



## MEMORANDUM

To: Mayor and Members of Council  
Date: November 29, 2005  
From: Barb Cribbett, Treasurer  
Subject: Xerox Contract for Multi-Functional Devices

Further to the questions raised at the General Committee Meeting on November 21, 2005 regarding the purchase of MFD's from Xerox, and the recommendation that Xerox be the preferred supplier for 5 years, the following details are provided for Council's information.

### **Multifunctional Devices – RFP Award**

The RFP issued in June for Multi-Functional Devices stated:

All prices were to remain fixed for a five year term  
Vendor to supply ongoing training for the five year period

Benefits of a five year term:

- Consistent attractive pricing –based on the economies of scale from the original buy.
- Reduce number of maintenance contracts/vendors to one
- Consolidation of invoices
- One point of contact for all printing issues within the Town.
- Mobility of equipment without the need to retrain staff.
- Commonality for equipment and software integration, in compliance with the Town's draft IT Strategy

Xerox's submission agreed to the above conditions. Kevin Newson, the Town's Purchasing Manager contacted the Xerox account Representative to confirm their understanding of the terms of the RFP and the following response was received.

*"... This note is to confirm the intent of our proposal (RFP #075R05) dated June 9, 2005, with respect to prices and model configurations.*

*All pricing indicated in the quote will remain effective for a five year period, from the date the contract is awarded.*

*The expectation is that the prices and configurations quoted will be the same or better, and will depend on the timeframe of the order and model availability."*



**Preferred Supplier - Purchasing By-law 2004-341**

Section 7 (1) of the Town's Purchasing By-law 2004-341 states the following:

*"When any of the following conditions apply, the Treasurer and the Manager of Purchasing may, in consultation with the appropriate Director, negotiate a contract for the supply of goods and services without a competitive process, which shall be submitted to the CAO for approval. Final approval will be in accordance with the Contract award Authority in Part III of the By-law. The conditions are as follows:*

*...(7) Where it is necessary or in the best interests of the Town to acquire non-standard items or Consulting and Professional Services from a preferred supplier or from a supplier who has a proven track record with the Town in terms of pricing, quality and service."*

This section of the By-law has been used in the past for contracts with Steelcase for standardized furniture and IBM for computer equipment.

A handwritten signature in black ink, appearing to read 'Barb Cribbett', written over a horizontal line.

Barb Cribbett  
Treasurer