

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving
PWGSC
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5
Bid Fax: (905) 615-2095**

**Request For a Standing Offer
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

**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
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

Title - Sujet Photocopying Services	
Solicitation No. - N° de l'invitation 19150-110197/A	Date 2012-06-11
Client Reference No. - N° de référence du client 19150-110197	GETS Ref. No. - N° de réf. de SEAG PW-\$TOR-014-5947
File No. - N° de dossier TOR-1-34536 (014)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-07-03	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
Delivery Required - Livraison exigée	
Address Enquiries to: - Adresser toutes questions à: Grozdanovski, Tase	Buyer Id - Id de l'acheteur tor014
Telephone No. - N° de téléphone (905)615-2080 ()	FAX No. - N° de FAX (905)615-2060
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Department of Justice 130 King Street West, Ste. 3400 Toronto, ON M5X 1K6	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes 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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19150-110197/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

tor014

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

19150-110197

File No. - N° du dossier

TOR-1-34536

CCC No./N° CCC - FMS No/ N° VME

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
 - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

2. Summary

The Department of Justice and Public Prosecution Service Canada located in Toronto, Ontario have a requirement for photocopying services, including digital/analog copy services, tabbing, bindery services and colour copy service on an "as and when requested basis". Pick up and delivery of photocopying must be within a two hour to twenty-four hour time frame, seven days a week.

The period for Standing Offer is from Standing Offer award for a period of 1 year, with an option to extend the Standing Offer by two additional 1 year periods.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

The requirement is limited to Canadian services.

3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

4. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2011-05-16) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: ninety (90) days

2. Submission of Offers

Offers 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 Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

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

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (2 hard copies)

Section II: Financial Offer (2 hard copies)

Section III: Certifications (1 hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (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 Standing Offers.

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

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment.

Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____
Master Card _____

- (b) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1 Financial Evaluation

1.1.1 The Bidder must complete and submit with it's bid, Annex B - Basis of Payment.

1.1.2 The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded.

1.1.3 The price used for evaluation will be calculated as follows:

Offers meeting all mandatory criteria will be evaluated on an aggregate cost basis for 10 typical sample printing jobs and duplicating of the cd's, dvd's and VHS videos for three years. PWGSC will calculate the aggregate price of the 10 typical sample printing jobs and the costs of duplicating of the cd's, dvd's and VHS videos by using the firm unit prices proposed by the Offeror in Annex B.

2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

It is anticipated that a maximum of two Standing Offers will be issued. The total estimated requirement is \$3,000,000.00 for three years. The values of the two Standing Offers will be calculated on the basis of the largest Standing Offer being issued to the lowest priced responsive Offer based on the aggregate cost of the 10 typical jobs as described in Article 1.1.3 above. The second Standing Offer will be calculated on the basis of the percentage by which the price exceeds the lowest priced Offer. The responsive Offer with the lowest percentage difference will be issued the second Standing Offer.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

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

1. Certifications Precedent to Issuance of a Standing Offer

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

1.1 Federal Contractors Program - Certification

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 the issuance of a standing offer. If the Offeror, or, if the Offeror 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 issuance of a standing offer.

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 offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Offeror 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 Offeror 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 Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror 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;

(d) () is subject to 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

1.2 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, offerors 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, in the context of the fee abatement formula, 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

Is the Offeror a FPS in receipt of a pension as defined above? YES () NO ()

If so, the Offeror must provide the following information:

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

Work Force Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Offeror 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.

Certification

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete

1.3 Canadian Content Certification

1.3.1. SACC Manual clause A3050T (2010-01-11) Canadian Content Definition.

1.3.2. A3055T Canadian Content Certification (2010-01-11)

This procurement is limited to Canadian services. The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause A3050T

PART 6 - SECURITY AND INSURANCE REQUIREMENTS

1. Security Requirement

1. At the Request for Standing Offers closing date, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
- (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicate in Part 7A - Standing Offer;
- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

2. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

2. Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex D.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

- 1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

2. Security Requirement

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, with approved Document Safeguarding at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by the CISD, PWGSC.
3. The Contractor/Offeror MUST NOT utilize its Information Technology systems to electronically process, produce or store any sensitive CLASSIFIED information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of SECRET.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List, attached at Annex C;
 - (b) *Industrial Security Manual* (Latest Edition).

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the <http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp> Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

2005 (2012-03-02) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases paid for by a Government of Canada Acquisition Card.

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

The data must be submitted on a "quarterly basis" to the Standing Offer Authority.

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.

