

**MEETING DATE:** August 27, 2003

**SUBJECT:** Procurement Authorization For The Supply Of Subway Transfer Paper

**RECOMMENDATION**

It is recommended that the Commission approve the issuance of a purchase order to Data Business Forms, for the supply of subway transfer paper in the amount of \$650,798.02 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 budget as required.

**BACKGROUND**

The Commission has a continuing requirement for the supply of thermal transfer paper for use in subway transfer machines.

**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 three companies submitted tenders as detailed on Appendix A.

The lowest tender was submitted by Data Business Forms. Their tender did not state any exceptions/qualifications to the Commission's standard terms and conditions and is considered to be commercially acceptable. Data Business Forms is our current supplier and have performed in a satisfactory manner and they are recommended for award.

The pricing quoted by Data Business Forms is the same for the first year (2004) as the current contract with an increase of approximately 2.5% in each of years two (2005) and three (2006).

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**JUSTIFICATION**

To ensure an uninterrupted supply of subway transfer paper from January 1, 2004 to December 31, 2006, it is necessary to proceed with the award a 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  
THE SUPPLY OF SUBWAY TRANSFER PAPER**

**TENDER SUMMARY**

TENDERER	<b>*DATA BUSINESS FORMS</b>	<b>**MOORE WALLACE</b>	RELIZON CANADA
GRAND TOTAL	<b>\$650,798.02</b>	\$776,158.57	\$852,125.28

**\*Recommended for award.**

**\*\*Non-Compliant**