

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, Room 219
800, rue Burrard, pièce 219
Vancouver, BC V6Z 0B9
Bid Fax: (604) 775-7526

SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise
indicated, all other terms and conditions of the Solicitation
remain the same.

Ce document est par la présente révisé; sauf indication contraire,
les modalités de l'invitation demeurent les mêmes.

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 -
Pacific Region
219 - 800 Burrard Street
800, rue Burrard, pièce 219
Vancouver, BC V6Z 0B9

Title - Sujet NRC Production Printer	
Solicitation No. - N° de l'invitation 31184-146874/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client 31184-146874	Date 2015-02-02
GETS Reference No. - N° de référence de SEAG PW-\$VAN-794-7444	
File No. - N° de dossier VAN-4-37262 (794)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-03-11	Time Zone Fuseau horaire Pacific Daylight Saving Time PDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Leung, Janie	Buyer Id - Id de l'acheteur van794
Telephone No. - N° de téléphone (604) 775-8017 ()	FAX No. - N° de FAX (604) 775-7526
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
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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NRC Production Printer

Amendment to provide full solicitation document which was missing from the original posting.

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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include:

- Annex A - Requirement
- Annex B - Basis of Payment
- Annex C - Evaluation and Basis of Selection
- Annex D - Compatibility Testing

The Forms include:

- Form A - Substantiation of Technical Compliance Form

2. Summary

The National Research Council (NRC) located in Ottawa, ON has a requirement for the 60 month lease of three (3) monochrome production printer and one (1) colour production printers. This Contract is for the lease, delivery, and installation of the equipment as well as any training that would be necessary to allow users to access all of the required features of the equipment.

Canada has an irrevocable option to extend the lease period by up to two additional 12 month periods at the rates specified in the Basis of Payment

Lease term will include the provision of all preventative and remedial service and the provision of all imaging consumables, as well as the removal of the equipment at the end of the lease period. The hard disk drive must be removed on site at the end of the lease, and will remain the property of NRC. The equipment must be configured as described in Annex A - Statement of Work.

Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.

For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation

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

3. 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 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred twenty (120) days

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. Former Public Servant

Contracts awarded to 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 awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the

implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

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

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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

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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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered 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 Ontario.

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (2 hard copies)

Section III: Certifications (2 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>). 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 demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

Full technical specifications and descriptive materials must be submitted with the bid. Failure to provide these materials with the bid will result in the bid being declared non-compliant.

In order to demonstrate compliance to the technical requirements, it is requested that the Bidder's Technical Bid include at a minimum the following:

- (a) a completed Form A, indicating compliance to the specifications, supplying equipment details, and providing reference locations to supporting documentation and technical brochures included in the bid, and;
- (b) technical brochures and supporting documents should be cross-referenced with Annex A and pertinent information demonstrating compliance should be clearly marked

Information to be filled in by the Bidder are left _____, please fill-in spaces accordingly.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

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.

Section II: Financial Bid

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

A completed Annex B, Basis of Payment, table must be submitted.

1.2 Exchange Rate Fluctuation

C3010T (2013-11-06), 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

Bids will be evaluated in accordance with the Technical Evaluation criteria detailed in Annex C. Bids will be assessed to ensure compliance with all of the requirements of this solicitation as described at Annex A - Statement of Work.

1.1.1 Clarification

If Canada seeks clarification or verification from the Bidder regarding its offer, the Bidder will have one (1) working day or such longer period as is specified in writing by the Contracting Authority to provide the necessary information to Canada. Failure to meet this deadline will result in the offer being declared non-responsive.

1.1.2 Consideration of Additional Software Use Terms included in Top-Ranked Bid (following financial evaluation)

(i) Acceptance of all the terms and conditions contained in Part 6 - Resulting Contract Clauses (including those relating to software licensing and those incorporated by reference) is a mandatory requirement of this bid solicitation.

(ii) However, Bidders may, as part of their bid, submit additional software use terms. Whether or not those software use terms will be included in any resulting contract (as an Annex in accordance with the Article entitled "Priority of Documents" in the Resulting Contract Clauses) will be determined using the process described below. Whether or not any proposed additional software use terms are acceptable to Canada is a matter solely within the discretion of Canada.

(iii) The process is as follows:

(a) Bids may include additional software use terms that are proposed to supplement the terms of the Resulting Contract Clauses. Bidders should not submit a software publisher's full standard license terms (because full standard license terms generally contain provisions that deal with more than simply how the software can be used; for example, they frequently deal with issues such as limitation of liability or warranty, neither of which are software use terms);

(b) In cases where the Bidder has submitted a software publisher's full standard license terms, Canada will require that the Bidder remove these terms and submit only the software use terms that the Bidder would like Canada to consider;

(c) Canada will review the additional software use terms proposed by the top-ranked Bidder (identified after the financial evaluation) to determine if there are any provisions proposed by the Bidder that are unacceptable to Canada;

(d) If Canada determines that any proposed software use term is unacceptable to Canada, Canada will notify the Bidder, in writing, and will provide the Bidder with an opportunity to remove that provision from its bid or to propose alternate language for consideration by Canada. Canada may set a time limit for the Bidder to respond; if the Bidder submits alternate language, if Canada does not find the alternate language acceptable, Canada is not required to allow the Bidder to submit further alternate language;

(e) If the Bidder refuses to remove provisions unacceptable to Canada from its bid within the time limit set by Canada in its notice, the bid will be considered non-responsive and be disqualified; Canada may then proceed to the next-ranked bid; and

(f) If the Bidder agrees to remove the provisions that are unacceptable to Canada and it is awarded any resulting contract, the proposed additional software use terms (as revised) will be incorporated as an annex to the contract, as set out in the Article entitled "Priority of Documents" in the Resulting Contract Clauses.

(iv) For greater certainty and to ensure that only additional software use terms that have been approved by both parties are incorporated into any resulting contract, unless the additional software use terms proposed by the Bidder are included as a separate annex to the Contract and initialed by both parties, they will not be considered part of any resulting contract (even if they are part of the bid that is incorporated by reference into the resulting contract). The fact that some additional terms and conditions or software use terms were included in the bid will not result in those terms applying to any resulting contract, regardless of whether or not Canada has objected to them under the procedures described above.

1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

See Annex C for further details.

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price - Bid

2. Basis of Selection

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.

See Annex C for further details.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information 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 in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, 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 and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions 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) available from Employment and Social Development Canada (ESDC) - 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.

2. Additional Certifications Required Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

2.1 Original Equipment Manufacturer (OEM) Certification

As part of the evaluation, Canada requires OEM Certifications for the production printer being bid. If the Bidder is itself the OEM, it **must** provide the certification entitled "OEM Certification – Bidder is the OEM of Products Offered". If the Bidder is not the OEM, it **must** provide the certification entitled "OEM Certification – Bidder is not the OEM of Products Bid". If the Bidder is bidding products from multiple OEMs, a separate certification must be provided in respect of each OEM.

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OEM Certification – Bidder is the OEM of Products Bid

On behalf of the Bidder, I certify that the Bidder is itself the OEM of the products being offered in response to the Solicitation identified below.

Solicitation Number	31184-149874
Name of Bidder	
Signature of Bidder's Authorized Representative	
Name of Bidder's Authorized Representative	
Date Signed	
If this Certification is limited to specific products or specific services, please provide details	

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

OEM Certification – Bidder is not the OEM of Products Bid

The OEM identified below authorizes the Bidder named below to provide its products and provide warranty service in relation to those products under the Contract issued as a result of the Solicitation identified below.

Name of OEM	
Address of OEM	
Name of OEM's Authorized Representative	
Title of OEM's Authorized Representative	
Telephone Number of OEM's Authorized Representative	
Fax Number of OEM's Authorized Representative	
Signature of OEM's Authorized Representative	
Date Signed	
Solicitation Number	31184-149874
Name of Bidder	
If this Certification is limited to specific products or specific services, please provide details	

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

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1. Requirement

The National Research Council (NRC) located in Ottawa, ON has a requirement for the 60 month lease of three (3) monochrome production printers and one (1) colour production printers. This Contract is for the lease, delivery, and installation of the equipment as well as any training that would be necessary to allow users to access all of the required features of the equipment.

Canada has a irrevocable option to extend the lease period by up to two additional 12 month periods at the rates specified at Annex B.

Lease term will include the provision of all preventative and remedial service and the provision of all imaging consumables, as well as the removal of the equipment at the end of the lease period. The hard disk drive must be removed on site at the end of the lease, and will remain the property of NRC. The equipment must be configured as described in Annex A - Statement of Work.