The data must be submitted to the Standing Offer Authority no later than 30 calendar days after the end of the reporting period.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from _____ to _____.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional _____ period, from _____ to _____ under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority _____ days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Tase Grozdanovski
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Ontario Region
33 City Centre Dr., Ste. 480
Mississauga, ON
L5B 2N5

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

The Project Authority for the Standing Offer is: (To be provided at time of award)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

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Buyer ID - Id de l'acheteur

tor014

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

19150-110197

File No. - N° du dossier

TOR-1-34536

CCC No./N° CCC - FMS No/ N° VME

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.3 Offeror's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: (To be provided at time of award).

7. Call-Up Procedures

The Designated User(s) will provide the Offeror with a Requisition "Call-up Against a Standing Offer" PWGSC-TPSGC 942, specifying the specific requirements against the Standing Offer.

Each Standing Offer will be assigned specific units within Department of Justice and Public Prosecution for which call-ups will be issued. The assigning of units and financial limitation will be dependant upon the results of the financial evaluation.

8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer, or electronic document.

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

10. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

11. 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2011-05-16), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2011-05-16) General Conditions - Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) the Offeror's offer _____ (*insert date of offer*),

12. Certifications

12.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

12.2 SACC Manual Clauses

SACC Manual clause M3060C (2008-05-12) Canadian Content Certification

13. Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2010C (2011-05-16), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of 2010C (2011-05-16), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

3. Term of Contract

3.1 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

4. Payment

4.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$_____ (insert the amount at contract award). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable

4.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

(a) when it is 75 percent committed, or

(b) four (4) months before the contract expiry date, or

(c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

4.3 Multiple Payments

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

4.4 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department

4.5 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

5. 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.

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the release document and any other documents as specified in the Contract;
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

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.

6. Insurance

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX "A"**STATEMENT OF WORK**

The Department of Justice and Public Prosecution Service Canada have a requirement for photocopying services, including digital/analog copy services; colour, basic black and white high-speed duplicating; duplicating and supplying CDs, DVDs and VHS videos; full colour laser printing; tabbing; and bindery services, as detailed herein, on an "as and when" requested basis. The materials supplied for photocopying range from legal documents, legal cases from printed material, boxes of materials of various sizes and shapes. The work requires removal and replacement of post-it notes, staples and other bindings from all materials within the requested timeframe. The duplicating equipment must be high speed and have a production volume of 90 copies per minute with the ability to staple (side and corners), tab and cover insertion on-line, and have the capacity of producing a minimum of 100,000 impressions per day (24 hour period). Paper must be white, 20lb. bond, 100% recyclable. Cover Stock must be 90 lb. index, 50% recyclable, 20% post-consumer waste, in the following colours: blue, mint green, emerald green, ivory, red, gray, purple, yellow, burgundy, golden rod, white, and clear. Tabs must be Dye and Durham.

Turnaround Time

Services are to be provided "as and when" requested within a 2 hour to 24 hour time frame, 7 days a week, including pick-up and delivery. Pick-up and delivery of printing jobs shall be requested by the Department of Justice and the Public Prosecution Service Canada offices located at one or both of the following addresses:

The Exchange Tower
130 King Street West, Suite 3400
Toronto, Ontario
M5X 1K6

Toronto Courthouse
60 Queen Street West, Third Floor
Toronto, Ontario
M5H 2M4

Print Quality

The Contractor must perform the Work in accordance with the quality requirements described in the document "Quality Levels for Printing," available on the following Website:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/guides/index-eng.html>

Quality Levels for Colour

The Contractor must perform the Work in accordance with the quality requirements described in the document "Quality Level for Colour Reproduction," available on the following Website:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/guides/index-eng.html>

Quality Levels for Binding

The Contractor must perform the Work in accordance with the quality requirements described in the document "Quality Levels for Binding," available on the following Website:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/guides/index-eng.html>

Overruns/Underruns

Overruns or underruns will not be accepted.

Solicitation No. - N° de l'invitation

19150-110197/A

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-1-34536

Buyer ID - Id de l'acheteur

tor014

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

19150-110197

CCC No./N° CCC - FMS No/ N° VME

Packaging and Shipping

Packaging and shipping is to be in accordance with the industry standard for the applicable items in order to ensure their safe arrival at destination. All items shall remain the responsibility of the Contractor until delivered and accepted by the Designated User. Costs associated with damage in transit to the destination will be borne by the Contractor.

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19150-110197/A

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

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tor014

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ANNEX "B"

BASIS OF PAYMENT

Please see attached.

Solicitation No. - N° de l'invitation

19150-110197/A

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-1-34536

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tor014

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19150-110197

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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

Please see attached.

ANNEX "D"**INSURANCE REQUIREMENTS****1.0 Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

A. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

B. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

C. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

D. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

E. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

F. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

G. Employees and, if applicable, Volunteers must be included as Additional Insured.

H. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

I. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

J. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

K. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

L. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

M. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

N. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.

O. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

2.0 All Risk in Transit Insurance

1. The Contractor must obtain on the Government's Property, and maintain in force throughout the duration of the Contract, All Risk Property in Transit insurance coverage for all applicable conveyances while under its care, custody or control, in an amount of not less than \$40,000.00 per shipment. Government Property must be insured on Replacement Cost (new) basis.

2. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.

3. The All Risk Property in Transit insurance must include the following:

A. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of any policy cancellation.

B. Loss Payee: Canada as its interest appears or as it may direct.

C. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of Justice and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

3.0 Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.

2. The policy must include the following:

A. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence

B. Accident Benefits - all jurisdictional statutes

C. Uninsured Motorist Protection

D. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

ANNEX B - BASIS OF PAYMENT

The firm unit prices must be an all inclusive price in Canadian funds including Canadian customs duties, excise taxes, F.O.B. Destination, including all pickup and delivery charges. The total amount of Harmonized Sales Tax is to be shown separately, if applicable. Work performed in an "as and when requested" basis shall be calculated in accordance with the following:

FIRM UNIT PRICES FOR THE STANDING OFFER PERIOD: FROM DATE OF STANDING OFFER

DIGITAL/ANALOG COPY SERVICES			
8.5 X 11		U OF I	UNIT PRICE
1	COPY-1S-FLAT FORM 20LB BOND INCLUDED	EA	
2	COPY-1S-PAPER-GATHER INCLUDED,20LB BOND	EA	
3	COPY-2S-FLAT FORM 20LB BOND INCLUDED	EA	COST FOR ONE 2S SHEET
4	COPY-2S-PAPER-GATHER INCLUDED 20LB BOND	EA	COST FOR ONE 2S SHEET
5	ADDITIONAL COST FOR COLOR PAPER,20lb	EA	ADD ON COST TO WHITE BOND
6	ADD'L COST-COVER STOCK,8PT-INDEX, WHITE	EA	ADD ON COST TO WHITE BOND
7	ADD'L COST-COVER STOCK,8PT-INDEX, COLOUR	EA	ADD ON COST TO WHITE BOND
8	COPIES FROM A CASE BOUND BOOK	EA	LEGAL VOLUMES OR TO MAKE AN ORIGINAL OFF THE GLASS
DYE & DURHAM OR EQUIV. INDEX TABS, NUMBERED, BUFF			
9	Quantity 1 Tab (if not selling by sets)	EA	TIMES ACTUAL USE
10	1 TO 10	SET	NOTE: THE COST OF THE TABS
11	1 TO 15	SET	DO NOT INCLUDE THE MANUAL
12	1 TO 25	SET	INSERTING WHICH IS LISTED
13	1 TO 50	SET	UNDER "BINDERY".
14	1 TO 75	SET	
15	1 TO 100	SET	
16	101 TO 125	SET	
17	SETS OF 25 FROM 126 UP	SET	
18	SETS OF 100 TABS, IE: 1 TO 100	SET	
19	ALPHA - A TO Z	SET	
20	ADVERTISED PRICE LIST +/- A %	%	FOR ADD'L CATALOGUED TABS
8.5 X 14			
21	COPY-1S-FLAT FORM 20LB BOND INCLUDED	EA	
22	COPY-1S-PAPER-GATHER INCLUDED	EA	SAME AS ABOVE FOR THE
23	COPY-2S-FLAT FORM 20LB BOND INCLUDED	EA	8.5"X14" CATEGORY
24	COPY-2S-PAPER-GATHER INCLUDED	EA	INCLUDING TAB NOTE
25	ADDITIONAL COST FOR COLOR PAPER,20lb	EA	
26	ADD'L COST-COVER STOCK,8PT-INDEX,WHITE	EA	
27	ADD'L COST-COVER STOCK,8PT-INDEX,COLOUR	EA	
DYE & DURHAM OR EQUIV. INDEX TABS, NUMBERED, BUFF			
28	Quantity 1 Tab (if not selling by sets)	EA	TIMES ACTUAL USE
29	1 TO 10	SET	
30	1 TO 15	SET	
31	1 TO 25	SET	
32	1 TO 50	SET	
33	1 TO 75	SET	
34	1 TO 100	SET	
35	101 TO 125	SET	
36	SETS OF 25 FROM 126 UP	SET	
37	SETS OF 100 TABS, IE: 1 TO 100	SET	
38	ALPHA - A TO Z	SET	
39	ADVERTISED PRICE LIST +/- A %	%	

