

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

Request For Supply Arrangement - Demande pour un arrangement en matière d'approvisionnement

Offer to: Department of Public Works and Government Services

We hereby offer to provide to Canada, as represented by the Minister of Public Works and Government Services, in accordance with the terms and conditions set out herein or attached hereto, the goods, services, and construction detailed herein and on any attached sheets.

Offre au: Ministère des Travaux publics et des Services
gouvernementaux

Nous offrons par la présente de fournir au Canada, représenté par le ministre des Travaux publics et des Services gouvernementaux, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Electrical & Electronics Products Division
11 Laurier St./11, rue Laurier
6B1, Place du Portage, Phase III
Gatineau, Québec K1A 0S5

Title - Sujet SHREDDERS SA		
Solicitation No. - N° de l'invitation E60HN-12SHRD/A		Date 2012-10-22
Client Reference No. - N° de référence du client E60HN-12SHRD		GETS Ref. No. - N° de réf. de SEAG PW-\$\$HN-460-61416
File No. - N° de dossier hn460.E60HN-12SHRD	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-12-03		Time Zone Fuseau horaire Eastern Standard Time EST
Delivery Required - Livraison exigée See Herein		
Address Enquiries to: - Adresser toutes questions à: Guertin, Benoit		Buyer Id - Id de l'acheteur hn460
Telephone No. - N° de téléphone (819)956-4479 ()		FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes		
Security - Sécurité This request for a Supply Arrangement does not include provisions for security. Cette Demande pour un arrangement ne comprend pas des dispositions en matière de sécurité.		

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
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)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- (i) Part 1, General Information;
- (ii) Part 2, Supplier Instructions;
- (iii) Part 3, Arrangement Preparation Instructions;
- (iv) Part 4, Evaluation Procedures and Basis of Selection;
- (v) Part 5, Certifications, and
- (vi) Part 6:
 - 6A, Supply Arrangement,
 - 6B, Bid Solicitation,
 - 6C, Resulting Contract Clauses; and,
 the Annexes.

- Part 1: provides a general description of the requirement;
- Part 2: provides the instructions applicable to the clauses and conditions of the RFSA ;
- Part 3: provides suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement, the security requirement, if applicable, and the basis of selection;
- Part 5: includes the certifications to be provided;
- Part 6A: includes the Supply Arrangement (SA) with the applicable clauses and conditions;
- Part 6B: includes the instructions for the bid solicitation process within the scope of the SA;
- Part 6C: includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

2. Summary

The ensuing Supply Arrangement (SA) is for the purchase of the various types of secure shredders, namely Type II, Type II (level 6), Type IIIA, and Type IIIB for all Federal Department and Agencies of the Government of Canada. Each shredder must be approved by the Royal Canadian Mounted Police (RCMP) prior to issuance of the SA. The period for awarding contracts under the supply arrangement will be a period of one (1) year commencing on the date of issuance.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

3. Two Phase Procurement Process

Following the publication of this RFSA through the Government Electronic Tendering System (GETS), Canada intends to issue Supply Arrangements to all suppliers who meet the requirements listed in this RFSA.

Phase 1: This phase involves suppliers becoming qualified by meeting the overall criteria and requirements described in the RFSA. Canada intends to compile and maintain a list of qualified suppliers that it will make available to Identified Users (IU) for SA requirements.

Phase 2: This phase is intended for IU issuing a bid solicitation describing their requirements to qualified suppliers. The resultant contracts will comply with the bid solicitation requirements of the IU and will refer to the clauses and conditions of the SA.

4. Security Requirement

There are no security requirements associated with the requirement of the Standing Offer.

5. Communications Notification

As a courtesy, the Government of Canada requests that successful suppliers notify the Supply Arrangement Authority in advance of their intention to make public an announcement related to the issuance of a supply arrangement or the award of a contract resulting from the Supply Arrangement.

6. Debriefings

After issuance of a supply arrangement, suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

This Request for Supply Arrangement does not in any way commit Canada and/or Public Works and Government Services Canada to authorize the use of a Supply Arrangement.

PART 2 - SUPPLIER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2012-07-11) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of 2008, Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

2. Submission of Arrangements

Arrangements 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 RFSA.

3. Inquiries - Request for Supply Arrangements

All inquiries must be submitted in writing to the Supply Arrangement Authority no later than ten (10) calendar days before the RFSA closing date. Inquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the inquiry relates. Care should be taken by suppliers to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical inquiries 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 inquiry is not of a proprietary nature. Canada may edit the questions or may request that suppliers do so, so that the proprietary nature of the question is eliminated, and the inquiry can be answered with copies to all suppliers. Inquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada.

4. Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and

governed, and the relations between the parties determined, by the laws in force in Ontario.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 suppliers.

(End of page)

PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

1. Arrangement Preparation Instructions

Canada requests that suppliers provide the arrangement in separately bound sections as follows:

Section I: Technical Arrangement (1 hard copy + 1 soft copy)

Section II: Financial Arrangement (1 hard copy)

Section III: Certifications (1 hard copy)

Prices must not be indicated in any section of the arrangement.

Canada requests that suppliers follow the format instructions described below in the preparation of the arrangement.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Supply Arrangements.

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, suppliers are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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 Arrangement

For each product that is submitted to which there is intent to supply, the supplier **MUST** provide:

- 1) Written proof from that their product has been tested and approved by the RCMP.

Suppliers are to contact Gilles Laberge at La Relance Outaouais to book an appointment in order to get their product evaluated.

Catherine Mukakayange

Tel: (819) 776-5870 EXT :14

Fax: (819) 776-4076

Cell: (819) 923-0762

Email:cmuka@stlr.ca

Address: La Relance Outaouais Inc.

45 Sacré-Coeur Blvd. Gatineau QC J8X 1C6

Attention: Jacques Bertrand

2) a completed **Annex “B” Model Specifications - Appendix 1.B**, in addition to the technical specification.

A sample of the required format is presented below. Suppliers are to fill out the whiteout areas of the table.

Model	ABC123
Nominal* Particle Size (inches)	1/32x3/16
Nominal* Particle Size (mm)	0.8x5
Feed Opening (inches)	9
Automatic oiler	No
Automatic oiler compatible	Yes
Horsepower (hp)	1/2
Motor Output (KW)	0.5
Electrical requirements (volts)	115
Dimensions (DxWxH)	11x16x26
Shipping Weights (lbs.)	120
As determined by RCMP testing	
Throughput rate (reams/hr)	
Sheet Capacity (per feed)	

*Nominal: Shred size for the model

2. Supplier Contacts

Suppliers must complete Appendix 1.0 of Annex “C” for every region they wish to be registered under this Supply Arrangement. Suppliers will only be authorized to bid on subsequent solicitation in regions where they are registered.