2. Standard Clauses and Conditions

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

2.1 General Conditions

2035 (2014-09-25), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

2.2 Supplemental General Conditions

The following Supplemental General Conditions apply to and form part of the Contract:

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

3. Security Requirement

There is no security requirement applicable to this Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract will be for 60 months, commencing upon the delivery and acceptance of the devices.

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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 twelve (12) month periods 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 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.

4.3 Delivery

The printer must be delivered and installed at the National Research Council's location in Ottawa, ON.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Janie Leung
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch

Address: 219 - 800 Burrard St
Vancouver, BC V6Z 0B9
Telephone: 604-775-8017
Facsimile: 604-775-7526
E-mail address: Janie.Leung@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 Technical Authority

The Technical Authority for the Contract is: **(to be filled in at contract award)**

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

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

The Technical Authority named above 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 Technical Authority,

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CCC No./N° CCC - FMS No/ N° VME

however the Technical 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 (please complete this information)

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

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

6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7. Payment

7.1 Basis of Payment

The Contractor will be paid firm monthly rates for the lease of the equipment and firm rates per specified number of prints/copies for maintenance (covering all parts, labour, preventive and remedial maintenance, and imaging consumables), payable each month in arrears, in accordance with Annex B: Basis of Payment. 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 Limitation of Price

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

7.3 Monthly Payment

SACC Manual clause H1008C (2008-05-12) Monthly Payment

7.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department

7.5 Discretionary Audit

SACC Manual clause C0100C (2010-01-11), Discretionary Audit - Commercial Goods and/or Services

8. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows: The original and two (2) copies of the invoices and maintenance reports must be forwarded to the Project Authority as identified in the Contract under article 5. "Authorities".

9. Certifications

9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, 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 Ontario.

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 Articles of Agreement;
- (b) the supplemental general conditions 4001 (2013-01-28) Hardware Purchase, Lease and Maintenance;
- (c) the supplemental general conditions 4003 (2010-08-16) Licensed Software;
- (d) the supplemental general conditions 4004 (2013-04-25) Maintenance and Support Services for Licensed Software;
- (e) the general conditions 2035 (2014-06-26), General Conditions - Higher Complexity - Services;
- (f) Annex A, Statement of Work;
- (g) Annex B, Basis of Payment;
- (l) the Contractor's bid dated _____.

12. Insurance

SACC *Manual* clause G1005C (2008-05-12), Insurance

13. SACC Manual Clauses

The following SACC Manual Clauses apply:

B7500C	(2006-06-16)	Excess Goods
G1005C	(2008-05-12)	Insurance
B1501C	(2006-06-16)	Electrical Equipment

14. Maintenance Services

14.1 With respect to the provisions of Supplemental General Conditions 4001:

Part IV of 4001 applies to the Contract (Additional Conditions: Lease)	YES
Part V of 4001 applies to the Contract (Additional Conditions: Maintenance)	YES
4001 03 Delivery Location	Refer to Part 6 Resulting Contract Clauses, Section 4.3
4001 03 Delivery Date	Refer to Part 6 Resulting Contract Clauses, Section 4.1
4001 07 Contractor must deliver Hardware Documentation	YES
4001 07 (5) Contractor must update Hardware Documentation throughout Contract Period	NO - Section 7(5) of 4001 does not apply to the Contract.
4001 07 Hardware Documentation must include maintenance documentation	NO
4001 05 Contractor must Install Hardware at time of Delivery	YES
4001 05 Contractor must Integrate and Configure Hardware at time of Installation	YES
4001 12 Hardware is part of a System	YES
4001 16 Lease Period	60 months
4001 16 Option to Extend Lease Period	The Contractor grants to Canada an irrevocable option to extend the Lease Period by 2 - 12 month periods. These option(s) may only be exercised by the Contracting Authority by notice in writing and will be evidenced, for administrative purposes only, by a contract amendment.
4001 25 (4) Principal Period of Maintenance (PPM)	PPM is defined as the consecutive hour period per day between the hours of 08:00 to 18:00 (local time) Monday through Friday, excluding statutory holidays.
4001 08 - Level of Service	Contractor must ensure 95% availability in a normal user month.
4001 25 (7) Hardware Maintenance Service Report	In addition to the information required for the Hardware Maintenance Service report, the following information is required: a) Contract number and b) Total down time. Copies of these reports must be made available to the Contracting Authority within thirty (30) days of request.
4001 26 Class of Maintenance Service	On-Site Maintenance Service included in the firm monthly rate (FMR).
4001 26 (3).a.(i) Service Response Time	See 14.3 Service Response Time during PPM
Toll-free Telephone Number for Maintenance Service	<i>[to be completed with information from the Contractor at the time of award]</i>
Website for Maintenance Service	<i>[to be completed with information from the Contractor at the time of award]</i>

In addition to and notwithstanding **4001 (2013-01-28) Supplemental General Conditions Hardware Purchase, Lease and Maintenance** the following articles apply to the Contract:

14.2 Training

The Contractor must provide a minimum of 4 hours, user and/or Key Operator training, to allow the client's employees to efficiently and effectively operate the equipment, at no extra cost. Any required training facilities or space will be provided by the client. The client may engage the Contractor to provide additional or more in-depth training at an additional cost to be negotiated outside this Contract.

14.3 Service Response Time during the Principal Period of Maintenance

14.3.1 Service Response Time

The Supplier must provide the following level of support in the event of equipment malfunction:

- (a) 1 hour to respond to a service call back;
- (b) 4 hours from time of service call to have a technician at the print site if required; and
- (c) 8 hours to resolve problem allowing the client to continue operations at minimum 95% capacity, except on written agreement by the Identified User.

Service Response Time measurements do not include Saturdays, Sundays or statutory holidays. Response time is calculated from the time the Contractor has been notified by the Identified User to the arrival of the contractors' maintenance personnel on site. When the Total Unscheduled Equipment Outage (as per the definition in **Article 14.4.3**) exceeds four (4) hours, the client may claim a Remedy as described in **Article 14.4.2**.

14.3.2 Upon commencing any maintenance services, the Contractor must work continuously in performing the maintenance until the copier(s) being serviced is operative or until the client notifies the Contractor to suspend work.

14.3.3 If after arrival by the Contractor's maintenance personnel on-site, it is determined that the Contractor cannot repair the defective equipment within two (2) working days and the equipment is inoperational, the Contractor must provide loaner parts or equipment to permit the client to provide an equal or better level of service while the equipment being repaired, at no charge, within twenty-four (24) hours of such determination by the Contractor's maintenance personnel. The client will keep the loaner equipment until the original defective equipment is repaired and returned in working condition.

14.4 Remedies Following Unacceptable Levels of Service

14.4.1 General

To ensure a continuing acceptable level of service for the client's workload, the Contractor agrees that Canada may exercise the following remedial actions.

The failure of Canada to exercise any or all of the following remedies does not mean that the service received conforms with the applicable mandatory requirements, nor will that failure lower the level of service acceptable for any portion of the Contract.

The Contractor will not be responsible for any deficiencies arising from any use of the equipment by the client that is inconsistent with practices or procedures published by the OEM or any other procedure previously published by the Contractor and accepted by the client.

It is not the intention of Canada to enforce the following remedies for situations resulting from acts of God, civil insurrection, or in general, factors beyond the reasonable control of the Contractor.

Application of any of the remedies detailed below in one or more instances shall not prevent Canada from terminating for default in any instance of nonconformity with the terms of the Contract.

The application of any remedy shall not result in any increase in liability to Canada.

14.4.2 Process to Claim Remedy

The client must claim the applicable of any remedy, in writing, within 30 days from the time that the failure resulting in the application of the remedy could reasonably be noted by the Identified User.

Any such claim for a remedy must include reasonable documentation to support such claim.

Where the application of any remedy results in a financial benefit in favour of Canada, then such financial benefit must be applied as a credit to the applicable invoice for the billing period following the billing period in which the claim was received by the Contractor.

Where the application of any remedy results in the requirement of the Contractor to replace parts of modular equipment, then such replacement equipment must be installed within 24 hours of receipt of the claim, by the Contractor. Should it be required that the Contractor replace the print system or print systems, as within the context of the Total Satisfaction Guarantee, the replacement equipment will be installed within two weeks of a request, unless a written extension is given by the client.

Where the application of any remedy results in the requirement of the Contractor to provide additional reports or other documentation, then such reports or other written documentation must be provided within 30 days of receipt of the claim, by the Contractor.

