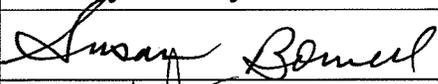


DEPARTMENTAL APPROVAL REQUEST – REQUEST FOR PROPOSALS (RFP)

Bid #	2019262		
Commodity	Printing and Induction of City Guide		
Department	Marketing and Communications		
Budget Code	1270.52210		
Source of Funding	<input checked="" type="checkbox"/> Operating	<input type="checkbox"/> Capital	<input type="checkbox"/> Multiyear Capital
Purpose	This open call was issued to establish a standing offer agreement for the Printing and Induction of the City Guide.		
Proposals Submitted by	Vendor Name		
	Advocate Printing		
	Millenium Printing		
	Staple Canada Inc.		
Expected Value	<input checked="" type="checkbox"/> As above	<input type="checkbox"/> Value shown is an estimate only for a ___ year period. The City does not guarantee to buy any specific quantities or dollar value.	
Contract Duration	2 years, with option to renew for 1 additional 1 year period		
Recommendation	It is recommended to award this RFP to <u>Advocate Printing</u> in the amount of \$ <u>170,232.00</u> based on an evaluation of the proposals by the City's evaluation team as per the Public Procurement Act.		
Proposals Obtained by	Sherry Kieley		
Manager or Designate		Date	January 14, 2020
Deputy City Manager or Designate		Date	11 / 11 / 2020

- In cases where the procurement value is \$100,000 or above Council approval is required. The entire procurement value must be calculated to determine this threshold including any possible contract extensions.
- Where departments have used an RFP to purchase commodities, they are responsible to send the information to Council for approval by using this form.
- A purchase order will not be created until all documentation, including Council approval, has been provided with an approved requisition.

ST. JOHN'S