3. Environmental Initiative

Suppliers must complete Annex "H" - Environmental Attributes in order to demonstrate their environmental initiatives with respect to manufacturing processes, products, business management systems and packaging as applicable

Section II: Financial Arrangement

Payment of Invoices by Credit Card

Canada requests that suppliers complete one of the following:

- ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices under the Supply Arrangement.

The following credit card(s) are accepted:

☐ VISA ☐ MasterCard

OR

- ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices under the Supply Arrangement.

The supplier is not obligated to accept payment by credit card. Acceptance of credit cards for payment of invoices will not be considered as a qualification criterion.

Section III: Certifications

Suppliers must submit the certifications required under Part 5.

(End of page)

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements (RFSA) including the technical and financial evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the arrangements.

The following Mandatory factors will be taken into consideration in the evaluation of each arrangement:

Technical Evaluation

- Technical compliance with Annexes "A" and "G"
- Supplier **MUST** submit written proof that their product has been tested and approved by the RCMP.

2. Conditions Precedent to Issuance of a Supply Arrangement

Suppliers must:

1. Submit certifications requested in Part 5;
2. Submit certifications requested in Part 3, Section I;
3. Have the financial Capability as specified at Part 4, para 4
4. Comply with the conditions of the Federal Contractors Program for Employment Equity, as set out in Part 5 - Certifications

3. Basis of Selection

An arrangement must comply with the requirements of the RFSA and meet all mandatory technical evaluation criteria and financial evaluation criteria to be declared responsive. An Arrangement will be issued to all suppliers who have qualified under this RFSA.

4. Financial Capability

SACC Manual clause S0030T (2011-05-16) Financial Capability (if applicable)

PART 5 - CERTIFICATIONS

Suppliers must provide the required certifications to be issued a supply arrangement (SA). Canada will declare an arrangement non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications suppliers provide to Canada is subject to verification by Canada during the arrangement evaluation period (before issuance of a SA) and after issuance of a SA. The Supply Arrangement Authority will have the right to ask for additional information to verify suppliers compliance with the certifications before issuance of a SA. The arrangement will be declared non-responsive if any certification made by the Supplier is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Supply Arrangement Authority for additional information will also render the arrangement non-responsive.

1. Code of Conduct Certifications - Certifications Required Precedent to Contract Award

1.1 Offerors should provide, with their offers or promptly thereafter, a complete list of names of all individuals who are currently directors of the Offeror. If such a list has not been received by the time the evaluation of offers is completed, the Supply Arrangement Authority will inform the Offeror of a time frame within which to provide the information. Offerors must submit the list of directors before the issuance of a standing offer, failure to provide such a list within the required time frame will render the offer non-responsive.

The Supply Arrangement Authority may, at any time, request that a Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification Form - PWGSC-TPSGC 229) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the offer being declared non-responsive.

2. Certifications Precedent to Issuance of a Supply Arrangement

The certifications listed below should be completed and submitted with the arrangement, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Supply Arrangement Authority will so inform the Supplier and provide the Supplier with a time frame within which to meet the requirement. Failure to comply with the request of the Supply Arrangement Authority and meet the requirements within that time period will render the arrangement non-responsive.

2.1 Federal Contractors Program - Certification - \$200,000 or more

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive 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.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. 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), in which case a duly signed certificate of commitment is attached;

Solicitation No. - N° de l'invitation

E60HN-12SHRD/A

Amd. No. - N° de la modif.

File No. - N° du dossier

hn460E60HN-12SHRD

Buyer ID - Id de l'acheteur

hn460

Client Ref. No. - N° de réf. du client

E60HN-12SHRD

CCC No./N° CCC - FMS No/ N° VME

(d) () is subject to the FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC.)

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

Signature

Date

(End of page)

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

1. Arrangement

The Supply Arrangement (SA) covers the Work described in the Requirement at Annex "A"- Shredder Categories and Requirements

2. Standard Clauses and Conditions

All clauses and conditions identified in the SA and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions

(<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

2.1 General Conditions

- 2020 (2012-07-16) General Conditions - Supply Arrangement - Goods, apply to and form part of the Supply Arrangement.
- 2029 (2012-07-16) General Conditions - Goods or Services (Low Dollar Value), apply to and form part of the Supply Arrangement.

3. Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods to the federal government under contracts resulting from the SA. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex "D"- Reporting. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Supply Arrangement Authority, no later than 15 days calendar days after the end of the reporting period.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;	2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31;	4th quarter: January 1 to March 31.

4. Term of Supply Arrangement

4.1 Period of the Supply Arrangement

The period for awarding contracts under the SA is from _____ to _____. (to be inserted at issuance of SA)

4.2 On-going Opportunity for Qualification

A Notice will be posted on the Government Electronic Tendering Service (GETS) during the term of the SA to allow any supplier to qualify new products. Suppliers with SA's for existing qualified products will not be required to submit a new arrangement. SA's issued under the on-going opportunity will be only issued on a quarterly basis, concurrent to the reporting period defined at point 3 of Part 6.

5. Authorities

5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Benoit Guertin - Supply Specialist

Public Works and Government Services Canada - Acquisitions Branch

Logistics, Electrical, Fuel and Transportation Directorate - "HN" Division

7B3, Place du Portage, Phase III, 11 Laurier Street, Gatineau, QC, K1A 0S5

Telephone : (819) 956-4479 Facsimile: (819) 953-4944

E-mail address: HNOCAA.HNSOSA@pwgsc-tpsgc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

5.2 Supplier's Representative

As detailed in Annex "C" - Supplier Information

6. Identified Users

The Identified Users (IU) include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the Financial Administration Act, R.S., 1985, c. F-11.

7. Contract Instrument

The requirements will be authorized or confirmed by using the PWGSC-TPSGC 9400-4, Contract form as page 1 of the ensuing contract. This form is available on the Forms Catalogue Web site: <http://publiservice.tpsgc-pwgsc.gc.ca/forms/text/index-e.html>

8. Contract Limit

Contract limits under this SA must not exceed \$25,000 (GST/HST included) for product categories listed in Annex "B" Model Specifications. These limits include the Goods and

Services or Harmonized Sales Tax, delivery and installation charges. Requirements that are more than \$25,000 will be processed through PWGSC

9. 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 the SA;
- (b) The general conditions 2020 (2012-07-16), General Conditions - Supply Arrangement - Goods or Services;
- (c) Solicitation bid under a SA;
- (d) Contract awarded under a Supply Arrangement;
- (e) General Conditions 2029 (2012-07-16) - Goods or Services (Low Dollar Value)
- (f) The Supplier's arrangement dated _____ (insert date of arrangement) (if the arrangement was clarified or amended, insert at the time of issuance of the arrangement: "as clarified on _____" or "as amended _____". (Insert date(s) of clarification(s) or amendment(s), if applicable).