14.4.3 Definitions

"Remedial Equipment Failure" means any equipment malfunction that requires remedial maintenance to be provided by the Contractor in order to make the equipment operational.

"Unscheduled Equipment Outage" means the period of time that equipment is unavailable to the client where such unavailability is caused by a Remedial Equipment Failure such period must commence when the Contractor is informed of the Remedial Equipment Failure in accordance with the Contract.

14.4.4 Actual Remedies

14.4.4.1 Excessive Equipment Failure

In the event the printer supplied has 3 or more Remedial Equipment Failures in a 30 day period, then the Contractor must replace such printer with same or like equipment, if requested by the client. The replacement equipment shall be installed within two weeks of a request, unless a written extension is given by the client.

14.4.4.2 Failure to Repair Equipment

In the event that any single Unscheduled Equipment Outage exceeds 48 hours then the Contractor must replace the equipment.

14.4.4.3 Excessive Outage

In the event that the Total Unscheduled Equipment Outage exceeds four (4) hours during the PPM, in any given call, for either print system, the charges associated with that print system shall be reduced in accordance with the following formula:

$(TUEO/8) \times .1 \times \text{Total FMR} + \text{Fixed Monthly Service Rate}$; where TUEO is the Total Unscheduled Equipment Outage in hours during the PPM within the applicable month. This remedy must not exceed 2 times the Total FMR for any given monthly period.

14.4.4.4 Failure to Respond to Remedial Equipment Failures

In the event that the Contractor fails to provide trained technicians to undertake remedial maintenance, within the response times specified in the Contract, in more than 10% of occurrences measured over a 30 day period of the number of times such services were required in accordance with the individual Contract; then, the Contractor must provide a Remedial Action Plan to the client to identify what steps will be taken by the Contractor to remedy the situation. In the event that the client is unable to negotiate a suitable course of action with the Contractor, the Contracting Authority will determine if there is cause for Termination for Default.

14.4.4.5 Spoilage of Copies

One hundred percent (100%) credit must be given for spoiled prints or copies due to machine malfunction or quality of supplies provided by the Contractor.

14.5 Additional client requirements

Preventive maintenance and engineering changes must be scheduled at times consistent with the client's operational and security requirements.

Commencing on Date of Acceptance, the printer must meet a minimum availability level of 95% of the client's operational hours, on a monthly basis, commencing on the first day of each month and ending on the last day of each month; over the duration of the contract.

During a reported equipment malfunction repair period, the Contractor must issue a verbal progress report to the client's site authority as requested until such time as the problem is resolved and provide a written report of the issue, the total downtime, and steps taken to resolve the issue to the client's Technical Authority at the time the issue is resolved.

14.6 Preventive Maintenance

On-site preventive maintenance (required to inspect, lubricate and adjust the equipment) must be performed during the Principal Period of Maintenance (PPM). This service must be performed in accordance with the OEM specifications or as otherwise agreed between the Identified User and the Contractor. The cost of this maintenance is included in the Base Firm Monthly Rate (FMR) associated with any printer/copier including any leased Additional Equipment. The Contractor must keep a log of all preventive maintenance performed for each printer/copier and ensure that it is available to the Contracting Authority and/or the Administrative Authority.

15. Termination

Canada may at its option, with two weeks notice, terminate the use of any installed Hardware, where such termination would take effect at the end of the month following the two week notice period subject to the following conditions:

15.1 Termination Fees

Where the termination takes place prior to the completion of the applicable Commitment Period, then Canada will pay a fixed Termination Fee. The Contractor may choose to, but is not obliged to, waive or reduce this Termination Fee.

The Termination Fee will be equal to the applicable Adjusted Amount minus the actual amount paid to date. The Adjusted Amount will be calculated as following:

1. where the original Commitment Period was 60 months and the actual period of installation was less than 24 months, then the Adjusted Amount will be based on the rates associated with a 24 month Commitment Period multiplied by 24 months; but in no event will the Termination Fee exceed the balance of the Firm Monthly Rate that would have been due had the lease not been terminated;

2. where the original Commitment Period was 60 months and where the actual period of installation was less than 36 months, then the Adjusted Amount will be based on the rates associated with a 24 month Commitment Period multiplied by the actual number of months that the equipment was installed; but in no event will the Termination Fee exceed the amount that would have been due for 36 months using the Firm Monthly Rate for a 36 month Commitment Period, or exceed the balance of the Firm Monthly Rate that would have been due had the lease not been terminated.
3. where the original Commitment Period was 60 months and where the actual period of installation was less than 48 months, then the Adjusted Amount will be based on the rates associated with a 36 month Commitment Period multiplied by the actual number of months that the equipment was installed; but in no event will the Termination Fee exceed the amount that would have been due for 48 months using the Firm Monthly Rate for a 48 month Commitment Period or exceed the balance of the Firm Monthly Rate that would have been due had the lease not been terminated.
4. where the original Commitment Period was 60 months and where the actual period of installation was less than 60 months, then the Adjusted Amount will be based on the rates associated with a 48 month Commitment Period multiplied by the actual number of months that the equipment was installed; but in no event will the Termination Fee exceed the balance of the Firm Monthly Rate that would have been due had the Commitment Period not been terminated.

Lease Termination of Hardware during Extension Periods: Where an installed Hardware is in an optional lease extension period, Canada may terminate the lease by providing three (3) months written notice and no Termination Fees will apply. Where an installed Hardware is in an optional lease extension period, and Canada can show documented evidence of excessive downtime or reduction of functionality, the lease may be terminated with a minimum of thirty days notice and no Termination Fees will apply.

Refer to Annex B, Basis of Payment for rates used to calculate the Termination Fees.

ANNEX A STATEMENT OF WORK

A1. REQUIREMENT

The National Research Council (NRC) located in Ottawa, ON has a requirement for the 60 month lease of three (3) monochrome production printers and one (1) colour production printers. This Contract is for the lease, delivery, and installation of the equipment as well as any training that would be necessary to allow users to access all of the required features of the equipment.

Lease term will include the provision of all preventative and remedial service and the provision of all imaging consumables, as well as the removal of the equipment at the end of the lease period. The hard disk drive must be removed on site at the end of the lease, and will remain the property of NRC. The equipment must be configured as described in Annex A - Statement of Work.

A2. MANDATORY REQUIREMENTS

Company	
Contract	Supplier shall have at least three (3) production printing reference installations, with at least one (1) in the National Capital Area with print engines greater than 120 pages per minute. Contact information should be provided for these references so that a visit or phone call can be arranged during the RFP evaluation.
Contract	Supplier shall supply at least two (2) operator and (or) user references working on print engines with at least 120 pages per minute. Contact information should be provided for these references so that a phone call can be arranged during RFP evaluation.
Contract	Unless otherwise negotiated, all software shall be provided on the basis of a perpetual lease for as long as the NRC is leasing the equipment.
Contract	The production printers (monochrome and colour) will be located in a dedicated environment within NRC 100% of the time. The print site is the following location: Building M-58 room EG 22
Contract	The Contractor (or its Original Equipment Manufacturer) shall be registered from a nationally accredited registrar under the ISO 9001 :2000 Program for the manufacturing facility (or facilities) where the proposed digital equipment is manufactured.
Mechanical, Electrical, and Environmental	All electrical equipment supplied under the Contract must be certified or approved for use in accordance with the Canadian Electrical Code, Part 1, prior to delivery to benchmark testing, by an agency accredited by the Standards Council of Canada.
Mechanical, Electrical, and Environmental	Electrical outlet available for power supply is Volts 220 Amps 50 (floor plan of electrical outlets will be available to vendors on the arranged site visit). Total floor space available for printing solution is 355 sq. ft. (floor plan will be available to vendors on the arranged site visit).
Mechanical, Electrical, and Environmental	The equipment will be certified by the Canadian Standards Association (CSA or CUL) in accordance with the requirements of the Canadian Electrical Code and Ontario Hydro, prior to installation.
Mechanical, Electrical, and	The digital printers offered shall be certified by the manufacturer as complying with the Class A limits for radio noise emissions from digital apparatus set out in

