



The Regional Municipality of Durham Report

To: Finance and Administration Committee
From: Commissioner of Finance
Report: #2026-F-5
Date: April 14, 2026

Subject:

Recommendation to Leverage Ontario Education Collaborative Marketplace (OECM)
Production and Multi-Function Printing Equipment RFP

Recommendations:

That the Finance and Administration Committee recommends to Regional Council:

- A) That the Production and Multi-Function Printing Equipment RFP issued by the Ontario Education Collaborative Marketplace (OECM) and awarded through a competitively bid RFP to Xerox, be leveraged to replace the Region's existing Xerox print shop printing equipment Agreement for the provision of updated Xerox equipment and software for a period of 7 years beginning July 1, 2026 until June 30, 2033 at a total estimated total cost of \$590,000 to be funded from individual Regional departments' printing budgets; and,
 - B) That the Commissioner of Finance be authorized to execute any applicable agreements.
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Report:

1. Purpose

- 1.1 This report provides background in support of utilizing a co-operative contract awarded by the OECM to supply the production and multi-function printing equipment and software used by the Region's, which services all the Region's departments.

2. Background

- 2.1 OECM is a Broader Public Sector (BPS), not-for-profit group procurement organization, offering competitively sourced and priced products and services through collaborative sourcing agreements. OECM also provides compliance with the BPS Procurement Directive, ensuring a fair, open and transparent procurement process in line with the Region's Purchasing By-Law and voluntary access to Agreements and Contracts for a variety of products and services with no spend or volume commitment.
- 2.2 The current contract for the print shop equipment was awarded to Xerox through an OECM agreement for the period of 2019 to 2026 as approved by Council in [Report #2019-F-4](#).
- 2.3 Xerox provides software that is integrated with the scanning workstations and allows the printshop employees to build the required jobs for printing. This includes inserting and labelling tabs, combining electronic and hard copies into one job, building brochures, image shifting, page numbering, page resizing and manipulating pages within a document. The employees are familiar with the operation of this software and the scanning and printing equipment operation and trouble shooting.
- 2.4 The proposed equipment from the Xerox Agreement awarded through the new OECM process are the updated versions of the existing equipment which means that the print quality, the speed, and the finishing options have improved.

3. Previous Reports and Decisions

- 3.1 Finance and Administration Committee [Report #2019-F-4](#) dated January 15, 2019, recommended leveraging the Ontario Education Collaborative Marketplace (OECM) – Production and Multi-Function Printing Equipment RFP for the Region's print shop for the period 2019 to 2026. This report was subsequently approved by Regional Council on January 30, 2019.

4. Financial Implications

- 4.1 Under the Region's current contract with Xerox, through the OECM agreement, the quarterly costs for the service are approximately \$12,000 plus a quarterly cost per copy service amount of approximately \$9,000. This results in a total annual cost of approximately \$84,000.
- 4.2 The new OECM pricing offered by Xerox would result in a similar quarterly base contract amount of \$12,000 and a quarterly cost per copy service on the new equipment of approximately \$9,000.
- 4.3 Funding for the ongoing contract payments will be included in the Finance Department's operating budget and funds are recovered as printing is charged back to departments internally.

4.4 The Region's Purchasing By-Law #16-2020 (as Amended), Section 12, Cooperative Purchasing establishes the ability to enter into arrangements on a Cooperative basis where there are economic advantages in doing so, provided the method of acquisition and the awarding and reporting process is in accordance with the requirements of the Region's Purchasing By-Law.

5. Relationship to Strategic Plan

5.1 This report aligns with/addresses the following Strategic Direction and Pathways in Durham Region's 2025-2035 Strategic Plan:

a. Strong Relationships

- S3. Collaborate across local area municipalities, with agencies, non-profits, and community partners to deliver co-ordinated and efficient services.
- S.5. Ensure accountable and transparent decision-making to serve community needs, while responsibly managing available resources.

5.2 This report aligns with/addresses the following Foundations in Durham Region's 2025-2035 Strategic Plan:

- a. Processes: Continuously improving processes to ensure with can support the Departments who are supporting the community needs.
- b. Technology: Keeping pace with technological change to ensure efficient and effective service delivery.

6. Conclusion

6.1 It is recommended that the production and multi-function printing equipment RFP issued by the Ontario Education Collaborative Marketplace (OECM) and awarded through a competitively bid RFP to Xerox, be leveraged to replace the Region's existing Xerox print shop Printing Equipment Agreement that was awarded through the previous OECM Agreement. This allows for the supply by Xerox of updated printing equipment and software, to improve the printshop capabilities.

Respectfully submitted,

Original Signed By

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Commissioner of Finance

Recommended for Presentation to Committee

Original Signed By

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