 31, 2006.

### **FUNDING**

Sufficient funds for the 2004 expenditures will be included in the 2004 TTC Operating Budget and sufficient funds will be provided for in future operating budgets as required.

### **BACKGROUND**

The Commission has a continuing requirement for Surface Transfers on revenue vehicles.

### **DISCUSSION**

Eleven companies were invited to submit tenders in addition to the advertisement on the TTC web site of Friday, May 30, 2003. A total of two companies submitted tenders.

Moore Wallace Incorporated submitted the lowest bid. However, they stated several exceptions/qualifications to the Commission's standard terms and conditions (i.e. Limitation of Liability, Warranty, and Suspension or Termination), which are considered unacceptable and as a result, they are considered non-compliant and are not recommended for award.

Based on the foregoing, it is recommended that the contract be awarded to the second bidder, Data Business Forms. Their submission did not take any exceptions or qualifications to the Commission's standard terms and conditions and, therefore, is considered to be commercially acceptable. Data Business Forms is our current supplier and have performed in a satisfactory manner and are recommended for award.

The pricing submitted by Data Business Forms is on average approximately 1.6% lower than the current contract for the first year (2004) with an average increase of approximately 2.4% for the second year (2005) and 2.6% for the third year (2006).

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**JUSTIFICATION**

To ensure an uninterrupted supply of Surface Transfers from January 1, 2004 to December 31, 2006, it is necessary to proceed with the award of the new contract at this time.

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August 6, 2003

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Appendix A - Summary of Tenders

APPENDIX A

**PROCUREMENT AUTHORIZATION**

**FOR SURFACE TRANSFERS**

**TENDER SUMMARY**

TENDERER	* DATA BUSINESS	**MOORE WALLACE
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	<b>FORMS</b>	
TOTAL TENDERED PRICE	<b>\$3,030,561.45</b>	\$2,583,706.15

\* RECOMMENDED FOR AWARD

\*\*Moore Wallace's tender is considered non-compliant