10. Certifications - Compliance

Compliance with the certifications provided by the Supplier in the arrangement is a condition of the SA and subject to verification by Canada during the term of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification or it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the SA.

11. Applicable Laws

The SA and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

12. Delivery Requirements Outside a CLCSA

The resulting contracts are not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be submitted to the Department of Public Works and Government Services for individual processing.

(end of page)

13. Responsibilities

13.1 Supplier's Responsibility

The supplier is responsible for the following :

- Providing all mandatory quarterly reports, as requested in Part 6, Article 3 of this document to Public Works and Government Services Canada within the agreed time frame;
- Selling products listed in Annex "B" Model Specifications **only**;
- Selling products **only** in regions where the Supplier is registered (as per Appendix 1 of Annex C)
- Complying with contract limits;
- Complying with all terms and conditions of the SA.

If the above-mentioned requirements are not respected, the supplier may be deleted from the list of qualified suppliers under a SA and be subject to corrective measures applicable to supplier performance.

13.2 Responsibility of Identified Users (IU)

The Identified User is responsible for, but not limited to,

- Advising Public Works and Government Services Canada of any problem with a Supplier;
- Complying with the contract limits mentioned in Part 6, A, Article 8 herein;
- Purchasing only the items listed Annex "B" - Model Specifications;
- Complying with all terms and conditions of the SA;
- Providing funding required to purchase products;
- Ensuring that the requirements are for official government use only;
- Providing the appropriate provincial sale tax exemption licence number, if applicable;
- Not apportioning requirements among several suppliers in order to get around SA limits;
- Indicating, on a contract awarded under a SA, a detailed description of the requirement. These contracts will be sent to suppliers in electronic format in order to facilitate completing the quarterly reports requested in Part 6, A, Article 3 - Supply Arrangement Reporting
- If the IU asks the supplier to provide information on the price or availability of goods for planning, budgeting or similar requirements, the IU is to inform the supplier that this Request for Quotation and availability relates to information only and will not result in a contract.

14. Delivery and Installation

Every purchase made from this SA must include delivery and on-site installation, unless indicated otherwise by the client. Shredders must be delivered “turnkey” and it is the vendor’s responsibility to dispose of any and all packaging material.

15. On-Site Service

The SA can only be used to purchase paper shredders that are sold and serviced by an authorized Canadian distributor providing dedicated service to the Federal Government.

For the life of the SA, service and/or replacement must be available for each of the 6 regions indicated in Annex "C" and must be completed within 72 hours of receipt of a request.

B. BID SOLICITATION

1. Bid Solicitation Documents

The following forms must be used for the first page of the bid solicitation document and the first page of the resulting contract document. These forms are available on the Electronic Forms Catalogue (http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html) Web site.

*PWGSC-TPSGC 9400-3, Bid Solicitation *PWGSC-TPSGC 9400-4, Contract.

For all requirements under this SA, IU must use the bid solicitation document in Annex "E" - Bid Solicitation.

2. Bid Solicitation Process

2.1 Bids will be solicited for specific requirements within the scope of the SA from suppliers who have been issued a SA.

2.2 The bid solicitation will be sent directly to SA holders via fax or email. Unless indicated otherwise on the Bid Solicitation form, bids must be submitted within three (3) working days of receiving the bid solicitation from the IU.

2.3 Under this SA, IU will be allowed to issue individual solicitations to pre-qualified suppliers and will be based on the requirements of IU for whom the work will be performed.

2.4 For requirements under this SA where the estimated price does not exceed \$5,000, (excluding GST/HST) bid solicitations can be issued by the IU to any SA holder, within the appropriate "Type" category, on a rotating basis. The IU will be responsible for managing this rotation. This limit includes the Goods and Services or Harmonized Sales Tax, delivery and installation charges.

2.5 For requirements under this SA where the estimated price does not exceed \$25,000, (all inclusive) bid solicitations are to be issued by the IU to at least three (3) SA holders, within the appropriate "Type" category. This limit includes the Goods and Services or Harmonized Sales Tax, delivery and installation charges. In a case where there are less than three (3) SA holders in the "Type" category, the IU is to send the bid solicitations to all SA holders in the "Type" category.

2.6 For all requirements that are over \$25,000, client departments will submit a signed 9200 requisition to PWGSC for process.

C. RESULTING CONTRACT CLAUSES

The conditions of any contract awarded under the SA will be in accordance with the resulting contract clauses of the template used for the bid solicitation. Refer to Annex "F" - Resulting Contract Clauses.

Annex "A" - Office Paper Shredder Requirements and Categories

Appendix 1. Office Paper Shredder Requirements

1. Introduction

This annex describes the approval requirements of the RCMP *Destruction Equipment Test Standard* for shredders used for the destruction of classified and protected information on paper.

1.1 Definitions

- **Approved Shredders:** paper shredders used to destroy paper documents that have been tested against specific security, safety and performance requirements and listed in the Security Equipment Guide (SEG). Approved equipment listings show the security level for which the equipment has been approved. For paper shredders, security levels are grouped by "Type".
- **Chaff:** remnants or particles created by the shredding process.
- **Classified Information:** information related to the national interest that may qualify for an exemption or exclusion under the Access to Information Act or Privacy Act, and the compromise of which would reasonably be expected to cause injury to the national interest. Classified information has three levels: Confidential, Secret and Top Secret.
- **Commercial-off-the-shelf (COTS):** equipment that is not RCMP tested or SEG listed.
- **Sheet Capacity:** the maximum (optimal) number of stacked pages of 20 lb bond paper that can simultaneously be fed into the machine without jamming or significantly reducing the feed rate (shredder capacities established by RCMP testing are typically slightly less than manufacturer claims).
- **Threat and Risk Assessment (TRA):** A process that is a part of risk management concerned with defining what requires protection, analyzing and assessing threats, analyzing and assessing risks, and making recommendations for the management of risk.
- **Throughput Rate:** the number of pages (expressed in reams) that can be shredded in one hour when fed into the shredder at the established maximum capacity.
- **Bulk Shredding:** the term applies to office paper shredders and means the destruction of a "significant amount" (intentionally undefined) of material in a single session as part of a departmental or building collection and destruction program using equipment with a throughput of at least 15 reams per hour.
- **Protected Information:** information of non-national interest. Protected information has three levels: Protected A, Protected B and Protected C. Note: Protected B roughly corresponds to the general public use of the term "confidential" (the term confidential in Government of Canada usage is the lowest of three national security classifications).
- **Ream:** one ream equals 500 sheets of paper 8½" X 11½" letter size, 20 lb bond. Used to describe "throughput ratings."
- **Security Classification:** the highest level of information for which the equipment is approved.
- **Test Authority:** The RCMP is the Test Authority for information destruction equipment (shredders).

- **Type:** an application grouping term (category) used for paper shredders. “Type” categories apply only to paper shredders and incorporate predefined security levels for each “Type”.

