

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
PROPOSAL AWARD**

Project Award	Proposal Award No. 24-061 for the Supply and Delivery of Full Service Printing Requirements
Recommendation	<p>Staff are recommending the award of the proposal for the Supply and Delivery of Full Service Printing Requirements to M&T Printing Group as the highest scoring proponent. The total estimated amount for the core list items specified in the RFP is \$52,758 (exclusive of HST). However, the estimated total annual spend, inclusive of both core and non-core items, is anticipated to be \$112,522 (exclusive of HST).</p> <p>Staff are also requesting the delegated authority to award up to four (4) one-year optional renewal terms through an internal staff award report, for up to a total five-year contract. If all renewal options are required, the total amount of a five-year contract is estimated to be \$562,610 (exclusive of HST).</p>
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for proposal awards over \$100,000.
Background information	<p>The Town issued a Request for Proposal for the Supply and Delivery of Full Service Printing Requirements. The scope of work includes the production of a large amount of printed media for both internal and external customers. This media includes, but is not limited to, colour brochures, postcards, staff business cards, transit maps, largescale vinyl, newsletters, information books, large copy material, and drawings/maps, etc., on an as-required basis.</p> <p>The proposals were evaluated against the established criteria, and the proposal submission from M&T Printing Group was the highest ranking proposal selected for award.</p> <p>The initial term of the contract will be for one (1) year period from March 18, 2025 to February 28, 2026. Prices are to remain firm for the first year period. An option exists to renew this contract for four (4) additional one (1) year terms ending on February 28, 2030.</p>
Purchasing Section: Bid Award Information	
Date bid issued	December 13, 2024
Advertisements	Town of Milton website
Closing Date	January 30, 2025
# of Plan takers	Eight (8)

<p>Proposal Submissions received</p>	<p>Proposals were received from the following companies:</p> <table border="1" data-bbox="667 149 1377 409"> <tr> <td>M&T Printing Group</td> <td>\$59,616.31</td> </tr> <tr> <td>Hall Imaging</td> <td>\$71,748.73</td> </tr> <tr> <td>Lowe-Martin Company Inc.</td> <td>\$72,379.25</td> </tr> <tr> <td>ION Facility Services Inc.</td> <td>\$73,958.50</td> </tr> <tr> <td>Artista Design and Print Inc.</td> <td>\$88,809.30</td> </tr> <tr> <td>Verde Fastframe</td> <td>\$229,414.27</td> </tr> </table>	M&T Printing Group	\$59,616.31	Hall Imaging	\$71,748.73	Lowe-Martin Company Inc.	\$72,379.25	ION Facility Services Inc.	\$73,958.50	Artista Design and Print Inc.	\$88,809.30	Verde Fastframe	\$229,414.27
M&T Printing Group	\$59,616.31												
Hall Imaging	\$71,748.73												
Lowe-Martin Company Inc.	\$72,379.25												
ION Facility Services Inc.	\$73,958.50												
Artista Design and Print Inc.	\$88,809.30												
Verde Fastframe	\$229,414.27												
<p>Evaluation Criteria</p>	<p>The proposal submissions were reviewed and scored against the following evaluation criteria:</p> <table border="1" data-bbox="667 554 1459 768"> <tr> <td>Range of Products Offered</td> <td>20%</td> </tr> <tr> <td>Customer Service</td> <td>30%</td> </tr> <tr> <td>Quality of Print Material</td> <td>15%</td> </tr> <tr> <td>Expertise, Qualifications and Experience</td> <td>15%</td> </tr> <tr> <td>Financial Offer</td> <td>20%</td> </tr> </table>	Range of Products Offered	20%	Customer Service	30%	Quality of Print Material	15%	Expertise, Qualifications and Experience	15%	Financial Offer	20%		
Range of Products Offered	20%												
Customer Service	30%												
Quality of Print Material	15%												
Expertise, Qualifications and Experience	15%												
Financial Offer	20%												

Financial Planning Section: Budget Impact (Note 1)

<p>Account Number(s)</p>	<p>Various department - 3900 2340-3400/3610 Various Capital Projects</p>
<p>Account Description</p>	<p>External printing for marketing products, signage, stationary (business cards)</p>
<p>Project Total Budget</p>	<p>N/A</p>
<p>Contract Budget (Note 2&3)</p>	<p>\$114,502</p>
<p>Actual (Net of HST Rebate) (Note 2&3)</p>	<p>\$114,502</p>
<p>Variance</p>	<p>\$0</p>
<p>Funding Source</p>	<p>Capital and Operating Budget</p>

Note 1: Financial impact includes any non-refundable portion of HST.

Note 2: Contract budget and actual represents planned spending for one year.

Note 3: Contract actuals are an estimate only. Contracts against the approved budgets will be managed by the Program Area staff and will be reviewed with Financial Planning and any variances will be reported through the variance process.