

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**800 Burrard Street, 12th Floor  
800, rue Burrard, 12e étage  
Vancouver, BC V6Z 2V8  
Bid Fax: (604) 775-7526**

## **REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Document Scanners	
<b>Solicitation No. - N° de l'invitation</b> W8474-136531/A	<b>Date</b> 2013-01-07
<b>Client Reference No. - N° de référence du client</b> W8474-136531	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VAN-579-6885	
<b>File No. - N° de dossier</b> VAN-2-35294 (579)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-02-19</b>	<b>Time Zone Fuseau horaire</b> Pacific Standard Time PST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Steckhan, Curt	<b>Buyer Id - Id de l'acheteur</b> van579
<b>Telephone No. - N° de téléphone</b> (604) 666-1465 ( )	<b>FAX No. - N° de FAX</b> (604) 775-7526
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 465 ONDUSTRIAL AVE OTTAWA Ontario K1G 0Z1 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Pacific  
Region  
800 Burrard Street, 12th Floor  
800, rue Burrard, 12e étage  
Vancouver, BC V6Z 2V8

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

---

## TABLE OF CONTENTS

### **PART 1 - GENERAL INFORMATION**

1. Security Requirement
2. Statement of Work
3. Debriefings

### **PART 2 - BIDDER INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

### **PART 3 - BID PREPARATION INSTRUCTIONS**

1. Bid Preparation Instructions

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

1. Evaluation Procedures
2. Basis of Selection
3. Security Requirement

### **PART 5 - CERTIFICATIONS**

1. Mandatory Certifications Required Precedent to Contract Award
2. Additional Certifications Precedent to Contract Award

### **PART 6 - RESULTING CONTRACT CLAUSES**

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents

#### **List of Annexes:**

- |         |                            |
|---------|----------------------------|
| Annex A | Statement of Work          |
| Annex B | Manufacturer Certification |

**PART 1 - GENERAL INFORMATION****1. Security Requirement**

There is no security requirement associated with the requirement.

**2. Statement of Work**

The Work to be performed is detailed under Article 2 "Statement of Work" of the resulting contract clauses.

**3. Debriefings**

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **2. Submission of Bids**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

### **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than fifteen (15) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

### **4. Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid (1 hard copy)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

#### 1.1 Exchange Rate Fluctuation

C3011T (2010-01-11), Exchange Rate Fluctuation

#### Section III: Certifications

Bidders must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

### 1.1 Technical Evaluation

#### 1.1.1 Mandatory Technical Criteria

Line	Title	Description	In Bid on page	Pass/ Fail
A.1.1	ADF	Automatic Document Feeder (ADF): - 500 sheet minimum - can scan 20 pound office paper, from taxi chits (7cm x 12.5cm) up to ledger (11" x 17") - can scan multiple sizes of paper in one batch		
A.1.2	Interface	USB 2.x or 3.0		
A.1.3	Daily Duty Cycle	50,000 sheets per day		
A.1.4	Speed	120 pages per minute (PPM) simplex scanning letter-sized paper at 200 dots per inch (DPI), bitonal		
A.1.5	Output Resolution	300dpi and 600dpi, bitonal and 24-bit colour		
A.1.6	Duplexing	Straight path, single pass duplexing with dual scan heads.		
A.1.7	File formats	PDF and TIFF		
A.1.8	Drivers	ISIS and TWAIN		
A.1.9	Operating System	Windows XP (SP3) through to Windows 8		
A.1.10	Features of hardware or software	- double-feed detection; - automatic deskew; - autorotation; - image despeckle/clean-up (hardware-based or software-based); - able to detect text on colour documents (background reduction) - able to restrict the number of pages per document, and creating a new document after the maximum is exceeded		
A.1.11	Power	120v15A standard circuit		
A.1.12	Environmental	EnergyStar compliant		
A.1.13	Maintenance	Consumables and parts for regular maintenance must be changeable by a non-technical end-user following the manual. Consumables should take a non-technical end-user less than 20 minutes to replace.		
A.1.14	Consumables	Consumables must have a minimum yield of 200,000 sheets.		
A.1.15	Software	Must work with Teleform OCR.		

	Compatibility		
--	---------------	--	--

Specification sheets and other supporting documentation must be provided within 2 days of request unless otherwise specified.

### 1.1.2 Point Rated Technical Criteria

Line	Title	Description	In Bid on page	Points
A.1.2	Interface	USB 2.x or 3.0		49 points: USB 2.x 50 points: USB 3.0
A.1.10	Features of hardware or software	image despeckle/clean-up (hardware-based or software-based)		49 points: software- based 50 points: hardware- based

Specification sheets and other supporting documentation must be provided within 2 days of request unless otherwise specified.