Environmental	the Industry Canada ICES-003 definition or US FCC Class A equivalent emission limits for digital apparatus as set in the Radio Interference Regulations.
Mechanical, Electrical, and Environmental	Environmental Programs in Place The Bidder shall have certain environmental programs in place. It is mandatory that Bidders or their products have the following: (a) ISO 14001 Certification The Contractor's plant is currently registered as meeting the standards of ISO 14001. (b) Consumables Container Recycling Program The Contractor currently promotes recycling through an established and ongoing consumables container recycling program. Containers from the consumables used with the digital equipment proposed will be taken away and recycled appropriately by the Contractor when emptied.
Mechanical, Electrical, and Environmental	The digital printers shall be fully operational in a normal office environment at normal room temperature. If printers require special environmental conditions, the vendor shall query if this can be accommodated during the RFP process or verify it at the site visit.
Mechanical, Electrical, and Environmental	Supplier shall have toner cartridge recycling program in place
Mechanical, Electrical, and Environmental	Any hazardous waste issues with respect to consumables for the equipment will be identified. Consumables packaging to be clearly labelled in English with proper application and use instructions.
Mechanical, Electrical, and Environmental	Supplier will supply a list of solvents and materials used. A material safety data sheet (MSDS) is required for each product and will be kept up-to-date for the duration of the agreement
Mechanical, Electrical, and Environmental	Supplier to supply a list of all binding adhesives/agents used in the printing operations. This list should indicate: a. The name of the adhesives/agent b. Whether it contains aromatic solvents, borax, halogenated solvents or heavy metals. c. its percentage formaldehyde content. d. whether it is a cold application adhesive. e. its percentage VOC VOV content
Mechanical, Electrical, and Environmental	NRC is aware of the environmental impacts associated with Digital Printing Services, and has been reviewed for the CCD-141 Digital Printing Ecologo certification. This certification is designed to support a continuing effort to improve and/or maintain environmental quality by reducing energy and materials consumption and by minimizing the impacts of pollution generated by this production environment. The Supplier will provide products that are compatible with the Printing Services Ecologo CCD-141 certification. The Supplier will also demonstrate and develop good environmental practices.
Mechanical, Electrical, and Environmental	Consumables Containers Recycling Program For all locations in the National Capital Region where consumables containers cannot be recycled through local "" recycling programs, the Supplier will provide its own consumables recycling program by either: i. providing prepaid, postage-return packaging with the consumable when it is originally delivered; OR ii. picking up at the designated House of Commons facility, used consumables containers at no charge.

<p>Mechanical, Electrical, and Environmental</p>	<p>Hardware Take-Back and Recycling Program The purpose of the Hardware Take-Back program is to ensure that materials purchased and/or leased through the contract are reused, recycled or disposed of properly once they have reached the end of their lifecycle. The requirements of the program are:</p> <ul style="list-style-type: none"> i. The Supplier must control electronic waste through the establishment of an ongoing hardware take-back and recycling program. ii. At the end of the life of Products supplied under the Contract (even if the Warranty Period is complete), if requested by the end user, the Supplier must take back the Product (whether or not the equipment remains in government control) at no charge, but is not required to pay for shipping and handling. iii. The Supplier must recycle or dispose of all equipment taken back in an environmentally sensitive manner. At a minimum, the recycling of equipment should involve material recovery and metals recovery processes. Facilities used to process end of life electronics must meet all applicable health, safety, environment, transport and export regulations. Facilities must possess all required permits and appropriate insurance. <p>Acceptable processes include manual dismantling and sorting into major material categories (non-hazardous materials, electronic scrap materials, and hazardous materials) and mechanical processing for dismantling and/or material separation, with provision of dust collection and operator risk assessments and protection.</p> <p>Major Material categories are defined as follows:</p> <ul style="list-style-type: none"> 1) Non-Hazardous Materials include ferrous metal, non-ferrous metal, other metals (brass, bronze, metal fines), plastics, wood, and glass (non-lead). 2) Electronic Scrap Materials include cables and wires, printed circuit boards (high, medium and low grade), components, including hard drives, chips and other electronic components. 3) Hazardous Materials include cathode ray tubes (CRT), CRT frit, leaded plasma display glass and other leaded glass, rechargeable batteries, non-rechargeable batteries, including alkaline, lead acid, and coin cell batteries on circuit boards, mercury bearing lamps and switches, components containing polychlorinated biphenyls, Ink and toner cartridges. <p>Electronic scrap materials and hazardous material may not be landfilled, exported to non-OECD or non-EU member countries, or processed with the use of prison labour. Exporting of these materials must be done in compliance to the Export and Import of Hazardous Waste and Hazardous Recyclable Material Regulation (EIHWRMR).</p>
<p>Mechanical, Electrical, and Environmental</p>	<p>Packaging Take-Back and Recycling The purpose of the Packaging Take-Back and Recycling program is to manage the substantial amount of packaging that must be disposed of, the Supplier will provide a packaging Take-Back program that recycles or reuses packaging to the greatest extent possible.</p> <ul style="list-style-type: none"> i. All materials in which the Products are packaged and shipped must be recyclable. ii. The Supplier must reuse, recycle or dispose of all packaging materials removed from Products delivered under the Contract in an environmentally sensitive manner. <p>Item Description of Requirement</p> <ul style="list-style-type: none"> 1. Consumables Containers Recycling Program 2. Corporation is certified ISO 9001:2000 and ISO 14001 3. Environmental Ecolabeling Certification at the time of product acceptance

	4. Hardware Take-Back and Recycling Program
Mechanical, Electrical, and Environmental	The equipment and respective consumables will not contain any parts, devices or ingredients that, when operated or applied in accordance with OEM instructions, would cause injury or harm.
Security	Suppliers will have to adhere or offer appropriate solution to conform to NRC IT standards, rules and security measures.
Security	The Contractor must have an adequate number of factory trained technicians to provide required service levels, in the National Capital Area for this equipment.
Security	The Supplier agrees that all proposed equipment will have to be security cleared by NRC Security Division, and that any changes required for compliance will be at the Supplier' expenses.
Support	Ready for Use (RFU): an RFU certificate will be issued by the supplier after acceptance testing. It will include the equipment model number and serial number. This date will be used as the start date for the lease term.
Support	The Supplier agrees to provide delivery and installation of the equipment at no additional charge to the NRC.
Support	In collaboration with NRC the Supplier will submit within ten (10) business days after contract award, an installation/implementation plan that addresses all aspects necessary for a complete and successful installation and implementation of the proposed equipment, including details of a) the physical layout of the equipment; b) the work area needed at the installation site; c) the hardware installation procedures; d) the IT specifications such as; server specs, network connectivity, etc. e) the install team members, their roles and qualifications; f) the tasks to be conducted and the estimated time required for each; and g) the proposed implementation schedule. This plan will be approved by the NRC project or technical authority.
Support	The Supplier will unpack, assemble and install the proposed equipment at each site. If applicable, this shall include, but not be limited to the provision of required moving and installation resources such as packing material, cranes, personnel, and floor protection panels.
Support	The Supplier will supply all associated materials required in order to complete installation at each site; including all the required power connectors, cables and any other accessories required.
Support	The Supplier will provide any furniture required to complete the installation of all equipment at each site, such as console tables and cabinets, at no additional cost to NRC.
Support	The Supplier will maintain all work areas at the installation site(s) in a clean and tidy condition on completion of each day' work and on completion of equipment acceptance, including removal and disposal of all related packing material.
Support	Implementation at each site will be considered complete once all equipment installed at all site are ready for Acceptance Testing to commence.
Support	The services shall be used in English or English and French and it is therefore requested that all terminology, machine labels, operating and safety instructions be available in English or Bilingual (English or French).
Support	The contractor shall log preventative and remedial maintenance requests and resolutions, including initial call time and date, response time and date, resolution time and date, and issue and resolution description. This shall be made available to NRC.
Support	The cost of preventative maintenance will be included in the base FMR and be