2. Performance

2.1 Purpose

The RCMP *Destruction Equipment Test Standard* specifies the necessary degree of destruction of information-bearing media such that the remaining particles can be disposed of as unclassified waste. Security standards include criteria directly affecting the performance of equipment or procedures used to accomplish the destruction.

2.2 Application

All ratings and requirements are based upon a consideration of the potential injury for classified and protected information. The ratings and requirements also consider the adversary and the adversary’s motivation, capabilities and resources.

All approved shredders are approved for a specified media and security level. “Type” categories apply only to paper shredders and incorporate predefined security levels for each “Type”.

All approved destruction equipment may be used for the destruction of information at a lower classification and this practice is encouraged as a means of further safeguarding sensitive information by “diluting” the residue.

The Test Authority is the RCMP. The Test Authority has the final authority to interpret test results and rule on equipment compliance with the intent, as well as individual requirements of the RCMP Destruction Standard.

2.3 Categories Used to Describe Destruction Processes and Equipment

There are three main categories used to describe the destruction process and equipment:

- Method is the category used to define the mechanism of destruction. Shredding: paper shredders are rated by the particle (chaff) size
- Media is the category used to define the material that is being destroyed (e.g. Paper). Methods approved for one medium are not necessarily approved for another. Methods approved for more than one medium are not necessarily approved to the same security classification for each medium due to technological differences that affect the threat.

The requirements for office paper shredders are based upon textual information on letter size (8½" X 11½"), standard weight, 20 lb (75 kg/m²) bond paper.

-
- Security Classification is the category indicating the highest acceptable security classification for the information contained on, in or integral to the medium being destroyed by the specified method.

The Security Classification is the approved level for which the equipment is approved to destroy the specified media. For paper, the security classification is indicated by the shredder “Type”:

a) Type II

Paper shredders that are approved for the destruction of information on paper that is classified Top Secret, Secret or Protected C under normal threat and risk conditions in Canada. Type II shredders are approved for information that is 12 point font or larger. Smaller font should be destroyed by Type II (level 6) shredders.

- **Type II (Level 6)** - This is a more secure sub-category of Type II shredder. Type II (Level 6) shredders are approved for information smaller than 12 point font and where a TRA recommends a higher degree of security (eg: outside Canada).
- **DIN levels** - Many shredders are manufactured in Germany, which uses a DIN standard with numerical security ratings. While the Type II (level 6) particle size corresponds to the DIN level 6 (and to the NSA high security shredder standard), all shredders must pass RCMP testing for SEG listing. In addition, only shredders that are sold and serviced by an authorized Canadian distributor providing dedicated service to the federal government qualify for listing in the SEG.
-

b) Type III

Paper shredders that are approved for the destruction of information on paper that is classified Confidential, Protected A and Protected B under normal threat and risk conditions in Canada.

c) Type IIIA and Type IIIB

Type III office shredders are further classified as Type IIIA General Office and Type IIIB (Bulk). The size requirement for each sub-classification takes into consideration the expected volume of chaff produced as higher volumes of chaff are correspondingly more difficult to reconstruct.

2.4 Paper Shredder Particle (Chaff) Size Requirements

SHREDDER TYPE	CHAFF SIZE
Type II	1 mm x 14.3 mm
Type II (level 6)	1mm x 5mm
Type III A:	2 mm x 15 mm
Type III B:	6 mm x 50 mm

2.5 Throughput Ratings for Office Shredders

Paper shredders are classified by “Type” and further differentiated by throughput rate as follows:

2.5.1 Type II and Type II (Level 6)

- **Low Throughput Rate:** less than 7 reams per hour of standard letter size 20 lb bond paper when processed at the maximum sheet capacity as established by RCMP testing.
- **Medium Throughput Rate:** between 7 and 12 reams per hour of standard letter size 20 lb bond paper when processed at the maximum sheet capacity as established by RCMP testing.
- **High Throughput Rate:** equal to or greater than 13 reams per hour of standard letter size 20 lb bond paper when processed at the maximum sheet capacity as established by RCMP testing.

2.5.2 Type IIIA

- **Low Throughput Rate:** less than 10 reams per hour of standard letter size 20 lb bond paper when processed at the maximum sheet capacity as established by RCMP testing
- **Medium Throughput Rate:** 10-15 reams per hour of standard letter size 20 lb bond paper when processed at the maximum sheet capacity as established by RCMP testing.
- **High Throughput Rate:** greater than 16 reams per hour of standard letter size 20 lb bond paper when processed at the maximum sheet capacity as established by RCMP testing.

2.5.3 Type IIIB

- Type IIIB shredders are approved for bulk destruction only and must have a **minimum throughput rate of 15 reams per hour** when processed at the maximum sheet capacity as established by RCMP testing.

2.6 Technical Evaluation

The RCMP technical evaluation for shredders includes a verification of chaff size, determination/ verification of feed rate and maximum (optimum) sheet capacity and verification of other factors that affect performance during testing. Throughput rate and sheet capacity are listed with equipment data for comparison purposes only. Factors that significantly affect safety or performance will constitute failure.

2.6.1 Noise levels

Noise levels during operation must not exceed 87 dB (A). Type IIIB shredders that exceed this level may be approved, but a note will be added to the SEG listing indicating that hearing protection may be required for extended exposure.

2.6.2 CSA Certification

The RCMP considers CSA certification to be a significant determinant of product safety and all shredders should be certified under CAN/CSA C22.2. In most cases, a cUL labelled motor will be acceptable for approval, but **the local Authority Having Jurisdiction (AHJ) may require additional safety certification before authorizing connection to electrical systems.** The RCMP cannot provide any assistance or advice concerning such certification. Manufacturers and distributors are responsible for compliance with Canadian electrical and safety regulations.

3. Testing

3.1 Scope

All office shredders must be tested by the RCMP authorized Canadian testing agency (currently La Relance Outaouais) to verify compliance with requirements of the RCMP *Destruction Equipment Test Standard* and qualify them for listing in the Security Equipment Guide (SEG).

3.2 Manufacturer's Responsibility

The manufacturer / authorized Canadian distributor is responsible to arrange with the authorized test agency for paiement, delivery, testing and return. Manufacturers or authorized representatives wishing to submit shredders for testing must contact the authorized testing agency directly to arrange for testing and to coordinate shipping/ receiving. Testing costs are set by the authorized test agency and are the Manufacturers' or authorized representatives' responsibility. The RCMP will not act as an intermediary in this process.

3.3 Listing Period

The review period is normally ten (10) years. The RCMP may require re-testing at the end of the review period. The RCMP may mandate re-testing at any time to investigate concerns.