BINDERY SERVICES			
CERLOX PUNCH (LOAD INCL. STRIP, 19 RING)			
SHEETS INCLUDE F&B COVERS, BL OR WH. STRIP			
40	45 SHEETS - 5/16" CAPACITY	BK	
41	60 SHEETS - 3/8" CAPACITY	BK	
42	70 SHEETS - 7/16" CAPACITY	BK	
43	85 SHEETS - 1/2" CAPACITY	BK	
44	98 SHEETS - 9/16" CAPACITY	BK	
45	112 SHEETS - 5/8" CAPACITY	BK	
46	130 SHEETS - 3/4" CAPACITY	BK	
47	155 SHEETS - 7/8" CAPACITY	BK	
48	175 SHEETS - 1" CAPACITY	BK	
49	220 SHEETS - 1 1/8" CAPACITY	BK	
50	255 SHEETS - 1 1/4" CAPACITY	BK	
51	300 SHEETS - 1 1/2" CAPACITY	BK	
52	375 SHEETS - 1 3/4" CAPACITY	BK	
53	425 SHEETS - 2" CAPACITY	BK	
AS ABOVE, 24 RING FOR 14" REQUIREMENTS			
54	45 SHEETS - 5/16" CAPACITY	BK	
55	60 SHEETS - 3/8" CAPACITY	BK	
56	70 SHEETS - 7/16" CAPACITY	BK	
57	85 SHEETS - 1/2" CAPACITY	BK	
58	98 SHEETS - 9/16" CAPACITY	BK	
59	112 SHEETS - 5/8" CAPACITY	BK	
60	130 SHEETS - 3/4" CAPACITY	BK	
61	155 SHEETS - 7/8" CAPACITY	BK	
62	175 SHEETS - 1" CAPACITY	BK	
63	220 SHEETS - 1 1/8" CAPACITY	BK	
64	255 SHEETS - 1 1/4" CAPACITY	BK	
65	300 SHEETS - 1 1/2" CAPACITY	BK	
66	375 SHEETS - 1 3/4" CAPACITY	BK	
67	425 SHEETS - 2" CAPACITY	BK	
3 RING BINDERS/BL OR WH, CLEAR VIEW POCKETS			
INCLUDES LOADING TEXT/COVER & SPINE			
68	1/2 " CAPACITY - 11"	EA	
69	1" CAPACITY - 11"	EA	
70	1 1/2" CAPACITY - 11"	EA	
71	2" CAPACITY - 11"	EA	
72	2 1/2" CAPACITY - 11"	EA	
73	3" CAPACITY - 11"	EA	
74	1/2 " CAPACITY - 14"	EA	
75	1" CAPACITY - 14"	EA	
76	1 1/2" CAPACITY - 14"	EA	
77	2" CAPACITY - 14"	EA	
78	2 1/2" CAPACITY - 14"	EA	
79	3" CAPACITY - 14"	EA	
80	INSERTING TABS, MANUALLY	C	PRO-RATED TO ACTUAL USE
81	STAPLE - ON LINE (x 2 for side and saddle)	EA	
82	GATHERING/COLLATING/ASSEMBLING (OFF LINE)	M	
83	STAPLE - OFF LINE (x 2 for side and saddle)	EA	
84	BANDING, PAPER OR ELASTIC	EA	
85	DRILLING - 3 HOLE 5/16" DIAMETER - 11" STOCK	M	
86	DRILLING - 4 HOLE 5/16" DIAMETER - 14" STOCK	M	
87	FOLD-LETTER/2 PARALLEL-11X17 MAX.	C	
88	CUTTING - finished pieces	M	PRO-RATED TO ACTUAL PIECES
89	PADDING, including pulp board and cutting appart	EA	
90	SHRINK-WRAP	EA	
91	PARCEL - Kraft Wrap	EA	
92	BOX AND LABEL	EA	

