

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
PO Box 1408, Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3C 2Z1  
Bid Fax: (204) 983-0338

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

|   |   |
|---|---|
| <b>Title - Sujet</b><br>Mail Inserting System Lease   |   |
| <b>Solicitation No. - N° de l'invitation</b><br>01C15-140089/A  | <b>Date</b><br>2013-11-06   |
| <b>Client Reference No. - N° de référence du client</b><br>AAFC   |   |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$WPG-209-8733  |   |
| <b>File No. - N° de dossier</b><br>WPG-3-36101 (209)  | <b>CCC No./N° CCC - FMS No./N° VME</b>                                    |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2013-12-17</b>  | <b>Time Zone</b><br><b>Fuseau horaire</b><br>Central Standard Time<br>CST |
| <b>F.O.B. - F.A.B.</b><br><b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>   |   |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Allard, Ken  | <b>Buyer Id - Id de l'acheteur</b><br>wpg209                              |
| <b>Telephone No. - N° de téléphone</b><br>(204) 983-4920 ( )  | <b>FAX No. - N° de FAX</b><br>(204) 983-7796                              |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>DEPARTMENT OF AGRICULTURE AND AGRI-FOOD<br>Farm Income Programs Directorate<br>7-167 Lombard Ave<br>WINNIPEG<br>Manitoba<br>R3C3G7<br>Canada |   |

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Western  
Region  
PO Box 1408, Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3C 2Z1

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

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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with this bid solicitation.

### **2. Statement of Requirement**

The requirement is detailed under Article 2 of the resulting contract clauses.

### **3. Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

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

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

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

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

The 2003 (2013-06-27) Standard Instructions - Goods or Services -Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

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

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

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

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eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## 5. Applicable Laws

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

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

Section I: Technical Bid ( 1 hard copies)

Section II: Financial Bid ( 2 hard copies)

Section III: Certifications (1 hard copies)

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

**Section I: Technical Bid**

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

**Section II: Financial Bid**

Bidders must submit their financial bid in accordance with Annex B the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

**1.1 Exchange Rate Fluctuation**

C3011T (2010.01-11) Exchange Rate Fluctuation

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION****1. Evaluation Procedures**

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

**1.1 Technical Evaluation**

**1.1.1 Mandatory Technical Criteria**                      **Refer to Annex A**

**1.2 Financial Evaluation**    **Refer to Annex B**

*SACC Manual* Clause A0220T (2013-04-25) Evaluation of Price

**2. Basis of Selection**

**2.1** A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

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

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

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2004 The related documentation therein required will assist Canada in confirming that the certifications are true.

#### 1.2 **Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

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## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement applicable to this Contract.

### 2. Statement of Work

The Contractor must provide \_\_\_\_\_ in accordance with the Requirement at Annex A and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_.

### 3. Standard Clauses and Conditions

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

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

#### 3.1 General Conditions

2010A (2013-06-27) General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

#### 3.2 Supplemental General Conditions

4001 (2013-01-28) Hardware Purchase, Lease and Maintenance apply to and form part of the Contract.

### 4. Term of Contract

#### 4.1 Period of the Contract

The period of the Contract is from date of contract award for a period of three (3) years, \_\_\_\_\_ 2013 to \_\_\_\_\_ 2016 inclusive (*to be inserted at contract award*).

#### 4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

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### 4.3 Option to Purchase

The Contractor grants to Canada the option to purchase any or all of the leased products at any time during the rental period. In this event, \_\_\_\_\_ percent of the rental paid will be credited at the time of purchase up to a maximum of \_\_\_\_\_ percent of the unit purchase price detailed below for the applicable item.

Canada may exercise this option at any time by sending a written notice to the Contractor at least \_\_\_\_\_ calendar days before the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

Unit Purchase Price: Item \_\_\_\_\_ \$\_\_\_\_\_

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Ken Allard  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
100 - 167 Lombard Avenue  
Winnipeg, Manitoba R3C 2Z1  
Telephone: 204-983-4920  
Facsimile: 204-983-7796  
E-mail address: ken.allard@pwgsc.gc.ca

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

### 5.2 Project Authority

The Project Authority for the Contract is: *(to be inserted at contract award)*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone : \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

### 5.3 Contractor's Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone : \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### 6. Proactive Disclosure of Contracts with Former Public Servants *(to be inserted if applicable)*

### 7. Payment

#### 7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a \_\_\_\_\_ firm price, as specified in Annex B for a cost of \$ \_\_\_\_\_/month.

