



AGREEMENT HIGHLIGHTS

Onsite Print and Related Digital Services

OECM #2025-487

Item	Description
Agreement Term	Effective Date: December 18, 2025 Expiry Date: December 17, 2033 Optional Extension(s): This agreement has no extension options available
Products and Services Available Through This Agreement	OECM's re-tendered Onsite Print and Related Digital Services agreement provides customers access to comprehensive onsite print services, while introducing newly added digital services that enhance how documents and physical materials are handled, managed, and distributed. Onsite Print Services <ul style="list-style-type: none">Secure onsite print services with quality control and expert advisory supportCommercial printers, copiers, and networked devices delivering high-quality outputOnline ordering with pickup or delivery optionsCopyright management and licensingDetailed billing and flexible payment optionsBusiness card printing Inventory Storage and Management <ul style="list-style-type: none">Secure, temperature-controlled third-party storageOnsite and offsite inventory management with reportingCoordination of inbound and outbound shipmentsRecycling and disposal of obsolete materials Mailroom Logistics <ul style="list-style-type: none">Daily Canada Post pickup and onsite deliveryDomestic and international courier servicesOnline tracking of incoming and outgoing itemsRequired equipment, servicing, and maintenance Shipping and Receiving Logistics <ul style="list-style-type: none">Secure distribution, verification, and record keepingCentralized tracking through logistics software

Item	Description
	<ul style="list-style-type: none"> • Damaged goods claims management • Trained staff following best practices for shipping and reporting <p>Digital Services</p> <ul style="list-style-type: none"> • Technology-enabled services supporting efficiency and digital transformation • Digitization of physical documents into searchable digital formats • Document advisory services optimizing the document lifecycle • Digital mail services converting physical mail into electronic workflows <p>White Glove Services</p> <ul style="list-style-type: none"> • High-touch handling of sensitive or complex materials • Secure chain-of-custody with documented tracking • Specialized packaging and labelling • Dedicated, trained personnel • Onsite support and custom scheduling <p>Products and Services</p> <ul style="list-style-type: none"> • Onsite and Offsite Print Services • Digital Services • Digitization Services • Document Advisory Services • Digital Mail Services • White Glove Services • Inventory Storage and Management Logistics • Mailroom Logistics Services • Shipping and Receiving Logistics Services
Awarded Supplier Partners	<p style="text-align: center;">Awarded Suppliers</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Xerox Canada Ltd.</p> </div>