COLOR COPY SERVICE			
93	FILE RIP CHARGE (COLOR)	EA	
8.5" X 11"			
94	COPY 1S - 20lb BOND	EA	
95	COPY 1S - 50LB OFFSET	EA	
96	COPY 1S - 8PT COVER	EA	
97	COPY 1S - 10PT COVER	EA	
98	COPY 2S - 20LB BOND	EA	
99	COPY 2S - 50LB OFFSET	EA	
100	COPY 2S - 8PT COVER	EA	
101	ACETATE FRONT COVER (includes hand assembly)	EA	
102	TRANSPARENCIES, REMOVABLE STRIP	EA	
8.5" X 14"			
103	COPY 1S - 20lb BOND	EA	
104	COPY 1S - 50LB OFFSET	EA	
105	COPY 1S - 8PT COVER	EA	
106	COPY 1S - 10PT COVER	EA	
107	COPY 2S - 20LB	EA	
108	COPY 2S - 50LB OFFSET	EA	
109	COPY 2S - 8PT COVER	EA	
110	ACETATE FRONT COVER (includes hand assembly)	EA	
11" X 17"			
111	COPY 1S - 20lb BOND	EA	
112	COPY 1S - 50LB OFFSET	EA	
113	COPY 1S - 8PT COVER	EA	
114	COPY 1S - 10PT COVER	EA	
115	COPY 2S - 20LB BOND	EA	
116	COPY 2S - 50LB OFFSET	EA	
117	COPY 2S - 8PT COVER	EA	
118	ACETATE FRONT COVER (includes hand assembly)		
Miscellaneous			
119	Hourly General Labour Rate	HR	
120	Manual Page Numbering of the original document	EA	
121	Digital Page Numbering of working copy	EA	
122	Duplicating and supplying of C.D.'s	EA	
123	Duplicating and supplying of D.V.D.'s	EA	
124	Duplicating and supplying of VHS Videos	EA	
	Printing from Digital Media		
125	8.5x11, Colour, 1 file format	EA	
126	8.5x11, Colour, 2-4 file formats	EA	
127	8.5x11, Colour, 5 or more formats	EA	
128	8.5x14, Colour, 1 file format	EA	
129	8.5x14, Colour, 2-4 formats	EA	
130	8.5x14, Colour, 5 or more formats	EA	
131	8.5x11, Black&White, 1 file format	EA	
132	8.5x11, Black&White, 2-4 file formats	EA	
133	8.5x11, Black&White, 5 or more formats	EA	
134	8.5x14, Black&White, 1 file format	EA	
135	8.5x14, Black&White, 2-4 file formats	EA	
136	8.5x14, Black&White, 5 or more formats	EA	
			TOTAL

PLEASE NOTE THAT ITEMS 1 THROUGH 67 COMPRISE 90% OF THE WORK AND ITEMS 68 THROUGH 136 COMPRISE 10% OF THE REQUESTED WORK.

FIRM UNIT PRICES FOR OPTIONAL STANDING OFFER PERIOD : YEAR 2

DIGITAL/ANALOG COPY SERVICES			
8.5 X 11			
	U OF I	UNIT PRICE	
1	COPY-1S-FLAT FORM 20LB BOND INCLUDED	EA	
2	COPY-1S-PAPER-GATHER INCLUDED,20LB BOND	EA	
3	COPY-2S-FLAT FORM 20LB BOND INCLUDED	EA	COST FOR ONE 2S SHEET
4	COPY-2S-PAPER-GATHER INCLUDED 20LB BOND	EA	COST FOR ONE 2S SHEET
5	ADDITIONAL COST FOR COLOR PAPER,20lb	EA	ADD ON COST TO WHITE BOND
6	ADD'L COST-COVER STOCK,8PT-INDEX, WHITE	EA	ADD ON COST TO WHITE BOND
7	ADD'L COST-COVER STOCK,8PT-INDEX, COLOUR	EA	ADD ON COST TO WHITE BOND
8	COPIES FROM A CASE BOUND BOOK	EA	LEGAL VOLUMES OR TO MAKE AN ORIGINAL OFF THE GLASS
DYE & DURHAM OR EQUIV. INDEX TABS, NUMBERED, BUFF			
9	Quantity 1 Tab (if not selling by sets)	EA	TIMES ACTUAL USE
10	1 TO 10	SET	NOTE: THE COST OF THE TABS
11	1 TO 15	SET	DO NOT INCLUDE THE MANUAL
12	1 TO 25	SET	INSERTING WHICH IS LISTED
13	1 TO 50	SET	UNDER "BINDERY".
14	1 TO 75	SET	
15	1 TO 100	SET	
16	101 TO 125	SET	
17	SETS OF 25 FROM 126 UP	SET	
18	SETS OF 100 TABS, IE: 1 TO 100	SET	
19	ALPHA - A TO Z	SET	
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23	COPY-2S-FLAT FORM 20LB BOND INCLUDED	EA	8.5"X14" CATEGORY
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30	1 TO 15	SET	
31	1 TO 25	SET	
32	1 TO 50	SET	
33	1 TO 75	SET	
34	1 TO 100	SET	
35	101 TO 125	SET	
36	SETS OF 25 FROM 126 UP	SET	
37	SETS OF 100 TABS, IE: 1 TO 100	SET	
38	ALPHA - A TO Z	SET	
39	ADVERTISED PRICE LIST +/- A %	%	

