

MEETING DATE: July 19, 2006

SUBJECT: Procurement Authorization For Surface Transfers

RECOMMENDATION

It is recommended that the Commission approve the issuance of a purchase order to Moore Canada in the amount of \$2,482,243.20 for the supply of Surface Transfers for the period January 1, 2007 to December 31, 2009.

FUNDING

Sufficient funds for the 2007 expenditures will be included in the 2007 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

Fourteen companies were invited to submit tenders in addition to the advertisement on the TTC web site on May 1, 2006 out of which two companies submitted tenders as summarized on the attached Tender Summary.

Moore Canada submitted the lowest priced tender. They did not state any exceptions or qualifications and their submission is considered acceptable and recommended for award. Moore Canada has previously performed this service satisfactorily.

The prices quoted by Moore Canada are firm for the three years of the contract and are on average approximately 21% less than the current contract.

The Data Group of Companies (Data Business Forms) submitted the second lowest tender. They did not state any exceptions or qualifications and their submission is also considered acceptable.

This requirement was previously competitively tendered in 1997, 2000 and 2003 where the same two companies responded. Although a number of companies were invited to submit a tender, it appears that Moore Canada and The Data Group of Companies are the only two companies that are able to quote on these based on the unique printing requirements.

Surface Transfers are more difficult to produce than Subway as they are pre-printed with the date as well as the number of the day in the year (i.e. January 5, 2007 Day No. 5). These transfers are also supplied in a pad format so that the transfer may be peeled off. In addition, the format of the subway transfers is much easier to run.

JUSTIFICATION

To ensure an uninterrupted supply of Surface Transfers from January 1, 2007 to December 31, 2009 it is necessary to proceed with the award of the new contract at this time.

June 9, 2006

17-30

Appendix A - Summary of Tenders

APPENDIX A

**PROCUREMENT AUTHORIZATION
FOR SURFACE TRANSFERS**

TENDER SUMMARY

TENDERER	*MOORE CANADA	DATA BUSINESS FORMS
TOTAL TENDERED PRICE	\$2,482,243.20	\$3,104,350.83

* RECOMMENDED FOR AWARD