Message from Renata Faverin, Director, Procurement Services  
University Photocopier Program  
July 2010

This bulletin is to advise the community of a change to the current photocopier program. While specific details will be announced shortly, the purpose of this message is to ensure community members are aware of the changes to come and to ensure everyone affected takes the actions required in support of the new University Photocopier Program.

Background

As previously announced, York University is obligated to comply with the provincial government’s procurement process released in the Supply Chain Guideline. One of the many requirements outlined is the need to participate in collaborative strategic sourcing initiatives whereby York’s goods and services are purchased through existing consortia contracts, or are sourced in collaboration with other public sector organizations.

The main goal of this government directive is to reduce the administrative costs associated with procurement activity and leverage public spend by pooling requirements to take advantage of economies of scale and discount pricing as a result to “bulk” purchases.

In York’s efforts to be compliant with the Supply Chain Guideline and to look to any opportunity that reduces overall costs to the University, Procurement Services has identified a number of product categories that qualify. Procurement Services is in the process of developing – and will communicate during the latter part of the summer – a University Vendor of Record (VOR) Program. The VOR will replace the current “Preferred Supplier” program and any VORs identified by Procurement Services will be the ONLY University-approved suppliers of certain products.

New Photocopier Program

Procurement Services has been authorized by senior administration to identify existing public sector contracts which would allow York to meet government obligations and reduce the current cost associated with our fleet. After extensive analysis and reference checks regarding service levels and standards, Procurement Services has recommended, and senior administration approved, the selection of the Ministry of Government Services existing photocopier contract which offers two (2) Vendors of Record. They are as follows:

- Compugen Inc. in partnership with Xerox Canada, and
- Ricoh Canada Inc.

We have met with the executives of both companies, and each have committed to support York in the transition process and will deliver quality products and services at significantly more advantageous pricing. In addition, this new program allows York an opportunity to meet sustainability objectives as well as enhanced ordering and payment processes that will reduce the administrative burden associated with service and maintenance calls.

Implementation Details

Current copier suppliers (i.e. Canon, Konica Minolta, and Xerox) will be notified of the University’s new program shortly. Effectively, current copiers will remain in place until their natural rental period expiry and upon expiry, will be replaced by new equipment offered by the new VORs (i.e. Compugen/Xerox or Ricoh). We will be requesting current suppliers not to approach community members directly to solicit new business opportunities and we are now asking community members not to approach current suppliers unless it is to request service related to existing equipment.
Current supplier details will remain on the Procurement Services website (Passport York, Vendor of Record) however, all pricing and related details will be removed. This is to ensure community members are aware that a change is in progress and that any copier needs must now be directed to Procurement Services.

Transition Plan

Effective September 30, 2010 or sooner, a new selection of rental copiers will be available. Any existing copier rental agreement(s) within your department/unit will remain in effect until the expiry of the rental term against the individual copier. Photocopier renewals with Canon, Konica Minolta or Xerox will not be permitted. Departments/Units must establish new rental agreements with either one of the new established Vendors of Record.

While we transition into the new photocopier VOR program, departments/units that have photocopier rental agreements expiring between now and November 1, 2010, or require a new/additional photocopier, must contact Jason Chernecky, Senior Buyer, Procurement Services for direction on planning and how to order.

We appreciate that this change will impact on the normal operation of your unit and we ask your continued cooperation as the University undertakes every effort to maximize opportunities to save costs while maintaining levels of service and products that meet its operational requirements.

Should you have any questions or concerns you can contact me directly at rfaverin@yorku.ca or at extension 30545.