3.4 Submission Information Requirements

The manufacturer or authorized distributor must provide proof to the authorized test agency that they are the original equipment manufacturer (OEM) or the authorized Canadian distributor with authority to submit equipment for testing on behalf of the manufacturer. Distributors who pay for testing are required to sign a declaration (form provided by the authorized test agency) signifying that they understand and accept that if the identical shredder is subsequently introduced under a different brand, the RCMP may approve the new machine on the basis of confirmed equivalency to a tested and approved machine. Distributors should address this possibility with their supplier / manufacturer – by having the manufacturer pay for all testing which would apply regardless of brand / distributor, or by reimbursing the distributor for testing costs should the machine be sold by a competitor under a different brand.

Documentation expected includes the 'CAGE' Code of the manufacturer, distribution licence or authority from the manufacturer to represent the manufacturer for the purposes of equipment testing. Authorized distributors must provide comprehensive after sales service and repair to all equipment marketed to the federal government as a condition of listing in the SEG. A 24-hour repair or temporary replacement policy is expected.

3.5 Representative Sample

The item submitted for testing must be a representative sample of standard production equipment, without special modification or adjustment. Cleaning and adjustments to bring the item to peak operating condition (as-new) are permissible before the test begins. No cleaning or adjustments are permissible at any time during the test. Automatic oilers are not used during testing unless a standard feature of the shredder.

3.6 Test Results and Notification

The test results are confidential and submitted to the RCMP Test Coordinator only. Upon review of the test results, the Test Coordinator will send the manufacturer/ authorized distributor a letter confirming that the tested item passed or failed and additional information as appropriate.

A copy of the letter will go to PWGSC/ ICPSSS (Industrial and Commercial Products and Standardization Services Sector) and the Canadian Industrial Security Directorate (CISD) of PWGSC.

Where the item is approved, the distributor may state in promotional material directed exclusively to government departments the security level and the supply arrangement number for which the item is approved and that it is listed in the Security Equipment Guide. The distributor may also include the URL for the SEG and refer authorized clients to the SEG for confirmation of approval and application guidance.

Where the item fails testing, the manufacturer/ distributor will be asked to ensure that promotional and product literature do not make any claim or inference that the item is approved. The term “Type” is specific to the RCMP test program and must not be used except when referring to approved paper shredders.

The use of the term “RCMP approved” is not permitted at any time.

(End of Page)

Appendix 2.0 Categories

(models # to be inserted at issuance of Supply arrangement)

Category 1: (i) Type II Low
(ii) Type II Medium
(iii) Type II High

Category 2: (i) Type II Level 6 Low
(ii) Type II Level 6 Medium
(iii) Type II Level 6 High

Category 3: (i) Type III A- Low
(ii) Type III A- Medium
(iii) Type III A- High

Category 4: (i) Type III B - 15 or more

When a shredder is approved at the Type II (Level 6) category, it is deemed to meet all requirements of the Type II category. As such, suppliers may submit a Type II (level 6) model for a Type II requirement.

When a shredder is approved at the throughput rate of high, it is deemed to meet the requirements of medium and low sub-categories. As such, suppliers may submit a high throughput rate model for medium and low requirements. A supplier may also submit a medium throughput rate model for low requirements.

Example

The client has a requirement for a Type II - Medium and received the following bid :
(please note that prices are for demonstration purposes only)

- 1) Type II - Medium for \$2300
- 2) Type II - Medium for \$2500
- 3) Type II level 6 - High for \$2295

Since the Type II level 6 - High meets all requirements of a Type II - Medium and is the lowest price, the contract would be awarded to supplier #3.

Annex “B” - Model Specifications

Appendix 1.B Models

All approved models of every Supply Arrangement (SA) holder will be listed in this appendix.

Both the throughput rate and the sheet capacity (in grey) are as determined by RCMP testing.

Category / Type		Category / Type	
Model		Model	
Nominal* Particle Size (inches)		Nominal* Particle Size (inches)	
Nominal* Particle Size (mm)		Nominal* Particle Size (mm)	
Feed Opening (inches)		Feed Opening (inches)	
Automatic oiler		Automatic oiler	
Automatic oiler compatible		Automatic oiler compatible	
Horsepower (hp)		Horsepower (hp)	
Motor Output (KW)		Motor Output (KW)	
Electrical requirements (volts)		Electrical requirements (volts)	
Dimensions (DxWxH)		Dimensions (DxWxH)	
Shipping Weights (lbs.)		Shipping Weights (lbs.)	
Throughput rate (reams/hr)		Throughput rate (reams/hr)	
Sheet Capacity (per feed)		Sheet Capacity (per feed)	

Category / Type		Category / Type	
Model		Model	
Nominal* Particle Size (inches)		Nominal* Particle Size (inches)	
Nominal* Particle Size (mm)		Nominal* Particle Size (mm)	
Feed Opening (inches)		Feed Opening (inches)	
Automatic oiler		Automatic oiler	
Automatic oiler compatible		Automatic oiler compatible	
Horsepower (hp)		Horsepower (hp)	
Motor Output (KW)		Motor Output (KW)	
Electrical requirements (volts)		Electrical requirements (volts)	
Dimensions (DxWxH)		Dimensions (DxWxH)	
Shipping Weights (lbs.)		Shipping Weights (lbs.)	
Throughput rate (reams/hr)		Throughput rate (reams/hr)	
Sheet Capacity (per feed)		Sheet Capacity (per feed)	

*Nominal: Shred size for the model

Solicitation No. - N° de l'invitation

E60HN-12SHRD/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hn460

Client Ref. No. - N° de réf. du client

E60HN-12SHRD

File No. - N° du dossier

hn460E60HN-12SHRD

CCC No./N° CCC - FMS No/ N° VME

Annex “C” - Supplier Information

Appendix 1.0 - Regional Point of Contact

Region: British Columbia

SA Holder:	
Sales:	
Name:	
Tel / Fax:	
Email:	
Service:	
Name:	
Tel / Fax:	
Email:	

Region: Prairies

SA Holder:	
Sales:	
Name:	
Tel / Fax:	
Email:	
Service:	
Name:	
Tel / Fax:	
Email:	

Region: Ontario (excluding NCR)

SA Holder:	
Sales:	
Name:	
Tel / Fax:	
Email:	
Service:	
Name:	
Tel / Fax:	
Email:	

Region: National Capital Region (NCR)

SA Holder:	
Sales:	
Name:	
Tel / Fax:	
Email:	
Service:	
Name:	
Tel / Fax:	
Email:	

Region: Québec

SA Holder:	
Sales:	
Name:	
Tel / Fax:	
Email:	
Service:	
Name:	
Tel / Fax:	
Email:	

Region: Maritimes

SA Holder:	
Sales:	
Name:	
Tel / Fax:	
Email:	
Service:	
Name:	
Tel / Fax:	
Email:	

E60HN-12SHRD/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hn460

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

E60HN-12SHRD

hn460E60HN-12SHRD

Appendix 2.0 - Supplier Models (in alphabetical order)

[illegible]

SA Number: _____

Department Name	Client Name	Order Number	Model	Qty	Unit Price	Date of Order (DD/MM/YY)	Value of Contract
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
Total of Quarterly Expenditures for all Contracts							\$

Annex "E" - Bid Solicitation Document

1. Security Requirement

There is no security requirement associated with the requirement.