Customs duties are included and Applicable Taxes are extra.

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.

#### 7.2 SACC Manual Clauses

Monthly Payment H1008C (2008-15-12)

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

### 8. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the monthly or quarterly maintenance report described in the Statement of Work of the Contract.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Project Authority.

2. The Contractor must distribute the invoices and reports as follows:

a. The original and two (2) copies of the invoices and \_\_\_\_\_ monthly or quarterly maintenance reports must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## **9. Certifications**

### **9.1 Compliance**

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

## **10. Applicable Laws**

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

## **11. Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex C. 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.

## **12. Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4001 Hardware Purchase, Lease and Maintenance (2013-01-28)
- (c) the general conditions 2010A (2013-06-27)
- (d) Annex A, Statement of Work
- (e) Annex B, Basis of Payment
- (f) Annex C, Insurance
- (g) the Contractor's bid dated \_\_\_\_\_, as amended on \_\_\_\_\_

## **12. SACC Manual Clauses**

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Electrical Equipment B1501C (2006-06-16)

## ANNEX A

### STATEMENT OF REQUIREMENT AND MANDATORY SPECIFICATIONS

#### **Part 1 Statement of Requirement:**

Agriculture and Agri-Food Canada (AAFC) requires a new Mail Inserter System to replace our current folder Inserter. Current lease is coming to an end. There is a continued requirement for multiple inserts with variable pages for large and small ongoing mail-outs.

The lease of the inserting system must include a Service/Maintenance program for the term of the lease.

#### **Part 2 Mandatory Specifications:**

Completion and submission of Mandatory Specification is required to be considered responsive and for your bid to be given further consideration. Unless provided otherwise in the Contract, material supplied must be new and conform to the latest issue of the applicable drawing, specifications and part number that is in effect on the bid closing date.

Bidders must provide documentation to demonstrate compliance to each mandatory criterion listed herein. Technical documentation such as specification sheets, technical brochures and photographs or illustrations should provide adequate detail to substantiate that the instrument offered meets the technical requirements. It is the Bidders responsibility to ensure that the submitted documentation provides adequate detail to prove that the proposed product meets the requirements of the technical specifications. If specific published technical documentation is not available, the bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.

Canada will evaluate only the documentation provided with a bidder's bid. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.

### **FOLLOWING PAGE MANDATORY SPECIFICATIONS**

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## ANNEX A PART 2 - MANDATORY REQUIREMENTS

| Specification Description  | Specification   | Specification Offered<br>Bidder is to indicate how they meet the specification and cross-reference where the technical specification is indicated in their bid. | Specification Met<br>Yes / No |
|--|---|---|-------------------------------|
| <b>A) Mail Inserting Machine</b>   |   | Make and Model #:<br>_____  |                               |
| <b>Authorized Agent:</b> The Bidder must be an Authorized Reseller for the unit they are offering to Canada. |   |   |                               |
| 1. Dimensions  |   |   |                               |
| 1.1 Length Overall   | @ Up to 126 inches  | Length Overall :  |                               |
| 1.2 Width overall  | @ Up to 21.5 inches   | Width overall :   |                               |
| 1.3 Height overall   | @ Up to 31.5 inches   | Height overall :  |                               |
| 2. Features  |   |   |                               |
| 2.1  | The high capacity sheet feeder trays must hold a minimum of 500 sheets of paper   |   |                               |
| 2.2  | Minimum of two trays required   |   |                               |
| 2.3  | System must have a minimum of 15 job presets that will allow for electronic settings of programmable jobs   |   |                               |
| 2.4  | The inserter must connect at a 90 degree angle and interface with the current mail processor  |   |                               |
| 3. Performance Criteria  |   |   |                               |
| 3.1  | System must have minimum cycle speed of 4,000 pieces per hour   |   |                               |
| 3.2  | Must have the ability to insert minimum of 20 sheets of 8-1/2" x 11" into a #13-1/2 envelope, 10" x 13"   |   |                               |
| 3.3  | Must have the ability to accumulate up to a minimum of eight sheets of 8-1/2" x 11" paper and fold them in a #10 envelope 4-1/8" x 9-1/2"                                 |   |                               |
| 3.4  | i) System must include a minimum of 4 interchangeable trays for sheets, envelopes and inserts; a minimum of 1 envelope feeder, a minimum of 2 high capacity sheet feeders |   |                               |
|  | ii) High speed capacity sheet feeder trays must be able to have   |   |                               |