	performed in during the PPM in accordance with the OEM specifications.
Support	The contractor will provide 100% credit for spoiled copies or prints due to machine malfunction or quality of supplies provided by contractor.
Support	Upon commencing remedial maintenance, supplier will work continuously until printers are returned to operation or until notified from NRC to suspend work.
Support	The Supplier will act as the prime Contractor for hardware and software and provide a single point of contact for maintenance support services and problem reporting.
Support	The supplier will provide the following level of support in the event of equipment malfunction: (a) 1 hour to respond to a service call back; (b) 3 hours from time of service call to have a technician at the print site if required; and (c) 24 hours to resolve problem or provide replacement parts or equipment allowing NRC to continue operations at minimum 80% capacity. Response time calculations will begin at time of notification of problem and will only include PPM hours. All costs for this service will be included in the monthly service base charge.
Support	PPM (Principle Period of Maintenance) is defined as 8:00am to 6:00 pm Monday to Friday, excluding statutory holidays.
Support	The Supplier will certify in writing that the assigned technician(s) will be able to provide maintenance and service for all the equipment they supply.
Support	If at any point during the contract term any of the proposed printers require replacement of major assemblies or a full overhaul, over and above what is covered under the Preventative and Remedial maintenance program, in order for the Supplier to continue to service the subject printer(s); such activities and parts replacements to be made at the respective NRC Print Site and will be at no additional cost to NRC.
Support	The Supplier will accept prime responsibility for diagnosis and resolution of all hardware or software problems.
Support	Preventive maintenance and engineering changes will be scheduled at times consistent with NRC's operational and security requirements.
Support	The Supplier will provide a detailed outline of their problem escalation procedures in writing to the NRC Technical Authority, within three (3) days of contract award; for all hardware and software components covered under the contract.
Support	The Supplier will assign a Single Point of Contact for escalation status reporting purposes and provide that name to the NRC Technical Authority in writing.
Support	Commencing on Date of Acceptance, each printer will meet a minimum availability level of 95% of NRC' operational hours, on a monthly basis, commencing on the first day of each month and ending on the last day of each month; over the duration of the contract.
Support	The Contractor shall have the capacity to provide preventive and remedial maintenance for all proposed equipment and to train NRC print shop personnel.
Support	The contractor shall have a toll-free maintenance dispatch number to allow NRC to request assistance in the event of service related problems or disruption, 24 hours per day, 7 days per week.
Support	The supplier will be able to provide on-call service for an additional fee (outlined in the financial bid) with one (1) week notice from NRC.
Support	During a reported equipment malfunction repair period, the Contractor will issue a verbal progress report to the NRC site authority as requested until such time as the problem is resolved and provide a written report of the issue, the total downtime, and steps taken to resolve the issue to the NRC Technical Authority at the time the issue is resolved.

Support	All software required to operate equipment and all related costs will be included in the proposal.
Support	All software upgrades and installations will be coordinated with the NRC IT Department.
Support	All software upgrades required to keep the workflow solution current will be included in the maintenance cost; no additional cost will be allowed.
Support	Software re-installation and configuration will be included in the maintenance cost; no additional cost will be allowed.
Support	All software installations and updates will be coordinated with the designated NRC IT team.
Support	Replacement parts shall be available with 24 hours of the determination of their need. 95% of parts shall be stored in the National Capital Area.
Support	The supplier will provide ordered consumables within 48 hours.
Support	The Supplier accepts to store spare parts needed for general repair and maintenance such as gears, toner, belts, etc at the provided NRC location
Support	It will be the responsibility of the Contractor to ensure that the smallest unit container of supplies (toner and/or developer) is labeled to show the Contractor's name, the production batch number and any other information which may be required in order to identify supply quality related problems and to ensure expedient resolution of quality complaints.
Support	The Supplier shall be responsible for total equipment and workflow implementation at all the sites. Implementation refers to delivery, installation and connection to appropriate NRC devices/systems.
Support	The Supplier has provided a written guarantee of equipment and software serviceability for a minimum of seven (7) years from contract award, signed and certified by the OEM.
Support	The Supplier guarantees that software and hardware are kept up to current OEM specs through the contract term and any subsequent optional term as approved by the NRC Technical Authority. NRC may choose not to get an upgrade that will be incompatible with the environment.
Support	Supplier shall have a quality assurance program in place for equipment
Support	All service personnel shall be trained to perform work on any equipment for which they provide service. Such training shall have been authorized by the OEM. The Contractor shall ensure that all personnel assigned have knowledge of the terms and conditions of any resulting Contract and shall certify compliance with the level of service required.
Training	Provider shall provide training to NRC employees to effectively and efficiently operate the equipment. Training shall be available in English or bilingual (English and French), including training manuals if requested in hard copy and electronic format. Training costs will be at no additional cost to NRC
Training	Training costs will be included in the financial proposal, and included with the lease of the system, including training for equipment hardware and software upgrades.
Training	The vendor will provide any required remedial training to operators for a period of 3 weeks following the initial training at no additional charge.

Specifications required of all devices
Specifications required of all devices

- All printers must have an inline stitcher capable of stitching at least 70 sheets of 20 lb bond with corner or two side stitches in portrait or landscape format.
- Inline stitching finishers must have the ability to set the space between the two side staples when 3- and 4-hole punching will also be required offline.
- All proposed printers must be able to bypass finisher.
- All proposed printer consoles will be available in English or Bilingual (English and French).
- All proposed printers must provide meter readings and log usage data that include number of clicks by date by type of usage (simplex, duplex, paper size)
- The proposed print solution must have the ability to insert two-sided front and (or) back covers up to 80 lb cover stock
- All proposed printers must have the ability to print on labels.
- All proposed printers must have the ability to print cover stock of 65lbs and 100lbs.
- All proposed printers must have the ability to print on short or long grain paper stock.
- All proposed B&W printers must have the ability to print on the following paper sizes: 8.5 x 11, 8.5x14, 11x17, 12x18 inches.
- The digital printers proposed shall operate with 8 1/2" x 11" plain paper normally used in office correspondence such as 20 pound, # 7 bond, 75grams/m2, plain offset stock, or preprinted letterhead sheets.
- The proposed Black and White (B&W) printers will provide a minimum total speed (IPM) of 375 IPM.
- All proposed printers are to have variable reduction to 40%
- All proposed printers are to have variable enlargement to 200%
- All proposed printers will print single and duplex.
- The proposed printer hardware and software solution will have the ability to print color pages from a print job on a color printer then stream these pages into a print job on the B&W printer with error recovery in the event of a jam.
- All proposed printers will be operational in less than or equal to 15 minutes from turn on.
- All proposed printers will have the ability to de-curl paper when required either automatically or when operator indicates the necessity.
- All proposed printers must have accessible panels for the operator to change consumables and

clear jams.

- All proposed printers must print at a resolution greater than or equal to 1200 x 1200 dpi with 8-bit grey
- Supplier will certify that equipment can run 100% post-consumer waste paper (Enviro 100 copy, Enviro 100 print)
- On all proposed printers, the operator must have ability to unload receiving tray while the printer is operational
- Printers will have a touch screen interface at the printer console for operator use.
- All proposed printers must have the following functionality at the console: interrupt and (or) reassign a job, change the quantity of printer copies, program trays, set inline finishing, run a proof, display error codes and indicate jam location.
- All proposed printers must print on paper from a minimum of 16 lb to a maximum of 80 lb. bond and from a size of 8" x 11" to 11 x 17".
- All proposed printers must have the ability to print sizes from 8.5" to 11" width
- All printers must offer removable hard drives.
- Able to manage printer jobs by remotely from one printer to another
- Ability to print Adobe PostScript Level 1,2,3 Adobe Acrobat PDF 1.7, PDF/X
- All proposed printers must have a Power Save feature.
- The Scanning System must be color and black and white with a minimum speed of 65 pages per minute simplex in B&W and 40 pages per minute in color. It must
 - accept both simplex and duplex originals
 - have an automatic document handler with minimum capacity of 100 pages
 - be capable of scanning at 600 and 1200 dpi
 - have editing tools including Deskew, DE speckle, cropping, and simple text edits
 - have software that runs on a Windows environment
 - scan to PDF file and save locally, to disk, to a network drive, or to USB
 - have the ability to preview a scanned document
 - have a glass top scanner (for scanning books)
 - have the ability to rotate documents
 - have an automatic feeder with an original capacity of 100 sheets
 - have the ability to accept originals varying from a minimum size of 5.5" x 8.5" to a maximum size of 11"x 17"
 - have a job interrupt mode
 - have the ability to copy a continuous tone original
- The scanner may provide two-sided scanning and copying capability.
- The proposed scanner must have the ability to auto detect different size originals and print on different size paper as one job

- The proposed print solution must be able to move a job from one queue to another.
- The proposed print solution must allow splitting jobs across multiple printers across the network.
- The print solution must be able to reprint an entire job or just selected pages.
- The proposed print solution must be able to redirect a portion of a job to another printer.
- The proposed print solution must be able to show all available queues, with the jobs, with their status.
- The proposed print solution must allow cancelling jobs.
- The solution must be fully integrated with the capability of preparing print job on one engine and then forward to any other print engine directly from the print engine controller without going through a central server.
- Supplier to provide documentation on workflow solution functionalities, and capabilities.
- The proposed print solution must have the ability to import files from disk and usb.
- The proposed print software solution must have the ability to open and see document pages, insert color pages, add and (or) edit numbering, use shared files created for multiple jobs, crop, mask, cut and paste, copy, de-skew, auto center, format as booklet, layout as 2 up and 4 up, rotate pages, insert and crop images and photos, edit sheet registration, edge erase (to remove punch holes/cerlox marks on edges), provide a light table feature.
- The print solution must have the ability to create shared files or templates for inserting on documents.
- The proposed printer software solution must have the ability to label with variable data or from a template For example, to add unique numbering 1, 2, 3, 4, etc. to each copy.
- The production print system must offer Remote workflow allowing staff to view and manage all components of the print engines from any networked computer.
- The proposed solution must be able to receive document from multiple clients via the network and distribute to queues or hot folders.
- All workstations connected to the NRC network will be password protected according to the NRC IT security regulations.
- The proposed solution must be able to connect to NRC's 10/100 Mbps Ethernet LAN switch.
- The proposed solution must be able to interface with NRC's TCP/IP network environment
- The proposed solution must be able to have the ability to disable undesired protocols and network features

- The network interface card will not act as a DHCP server (scanner only)
- The proposed solution must be compatible with Windows server 2003 and Windows 7.
- Ability to have complete job recovery from paper jams. (will reprint jammed pages)
- The proposed solution will be compatible with Windows server 2008.

