



**City of Kingston  
Report to Council  
Report Number 21-141**

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**To:** Mayor and Members of Council  
**From:** Brad Joyce, Commissioner, Corporate Services  
**Resource Staff:** John Bolognone, City Clerk  
**Date of Meeting:** June 1, 2021  
**Subject:** Award of Contract – Print Shop Paper and Filing Supplies

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**Council Strategic Plan Alignment:**

Theme: Corporate business

Goal: See above

**Executive Summary:**

The City of Kingston invited proposals from proponents interested in the provision of corporate stationery, printing and filing supplies to replenish the Print Shop inventory and address the paper requirements of the various City of Kingston departments, at various locations, as specified in the Request for Proposal (RFP) F18-CES-CC-2021-01, for Print Shop Paper and Filing Supplies. The City's objective is to obtain quality stationery and filing supplies at the absolute best value, while maintaining the City's commitment to sustainability and environmental initiatives.

Two proponents, Ariva and Spicers Canada ULC, submitted proposals in response to the RFP. Based on the evaluations of the proposals received, staff is recommending that contracts be awarded on an individual-item basis with both Ariva and Spicers Canada ULC, pursuant to the results of the RFP.

**Recommendation:**

**That** Council authorize the Mayor and Clerk to enter into a two (2) year contract with Ariva for the provision of an individual list of corporate stationery, printing and filing supplies, and a two (2) year contract with Spicers Canada ULC for the provision of an individual list of corporate stationery, printing and filing supplies, each with a one (1) year renewal option at the sole

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discretion of the City, pursuant to the results of RFP F18-CES-CC-2021-01, for Print Shop Paper and Filing Supplies, in forms satisfactory to the City Solicitor.

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**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

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**Brad Joyce, Commissioner,  
Corporate Services**

ORIGINAL SIGNED BY CHIEF  
ADMINISTRATIVE OFFICER

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**Lanie Hurdle, Chief  
Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Paige Agnew, Commissioner, Community Services	Not required
Peter Huigenbos, Commissioner, Business, Environment & Projects	Not required
Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required
Sheila Kidd, Commissioner, Transportation & Public Works	Not required

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**Options/Discussion:**

The City Clerk’s Department, through the Print Shop, administers the provision of corporate paper supplies, miscellaneous printing, and filing supplies for the corporation. By moving to more electronic processes, the City has reduced requirements for paper products in some areas. The City has also moved more of the corporate printing in-house by increasing the Print Shop’s capabilities and promoting its use over outsourcing whenever possible. Many items like brochures, postcards, posters and some booklets - which used to be printed by external printing companies - are now being completed in the Print Shop.

In accordance with [By-Law 2000-134](#), A By-Law to Establish Purchasing Policies and Procedures, the RFP was publicly advertised on Biddingo and closed on March 2, 2021. Submissions were received from two (2) proponents – Ariva and Spicers Canada ULC.

**Evaluation of Submissions**

Staff evaluated and ranked the submissions received in response to RFP F18-CES-CC-2021-01, for Print Shop Paper and Filing Supplies (Exhibit A). The following scoring system was used to evaluate the proposals:

<b>Criteria</b>	<b>Weighting</b>
Pricing and Related Costs	60
Product Characteristics, Specifications and Proposed Methodology	30
Experience and Qualifications	7
Accessibility	3
<b>Total</b>	<b>100</b>

Pricing was scored based on a relative pricing formula using the rates set out in the pricing form. Each proponent received a percentage of the total possible points allocated to price for the particular category, which was calculated in accordance with the following formula:

$$\text{Lowest price} / \text{Proponent’s price} \times \text{weighting} = \text{Proponent’s pricing points}$$

A list of corporate stationery, printing and filing supplies was supplied with RFP F18-CES-CC-2021-01, for Print Shop Paper and Filing Supplies, and proponents were asked to provide prices based on estimated order amounts.

Proponents were also evaluated on the information they provided with respect to:

**i. Product Characteristics, Specifications and Proposed Methodology**

- product quality information;
- jam free percentage on high speed printing equipment;
- delivery capabilities;
- suitability and environmental requirements as set out in the RFP; and
- number of days delivery lead time required when an order is placed

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**ii. Experience and Qualifications**

- Company background information;
- Office location and contact information, years in business;
- Credentials and related work experience;
- References and experience on similar contracts; and
- Description of Health and Safety policy.

