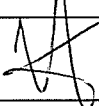


# DEPARTMENTAL APPROVAL REQUEST – REQUEST FOR PROPOSALS (RFP)

|                                  |  |                                  |  |
|----------------------------------|--|----------------------------------|--|
| 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.<br>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