BINDERY SERVICES			
CERLOX PUNCH \LOAD INCL. STRIP,19 RING			
SHEETS INCLUDE F&B COVERS,BL OR WH.STRIP			
40	45 SHEETS - 5/16" CAPACITY	BK	
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42	70 SHEETS - 7/16" CAPACITY	BK	
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3 RING BINDERS/BL OR WH,CLEAR VIEW POCKETS			
INCLUDES LOADING TEXT/COVER & SPINE			
68	1/2 " CAPACITY - 11"	EA	
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70	1 1/2" CAPACITY - 11"	EA	
71	2" CAPACITY - 11"	EA	
72	2 1/2" CAPACITY - 11"	EA	
73	3" CAPACITY - 11"	EA	
74	1/2 " CAPACITY - 14"	EA	
75	1" CAPACITY - 14"	EA	
76	1 1/2" CAPACITY - 14"	EA	
77	2" CAPACITY - 14"	EA	
78	2 1/2" CAPACITY - 14"	EA	
79	3" CAPACITY - 14"	EA	
80	INSERTING TABS, MANUALLY	C	PRO-RATED TO ACTUAL USE
81	STAPLE - ON LINE (x 2 for side and saddle)	EA	
82	GATHERING/COLLATING/ASSEMBLING (OFF LINE)	M	
83	STAPLE - OFF LINE (x 2 for side and saddle)	EA	
84	BANDING, PAPER OR ELASTIC	EA	
85	DRILLING - 3 HOLE 5/16" DIAMETER - 11" STOCK	M	
86	DRILLING - 4 HOLE 5/16" DIAMETER - 14" STOCK	M	
87	FOLD-LETTER/2 PARALLEL-11X17 MAX.	C	
88	CUTTING - finished pieces	M	PRO-RATED TO ACTUAL PIECES
89	PADDING, including pulp board and cutting appart	EA	
90	SHRINK-WRAP	EA	
91	PARCEL - Kraft Wrap	EA	
92	BOX AND LABEL	EA	

COLOR COPY SERVICE			\$ 1.0000
93	FILE RIP CHARGE (COLOR)	EA	
8.5" X 11"			
94	COPY 1S - 20lb BOND	EA	
95	COPY 1S - 50LB OFFSET	EA	
96	COPY 1S - 8PT COVER	EA	
97	COPY 1S - 10PT COVER	EA	
98	COPY 2S - 20LB BOND	EA	
99	COPY 2S - 50LB OFFSET	EA	
100	COPY 2S - 8PT COVER	EA	
101	ACETATE FRONT COVER (includes hand assembly)	EA	
102	TRANSPARENCIES, REMOVABLE STRIP	EA	
8.5" X 14"			
103	COPY 1S - 20lb BOND	EA	
104	COPY 1S - 50LB OFFSET	EA	
105	COPY 1S - 8PT COVER	EA	
106	COPY 1S - 10PT COVER	EA	
107	COPY 2S - 20LB	EA	
108	COPY 2S - 50LB OFFSET	EA	
109	COPY 2S - 8PT COVER	EA	
110	ACETATE FRONT COVER (includes hand assembly)	EA	
11" X 17"			
111	COPY 1S - 20lb BOND	EA	
112	COPY 1S - 50LB OFFSET	EA	
113	COPY 1S - 8PT COVER	EA	
114	COPY 1S - 10PT COVER	EA	
115	COPY 2S - 20LB BOND	EA	
116	COPY 2S - 50LB OFFSET	EA	
117	COPY 2S - 8PT COVER	EA	
118	ACETATE FRONT COVER (includes hand assembly)		
Miscellaneous			
119	Hourly General Labour Rate	HR	
120	Manual Page Numbering of the original document	EA	
121	Digital Page Numbering of working copy	EA	
122	Duplicating and supplying of C.D.'s	EA	
123	Duplicating and supplying of D.V.D.'s	EA	
124	Duplicating and supplying of VHS Videos	EA	
	Printing from Digital Media		
125	8.5x11, Colour, 1 file format	EA	
126	8.5x11, Colour, 2-4 file formats	EA	
127	8.5x11, Colour, 5 or more formats	EA	
128	8.5x14, Colour, 1 file format	EA	
129	8.5x14, Colour, 2-4 formats	EA	
130	8.5x14, Colour, 5 or more formats	EA	
131	8.5x11, Black&White, 1 file format	EA	
132	8.5x11, Black&White, 2-4 file formats	EA	
133	8.5x11, Black&White, 5 or more formats	EA	
134	8.5x14, Black&White, 1 file format	EA	
135	8.5x14, Black&White, 2-4 file formats	EA	
136	8.5x14, Black&White, 5 or more formats	EA	
			TOTAL

PLEASE NOTE THAT ITEMS 1 THROUGH 67 COMPRISE 90% OF THE WORK AND ITEMS 68 THROUGH 136 COMPRISE 10% OF THE REQUESTED WORK.

