

Jacquie Breen - Re: Fwd: Meeting tomorrow at 1

From: Lou Pagano
To: Carbone, Giuliana
Date: 6/15/2011 2:26 PM
Subject: Re: Fwd: Meeting tomorrow at 1
Attachments: Lou Pagano3.vcf

Hi Giuli,

I just got back from the meeting in the Mayor's office. It was attended by 6 people from RR Donnelley (providers of printing services), the Mayor, Councillor Ford and myself.

The company already does business with the City, however, they were criticizing some of the work that is being requested from the printing unit. You may not be aware of this but in 2001, Council Approved the City Clerk printing unit as the Printer and Copier of record, which means that before any printing work can be done, it has to first go to the printing unit. The Clerks Printing Unit then determines if it could be done in house or not, and if not, they have authority to request bids up to \$100,000 from at least 3 suppliers and issue a DPO for work under \$50,000 or send to PMMD to issue a PO, along with documentation that they obtained competitive bids, for work between \$50,000 and \$100,000.

Their criticism was around the design of some of the things being requested to print not being economical, not incorporating return envelopes as part of their mailings, instead of using a mailing envelope and a separate return envelope, requesting that some items be returned to the City for mailing, instead of having the printer mailing them directly, bar coding some of the tags that are being requested to print, reusable labels, etc. which they feel would save the City money.

I honestly thought that they had some good ideas to save money in printing. However, I don't know if they have been considered by our printing unit in the past or the reasons why they were requesting bids for the printing in a manner that may be more expensive.

The people at the meeting seemed to express some frustration that there are better ways to do some of the printing that is being requested which could result in savings to the City. They also said that perhaps the City should consider outsourcing all the printing. Councillor Ford seemed to agree with them on that. I made no comments on that suggestion.

Mayor Ford and his brother acknowledged that printing comes under City Clerks and that they would have to be made aware of the suggestions for changes to their printing requests and that Purchasing could not dictate changes to them. I suggested that I set up a meeting with the Donnelly people attending and me, Iuli and her staff so that Iuli and her staff can listen to their suggestions. I don't think that would be a problem as they were not giving an unsolicited proposal, they were just making us aware of different ways of doing certain types of printing which can be offered by them and other printers to the City which they feel could save money. I explained to them that it would not guarantee them a contract or any special treatment in the procurement process and they understood that and acknowledged that in no way were they looking to do that.

✱ Mayor Ford told me to let him know when the meeting is set up with Iuli.

I am going to speak to Iuli and brief her on this and set up a meeting.

I will keep you informed.

Let me know if you have any questions on this.