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Form Revised: February 2005

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**TORONTO TRANSIT COMMISSION  
REPORT NO.**

**MEETING DATE:** April 18, 2007

**SUBJECT:** PROCUREMENT AUTHORIZATION - Supply And Printing Of Ride Guides

## **RECOMMENDATION**

It is recommended that the Commission approve the issuance of a purchase order for the supply and printing of TTC Ride Guides for a three year term from May 1, 2007 to April 30, 2010 to:

- a) Signature Printing Inc. in the total upset limit amount of \$309,000 for Item One - English Ride Guides; and,
- b) Wired Messenger in the total upset limit amount of \$51,000 for Item Two - Multilingual Ride Guides.

## **FUNDING**

Funds have been included in the 2007 TTC Operating Budget and will be included in future Operating Budgets as appropriate.

## **BACKGROUND**

The TTC Ride Guide is a pocket size information reference source made available to TTC customers at no cost (free) that includes various maps and routes and a range of general information on other TTC services such as fares, parking, safety features, multi-language information, and additional contact information for TTC services as well as GTA transit. The TTC Ride Guide is an important customer information piece which is popular with TTC customers. Approximately 800,000 English Ride Guides and 200,000 multilingual Ride Guides are produced annually. The Commission recently completed the final year of a three year contract with Signature Printing Inc. for the printing and supply of English and Multilingual Ride Guides which expired on December 31, 2006.

## **DISCUSSION**

Six (6) companies were invited to submit Proposals in addition to the public advertisement on the TTC Materials and Procurement Website on January 24, 2007. Proponents were requested to provide firm pricing based on a one year contract term and also requested to submit firm pricing for extension of the contract for an optional second and third year, which would be exercised at the Commission's sole discretion. Proponents could provide firm pricing for one or both of the items (Item One – English Ride Guide, Item Two – Multilingual Ride Guide) as the contract may be awarded to more than one company based on lowest price.

Sixteen (16) companies submitted Proposals based on the specification requirements including the provision of the paper materials, all printing, binding, packaging and delivery of English and Multilingual Ride Guides to the TTC as summarized on the attached Appendix A.

Signature Printing Inc. submitted the lowest priced proposal for Item One – English Ride Guide for all three years (\$308,949.00) and the second lowest price proposal for Item Two – Multilingual Ride Guide for all three years (\$66,348.00). They are currently performing this work for the Commission and they have performed in a satisfactory manner. Their submission did not contain any exceptions or qualifications and their proposal submission is considered commercially acceptable.

Wired Messenger submitted the lowest priced bid for Item Two – Multilingual Ride Guide for all three years (\$50,752.80) and did not submit a price for Item One. As Wired Messenger has not done work for the Commission in the past, satisfactory reference checks were completed with the

University of Toronto Health Department and the Department of Public Health Sciences. Their submission did not state any exceptions or qualifications and their proposal submission is considered commercially compliant.

Map Art Printing submitted the second lowest priced proposal for Item One - English Ride Guide for all three years and the third lowest priced proposal for Item Two – Multilingual Ride Guide for all three years. Their proposal submission did not state any exceptions or qualifications and is also considered commercially compliant. As their pricing was higher than the recommended company as detailed on Appendix 'A', they were not considered further.

Signature Printing submitted the lowest priced total priced proposal for Items One and Two combined for all three years (\$375,288.00). Awarding the contract to Signature Printing for Item One and to Wired Messenger for Item Two results in a savings of approximately \$16,000 to the Commission for the three year period or \$5,333 per year.

The proposal pricing from Signature printing for Item One for year one is approximately 2.8% lower than the previous contract pricing. The optional second year pricing is approximately 1.3% higher than year one pricing and the optional third year pricing is approximately 2% higher than the second year pricing. The proposed pricing from Wired Messenger for Item Two is approximately 29.2% lower than the previous contract pricing. The pricing submitted by Wired Messenger for year one is the same for years two and three.

In light of the reasonable pricing received for the optional second and third years, staff is recommending that the contracts be awarded to Signature Printing Inc. in the upset limit of \$309,000 for Item One and to Wired Messenger in the upset limit of \$51,000 for Item Two each for a three year term from May 1, 2007 to April 30, 2010.

## **JUSTIFICATION**

Award of the contact will ensure the uninterrupted printing and supply of English and multilingual Ride Guides to TTC riders from May 1, 2007 to April 30, 2010.

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April 18, 2007  
3.64.64  
Attachment

**APPENDIX A**

**SUPPLY AND PRINTING OF RIDE GUIDES**

**SUMMARY OF PROPOSALS**

	<b><u>TOTAL EVALUATED PRICING (3 Years)</u></b>	
<b><u>LIST OF PROPONENTS</u></b>	<b><u>English Ride Guide</u></b>	<b><u>Multilingual Ride Guide</u></b>
Signature Printing Inc.	\$308,940.00 *	\$66,348.00
Wired Messenger (1)	No Bid	\$50,752.80 **
Map Art Printing	\$337,440.00	\$73,188.00
St. Joseph Communications	\$349,774.80	\$76,173.89
Web Offset Publications	\$367,650.00	\$80,301.60
PLM Group Ltd.	\$378,468.60	\$88,087.80
HDS Graphics Group	\$391,846.50	\$81,738.00
Moore Canada	\$399,000.00	\$104,880.00
Focus Ad Inc.	\$440,061.66	\$96,626.40
Toronto Printing Co.	\$448,875.00	\$96,760.00
Bowne Of Canada Ltd	\$484,203.60	\$142,477.20
Swiss Print Int.	\$460,332.00	\$96,512.40
Warren's Imaging	\$593,616.24	\$126,844.38
Duff Graphics Ltd. (2)	\$177,532.00	\$42,412.56
Falcon Print Group (3)	\$215,460.00	\$45,288.00
Maracle Press Ltd. (4)	Incomplete	Incomplete

\* Recommended for award: Item One – English Ride Guide.

\*\* Recommended for award: Item Two – Multilingual Ride Guide.

- 1) Provided Pricing for Item Two Only and not for Item One for all Three Years
- 2) Submitted Pricing for Year One Only
- 3) Submitted Pricing for Year One and Year Two Only
- 4) Did Not Submit any Pricing for Item One and Item Two for any Years