

**Message from Dexter King, Director, Procurement Services
Print Services Vendors
June 2016**

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 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 Categorized under two (2) areas; Commercial Print Services and Large Print Services

Category	Examples of Services
Commercial Print	<ul style="list-style-type: none"> ✓ Annual Reports ✓ Career Guides ✓ Course Calendar ✓ Magazines ✓ View Books ✓ Finishing and Binding (including binding, saddle stitching, cerlox, spiral, gluing, web folding, web sheeting, folding, numbering, cutting, foil stamping, die cutting and embossing) ✓ Stationary (including envelopes, notebooks office paper, business cards and file folder) ✓ Print Techniques (including offset printing, digital printing and web printing)
Large Print Services	<p>All the above services PLUS:</p> <ul style="list-style-type: none"> ✓ Banners and stands ✓ Counters ✓ Custom signage ✓ Exhibits from 10' to unlimited size ✓ Flags and stands ✓ Floor graphics ✓ Kiosks ✓ Posters ✓ Trade show displays and graphics

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 <http://printing.info.yorku.ca/> 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 May 21, 2018 with an optional extension of twenty-four (24) months. The awarded vendors include:

Commercial Print Services	Large Print Services
<ul style="list-style-type: none"> ➤ Avant Imaging and Information Management (AIIM) ➤ Astley Gilbert ➤ Lowe Martin Group ➤ St. Joseph 	<ul style="list-style-type: none"> ➤ Astley Gilbert ➤ Lowe Martin Group ➤ St. Joseph

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

- One (1) quote required for jobs under \$10K
- For jobs over \$10K quotes are required from all four (4) vendors for commercial print services jobs, and all three (3) vendors for large print services jobs
- 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

Effective immediately the York community shall begin transitioning any new print jobs to the new Vendors of Records. Contact details for the new program are available on the Procurement Services [Pan University VOR website](#), including:

- Vendor contact information
- Attached forms for each vendor detailing the services available on the new agreement
- Printing services “Quick Quote” form

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.