|  |   |  |  |
|--|---|--|--|
|  | switchable feeders that can automatically switch between the two trays when one of the trays run out of paper   |  |  |
|  | iii) Inserter must have automatic paper separation for all sheet and insert feeders   |  |  |
| 3.5  | Each tray must be able to handle the following:   |  |  |
|  | i) Sheet document: min 6" max 14" (H), min 6" max 8.5" (W)  |  |  |
|  | ii) Inserts: min 3" max 5.5" (H), min 5.5" max 9.5" (W)   |  |  |
|  | iii) Booklet "open-sided": min 6" max 10" (H), min 4" max 6.5" (W)  |  |  |
|  | iv) Booklet "open-ended": min 9.5" max 13" (H), min 6" max 10.5" (W)  |  |  |
|  | v) The 1 envelope feeder must hold up to a minimum of 400 #10 envelopes 4-1/8" x 9-1/2"   |  |  |
| 3.6  | The 1 envelope feeder must have the ability to reload without having to stop the machines   |  |  |
| 3.7  | Must be able to manually insert stapled booklets that are minimum 2.5 mm thick spine into an envelope size 9-1/2" x 12"   |  |  |
| 3.8  | Must be able to perform the following folds: letter, zigzag, single and double parallel   |  |  |
| 3.9  | Must have automatic double detection on ALL sheets and/or insert feeders  |  |  |
| 3.10   | Must be able to seam ALL (booklet "open-sided" and catalogue "open-ended")  |  |  |
| 4. Electrical                                | Must be 115V; 8-10 amps; 60 Hz and CSA certified  |  |  |
| 5.1 Service/ Maintenance and Warranty        | Bidder must be able to provide on-site technician to Agriculture Canada in Winnipeg. The Bidder must be able to respond and be on-site within 48 hours of a service call from Agriculture Canada. Must provide a toll free number and online web support that offers support in both Canadian Official Languages and is available 24 hours. |  |  |
| 5.2 Operating and Technical Reference Manual | Must provide technical operating manual from the Original Equipment Manufacturer (OEM) for the system and a current set of end-user documentation.  |  |  |
| 5.3 Warranty                                 | OEM standard warranty   |  |  |
| 5.4 Training                                 | The Bidder must provide training on the proposed machine to the personnel at Agriculture Canada in Winnipeg, MB.  |  |  |
|  | The training must take place within 2 weeks of delivery, installation and acceptance of the equipment by Canada.  |  |  |
| 6.1 Delivery                                 | Must be delivered to AAFC – 3-167 Lombard Avenue Winnipeg, Mb.  |  |  |
| 6.2. Installation. Testing/Inspection        | The bidder is responsible of on-site installation, testing, integration and commissioning of the equipment to the satisfaction of the Agriculture Canada Project Authority  |  |  |

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|                 |   |  |  |
|-----------------|---|--|--|
| <b>B) TABLE</b> | Must include a table to support and house the weight of the inserter machine securely |  |  |
| 1.1             | Table must be height adjustable so the output trays are 34" from the ground           |  |  |
| 1.2             | Table must be portable with locking casters on bottom                                 |  |  |
| 1.3             | Table must have drawers underneath for storage space                                  |  |  |

**Annex B  
Basis of Payment**

Prices below must be firm and in Canadian funds including Canadian customs duties, excise taxes, delivery charges which are to be Delivered Duty Paid (DDP) to destination as indicated herein . Rates include all costs associated with providing the service in accordance with the Statement of Work, Annex A, including all delivery and pickup charges and must remain firm for the period of the Contract and Option Periods. No other charges are allowed. Applicable Taxes are extra.