Monochrome Printer #1

- The proposed B&W printer must have the ability to sort/collate in line with an unlimited set size and with an offsetting receiving tray of at least 3000 sheets.
- The proposed B&W printer must have a minimum printing speed of 125 IPM duplex for 8.5" x 11" stock. The total required printing speed for the B&W print solution is 125 IPM duplex for 8.5"x11".
- The proposed printer must have at least 6 paper trays (At least two trays available for post-process sheet insertion). With at least one tray with a capacity of greater than or equal to 2500 sheets and at least one with a capacity of greater than or equal to 1000
- The proposed printer must be able to print NCR paper
- The proposed printers must have the ability to print 9"x11" tabs. Supporting software must have ability to build 9"x11" tabs into print jobs and create custom labels.
- Supplier will certify that equipment can run 100% post-consumer waste paper (Enviro 100 copy, Enviro 100 print)
- The proposed printer must not have fuser oil technology which reduces the amount of moving parts, downtime and waste.

Monochrome Printer #2

- The proposed B&W printer must have the ability to sort/collate in line with an unlimited set size and with an offsetting receiving tray of at least 3000 sheets.
- The proposed B&W printer must have a minimum printing speed of 125 IPM duplex for 8.5" x 11" stock. The total required printing speed for the B&W print solution is 125 IPM duplex for 8.5"x11".
- The proposed printer must have at least 6 paper trays (At least two trays available for post-process sheet insertion). With at least one tray with a capacity of greater than or equal to 2500 sheets and at least one with a capacity of greater than or equal to 1000

- The proposed printer must be able to print NCR paper
- The proposed printers must have the ability to print 9"x11" tabs. Supporting software must have ability to build 9"x11" tabs into print jobs and create custom labels.
- Supplier will certify that equipment can run 100% post-consumer waste paper (Enviro 100 copy, Enviro 100 print)
- The proposed printer must not have fuser oil technology which reduces the amount of moving parts, downtime and waste.

Monochrome Printer #3

- The proposed B&W printer must have the ability to sort/collate in line with an unlimited set size and with an offsetting receiving tray of at least 3000 sheets.
- The proposed B&W printer must have a minimum printing speed of 125 IPM duplex for 8.5" x 11" stock. The total required printing speed for the B&W print solution is 125 IPM duplex for 8.5"x11".
- The proposed printer must have at least 6 paper trays (At least two trays available for post-process sheet insertion). With at least one tray with a capacity of greater than or equal to 2500 sheets and at least one with a capacity of greater than or equal to 1000
- The proposed printer must be able to print NCR paper
- The proposed printers must have the ability to print 9"x11" tabs. Supporting software must have ability to build 9"x11" tabs into print jobs and create custom labels.
- Supplier will certify that equipment can run 100% post-consumer waste paper (Enviro 100 copy, Enviro 100 print)
 - The proposed printer must not have fuser oil technology which reduces the amount of moving parts, downtime and waste.

Colour Printer

- The proposed colour printer must print at a speed of minimum 80 ppm color and 100 B&W for 8.5" x 11" stock.
- The proposed colour printer must be Pantone certified.
- The proposed colour printer must include an attached scanner. The Scanning System must be color and B&W with a minimum speed of 100 pages per minute simplex in B&W and 40 pages

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per minute in colour. It must

- accept both simplex and duplex originals
 - have an automatic document handler with minimum capacity of 75 pages
 - be capable of scanning at 600 dpi
 - scan to PDF file and save locally, to disk, to a network drive, or to USB
 - have a glass top scanner (for scanning books)
 - have the ability to rotate documents
 - have the ability to accept originals varying from a minimum size of 5.5" x 8.5" to a maximum size of 11"x 17"
 - have a job interrupt mode
 - have the ability to copy a continuous tone original
- The proposed color printer must have at least 5 paper trays. With at least two tray`s with a capacity of greater than or equal to 2500 sheets
 - Ability to print at resolutions up to 2400x2400 DPI
 - Must have the ability to print on a 13x19 inch sheet size
 - The Proposed Color printer must have the ability to print on the following paper sizes: 8.5 x 11, 8.5x14, 11x17, 12x18, 13x19 inches.

**ANNEX B
Basis of Payment**

B1.1 MONOCHROME PRINTER #1

For the lease, delivery, configuration and installation of one (1) mono production printer the Contractor will be paid the following firm rates:

Monochrome Printer: _____ *(insert device model)*

Equipment Offered List the mainframe and all added optional equipment required to meet the Specifications as detailed in Annex A.	Part No.	FIRM MONTHLY RATES (FMR)				Optional Periods	
		24 months	36 months	48 months	60 months	Option 1 12 months	Option 2 12 Months
Base Unit Model Name:		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
TOTAL FMR		\$	\$	\$	\$	\$	\$

The rates proposed for each lease period must be lower than that of the preceding shorter lease period. For example, the 60 month FMR must be lower than the 48 month FMR. This does not include the two optional renewal periods of 12 months each.

"Cost Per Copy/Print" (CPC)

means the fixed (or firm) rate per print or copy including related supplies or consumables (i.e. toner, developer, etc.) and preventive and remedial maintenance.

B1.2 Cost per Copy

	Cost per Copy/print (initial lease period)	Cost per Copy/print (option years)
Monochrome Cost per Copy/Print (CPC) (Estimated usage* is 260,000 pages per month)	\$ _____	\$ _____

* **Note:** The number of prints per month is an estimate for evaluation purposes only; the actual usage may be higher or lower than this number. The estimates will not constrain the Department to use this many pages per month.

The Full Service Maintenance agreement will be on a cost per page rate basis. Firm ceiling rates will be established for the entire contract period including all option years, but may be reduced at any time by the Contractor, by notifying the Contracting Authority and requesting a downward amendment.

B2.1 MONOCHROME PRINTER #2

For the lease, delivery, configuration and installation of one (1) mono production printer the Contractor will be paid the following firm rates:

Monochrome Printer: _____ (insert device model)

Equipment Offered List the mainframe and all added optional equipment required to meet the Specifications as detailed in Annex A.	Part No.	FIRM MONTHLY RATES (FMR)				Optional Periods	
		24 months	36 months	48 months	60 months	Option 1 12 months	Option 2 12 Months
Base Unit Model Name:		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
TOTAL FMR		\$	\$	\$	\$	\$	\$

The rates proposed for each lease period must be lower than that of the preceding shorter lease period. For example, the 60 month FMR must be lower than the 48 month FMR. This does not include the two optional renewal periods of 12 months each.

"Cost Per Copy/Print" (CPC)

means the fixed (or firm) rate per print or copy including related supplies or consumables (i.e. toner, developer, etc.) and preventive and remedial maintenance.

B2.2 Cost per Copy

	Cost per Copy/print (initial lease period)	Cost per Copy/print (option years)
Monochrome Cost per Copy/Print (CPC) (Estimated usage* is 260,000 pages per month)	\$ _____	\$ _____

* **Note:** The number of prints per month is an estimate for evaluation purposes only; the actual usage may be higher or lower than this number. The estimates will not constrain the Department to use this many pages per month.

