

November 05, 2010

**ACTION REQUIRED**

To: The Board of Governors of Exhibition Place

From: Dianne Young  
Chief Executive Officer

Subject: **Agreement for Digital Sign & Banner Printing and Related Sign Services**

**Summary:**

This report recommends the Board enter into agreement with PCL Graphics Ltd. (PCL), commencing January 1, 2011, for the provision of four-colour process digital sign and banner printing along with related sign services to Exhibition Place. A Request for Quotation (RFQ) process was issued through the City of Toronto, Finance Department, Purchasing and Materials Management Division and PCL was the lowest qualified bidder.

Exhibition Place operates a Sign Shop that provides internal signage services, which includes the needs of both the Direct Energy Centre and the CNEA Programs. In addition, a large portion of the services rendered by the Sign Shop is for clients of the Board. This agreement augments the services offered.

**Recommendation:**

**It is recommended that the Board approve an agreement with PCL for a period of one (1) year, with the option to extend for an additional three separate one year periods, on the terms and conditions outlined in this report, and other such terms and conditions satisfactory to the Chief Executive Officer of the Board and the City Solicitor.**

**Financial Impact:**

The projected annual expenditure for contracted four-colour digital sign and banner printing, and related sign services is \$62,000, of which more than \$57,000 is recoverable from clients of the Board. The remaining \$5,000 is provided for in the 2011 Operating Budget.

**Decision History:**

At its meeting of December 12, 2008 the Board entered into agreement with PCL for the provision of four-colour digital sign and banner printing, and related sign services commencing January 1, 2009 and expiring December 31, 2010.

**Issue Background:**

On October 6, 2010, Exhibition Place through the services of City of Toronto issued a Request for Quotation to establish a new agreement for provision of four-colour digital sign and banner printing, and related sign services commencing January 1, 2011.

The RFQ specified the Board's requirements and service expectations and, was accordingly structured in a manner that required bidders to submit unit pricing for various types of banners and related signage. For comparison purposes, these rates quoted were applied to projected annual requirements resulting in Total Lump Sum Prices. Firm prices were quoted for each of the four years.

Comments:

The RFQ closed on October 21, 2010 with five quotations received. The Lump Sum prices were as follows:

<b>Bidder</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
PCL Graphics Ltd.	68,012	72,093	76,419	80,240
KD Sign Systems	95,340	95,340	100,107	105,112
Paragon Industrial Photo Ltd	104,870	106,443	108,039	109,660
Best Displays & Graphics	116,779	122,617	128,748	135,186
3911781 Canada Ltd (Bungee Bonner)	119,557	125,535	131,811	138,402

The PCL quotation is the overall lowest acceptable bid received in compliance with all requirements. Located in Scarborough, in business for over 25 years, PCL operates a 15,000 square foot production facility with over 35 employees. References include Marvel Sign & Display Inc. and Metro Wallcoverings.

As the incumbent for the provision of four-colour process digital sign and banner printing to Exhibition Place, staff report favourably on PCL service delivery. The City of Toronto Fair Wage and Labour Trades Office confirms that this bidder is in compliance with the Fair Wage and Labour Trades requirements for this work

Accordingly, Exhibition Place staff are recommending an agreement with PCL on the substantial terms as follows:

- (a) Term: One year commencing January 1, 2011 with the option to extend for an additional three separate one-year periods subject to satisfactory performance review and budget availability.
- (b) Pricing: Pricing be fixed during the term of the Agreement.
- (c) Assignment: The agreement shall not be assigned by PCL without written consent of the Board.
- (d) Indemnity/Insurance: PCL shall provide proof of insurance in a form and amount satisfactory to the Board and containing provisions including the Board and the City of Toronto as additional insured with a cross liability/severability of interest clause of standard wording.
- (e) Union Obligations: PCL shall comply with all agreements in force between the Board and any union or association with respect to Exhibition Place.

- (f) Other Commercial Terms: The agreement shall include other standard commercial terms respecting termination and other matters in a form satisfactory to the City Solicitor and the CEO.

Contact

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