2. Requirement

Requirement checklist

To be completed by the Client/User			To be completed by the Vendor Only models listed in Annex "B" may be offered.		
Qty	Shredder Type	Throughput Rate (reams/hr)	Shredder Model Number Offered	Shredder Unit Cost	Total Cost (Qty x Unit Cost)
	Type II	Low		\$	\$
	Type II	Medium			
	Type II	High		\$	\$
	Type II Level 6	Low		\$	\$
	Type II Level 6	Medium			
	Type II Level 6	High		\$	\$
	Type III A	Low		\$	\$
	Type III A	High		\$	\$
	Type III A	Very High		\$	\$
	Type III B	15 or more		\$	\$
Total: A					

Special Specifications:	Price
Example: Throughput rate of 12 reams/hr; Feed opening of 16", Automatic oiler, etc.	
Total: B	

Consumable: (may only be purchased with shredders. They cannot be purchase separately) Example: 1 box of 100 bags; 1 case of 12 bottles of 500ml of oil, shelf etc.	Price
Total: C	

Note: To prolong the life of the machine, it is highly recommended to use an automatic oiler and manufacturer approved oil.

Requested Delivery (YYYY/MM/DD)	Delivery Offered (YYYY/MM/DD)	Sub-total cost (A+B+C):	\$
		Installation required ___Y ___N	
		Delivery & Installation:	\$
		GST/HST:	\$
		Total Cost:	\$

Project Authority Name:		Organization:	
Destination:			
Telephone:		Facsimile:	
E-mail address:			
Invoice to be sent to:			

3. Standard Instructions, Clauses and Conditions

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 _____ (*insert the most recent date of the Standard Acquisition Clauses and Conditions (SACC) available at the following address:*

<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/rese-eng.jsp>) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

4. Submission of Bids

Bids must be submitted to the Identified User (IU) indicated in the bid solicitation, and in Article 4.1 of Annex "F" - Resulting Contract Clauses, by _____ (insert the time and date of closing).

5. Inquiries - Bid Solicitation

All Inquiries must be submitted to the IU no later than two (2) calendar days before the bid closing date. Inquiries received after that time may not be answered.

6. Evaluation Procedures

Bids received will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria specified below:

6.1 Technical Evaluation

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation. Suppliers may only bid products from Annex "B".

6.2 Financial Evaluation - Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, excluding the Goods and Services or Harmonized Sales Tax, DDP Delivered Duty Paid (destination), Incoterms 2000, including Canadian customs duties and excise taxes.

Delivery charges must appear on a separate line item in the bid.

6.3 Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price on an aggregate basis will be recommended for award of a contract.

7. Resulting Contract Clauses

Please refer to Annex "F" - Resulting Contract Clauses of the Supply Arrangement E60HN-12SHRD.

Annex "F"

Resulting Contract Clauses

1. Requirement (insert requirement as detailed in the solicitation document)

2. 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 (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada.

2.1 General Conditions

2029 _____ (*Insert the most recent date of the Standard Acquisition Clauses and Conditions (SACC) available at the following address: <http://sacc.pwgsc.gc.ca/sacc>*)
General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

2.2 SACC Manual Clauses

Sacc Reference	Section	Date
B1000T	Condition of Material	_____ (insert the date).

3. Term of Contract - Delivery Date

All the deliverables must be received on or before _____ (insert the date).

4. Authorities

4.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____

Department: _____

Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

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.

4.2 Project Authority

The Project Authority for the Contract is:

Name: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

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.

4.3 Contractor's Representative

Name: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

5. Payment

5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price of \$ _____ (insert the amount at contract award). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable. Delivery and installation costs must be identified as a separate line items on the invoice.

5.2 Limitation of Price

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.

5.3 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

- b) all such documents have been verified by Canada;
- c) the Work delivered has been accepted by Canada

6. 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.

7. Applicable Laws

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

8. Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and Delivered Duty Paid (DDP) _____ (insert the named place of destination) Incoterms 2000 for shipments from a commercial contractor.

Annex "G" - Test Results Sheets

Paper Shredder – Type II and Type II (Level 6)

File/ serial no. _____

RCMP TSB File no. GTO-2310-34-1

Shredder Model _____ **Serial #** _____

Ensure model name or number is exactly as it will be marketed

Submitted by: _____

Submitter is: Manufacturer _____ Master Distributor _____ Other _____

Letter of Authorization (if not manufacturer): _____

Date and File Number (if provided)

Acknowledgement form signed and submitted: _____

Submitted for testing as (check as appropriate):

Type II: 1mm x 14.3mm _____ or Type II (Level 6): 1mm x 5mm: _____

Claimed shred size (mm) _____ Actual (results average) _____

Claimed capacity: _____ Max sheet capacity as tested: _____

Throughput: sheets in 10 minutes _____ Reams per hour (rounded) _____

Throughput rating: High (≥ 7 reams / hr) _____ or Low (< 7 reams / hr) _____

Minimum 1 ream / hr

Feed slot width (in/ cm) _____

Power requirements: _____ Max sound (under load) (dBA) _____

Access panels/ doors safety switched: yes _____ no _____

Manufacturer's identification/ trade mark permanently marked: yes _____ no _____

CSA, UL or CE approved: yes _____ no _____

* Mandatory requirement (if not shown, request certification from the sponsor)

Instructions provided: yes _____ no _____ English and French: yes _____ no _____

Automatic Oiler: Standard _____ Optional _____ not avail _____

Recommendation: Pass _____ **or Fail** _____

Technician _____ Date Tested _____

The following testing steps are developed from the DNI-T test procedure and are to be performed by a technician who is familiar with all applicable laboratory procedures and equipment.

Examine machine for defects or indications of possible malfunction or damage during shipping.

OK _____ Not OK _____

If not OK, explain. Manufacturer should be contacted so that a replacement machine can be provided (or repairs made) - at manufacturer cost.

Record sound level with machine on, no load _____ dB(A)

Test machine at stated capacity (number of sheets).

There must be no undue strain on the machine during this test. No staples, paper clips or other fasteners are to be used. No. 7 bond office paper (75kg/m²) shall be used.

Stresses (stoppages, other unacceptable performance)
Sound level during shredding

OK _____ Not OK _____
_____ dB(A)

If not OK, explain. Manufacturer should be contacted so that a replacement machine can be provided (or repairs made) - at manufacturer cost.

Test a single sheet and compare Chaff against that produced at capacity
There should be no obvious Chaff size or quality variation.
Sound level during shredding

OK _____ Not OK _____
_____ dB(A)

If not OK, explain.