In addition, proponents were asked to submit information with respect to their compliance with the Accessibility Standards for Customer Service.

RFP F18-CES-CC-2021-01, for Print Shop Paper and Filing Supplies, states: “The City reserves the right to award the contract on a split-order basis, lump-sum or individual-item basis, or such combination as shall best serve the interests of the City in the opinion of the City”. Based on the evaluations of the proposals received, staff is recommending awarding this contract on an individual-item basis.

There were only two proponents who submitted proposals in response to RFP F18-CES-CC-2021-01, for Print Shop Paper and Filing Supplies. Both Spicers Canada ULC and Ariva have offices in Ottawa, Montreal, and Toronto. They are two of the largest paper supply companies that service the area, who supply the products the City requires and meet the City’s service and delivery standards and timelines. In compliance with section 3.4 of [By-Law 2000-134](#), A By-Law to Establish Purchasing Policies and Procedures for the City of Kingston, as this contract is valued over \$50,000 and less than three valid responses were received, staff does not have the delegated authority to award the contract; therefore, Council approval is required. Staff is recommending that Council authorize the Mayor and Clerk to enter into a two (2) year contract with Ariva for the provision of an individual list of corporate stationery (see Exhibit A), printing and filing supplies, and a two (2) year contract with Spicers Canada ULC for the provision of an individual list of corporate stationery (see Exhibit A), printing and filing supplies, each with a one (1) year renewal option at the sole discretion of the City, pursuant to the results of RFP F18-CES-CC-2021-01, for Print Shop Paper and Filing Supplies.

**Existing Policy/By-Law:**

[By-Law 2000-134](#), “A By-Law to Establish Purchasing Policies and Procedures for the City of Kingston”, as amended.

**Notice Provisions:**

None

**Accessibility Considerations:**

None

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**Financial Considerations:**

Staff is recommending that Council authorize the Mayor and Clerk to enter into a contract with Ariva for the provision of a set of specific products and with Spicers Canada ULC for a different set of specific products. There are sufficient funds available in the approved annual operating budget for the City Clerk's Department to proceed with the award of the contract as recommended in this report.

**Contacts:**

John Bolognone, City Clerk 613-546-4291 extension 1247

**Other City of Kingston Staff Consulted:**

Blair Johnson, Corporate Records and Information Officer, City Clerk's Department

Matthew Machan, Offset Printer/Operator, City Clerk's Department

Jenna Morley, Associate Legal Counsel, Legal Services Department

Iain Sullivan, Information Compliance Analyst, City Clerk's Department

**Exhibits Attached:**

Exhibit A – Evaluation of Submissions

Evaluation of Submissions

ITEM	DESCRIPTION	QUANTITY	ARIVA			SPICERS		
			PRICE SCORE	ADDITIONAL CRITERIA SCORE	TOTAL SCORE	PRICE SCORE	ADDITIONAL CRITERIA SCORE	TOTAL SCORE
1	Envelopes, Natural Kraft, 5 7/8" x 9", 24 lb. end opening PCR Fibre Product Unbleached	3,000	23	39.5	62.3	60	34.5	94.5
2	Envelopes, Natural Kraft, 9 1/2" x 14 3/4" 24 lb. end opening PCR Fibre Product Unbleached	4,000	52	39.5	91.4	60	34.5	94.5
3	Envelopes, Natural Kraft, 9" x 12", end opening PCR Fibre Product Unbleached	7,500	53	39.5	92.0	60	34.5	94.5
4	Envelopes, #10, 24lb, white	60,000	53	39.5	92.7	60	34.5	94.5
5	Envelopes, #10, 24lb, canary PCR Fibre Product Unbleached	40,000	24	39.5	63.4	60	34.5	94.5
6	Interoffice Envelopes, 10" x 13", Open End, PCR Fibre Kraft – 500/carton	2,000	53	39.5	92.1	60	34.5	94.5
7	Envelopes, #10 Generic Business 4 1/8" x 9 1/2", White, OS SS	5,000	60	39.5	99.5	47	34.5	81.5
8	Envelopes, #10 Generic Catalogue 9 1/2" x 14 3/4", White, OE	1,000	51	39.5	90.5	60	34.5	94.5
9	Envelopes, #10 Springhill Opaque 4 1/8" x 9 1/2", Canary, OS CB	5,000	23	39.5	62.8	60	34.5	94.5
10	Envelopes, #10 Sup Business No Logo 4 1/8" x 9 1/2", Canary, OS SS	22,000	13	39.5	52.6	60	34.5	94.5

