

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**800 Burrard Street, 2nd Floor  
800, rue Burrard, 2e étage  
Vancouver, BC V6Z 0B9  
Bid Fax: (604) 775-7526**

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Scanner	
<b>Solicitation No. - N° de l'invitation</b> 5Z011-140466/A	<b>Date</b> 2014-01-06
<b>Client Reference No. - N° de référence du client</b> 5Z011-140466	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VAN-587-7189	
<b>File No. - N° de dossier</b> VAN-3-36257 (587)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-02-17</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Standard Time PST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Harding, Linda	<b>Buyer Id - Id de l'acheteur</b> van587
<b>Telephone No. - N° de téléphone</b> (604) 775-7630 ( )	<b>FAX No. - N° de FAX</b> (604) 775-7526
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> LIBRARY AND ARCHIVES CANADA LAC PRESENTATION CTR, RM 5P10 625 CARREFOUR BLVD GATINEAU Quebec K1A0N4 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Pacific  
Region  
800 Burrard Street, 12th Floor  
800, rue Burrard, 12e étage  
Vancouver, BC V6Z 0B9

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

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## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

There is no security requirement associated with this bid solicitation.

### 2. Statement Requirement

Library and Archives Canada (LAC) has converted the on demand and access to information and privacy (ATIP) copying operations to more modern scanning operation. Because the process to scan is slower there is now a gap in production capacity. For this reason the Digitization Division, which will be responsible for both operation, requires a 150ppm scanner with the capacity to produce a high volume of quality digital images that will better allow us to meet the present and future needs of the clients.

### 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 (2013/06/01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2. Submission of Bids

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

### 3. Enquiries - Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as

such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

#### 4. Applicable Laws

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

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 ( 2 hard copies)  
 Section II: Financial Bid ( 1 hard copies)  
 Section III: Certifications (1 hard copies)

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 the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

### 1.1 Exchange Rate Fluctuation

C3010T (2013/11/13), 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

The proposed device must meet the following mandatory criteria and the bidder must complete the table below and submit with bid..

It is the Bidder's responsibility to provide a comprehensible and sufficiently detailed bid, that will permit a complete evaluation in accordance with the criteria set out in the bid solicitation. Unless specified otherwise in the bid solicitation, 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. Bidders should provide documentation to fully demonstrate compliance to these requirements within their proposal. Bids that are determined to be non-compliant will receive no further consideration and will not be eligible for Contract award.

Bidders must provide a detailed description for their proposed device. Simply stating, "Yes" in the Description of Compliance is not acceptable.

Line	Description	COMPLIANT Yes/No	Description of Compliance (if supporting documents are included, please indicate where it can be found within the bid package)
1	Must be a brand new 150ppm scanner built from new parts and is still serviceable		
2	Must come with a one year on-site warranty in the National Capital Region (optional support for up to 5 years post purchase)		

3	Must use a modular vacuum conveyor track		
4	Must have all of the following specifications:		
a.	Images file format		
i.	JPEG		
ii.	PDF		
iii.	Single and multi-page colour TIFF		
b.	Minimum optical output resolution of 300 dpi		
c.	Output of 24 bit colour, 8 bit greyscale		
d.	Multi-feed detection (ultrasonic)		
e.	Flat paper path		
f.	Choice of stacker (multiple pocket options)		
g.	Image auto rotation		
h.	Auto-cropping		
i.	Low UV emission light source		
j.	OCR		
k.	Able to handle multiple paper weights (9lb to 50lb bond paper)		
l.	Paper size up to 11 x 17 required		
m.	Auto-feed and ability to manually feed documents		
n.	Variable scan speeds		
5	Must have on-site set up and training and assistance customizing		
6	Must meet the following network requirements:		
a.	Windows 7 compatible (32 and 64 bit)		
b.	Minimum 1 gigabit Ethernet connection		
c.	Compatible with Windows server 2008 and 2012		

### 1.1.2 Rated Technical Criteria

The Evaluated Price will be decreased by a maximum of 7%, calculated by the total of the discounts for the following factors:

Line	Description	Percent reduction of evaluated price	Description of Compliance (if supporting documents are included, please indicate where it can be found within the bid package)
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1	Minimum optical output resolution of 600 dpi or greater	2%	
2	Paper size up to 14 x 17	5%	

## 1.2 Financial Evaluation

*SACC Manual Clause A0222T (2013-03-25), 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, less any reductions due to point rating, will be recommended for award of a contract. The evaluated price is the total price of the mandatory and optional quantities.

## 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 2003. 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement applicable to this Contract.

### 2. Statement of Requirement

The contractor must provide a Scanner in accordance with the Requirement in Annex "A".