Generate Chaff by shredding a single sheet and then the stated (or test) capacity alternately until at least 100 mm³ (uncompressed) of Chaff is produced.

Randomize Chaff by hand and select ten (10) Chaff particles at random.

Examine and record each particle for size.

Minor thread projections beyond the body of the particle are to be ignored.

Note any particles that exceed the applicable standard by more than 10%:

Type II: 1 mm width x 14.3 mm length

Type II (Level 6): 1mm width x 5mm length

For each trial: two or more within 10% over, or any one >10% over = Recommend Fail.

Trial 1

1. _____ 2. _____ 3. _____ 4. _____ 5. _____
6. _____ 7. _____ 8. _____ 9. _____ 10. _____

Trial 2

1. _____ 2. _____ 3. _____ 4. _____ 5. _____
6. _____ 7. _____ 8. _____ 9. _____ 10. _____

Trial 3

1. _____ 2. _____ 3. _____ 4. _____ 5. _____
6. _____ 7. _____ 8. _____ 9. _____ 10. _____

Trial 4

1. _____ 2. _____ 3. _____ 4. _____ 5. _____
6. _____ 7. _____ 8. _____ 9. _____ 10. _____

Trial 5

1. _____ 2. _____ 3. _____ 4. _____ 5. _____
6. _____ 7. _____ 8. _____ 9. _____ 10. _____

Solicitation No. - N° de l'invitation
E60HN-12SHRD/A
Client Ref. No. - N° de réf du client
E60HN-12SHRD

Amd. No. - N° de la modif.
File No. - N° du dossier
hn460E60HN-12SHRD

Buyer ID - Id de l'acheteur
hn460
CCC No./ N° CCC - FMS No./ N° VME

Test Certification/ Summary

Recommend the overall test as a pass or fail and summarize reasons if failed.

Noise level: (TB Std 3-12: 87 dB(A) Maximum allowed)

Pass ____ Fail ____

Chaff size requirements (length and width)

Pass ____ Fail ____

The tested equipment (select)

passed ____

failed ____

the RCMP Test Standard DNI-T for (select)

Type II ____

Type II (Level 6) ____

paper Shredders according to the overall results of the tests.

Technician: _____

Date _____

Signature

Comments:

Paper Shredder - Type IIIA

File/ serial no. _____ RCMP TSB File no. GTO-2310-34-1

Date Tested _____

Technician _____ Signature _____
Print

Manufacturer _____

Submitted by: Manufacturer _____ Distributor _____
Name

Letter of Authorization (if not manufacturer): _____

Date and File Number (if provided)

Shredder Model _____ Serial # _____

Feed slot width (in/ cm) _____ Claimed shred size (mm) _____

Max sheet capacity as tested: _____ Claimed capacity: _____

Throughput: sheets in 10 minutes _____ Reams per hour (rounded) _____

Capacity: Low (<10 reams/min) _____ High(10-15 reams/min) _____ Very High(>15 reams/min) _____

(Must be at least 1 ream/min)

Power requirements: _____ Max sound (under load) (dBA) _____

Access panels/ doors safety switched: yes _____ no _____

Manufacturer's identification/ trade mark permanently marked: yes _____ no _____

CSA, UL or CE approved: yes _____ no _____

* Mandatory requirement (if not shown, request certification from the sponsor)

Instructions provided: yes _____ no _____

Instructions in English and French: yes _____ no _____

Automatic Oiler Standard _____ Optional _____ not avail _____

Recommendation: Pass _____ or Fail _____ as Type IIIA Shredder

Comments:

The following testing steps are developed from the DNI-T test procedure and are to be performed by a technician who is familiar with all applicable laboratory procedures and equipment.

Examine machine for defects or indications of possible malfunction
or damage during shipping.

OK / Not OK

If not OK, explain. Manufacturer should be contacted so that a replacement
machine can be provided (or repairs made) - at manufacturer cost.

Record sound level with machine on, no load _____ dB(A)

Test machine at stated capacity (number of sheets).

There must be no undue strain on the machine during this test. No staples, paper clips or other
fasteners are to be used. No. 7 bond office paper (75g/m²) shall be used.

Stresses (stoppages, other unacceptable performance)
Sound level during shredding

OK / Not OK
_____ dB(A)

If not OK, explain. Manufacturer should be contacted so that a replacement machine can be provided (or repairs made) - at manufacturer cost.

Test a single sheet and compare Chaff against that produced at capacity.

There should be no readily discernible Chaff size or quality variation.

OK / Not OK
_____ dB(A)

Sound level during shredding

If not OK, explain.

Generate Chaff by shredding a single sheet and then the stated (or test) capacity alternately until at least 100 mm³ (uncompressed) of Chaff is produced.

Randomize Chaff by hand and select ten (10) Chaff particles at random.

Examine and record each particle for size.

Minor thread projections beyond the body of the particle are to be ignored.

Note any particles that exceed the standard: 2 mm width x 15 mm length by more than 10%.

For each trial: two or more within 10% over, or any one >10% over = Recommend Fail.

Trial 1

1. _____ 2. _____ 3. _____ 4. _____ 5. _____
6. _____ 7. _____ 8. _____ 9. _____ 10. _____

Trial 2

1. _____ 2. _____ 3. _____ 4. _____ 5. _____
6. _____ 7. _____ 8. _____ 9. _____ 10. _____

Trial 3

1. _____ 2. _____ 3. _____ 4. _____ 5. _____
6. _____ 7. _____ 8. _____ 9. _____ 10. _____

Trial 4

1. _____ 2. _____ 3. _____ 4. _____ 5. _____
6. _____ 7. _____ 8. _____ 9. _____ 10. _____

Trial 5

1. _____ 2. _____ 3. _____ 4. _____ 5. _____
6. _____ 7. _____ 8. _____ 9. _____ 10. _____

Solicitation No. - N° de l'invitation
E60HN-12SHRD/A
Client Ref. No. - N° de réf du client
E60HN-12SHRD

Amd. No. - N° de la modif.
File No. - N° du dossier
hn460E60HN-12SHRD

Buyer ID - Id de l'acheteur
hn460
CCC No./ N° CCC - FMS No./ N° VME

Test Certification/ Summary

Recommend the overall test as a pass or fail and summarize reasons if failed.

Noise level: (TB Std 3-12: 87 dB(A) Maximum allowed) Pass/ Fail

Chaff size requirement: 2 mm width (Max) and 15 mm length (Max) Pass/ Fail

Comments:

The tested equipment passed/ failed the RCMP Test Standard DNI-T for Type IIIA paper Shredders according to the overall results of the tests.