Evaluation of Submissions

11	Paper, white, 11" x 17", 20 lb, 92 (GE/Tappi) Scale 100% PCR Fibre, Box Packaging	210,000	52	39.5	91.3	60	34.5	94.5
12	Paper, white, 11" x 17", 32 lb, 100 (GE/Tappi) Scale, Satin Finish, Box Packaging	38,000	33	39.5	72.2	60	34.5	94.5
13	Paper, 11" x 17", 32 lb, 100 (GE/Tappi) Scale, Goldenrod, Box Packaging	8,000	50	39.5	89.1	60	34.5	94.5
14	Paper, white, 11" x 17", 32 lb, 100 (GE/Tappi) Scale, Semi Gloss Finish, Box Packaging	2,500	43	39.5	82.8	60	34.5	94.5
15	Paper, Bright White, 11" x 17", 32 lb, 100 (GE/Tappi) Scale, Box Packaging	8,000	33	39.5	72.2	60	34.5	94.5
16	Paper, White, Pacesetter Gloss Tex 11" x 17", 31.39M, Box Packaging	6,000	60	39.5	99.5	50	34.5	84.4
17	Paper, White, Dig Index 11" x 17", 52.88M 9.5 PT, 92B, Box Packaging	3,000	60	39.5	99.5	56	34.5	91.0
18	Paper, white, 8 ½" x 14", 20 lb, 92 (GE/Tappi) Scale, Box Packaging, , 100% PCR Fibre	715,000	53	39.5	92.7	60	34.5	94.5
19	Paper, white, 8 1/2 " x 11", 20lb, 92 (GE/Tappi) Scale, Box Packaging, *Please submit samples*, 100% PCR Fibre	8,370,000	51	39.5	90.2	60	34.5	94.5
20	Paper, white, 8 ½" x 11", 24 lb., 98 (GE/Tappi) Scale, satin finish	256,000	60	39.5	99.5	54	34.5	88.8
21	Paper, Photowhite, 8 ½" x 11", 14M 100B	4,000	60	39.5	99.5	52	34.5	86.4
22	Paper, Premium Laser, Radiant White, 8 ½" x 11", 98B	30,000	30	39.5	69.2	60	34.5	94.5
23	Paper, Digital Tex, Blue White, 8 ½" x 11", 11.75M	76,000	56	39.5	95.3	60	34.5	94.5



## Evaluation of Submissions

24	Paper, Cov, True White, 8 ½" x 11", 28.75M	35,500	26	39.5	65.1	60	34.5	94.5
25	Paper, Linen Wri, Ivory, 8 ½" x 11", 12M	5,500	52	39.5	91.4	60	34.5	94.5
26	Paper, assorted colours, 8 1/2" x 11", 20 lb., Box Packaging - Turquoise	15,000	54	39.5	93.4	60	34.5	94.5
	Paper, assorted colours, 8 1/2" x 11", 20 lb., Box Packaging - Green	15,000	54	39.5	93.4	60	34.5	94.5
	Paper, assorted colours, 8 1/2" x 11", 20 lb., Box Packaging - Canary Yellow	25,000	54	39.5	93.4	60	34.5	94.5
	Paper, assorted colours, 8 1/2" x 11", 20 lb., Box Packaging - Salmon	15,000	54	39.5	93.4	60	34.5	94.5
	Paper, assorted colours, 8 1/2" x 11", 20 lb., Box Packaging - Pink	15,000	54	39.5	93.4	60	34.5	94.5
	Paper, assorted colours, 8 1/2" x 11", 20 lb., Box Packaging - Goldonrod	5,000	54	39.5	93.4	60	34.5	94.5
	Paper, assorted colours, 8 1/2" x 11", 20 lb., Box Packaging - Orchid	20,000	54	39.5	93.4	60	34.5	94.5
27	Paper, assorted colours, 8 ½" x 14 ", 20 lb , Box Packaging - Turquoise	15,000	60	39.5	99.5	0	34.5	34.5
	Paper, assorted colours, 8 ½" x 14 ", 20 lb , Box Packaging - Green	15,000	54	39.5	93.5	60	34.5	94.5
	Paper, assorted colours, 8 ½" x 14 ", 20 lb , Box Packaging - Canary Yellow	15,000	54	39.5	93.5	60	34.5	94.5
	Paper, assorted colours, 8 ½" x 14 ", 20 lb , Box Packaging - Salmon	5,000	54	39.5	93.5	60	34.5	94.5
	Paper, assorted colours, 8 ½" x 14 ", 20 lb , Box Packaging - Pink	15,000	54	39.5	93.5	60	34.5	94.5