FIRM UNIT PRICES FOR OPTIONAL STANDING OFFER PERIOD : YEAR 3

DIGITAL/ANALOG COPY SERVICES			
8.5 X 11			
	U OF I	UNIT PRICE	
1	COPY-1S-FLAT FORM 20LB BOND INCLUDED	EA	
2	COPY-1S-PAPER-GATHER INCLUDED,20LB BOND	EA	
3	COPY-2S-FLAT FORM 20LB BOND INCLUDED	EA	COST FOR ONE 2S SHEET
4	COPY-2S-PAPER-GATHER INCLUDED 20LB BOND	EA	COST FOR ONE 2S SHEET
5	ADDITIONAL COST FOR COLOR PAPER,20lb	EA	ADD ON COST TO WHITE BOND
6	ADD'L COST-COVER STOCK,8PT-INDEX, WHITE	EA	ADD ON COST TO WHITE BOND
7	ADD'L COST-COVER STOCK,8PT-INDEX, COLOUR	EA	ADD ON COST TO WHITE BOND
8	COPIES FROM A CASE BOUND BOOK	EA	LEGAL VOLUMES OR TO MAKE AN ORIGINAL OFF THE GLASS
DYE & DURHAM OR EQUIV. INDEX TABS, NUMBERED, BUFF			
9	Quantity 1 Tab (if not selling by sets)	EA	TIMES ACTUAL USE
10	1 TO 10	SET	NOTE: THE COST OF THE TABS
11	1 TO 15	SET	DO NOT INCLUDE THE MANUAL
12	1 TO 25	SET	INSERTING WHICH IS LISTED
13	1 TO 50	SET	UNDER "BINDERY".
14	1 TO 75	SET	
15	1 TO 100	SET	
16	101 TO 125	SET	
17	SETS OF 25 FROM 126 UP	SET	
18	SETS OF 100 TABS, IE: 1 TO 100	SET	
19	ALPHA - A TO Z	SET	
20	ADVERTISED PRICE LIST +/- A %	%	FOR ADD'L CATALOGUED TABS
8.5 X 14			
21	COPY-1S-FLAT FORM 20LB BOND INCLUDED	EA	
22	COPY-1S-PAPER-GATHER INCLUDED	EA	SAME AS ABOVE FOR THE
23	COPY-2S-FLAT FORM 20LB BOND INCLUDED	EA	8.5"X14" CATEGORY
24	COPY-2S-PAPER-GATHER INCLUDED	EA	INCLUDING TAB NOTE
25	ADDITIONAL COST FOR COLOR PAPER,20lb	EA	
26	ADD"L COST-COVER STOCK,8PT-INDEX,WHITE	EA	
27	ADD'L COST-COVER STOCK,8PT-INDEX,COLOUR	EA	
DYE & DURHAM OR EQUIV. INDEX TABS, NUMBERED, BUFF			
28	Quantity 1 Tab (if not selling by sets)	EA	TIMES ACTUAL USE
29	1 TO 10	SET	
30	1 TO 15	SET	
31	1 TO 25	SET	
32	1 TO 50	SET	
33	1 TO 75	SET	
34	1 TO 100	SET	
35	101 TO 125	SET	
36	SETS OF 25 FROM 126 UP	SET	
37	SETS OF 100 TABS, IE: 1 TO 100	SET	
38	ALPHA - A TO Z	SET	
39	ADVERTISED PRICE LIST +/- A %	%	