**Contract Year 1 \_\_\_\_\_, 2013 to \_\_\_\_\_, 2014**

| 01C15-140089 Mail Inserter Lease        |  | Firm Price (Cdn)    |              |                 |
|---|--|---------------------|--------------|-----------------|
|   |  | Unit of Issue       | Monthly Cost | Annual Cost     |
| 1                                       | Mail Inserting Machine and table:<br>Make and Model #: _____ | Monthly Lease Fee   | \$ _____     | \$ _____        |
| 2                                       | Maintenance/Service Plan                                     | Monthly Service Fee | \$ _____     | \$ _____        |
| <b>Contract Year 1 Evaluation Total</b> |  |                     |              | <b>\$ _____</b> |

**Contract Year 2 \_\_\_\_\_, 2014 to \_\_\_\_\_, 2015**

|   |  | Unit of Issue       | Monthly Cost | Annual Cost     |
|---|--|---------------------|--------------|-----------------|
| 1                                       | Mail Inserting Machine and table:<br>Make and Model #: _____ | Monthly Lease Fee   | \$ _____     | \$ _____        |
| 2                                       | Maintenance/Service Plan                                     | Monthly Service Fee | \$ _____     | \$ _____        |
| <b>Contract Year 2 Evaluation Total</b> |  |                     |              | <b>\$ _____</b> |

**Contract Year 3 \_\_\_\_\_, 2015 to \_\_\_\_\_, 2016**

| 01C15-140089 Mail Inserter Lease        |  | Firm Price (Cdn)    |              |                 |
|---|--|---------------------|--------------|-----------------|
|   |  | Unit of Issue       | Monthly Cost | Annual Cost     |
| 1                                       | Mail Inserting Machine and table:<br>Make and Model #: _____ | Monthly Lease Fee   | \$ _____     | \$ _____        |
| 2                                       | Maintenance/Service Plan                                     | Monthly Service Fee | \$ _____     | \$ _____        |
| <b>Contract Year 3 Evaluation Total</b> |  |                     |              | <b>\$ _____</b> |

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

01C15-140089/A

wpg209

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

AAFC

WPG-3-36101

**Option Period 1 \_\_\_\_\_, 2016 to \_\_\_\_\_, 2017**

| 01C15-140089 Mail Inserter Lease        |  | Firm Price (Cdn)    |              |                 |
|---|--|---------------------|--------------|-----------------|
|   |  | Unit of Issue       | Monthly Cost | Annual Cost     |
| 1                                       | Mail Inserting Machine and table:<br>Make and Model #: _____ | Monthly Lease Fee   | \$ _____     | \$ _____        |
| 2                                       | Maintenance/Service Plan                                     | Monthly Service Fee | \$ _____     | \$ _____        |
| <b>Option Period 1 Evaluation Total</b> |  |                     |              | <b>\$ _____</b> |

**Option Period 2 \_\_\_\_\_, 2017 to \_\_\_\_\_, 2018**

| 01C15-140089 Mail Inserter Lease        |  | Firm Price (Cdn)    |              |                 |
|---|--|---------------------|--------------|-----------------|
|   |  | Unit of Issue       | Monthly Cost | Annual Cost     |
| 1                                       | Mail Inserting Machine and table:<br>Make and Model #: _____ | Monthly Lease Fee   | \$ _____     | \$ _____        |
| 2                                       | Maintenance/Service Plan                                     | Monthly Service Fee | \$ _____     | \$ _____        |
| <b>Option Period 2 Evaluation Total</b> |  |                     |              | <b>\$ _____</b> |

**BID EVALUATION TOTAL**

| 01C15-140089 Mail Inserter Lease |   |                                     |
|----------------------------------|---|-------------------------------------|
|                                  |   | Annual Lease Cost plus Service Plan |
| 1                                | <b>Contract Year 1 _____, 2013 to _____, 2014</b> | \$ _____                            |
| 2                                | <b>Contract Year 2 _____, 2014 to _____, 2015</b> | \$ _____                            |
| 3                                | <b>Contract Year 3 _____, 2015 to _____, 2016</b> | \$ _____                            |
| 4                                | <b>Option Period 1 _____, 2016 to _____, 2017</b> | \$ _____                            |
| 5                                | <b>Option Period 2 _____, 2017 to _____, 2018</b> | \$ _____                            |
| <b>Bid Evaluation Total</b>      |   | <b>\$ _____</b>                     |

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## **Annex C Insurance Requirements**

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.