

**Message from Dexter King, Director, Strategic Procurement Services
October 2023**

Print Services Vendors

This bulletin is to advise the community of a change to the current print vendor list and to ensure everyone affected takes the actions required in support of the new Printing Services Vendor of Record (“**VOR**”) program.

Rationale

To reduce administrative costs associated with Procurement, Public Sector institutions are being encouraged to participate in collaborative agreements to consolidate spending and benefit from economies of scale. In support of these priorities, York participated in the Ontario Education Collaborative Marketplace (“**OECM**”) University/Colleges Request For Proposal (“**RFP**”) for Institutional Printing along with other colleges and universities.

Our participation in OECM’s Marketplace benefits all of Ontario’s publicly funded educational institutions and organizations, by ensuring value for money is obtained by delivering significant cost savings while achieving an increase in process efficiencies.

Services included in the RFP were Print Products and Related Services

CATEGORY	EXAMPLES OF SERVICES
Print Products and Components	<ul style="list-style-type: none"> › Production and Storage Facilities › Print Products including brochures, flyers, books, calendars › Substrates › Print Techniques › Finishing and Binding
Related Services	<p>All of the above services PLUS:</p> <ul style="list-style-type: none"> › Prepress Services › Warehousing and/or Inventory Services › Order Fulfillment › Direct Mail Services

New Print Services Program

Please note that Procurement Services suggests that the York community should utilize the services of our own on-campus University [Print Services department](#) for your print jobs before consulting other printers. Printing Services has in house capabilities covering a wide range of services, including both printing documents (books, guides, calendars, etc.) in colour or black and white, and large format printing (posters, banners and displays).

The Vendors awarded on this contract must be considered when obtaining quotes to broaden your capacity and print offerings.

The term of this agreement will expire on July 27, 2024, with an optional extension of twelve (12) months.

The awarded vendors include:

- › Avant Imaging and Information Management (AIIM)
- › Brown Book Company Ltd. (BBC)
- › Staples Professional Inc.
- › Xerox Canada Ltd.

As per Procurement policy, quotes must be obtained between the following dollar thresholds:

- › One (1) quote required for jobs under \$25K
- › For jobs over \$25K quotes are required from three (3) vendors
- › Rush jobs or jobs that require specific services of other vendors shall follow the Procurement Policy for quotes and justification for not using the VOR list may be required.

Implementation Details

We appreciate that this change could 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. The benefits of consolidating printing under limited printers are:

- › Quality assurance
- › Cost savings via discounts
- › Broader Public Sector policy compliance
- › Efficiencies

Please contact Carolyn Fasick, Procurement Specialist at cfasick@yorku.ca or ext: 44626 should you have any questions.