Technician: _____
Signature

Date _____

Comments:

Paper Shredder - Type IIIB

File/ serial no. _____ RCMP File no. GTO-2310-34-1
Date Tested _____
Technician _____ Signature _____
Print
Manufacturer _____
Submitted by: Manufacturer _____ Distributor _____
Name

Letter of Authorization (if not manufacturer): _____

Shredder Model _____ Date and File Number (if provided) _____
Serial # _____

Feed slot width (in/ cm) _____ Claimed shred size (mm) _____

Max sheet capacity as tested: _____ Claimed capacity: _____

Throughput: sheets in 10 minutes _____ Reams per hour (rounded) _____

Type IIB must be capable of destroying at least 15 Reams per hour.

Where an automatic feeder is used, the machine shall be tested with the feeder to determine throughput rate. The maximum capacity of the feeder shall be noted. There must not be any significant stoppages or jamming.

Throughput by feeder (Reams per hour) _____ Feeder capacity (sheets) _____

Power requirements: _____ Max sound (under load) (dBA) _____

Access panels/ doors safety switched: yes _____ no _____

Manufacturer's identification/ trade mark permanently marked: yes _____ no _____

CSA, UL or CE approved: yes _____ no _____

* Mandatory requirement (if not shown, request certification from the sponsor)

Instructions provided: yes _____ no _____ English and French: yes _____ no _____

Automatic Oiler Standard _____ Optional _____ not avail _____

Recommendation: Pass _____ or Fail _____ as Type IIIB Shredder

Comments:

The following testing steps are developed from the DNI -T test procedure and are to be performed by a technician who is familiar with all applicable laboratory procedures and equipment.

Examine machine for defects or indications of possible malfunction
or damage during shipping.

OK / Not OK

If not OK, contact manufacturer so that a replacement machine can be provided (or adjustments made) – for one (only) re-test.

Test machine at stated (or determined) capacity (number of sheets).

There must be no undue strain on the machine during this test. No staples, paper clips or other fasteners are to be used.

Note any stresses (stoppages, other unacceptable performance)

OK / Not OK

Sound level during shredding (max capacity)

_____ dB(A)

If not OK, explain. Manufacturer should be contacted so that a replacement machine can be provided (or repairs made) - at manufacturer cost.

Test a single sheet and compare Chaff against that produced at capacity

There should be no readily discernible Chaff size or quality variation.

OK / Not OK

Staples, etc

Where manufacturer claims the machine can handle paper clips and staples, perform a separate 2 minute test with increasing numbers of sheets (up to the max limit if possible) stapled together (2 sheets stapled for 2 minutes, 3 sheets stapled for 2 minutes, etc). Repeat with paper clips if also accepted by the machine. Note problems and limit of good performance.

Max number of stapled sheets that can be accepted at once: _____

Max number of stapled sheets that can be accepted at once: _____

Max number of paper-clipped sheets that can be accepted at once: _____

Max number of paper-clipped sheets that can be accepted at once: _____

Generate Chaff by shredding a single sheet and then the stated (or test) capacity alternately until at least 100 mm³ (uncompressed) of Chaff is produced.

Randomize Chaff by hand and select ten (10) Chaff particles at random

Examine and record each particle for size.

Minor thread projections beyond the body of the particle are to be ignored.

Note any particles that exceed the standard: **6 mm width x 50 mm length** by more than 10%.

For each trial: two or more within 20% over, or any one >20% over = Recommend Fail.

Trial 1

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

6. _____ 7. _____ 8. _____ 9. _____ 10. _____

Trial 2

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

6. _____ 7. _____ 8. _____ 9. _____ 10. _____

Trial 3

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

6. _____ 7. _____ 8. _____ 9. _____ 10. _____

Trial 4

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

6. _____ 7. _____ 8. _____ 9. _____ 10. _____

Trial 5

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

6. _____ 7. _____ 8. _____ 9. _____ 10. _____

Solicitation No. - N° de l'invitation
E60HN-12SHRD/A
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E60HN-12SHRD

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File No. - N° du dossier
hn460E60HN-12SHRD

Buyer ID - Id de l'acheteur
hn460
CCC No./ N° CCC - FMS No./ N° VME

Test Certification/ Summary

Recommend the overall test as a pass or fail and summarize reasons if failed.

Noise level: Noise level is noted, but is not a pass/ fail criterion.

Chaff size requirement: 6 mm width (Max) and 50 mm length (Max) Pass/ Fail

Comments:

The tested equipment passed/ failed the RCMP Test Standard DNI-T for Type IIIB paper Shredders according to the overall results of the tests.

Technician: _____

Signature

Date _____

Comments:

Annex “H” Environmental Attributes

The purpose of this questionnaire is to assist the Government of Canada (GoC) in understanding the industry's progress in greening its supply chain and operations.

Canada is committed to greening its supply chain. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. Assessing the environmental impact of a product or service involves considering the whole life cycle of the product or service, from the extraction of the raw material to its disposition at the end of its useful life.

GoC wants to understand how the industry has progressed in greening its own supply chain and operations and the goods and services it provides. Upcoming bid solicitations may include evaluation criteria (either mandatory or rated) or contractual requirements related to the environment and GoC is currently gathering information so that it can consider appropriate environmental evaluation criteria and/or contractual requirements for future procurements.

Questionnaire

Please fill out the questionnaire on the following pages and return it with your bid.

	Yes	No	Expected Completion Date	Additional Comments
General Environmental Considerations Required for All Services				
Invoices, correspondence and/or draft reports are sent and processed electronically				
Uses electronic signatures to reduce paper consumption				
Paper is certified as originating from a sustainably managed forest and/or has a minimum of 30% recycled content				
Travel policy includes environmental considerations (e.g. Statement of preference for travel type that minimizes environmental impact including use of hybrid vehicles and environmentally preferable fuels).				

	Yes	No	Expected Completion Date	Additional Comments
Supplier Environmental Attributes				
Policies and Programs				
Environmental management policies and practices				
Effective waste disposal programs				
Action programs and performance measurements in place to address major environmental impacts associated with service delivery. If yes, please provide examples.				
Regularly reporting on greenhouse gas emissions. If yes, please provide sample report.				
Regular completion of waste audits				
ISO 14001 certification or an equivalent (please specify) that indicates certification of supplier process				
	Yes	No	In progress (% completed)	Additional Comments
Supplier Operations when delivering a Service				
Travel (if applicable)				
Minimization of travel during service delivery (e.g. via use of video/telephone conferencing and/or use of local employees)				
Accommodation preference for green-rated hotels, where value for money is demonstrated				
	Yes	No	In progress (% completed)	Additional Comments
Specification relating to goods and equipment used in delivery of Service				
Energy Star qualified products such as Office Equipment, Lighting, Products, HVAC Equipment, Consumer Electronics, Appliances, etc. (Note: For complete list of Energy Star qualified products and information and tools.				
Packaging (if applicable)				
Reduction of packing material. Specify.				
Recycled material used in packaging. Specify %.				
Supplier has take-back programs for packaging.				
Reduction/elimination of toxic material in packaging				