B3.1 MONOCHROME PRINTER #3

For the lease, delivery, configuration and installation of one (1) mono production printer the Contractor will be paid the following firm rates:

Monochrome Printer: _____ (insert device model)

Equipment Offered List the mainframe and all added optional equipment required to meet the Specifications as detailed in Annex A.	Part No.	FIRM MONTHLY RATES (FMR)				Optional Periods	
		24 months	36 months	48 months	60 months	Option 1 12 months	Option 2 12 Months
Base Unit Model Name:		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
TOTAL FMR		\$	\$	\$	\$	\$	\$

The rates proposed for each lease period must be lower than that of the preceding shorter lease period. For example, the 60 month FMR must be lower than the 48 month FMR. This does not include the two optional renewal periods of 12 months each.

"Cost Per Copy/Print" (CPC)

means the fixed (or firm) rate per print or copy including related supplies or consumables (i.e. toner, developer, etc.) and preventive and remedial maintenance.

B3.2 Cost per Copy

	Cost per Copy/print (initial lease period)	Cost per Copy/print (option years)
Monochrome Cost per Copy/Print (CPC) (Estimated usage* is 260,000 pages per month)	\$ _____	\$ _____

* **Note:** The number of prints per month is an estimate for evaluation purposes only; the actual usage may be higher or lower than this number. The estimates will not constrain the Department to use this many pages per month.

B4.1 COLOUR PRINTER

For the lease, delivery, configuration and installation of one (1) colour production printer the Contractor will be paid the following firm rates:

Colour Printer: _____ (insert device model)

Equipment Offered List the mainframe and all added optional equipment required to meet the Specifications as detailed in Annex A.	Part No.	FIRM MONTHLY RATES (FMR)				Optional Periods	
		24 months	36 months	48 months	60 months	Option 1 12 months	Option 2 12 Months
Base Unit Model Name:		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$

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TOTAL FMR	\$	\$	\$	\$	\$	\$
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The rates proposed for each lease period must be lower than that of the preceding shorter lease period. For example, the 60 month FMR must be lower than the 48 month FMR. This does not include the two optional renewal periods of 12 months each.

"Cost Per Copy/Print" (CPC)

means the fixed (or firm) rate per print or copy including related supplies or consumables (i.e. toner, developer, etc.) and preventive and remedial maintenance.

B4.2 Cost per Copy

	Cost per Copy/print (initial lease period)	Cost per Copy/print (option years)
Monochrome Cost per Copy/Print (CPC) (Estimated usage* is 5,000 copies per month)	\$ _____	\$ _____
Colour Cost per Copy/Print (CPC) (Estimated usage* is 45,000 copies per month)	\$ _____	\$ _____

* **Note:** The number of prints per month is an estimate for evaluation purposes only; the actual usage may be higher or lower than this number. The estimates will not constrain the Department to use this many pages per month.

ANNEX C Evaluation Criteria & Method of Selection

C1. TECHNICAL EVALUATION

Bidders should submit a completed Form A - Substantiation of Technical Compliance. The bidder must demonstrate how it meets each criterion specified within Form A.

Bidders must PASS all mandatory technical specification requirements listed in Annex A, in order to be considered further during the evaluation stage.

The proposed equipment must also pass the Compatibility Testing requirements specified at Annex D, if required.

C2. FINANCIAL EVALUATION

Bidders must submit a completed Annex B.

Each lease period specified in Annex B is multiplied by a factor of 0.25. While Canada aims to issue a contract with a 60 month lease period, Canada reserves the right to issue the initial contract for a shorter lease period (24, 36, or 48 months) if the rate for the shorter lease period is more financially advantageous than the 60 month lease period.

The "**Total Evaluated Price**" will be the sum of the following:

C2.1 Monochrome Production Printer #1	
FMR 60 months x 60 months x 0.25	\$
FMR 48 months x 48 months x 0.25	\$
FMR 36 months x 36 months x 0.25	\$
FMR 24 months x 24 months x 0.25	\$
FMR Option 1 x Additional 12 months	\$
FMR Option 2 x Additional 12 months	\$
Monochrome CPC initial lease period x 260,000 pages/month x 60 months	\$
Monochrome CPC option years x 260,000 pages/month x 24 months	\$

C2.2 Monochrome Production Printer #2	
FMR 60 months x 60 months x 0.25	\$
FMR 48 months x 48 months x 0.25	\$
FMR 36 months x 36 months x 0.25	\$
FMR 24 months x 24 months x 0.25	\$
FMR Option 1 x Additional 12 months	\$
FMR Option 2 x Additional 12 months	\$
Monochrome CPC initial lease period x 260,000 pages/month x 60 months	\$
Monochrome CPC option years x 260,000 pages/month x 24 months	\$

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C2.3 Monochrome Production Printer #3

C2.3 Monochrome Production Printer #3	
FMR 60 months x 60 months x 0.25	\$
FMR 48 months x 48 months x 0.25	\$
FMR 36 months x 36 months x 0.25	\$
FMR 24 months x 24 months x 0.25	\$
FMR Option 1 x Additional 12 months	\$
FMR Option 2 x Additional 12 months	\$
Monochrome CPC initial lease period x 260,000 pages/month x 60 months	\$
Monochrome CPC option years x 260,000 pages/month x 24 months	\$

C2.4 Colour Production Printer	
FMR 60 months x 60 months x 0.25	\$
FMR 48 months x 48 months x 0.25	\$
FMR 36 months x 36 months x 0.25	\$
FMR 24 months x 24 months x 0.25	\$
FMR Option 1 x Additional 12 months	\$
FMR Option 2 x Additional 12 months	\$
Monochrome CPC initial lease period x 5,000 pages/month x 60 months	\$
Monochrome CPC option years x 5,000 pages/month x 24 months	\$
Colour CPC initial lease period x 45,000 pages/month x 60 months	\$
Colour CPC option years x 45,000 pages/month x 24 months	\$

TOTAL EVALUATED PRICE = \$ _____

C3. BASIS OF SELECTION

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 TOTAL EVALUATED PRICE will be recommended for award of a contract.

ANNEX D Compatibility Testing

At the request of Canada, the Contractor with the best value technically compliant bid must make available the test printer, in the configurations specified in the RFP, for a compatibility test by NRC prior to the award of Contract to determine whether the proposed printer will meet NRC's requirements.

To complete these tests, the contractor must make the test printer available for testing in the Winnipeg, Manitoba region of Canada either at the contractor's site or at an existing installation site in a different client's environment within 10 days of notification of such test by PWGSC.

The product for testing must:

- (a) be configured and identical to the equipment proposed in the RFP and be in accordance with the Mandatory Technical Specifications;
- (b) be loaded with all necessary drivers; and
- (c) be compatible with the specific hardware, network or software requirements identified by the Project Authority and/or the Contracting Authority at the time notice of testing is given to the Contractor.

Compliance Verification and Compatibility Testing

Failure of the proposed printer to meet the technical specifications of the RFP and any subsequent clarifications thereto may result in elimination of the printer without further consideration.

In the event that the test printer does not function in accordance with the technical requirements of the bid solicitation or is not able to function in the NRC environment with NRC's applications, the contractor will be required to rectify the incompatibility within 48 hours of notification. The resulting fault will be deemed a technical fault. A maximum of 2 technical faults will be allowed.

If the test printer, or its replacement, exhibits a third technical fault or if the contractor fails to meet the 48 hour deadline (on the first OR second technical fault) the test device will be deemed non-compliant.

If the testing indicates that some upgrades/changes (for example, to the drivers or firmware) are required, Canada will work with the Contractor to resolve these issues, provided they are reasonable within a reasonable period.

If the test printer provided is new and is to be delivered to the end-user's location, and if it is agreed upon with NRC, the test printer may be considered as the unit of sale.