## 1.2 Financial Evaluation

### 1.2.1 Mandatory Financial Criteria

SACC *Manual* Clause A0220T (2007-05-25), Evaluation of Price

### 1.2.2 Point Rated Financial Criteria

The Evaluated Price will be the sum of the following:

- A. The unit price submitted for the scanner (including all equipment required for the scanner to meet the minimum specifications, including user manuals, configuration, and delivery.
- B. The unit price submitted for the Warranty Services for five (5) years, on-site, inclusive of all travel, shipping, labour and parts replacement.
- C. The unit price for consumables based on the following calculation:  

$$(1,000,000 \text{ Annual Duty Cycle}) \times (5 \text{ years}) / (\text{Average Consumable Yield}) \times (\text{Consumable's Unit Price})$$
for each consumable.

Please note that these discounts are for Evaluated Price only and do not affect the Basis of Payment.

### 1.2.3 Compatibility Sub-Test

The Bidder must provide a document scanner in the configuration required for a compatibility sub-test, prior to delivery of the products, to determine whether the ordered product will meet the compatibility requirements. To complete these tests, the Bidder must deliver and set up within 3 working days, up to two of the product for testing.

The products delivered for testing must:

- A. be loaded with all necessary drivers; and
- B. be compatible with the specific hardware, network or software requirements identified by the Project Authority.

If the testing indicates that some upgrades/changes (for example, to the drivers or firmware) are required, Canada will work with the Bidder to resolve these issues, provided they are reasonable within a reasonable period. If testing demonstrates that a product is not compatible with the particular environment, the next highest Bidder will be considered.

If the test unit provided is new and is to be delivered to the end-user's location, and if it is agreed upon with the Project Authority, the test unit may be considered as the first unit of the subsequent delivery.

## **2. Basis of Selection - Lowest Price Per Point**

1. To be declared responsive, a bid must:
  - A. comply with all the requirements of the bid solicitation;
  - B. meet all mandatory technical evaluation criteria; and
  - C. obtain the required minimum of 98 percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.



## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### 1. Mandatory Certifications Required Precedent to Contract Award

#### 1.1 Code of Conduct and Certifications - Related documentation

- 1.1.1** By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

### 2. Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the

Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

## 2.1 Federal Contractors Program - Certification

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- a. ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- b. ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- c. ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;
- d. ( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_.

Further information on the FCP is available on the HRSDC Web site.

## 2.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

### Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, a pension or annual allowance paid under the Public Service Superannuation Act

(PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c.C-17, the Defence Services Pension Continuation Act, 1970, c.D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c.R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c.R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c.M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c.C-8.

### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

### **Work Force Reduction Program**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

---

## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

#### 2.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before **2014-03-31** by sending a written notice to the Contractor.

### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 3.1 General Conditions

2010A (2012-11-19), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

#### 3.2 Supplemental General Conditions

4001 (2010-08-16) Hardware Purchase, Lease and Maintenance;  
4003 (2010-08-16) Licensed Software; and  
4004 (2010-08-16) Maintenance and Support Services for Licensed Software;  
apply to and form part of the Contract.

### 4. Term of Contract

#### 4.1 Delivery Date

All the deliverables must be received on or before 2013-03-31.

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Curt Steckhan, Supply Specialist  
Public Works and Government Services Canada, Pacific Region  
800 Burrard Street, Vancouver, BC V6Z 2V8

Telephone: 604-666-1465  
Facsimile: 604-775-7526

Email: curt.steckhan@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

## 5.2 Project Authority

The Project Authority for the Contract is:

**[To be inserted at Contract award.]**

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

## 5.3 Contractor's Representative

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 Email: \_\_\_\_\_

## 6. Payment

### 6.1 Basis of Payment – Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex A for a cost of \$ \_\_\_\_\_. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### 6.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

### 6.3 Multiple Payments

SACC Manual clause H1001C (2008-05-12) Multiple Payments

## 7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work

- identified in the invoice is completed.
2. Invoices must be distributed as follows:
- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 8. Certifications

### 8.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## 10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4001 (2010-08-16) Hardware Purchase, Lease and Maintenance; 4003 (2010-08-16) Licensed Software; and 4004 (2010-08-16) Maintenance and Support Services for Licensed Software;
- (c) the general conditions 2010A (2012-11-19), General Conditions - Goods (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

## Annex A Statement of Work

### A.1 Technical Requirements

The Document Scanner and accompanying software must meet or exceed these minimum technical specifications:

Line	Title	Description
A.1.1	ADF	Automatic Document Feeder (ADF): - 500 sheet minimum - can scan 20 pound office paper, from taxi chits (7cm x 12.5cm) up to ledger (11" x 17") - can scan multiple sizes of paper in one batch
A.1.2	Interface	USB 2.x or 3.0
A.1.3	Daily Duty Cycle	50,000 sheets per day
A.1.4	Speed	120 pages per minute (PPM) simplex scanning letter-sized paper at 200 dots per inch (DPI), bitonal
A.1.5	Output Resolution	300dpi and 600dpi, bitonal and 24-bit colour
A.1.6	Duplexing	Straight path, single pass duplexing with dual scan heads.
A.1.7	File formats	PDF and TIFF
A.1.8	Drivers	ISIS and TWAIN
A.1.9	Operating System	Windows XP (SP3) through to Windows 8
A.1.10	Features of hardware or software	- double-feed detection; - automatic deskew; - autorotation; - image despeckle/clean-up (software-based or hardware-based) ; - able to detect text on colour documents (background reduction) - able to restrict the number of pages per document, and creating a new document after the maximum is exceeded
A.1.11	Power	120v15A standard circuit
A.1.12	Environmental	EnergyStar compliant
A.1.13	Maintenance	Consumables and parts for regular maintenance must be changeable by a non-technical end-user following the manual. Consumables should take a non-technical end-user less than 20 minutes to replace.
A.1.14	Consumables	Consumables must have a minimum yield of 200,000 sheets.
A.1.15	Software Compatibility	Must work with Teleform OCR.