Evaluation of Submissions

28	Paper, White, Vellum Bristol Cover, 67 lb, 92 (GE/Tappi) Scale, Box Packaging	5,000	53	39.5	92.3	60	34.5	94.5
29	Paper, Ivory, Vellum Bristol Cover, 67 lb, 92 (GE/Tappi) Scale, Box Packaging	4,000	54	39.5	93.3	60	34.5	94.5
30	NCR Paper, no carbon required, 8 ½" x 11", Two-part, percolated, reverse sequence, heavy duty. Mead excel. Black image or equal. Hole-punched product not acceptable. (Canary 17 lb., & white 20 lb.)	30,000	53	39.5	92.4	60	34.5	94.5
31	NCR Paper, no carbon required, 8 ½" x 11", three-part, percolated, reverse sequence, heavy duty. Mead excel. Black image or equal. Hole-punched product not acceptable. (Pink 20 lb., Canary 17 lb., & white 20 lb.)	75,000	53	39.5	92.4	60	34.5	94.5
32	NCR Paper, no carbon required, 8 ½" x 14", two-part, percolated, reverse sequence, heavy duty. Mead excel. Black image or equal. Hole-punched product not acceptable. (Canary 17 lb., & white 20 lb.)	10,000	53	39.5	92.4	60	34.5	94.5
33	NCR Paper, no carbon required, 8 ½" x 14", three-part, percolated, reverse sequence, heavy duty. Mead excel. Black image or equal. Hole-punched product not acceptable. (Pink 20 lb., Canary 17 lb., & white 20 lb.)	20,000	53	39.5	92.4	60	34.5	94.5
34	NCR Paper, no carbon required, 8 ½" x 11", four-part, percolated, reverse sequence, heavy duty. Mead excel. Black image or equal. Hole-punched product not acceptable. (Pink 20 lb., Canary 17 lb., & white 20 lb.)	5,000	52	39.5	91.9	60	34.5	94.5

## Evaluation of Submissions

35	12x18 28lb/105gsm Premium Paper, Hammermill, Xerox equivalent brand and paper type	40,000	57	39.5	96.1	60	34.5	94.5
36	11x17 28lb/105gsm Premium Paper, Hammermill, Xerox equivalent brand and paper type	40,000	57	39.5	96.0	60	34.5	94.5
37	8.5x11 28lb/105gsm Premium Paper, Hammermill, Xerox or equivalent brand and paper type	25,000	54	39.5	93.8	60	34.5	94.5
38	12x18 Lynx Digital 100lb/270gsm Smooth Cover (item# 639637) or equivalent brand and paper type	30,000	56	39.5	95.6	60	34.5	94.5
39	12x18 Rolland Enviro Digital 70lb/140gsm Recycled paper equivalent brand and paper type	10,000	58	39.5	97.2	60	34.5	94.5
40	PET Thermal Laminate 25" x250' 3mil Gloss 1"Core	30 rolls	50	39.5	89.2	60	34.5	94.5
41	36"x100' 36lb/132gsm Uncoated/Matte Presentation Paper Rolls, 2" Core	10 rolls	27	39.5	66.6	60	34.5	94.5
42	Storage File Box Kraft, 15" x 12" x 10", 32B (49 7/16" x 40 1/8")	1,500	39	39.5	78.8	60	34.5	94.5
43	Storage File Box Kraft, 15" x 12" x 10", 32B (49 7/16" x 40 1/8")	1,500	39	39.5	78.8	60	34.5	94.5