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November 27, 2008

ACTION REQUIRED

To: The Board of Governors of Exhibition Place

From: Dianne Young
Chief Executive Officer

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

Summary:

This report recommends the Board enter into an agreement with PCL Graphics Ltd. (PCL), commencing January 1, 2009 for the provision of four-colour digital sign and banner printing and related sign services to Exhibition Place.

Exhibition Place operates a Sign Shop that provides internal signage services to Exhibition Place which includes the needs of both the Direct Energy Centre and the Canadian National Exhibition. 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.

A Request for Quotation (RFQ) process was issued through the City of Toronto, Finance Department, Purchasing and Materials Management Division for the provision of four-colour digital sign and banner printing and related sign services to Exhibition Place.

Located in Scarborough, in business for over 25 years, PCL operates a 15,000 square foot production facility with over 35 employees. References include the Toronto Indy and Xerox Canada.

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 one (1) period, 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 \$90,000 of which more than \$86,000 is recoverable from clients of the Board. The remaining \$4,000 is provided for in the current year Operating Budget.

Decision History:

In November 2006 the Board entered into agreement with Beyond Digital Imaging Inc. for the provision of four-colour digital sign and banner printing and related sign services commencing January 1, 2006 and expiring December 31, 2008.

On October 23, 2008, 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, 2009.

Issue Background:

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 two years.

The RFQ closed on November 13, 2008 with twelve quotations received. The Lump Sum prices were as follows:

Bidder	2009	2010
PCL Graphics Ltd.	\$78,561.00	\$83,393.60
Prismaflex International	\$100,007.00	\$100,007.00
Grant Sign Imaging Inc.	\$103,080.00	\$109,267.60
Beyond Digital Imaging Inc.	\$103,898.00	\$103,898.00
MC Reproductions Inc.	\$105,756.70	\$107,915.00
Owl-Light Digital	\$131,771.00	No Bid
Reprodux Ltd.	\$133,005.00	\$115,325.00
Astley Gilbert	\$149,929.00	\$149,929.00
MitoGraphics Inc.	\$162,888.14	\$176,105.60
Jones + Morris	\$173,065.20	\$178,084.80
North American Decal	\$211,993.80	\$211,993.80
Canadian Sign Systems	\$288,401.40	\$288,401.40

The PCL quotation is the overall lowest acceptable bid received in compliance with all requirements.

Staff report favourably on references provided. 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

The substantial terms of the agreement will be as follows:

- (a) Term: One year commencing January 1, 2009 with the option to extend for an additional one-year period 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

Ron Mills

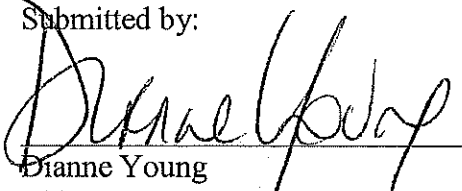
Director of Facility Services

Tel: (416)263-3044

Fax: (416)263-3680

Email: RMills@Explace.on.ca

Submitted by:



Dianne Young
Chief Executive Officer