### 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 (2013/04/25), 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,  
4003 (2010-08-16) Licensed Software, and  
4004 (2013-04-25) Maintenance and Support Services for Licensed Software, apply to and form part of the Contract.

### 4. Term of Contract

#### 4.1 Delivery Date

All the deliverables must be received on or before **March 28, 2014**.

#### 4.2 Optional Goods

An additional three (3) scanners including accessories as described in Annex A.

The Contracting Authority may exercise the option within one (1) year of contract award by sending a written notice to the Contractor

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Linda Harding  
Title: A/Supply Officer  
Public Works and Government Services Canada



Acquisitions Branch  
Address: 219-800 Burrard St  
Vancouver, BC V6Z 0B9

Telephone: 604-775-7630  
Facsimile: 604-775-7526  
E-mail address: linda.harding@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:

Name: (to be provided at time of Contract)

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

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

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

\_\_\_\_\_

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

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

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

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

## 5.3 Contractor's Representative

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

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

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

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

\_\_\_\_\_

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

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

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

This will be Canada's first point of contact regarding any issues.

## 6. Payment

### 6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B. 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.

## **6.2 Limitation of Price**

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

## **6.3 Single Payment**

*SACC Manual* clause H1000C (2008-05-12) Single Payment

## **7. Invoicing Instructions**

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.

## **8. Certifications**

### **8.1 Compliance**

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

### **8.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

## **9. Applicable Laws**

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

## **10. Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions  
4001 (2013-01-28) Hardware Purchase, Lease and Maintenance,  
4003 (2010-08-16) Licensed Software, and  
4004 (2013-04-25) Maintenance and Support Services for Licensed Software;
- (c) the general conditions, 2010A (2013/04/25);
- (d) Annex A, Statement of Requirement;
- (e) Annex B, Basis of Payment
- (f) Annex C, Federal Contractors Program for Employment Equity - Certification

#### **11. SACC Manual Clauses**

B1501C (2006-06-16) Electrical Equipment

**ANNEX "A"****STATEMENT OF REQUIREMENT****BACKGROUND:**

Library and Archives Canada (LAC) has converted the on demand and access to information and privacy (ATIP) copying operations to more modern scanning operation. Because the process to scan is slower there is now a gap in production capacity. For this reason the Digitization Division, which will be responsible for both operation, requires a 150ppm scanner with the capacity to produce a high volume of quality digital images that will better allow us to meet the present and future needs of the clients.

**DELIVERABLES:****DESCRIPTION OF SYSTEM:**

- Must be a brand new 150ppm scanner built from new parts and is still serviceable.
- Must come with a one year on-site warranty in the National Capital Region (optional support for up to 5 years post purchase).
- Must use a modular vacuum conveyor track
- Must have all of the following specifications:
  - Images file format
    - JPEG
    - PDF
    - Single and multi-page colour TIFF
  - Minimum optical output resolution of 300 dpi with a preferred optical resolution of up to 600 dpi
  - Output of 24 bit colour, 8 bit greyscale
  - Multi-feed detection (ultrasonic)
  - Flat paper path
  - Choice of stacker (multiple pocket options)
  - Image auto rotation
  - Auto-cropping
  - Low UV emission light source
  - OCR
  - Able to handle multiple paper weights (9lb to 50lb bond paper)
  - Paper size up to 11 x 17 required (14 x 17 preferred)
  - Auto-feed and ability to manually feed documents
  - Variable scan speeds
- Must have on-site set up and training and assistance customizing software
- Must meet the following network requirements:
  - Windows 7 compatible (32 and 64 bit)
  - Minimum 1 gigabit Ethernet connection
  - Compatible with Windows server 2008 and 2012

**ANNEX "B"****BASIS OF PAYMENT**

Bidder must propose a price for the optional five (5) year warranty but Canada will decide on or after contract award whether it will purchase the extended warranty.

**B.1 Mandatory Quantities**

Line	Item	Price (tax extra)
B.1.1	Scanner and all accessories as described in Annex "A"	
	Total estimated price	

**B.2 Optional Quantities**

Line	Item	Unit Price	Quantity	Extended Price
B.2.1	Upgrade to 5 year warranty on line B.1.1		1	
B.2.2	Scanner and all accessories as described in Annex "A"		3	
B.2.3	Upgrade to 5 year warranty on line B.2.2		3	
	Total Estimated Price			

**Applicable taxes are extra.**

**ANNEX "C "****FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION**

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit HRSDC-Labour's website.

Date: \_\_\_\_\_(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a federally regulated employer being subject to the *Employment Equity Act*.
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.

**OR**

- ☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

**OR**

- ☐ B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)