

# TORONTO TRANSIT COMMISSION REPORT NO.

**MEETING DATE:** November 26, 2008

**SUBJECT:** PROCUREMENT AUTHORIZATION – PROVISION OF LARGE  
FORMAT REPROGRAPHIC SERVICES

## **ACTION ITEM**

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### **RECOMMENDATION**

It is recommended that the Commission approve the issuance of a purchase order to MC Reproductions Inc. in the total upset limit amount of \$600,000 for the provision of large format reprographic services for the three year period from January 1, 2009 to December 31, 2011.

### **FUNDING**

Funds have been allocated in the 2009 TTC Operating Budget for the costs applicable to 2009 requirements. Funds for future years will be included in future Operating Budgets as required. The bulk of the cost associated with this purchase will be charged to capital projects.

### **BACKGROUND**

The Commission uses large format drawings in almost all Capital projects from Project Procurement to Engineering & Construction and Spadina Subway projects as well as most State of Good Repair projects.

The large format drawings are usually "D" size (24" X 36") but can range anywhere from 8.5" X 22" up to 44" X 60". The number of originals can be from 10 to 500 + and the number of copies required can range from 1 to 70.

In the average year the Commission produces approximately 600,000 square feet of large format drawings (May 2006 – April 2007). With the increased project schedule from Engineering & Construction, coupled with major projects such as the Spadina Subway Extension, Engineering & Construction estimates increases of 2.3 million to 4.6 million square feet per year. This is exclusive of any Transit City initiatives which would be substantial.

Large format reproduction is facilitated by Graphic Services. This work is not done internally as in the past there has not been sufficient volume to warrant a production facility and staff increases.

To produce the volume of drawings estimated by E&C, Graphic Services would require a minimum of 2,000 square feet of floor space, the installation of approximately \$500,000.00 worth of equipment and a staff increase of 3 – 4 skilled employees to facilitate these production and finishing requirements. These items have not been included in either Capital or Operating budgets.

### **DISCUSSION**

Nine companies were invited to submit proposals in addition to the public advertisement on the Commission's website on July 10, 2008 out of which seven companies submitted proposals as summarized in Appendix 'A'.

The proponents were required to provide pricing on the Commission's specified requirements for the various sizes of drawings used for each of the three years of the contract.

MC Reproductions Inc. (MC) submitted the lowest proposal pricing and did not state any exceptions or qualifications to the Commission's Terms and Conditions. MC has performed work for the Commission in the past and has done so in a satisfactory manner. Their submission is considered commercially compliant and they are recommended for award.

Entire Imaging Solutions Inc. (Entire) submitted the second lowest proposal price and they did not state any exceptions or qualifications to the Commission's Terms and Conditions. Entire's proposal is considered commercially compliant.

Sam Chung & Associates Inc. (Sam Chung) submitted the third lowest proposal pricing and did not state any exceptions or qualifications to the Commission's Terms and Conditions. Sam Chung's proposal is considered commercially compliant.

The bids received from Astley Gilbert Ltd. (Astley), Paragon Industrial Photographic Reproduction Ltd. (Paragon), Super Dynamic Print Ltd. (Super Dynamic) and Wade Tech (Wade) did not state any exceptions or qualifications to the Commission's Terms and Conditions and are considered commercially acceptable but due to their higher pricing, they were not considered further.

MC's pricing for year one of the contract is approximately 6.6% higher than the current contract price which has been in effect since the year 2006 with another supplier. MC submitted firm pricing for all three years, therefore there are no price increases in either year two or year three of the contract.

An allowance of approximately 10% has been included in the upset limit for variation in usage over the three years of the contract.

### **JUSTIFICATION**

Award of the above contract will ensure the uninterrupted provision of large format reprographic services to facilitate TTC Capital projects.

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November 13, 2008

9-118-25

Attachment – Appendix 'A'

**APPENDIX 'A'**

**PROVISION OF LARGE FORMAT REPROGRAPHIC SERVICES**

**PROPOSAL SUMMARY**

<b>PROPONENT</b>	<b>TOTAL PROPOSED PRICE</b>
MC Reproductions Inc. *	\$ 540,074.46
Entire Imaging Solutions Inc.	\$ 716,255.02
Sam Chung & Associates Inc.	\$ 764,485.68
Astley Gilbert Ltd.	\$1,005,606.21
Super Dynamic Print Ltd.	\$1,039,306.20
Paragon Industrial Photographic Reproductions Ltd.	\$4,903,804.50
Wade Tech	\$6,406,021.98

\*Recommended for Award