Each scanner should have two tags or stickers:

1. **Warranty:** this tag or sticker should list the toll-free number, Web site, Contract number, and warranty period for the device.
2. **Consumables:** this tag or sticker should list the instructions and contact information for ordering consumables.

**A.2 Mandatory Quantities**

Line	Description	Unit Price	Quantity	Extended Price
1	Scanner as described in A.1: Make:_____, Model: _____.	\$	5	\$
2	3 year onsite warranty on line 1	\$	5	\$
3	Environmental charge	\$	5	\$
4	GST (5%)			\$
5	Total			\$

Scanner unit price includes:

1. CD or DVD of software and drivers;
2. One set of consumables (cleaning materials and rollers);
3. Delivery to DIMEUS 3-4 Warehouse, DND, 45 Blvd Sacre Coeur, Gatineau, QC, J8X 1C5;
4. One day of training on two separate sites in Ottawa, ON.

Warranty unit price includes all environmental charges and delivery charges for any required parts or products necessary to meet the on-site warranty services in Supplemental General Conditions 4001.

**A.3 Optional Quantities**

Line	Description	Unit Price	Quantity	Extended Price
6	2 additional years onsite warranty (total 5 years) on line 1	\$	5	\$
7	Scanner as described in A.1: Make:_____, Model: _____.	\$	5	\$
8	3 year onsite warranty on line 7	\$	5	\$
9	Environmental charge	\$	5	\$
10	2 additional years onsite warranty (total 5 years) on line 7	\$	5	\$
11	GST (5%)			\$
12	Total			\$

Scanner unit price includes:

1. CD or DVD of software and drivers;
2. One set of consumables (cleaning materials and rollers);
3. Delivery to DIMEUS 3-4 Warehouse, DND, 45 Blvd Sacre Coeur, Gatineau, QC, J8X 1C5;
4. One day of training on two separate sites in Ottawa, ON.

Warranty unit price includes all environmental charges and delivery charges for any required parts or products necessary to meet the on-site warranty services in Supplemental General Conditions 4001.

**A.4 Consumables**

Description	Unit Price	Yield
<i>[to be inserted at Contract award]</i>	\$	<i>[to be inserted at Contract award]</i>
<i>[to be inserted at Contract award]</i>	\$	<i>[to be inserted at Contract award]</i>

Consumables will be ordered as required at any point from Contract award date to the expiry of the Warranty period, at the unit prices listed above. Consumables unit prices include next day delivery to Ottawa, ON.



## Annex B Manufacturer Certification

As part of the evaluation, Canada requires Original Equipment Manufacturer (OEM) Certification for the document scanners being bid. If the Bidder is itself the OEM, it **must** provide the certification entitled "OEM Certification – Bidder is the OEM of Products Bid". If the Bidder is not the OEM, it **must** provide the certification entitled "OEM Certification – Bidder is not the OEM of Products Bid".

<b>OEM Certification – Bidder is the OEM of Products Bid</b>	
On behalf of the Bidder, I certify that the Bidder is itself the OEM of the products being bid in response to the Solicitation identified below.	
Solicitation Number	W8474-136531/A
Name of Bidder	
Signature of Bidder's Authorized Representative	
Name of Bidder's Authorized Representative	
Date Signed	
If this Certification is limited to specific products or specific services, please provide details	

**Note for Joint Venture Offerors:** Where one of the members of the joint venture is the OEM, then this certification is required to be signed by that member of the joint venture.

<b>OEM Certification – Bidder is not the OEM of Products Bid</b>	
The OEM identified below authorizes the Bidder named below to provide its products and provide warranty service in relation to those products under the Contract issued as a result of the Solicitation identified below.	
Name of OEM	
Address of OEM	
Name of OEM's Authorized Representative	
Title of OEM's Authorized Representative	
Telephone Number of OEM's Authorized Representative	
Fax Number of OEM's Authorized Representative	
Signature of OEM's Authorized Representative	
Date Signed	
Solicitation Number	W8474-136531/A
Name of Bidder	
If this Certification is limited to specific products or specific services, please provide details	

**Note for Joint Venture Offerors:** Certifications made by the OEM must name (as the Bidder) ALL members of the joint venture Bidder that will be involved in delivering or servicing that OEM's equipment in the performance of the Work, or the joint venture itself must be named (if the joint venture has been given a name).