BINDERY SERVICES			
CERLOX PUNCH \LOAD INCL. STRIP,19 RING			
SHEETS INCLUDE F&B COVERS,BL OR WH.STRIP			
40	45 SHEETS - 5/16" CAPACITY	BK	
41	60 SHEETS - 3/8" CAPACITY	BK	
42	70 SHEETS - 7/16" CAPACITY	BK	
43	85 SHEETS - 1/2" CAPACITY	BK	
44	98 SHEETS - 9/16" CAPACITY	BK	
45	112 SHEETS - 5/8" CAPACITY	BK	
46	130 SHEETS - 3/4" CAPACITY	BK	
47	155 SHEETS - 7/8" CAPACITY	BK	
48	175 SHEETS - 1" CAPACITY	BK	
49	220 SHEETS - 1 1/8" CAPACITY	BK	
50	255 SHEETS - 1 1/4" CAPACITY	BK	
51	300 SHEETS - 1 1/2" CAPACITY	BK	
52	375 SHEETS - 1 3/4" CAPACITY	BK	
53	425 SHEETS - 2" CAPACITY	BK	
AS ABOVE, 24 RING FOR 14" REQUIREMENTS			
54	45 SHEETS - 5/16" CAPACITY	BK	
55	60 SHEETS - 3/8" CAPACITY	BK	
56	70 SHEETS - 7/16" CAPACITY	BK	
57	85 SHEETS - 1/2" CAPACITY	BK	
58	98 SHEETS - 9/16" CAPACITY	BK	
59	112 SHEETS - 5/8" CAPACITY	BK	
60	130 SHEETS - 3/4" CAPACITY	BK	
61	155 SHEETS - 7/8" CAPACITY	BK	
62	175 SHEETS - 1" CAPACITY	BK	
63	220 SHEETS - 1 1/8" CAPACITY	BK	
64	255 SHEETS - 1 1/4" CAPACITY	BK	
65	300 SHEETS - 1 1/2" CAPACITY	BK	
66	375 SHEETS - 1 3/4" CAPACITY	BK	
67	425 SHEETS - 2" CAPACITY	BK	
3 RING BINDERS/BL OR WH,CLEAR VIEW POCKETS			
INCLUDES LOADING TEXT/COVER & SPINE			
68	1/2 " CAPACITY - 11"	EA	
69	1" CAPACITY - 11"	EA	
70	1 1/2" CAPACITY - 11"	EA	
71	2" CAPACITY - 11"	EA	
72	2 1/2" CAPACITY - 11"	EA	
73	3" CAPACITY - 11"	EA	
74	1/2 " CAPACITY - 14"	EA	
75	1" CAPACITY - 14"	EA	
76	1 1/2" CAPACITY - 14"	EA	
77	2" CAPACITY - 14"	EA	
78	2 1/2" CAPACITY - 14"	EA	
79	3" CAPACITY - 14"	EA	
80	INSERTING TABS, MANUALLY	C	PRO-RATED TO ACTUAL USE
81	STAPLE - ON LINE (x 2 for side and saddle)	EA	
82	GATHERING/COLLATING/ASSEMBLING (OFF LINE)	M	
83	STAPLE - OFF LINE (x 2 for side and saddle)	EA	
84	BANDING, PAPER OR ELASTIC	EA	
85	DRILLING - 3 HOLE 5/16" DIAMETER - 11" STOCK	M	
86	DRILLING - 4 HOLE 5/16" DIAMETER - 14" STOCK	M	
87	FOLD-LETTER/2 PARALLEL-11X17 MAX.	C	
88	CUTTING - finished pieces	M	PRO-RATED TO ACTUAL PIECES
89	PADDING, including pulp board and cutting appart	EA	
90	SHRINK-WRAP	EA	
91	PARCEL - Kraft Wrap	EA	
92	BOX AND LABEL	EA	

COLOR COPY SERVICE			
93	FILE RIP CHARGE (COLOR)	EA	
8.5" X 11"			
94	COPY 1S - 20lb BOND	EA	
95	COPY 1S - 50LB OFFSET	EA	
96	COPY 1S - 8PT COVER	EA	
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99	COPY 2S - 50LB OFFSET	EA	
100	COPY 2S - 8PT COVER	EA	
101	ACETATE FRONT COVER (includes hand assembly)	EA	
102	TRANSPARENCIES, REMOVABLE STRIP	EA	
8.5" X 14"			
103	COPY 1S - 20lb BOND	EA	
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115	COPY 2S - 20LB BOND	EA	
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127	8.5x11, Colour, 5 or more formats	EA	
128	8.5x14, Colour, 1 file format	EA	
129	8.5x14, Colour, 2-4 formats	EA	
130	8.5x14, Colour, 5 or more formats	EA	
131	8.5x11, Black&White, 1 file format	EA	
132	8.5x11, Black&White, 2-4 file formats	EA	
133	8.5x11, Black&White, 5 or more formats	EA	
134	8.5x14, Black&White, 1 file format	EA	
135	8.5x14, Black&White, 2-4 file formats	EA	
136	8.5x14, Black&White, 5 or more formats	EA	
		TOTAL	

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Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat

19150-110197

Security Classification / Classification de sécurité

1

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

Form with multiple sections: 1. Originating Government Department or Organization (Justice Canada/PPSC), 2. Branch or Directorate (Ontario Region), 3. Subcontract Number and Name/Address, 4. Brief Description of Work (Printing and copy services), 5-7. Security requirements regarding access to controlled goods, technical data, and information levels.

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

ASSEMBLED
SN 2011 241

Canada

MJ - DSSGU



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input checked="" type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat

1910 19150-110197

Security Classification / Classification de sécurité

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions. Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Summary chart table with columns for Category, PROTECTED, CLASSIFIED, NATO, and COMSEC. Rows include Information / Assets, IT Media / Support IT, and IT Link / Lien électronique.

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? [X] No [] Yes

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification". Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? [X] No [] Yes

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments). Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

DOJ - SSEMD

SR 2012417

MJ - DSSGU