FORM A

SUBSTANTIATION OF TECHNICAL COMPLIANCE FORM

The printer must meet the following mandatory requirements:

Line no.	Mandatory Criteria	Comply (Yes/No)	Substantiate	Reference
Specifications required for all printers				
1	All printers must have an inline stitcher capable of stitching at least 70 sheets of 20 lb bond with corner or two side stitches in portrait or landscape format.			
2	Inline stitching finishers must have the ability to set the space between the two side staples when 3- and 4-hole punching will also be required offline.			
3	All proposed printers must be able to bypass finisher.			
4	All proposed printer consoles will be available in English or Bilingual (English and French).			
5	All proposed printers must provide meter readings and log usage data that include number of clicks by date by type of usage (simplex, duplex, paper size)			
6	The proposed print solution must have the ability to insert two-sided front and (or) back covers up to 80 lb cover stock			
7	All proposed printers must have the ability to print on labels.			
8	All proposed printers must have the ability to print cover stock of 65lbs and 100lbs.			
9	All proposed printers must have the ability to print on short or long grain paper stock.			
10	All proposed B&W printers must have the ability to print			

	on the following paper sizes: 8.5 x 11, 8.5x14, 11x17, 12x18 inches.			
11	The digital printers proposed shall operate with 8 1/2" x 11" plain paper normally used in office correspondence such as 20 pound, # 7 bond, 75grams/m2, plain offset stock, or preprinted letterhead sheets.			
12	The proposed Black and White (B&W) printers will provide a minimum total speed (IPM) of 375 IPM.			
13	All proposed printers are to have variable reduction to 40%.			
14	All proposed printers are to have variable enlargement to 200%.			
15	All proposed printers will print single and duplex.			
16	The proposed printer hardware and software solution will have the ability to print color pages from a print job on a color printer then stream these pages into a print job on the B&W printer with error recovery in the event of a jam.			
17	All proposed printers will be operational in less than or equal to 15 minutes from turn on.			
18	All proposed printers will have the ability to de-curl paper when required either automatically or when operator indicates the necessity.			
19	All proposed printers must have accessible panels for the operator to change consumables and clear jams.			
20	All proposed printers must print at a resolution greater than or equal to 1200 x 1200 dpi with 8-bit grey.			
21	Supplier will certify that equipment can run 100%			

	post-consumer waste paper (Enviro 100 copy, Enviro 100 print).			
22	On all proposed printers, the operator must have ability to unload receiving tray while the printer is operational.			
23	Printers will have a touch screen interface at the printer console for operator use.			
24	All proposed printers must have the following functionality at the console: interrupt and (or) reassign a job, change the quantity of printer copies, program trays, set inline finishing, run a proof, display error codes and indicate jam location.			
25	All proposed printers must print on paper from a minimum of 16 lb to a maximum of 80 lb. bond and from a size of 8" x 11" to 11 x 17".			
26	All proposed printers must have the ability to print sizes from 8.5" to 11" width.			
27	All printers must offer removable hard drives.			
28	Able to manage printer jobs by remotely from one printer to another.			
29	Ability to print Adobe PostScript Level 1,2,3 Adobe Acrobat PDF 1.7, PDF/X			
30	All proposed printers must have a Power Save feature.			
31	The Scanning System must be color and black and white with a minimum speed of 65 pages per minute simplex in B&W and 40 pages per minute in color.			
32	The scanning system must accept both simplex and duplex originals.			
33	The scanning system must have an automatic document handler with minimum capacity of 100 pages.			
34	The scanning system must			

	be capable of scanning at 600 and 1200 dpi.			
35	The scanning system must have editing tools including Deskew, DE speckle, cropping, and simple text edits.			
36	The scanning system must have software that runs on a Windows environment.			
37	The scanning system must scan to PDF file and save locally, to disk, to a network drive, or to USB.			
38	The scanning system must have the ability to preview a scanned document.			
39	The scanning system must have a glass top scanner (for scanning books).			
40	The scanning system must have the ability to rotate documents.			
41	The scanning system must have an automatic feeder with an original capacity of 100 sheets.			
42	The scanning system must have the ability to accept originals varying from a minimum size of 5.5" x 8.5" to a maximum size of 11"x 17".			
43	The scanning system must have a job interrupt mode.			
44	The scanning system must have the ability to copy a continuous tone original.			
45	The scanner may provide two-sided scanning and copying capability.			
46	The proposed scanner must have the ability to auto detect different size originals and print on different size paper as one job.			
47	The proposed print solution must be able to move a job from one queue to another.			
48	The proposed print solution must allow splitting jobs across multiple printers			

	across the network.			
49	The print solution must be able to reprint an entire job or just selected pages.			
50	The proposed print solution must be able to redirect a portion of a job to another printer.			
51	The proposed print solution must be able to show all available queues, with the jobs, with their status.			
52	The proposed print solution must allow cancelling jobs.			
53	The solution must be fully integrated with the capability of preparing print job on one engine and then forward to any other print engine directly from the print engine controller without going through a central server.			
54	Supplier to provide documentation on workflow solution functionalities, and capabilities.			
55	The proposed print solution must have the ability to import files from disk and USB.			
56	The proposed print software solution must have the ability to open and see document pages, insert color pages, add and (or) edit numbering, use shared files created for multiple jobs, crop, mask, cut and paste, copy, de-skew, auto center, format as booklet, layout as 2 up and 4 up, rotate pages, insert and crop images and photos, edit sheet registration, edge erase (to remove punch holes/cerlox marks on edges), provide a light table feature.			
57	The print solution must have the ability to create shared files or templates for inserting on documents.			
58	The proposed printer			

	software solution must have the ability to label with variable data or from a template For example, to add unique numbering 1, 2, 3, 4, etc. to each copy.			
59	The production print system must offer Remote workflow allowing staff to view and manage all components of the print engines from any networked computer.			
60	The proposed solution must be able to receive document from multiple clients via the network and distribute to queues or hot folders.			
61	All workstations connected to the NRC network will be password protected according to the NRC IT security regulations.			
62	The proposed solution must be able to connect to NRC's 10/100 Mbps Ethernet LAN switch.			
63	The proposed solution must be able to interface with NRC's TCP/IP network environment.			
64	The proposed solution must be able to have the ability to disable undesired protocols and network features.			
65	The network interface card will not act as a DHCP server (scanner only).			
66	The proposed solution must be compatible with Windows server 2003 and Windows 7.			
67	Ability to have complete job recovery from paper jams (will reprint jammed pages).			
68	The proposed solution will be compatible with Windows server 2008.			
Monochrome Printer #1				
69	The proposed B&W printer must have the ability to sort/collate in line with an unlimited set size and with an offsetting receiving tray of at			

	least 3000 sheets.			
70	The proposed B&W printer must have a minimum printing speed of 125 IPM duplex for 8.5" x 11" stock. The total required printing speed for the B&W print solution is 125 IPM duplex for 8.5"x11".			
71	The proposed printer must have at least 6 paper trays (At least two trays available for post-process sheet insertion). With at least one tray with a capacity of greater than or equal to 2500 sheets and at least one with a capacity of greater than or equal to 1000.			
72	The proposed printer must be able to print NCR paper.			
73	The proposed printers must have the ability to print 9"x11" tabs. Supporting software must have ability to build 9"x11" tabs into print jobs and create custom labels.			
74	Supplier will certify that equipment can run 100% post-consumer waste paper (Enviro 100 copy, Enviro 100 print).			
75	The proposed printer must not have fuser oil technology which reduces the amount of moving parts, downtime and waste.			
Monochrome Printer #2				
76	The proposed B&W printer must have the ability to sort/collate in line with an unlimited set size and with an offsetting receiving tray of at least 3000 sheets.			
77	The proposed B&W printer must have a minimum printing speed of 125 IPM duplex for 8.5" x 11" stock. The total required printing speed for the B&W print solution is 125 IPM duplex			

	for 8.5"x11".			
78	The proposed printer must have at least 6 paper trays (At least two trays available for post-process sheet insertion). With at least one tray with a capacity of greater than or equal to 2500 sheets and at least one with a capacity of greater than or equal to 1000			
79	The proposed printer must be able to print NCR paper.			
80	The proposed printers must have the ability to print 9"x11" tabs. Supporting software must have ability to build 9"x11" tabs into print jobs and create custom labels.			
81	Supplier will certify that equipment can run 100% post-consumer waste paper (Enviro 100 copy, Enviro 100 print)			
82	The proposed printer must not have fuser oil technology which reduces the amount of moving parts, downtime and waste.			
Monochrome Printer #3				
83	The proposed B&W printer must have the ability to sort/collate in line with an unlimited set size and with an offsetting receiving tray of at least 3000 sheets.			
84	The proposed B&W printer must have a minimum printing speed of 125 IPM duplex for 8.5" x 11" stock. The total required printing speed for the B&W print solution is 125 IPM duplex for 8.5"x11".			
85	The proposed printer must have at least 6 paper trays (At least two trays available for post-process sheet insertion). With at least one tray with a capacity of greater than or equal to 2500 sheets			

	and at least one with a capacity of greater than or equal to 1000.			
86	The proposed printer must be able to print NCR paper.			
87	The proposed printers must have the ability to print 9"x11" tabs. Supporting software must have ability to build 9"x11" tabs into print jobs and create custom labels.			
88	Supplier will certify that equipment can run 100% post-consumer waste paper (Enviro 100 copy, Enviro 100 print).			
89	The proposed printer must not have fuser oil technology which reduces the amount of moving parts, downtime and waste.			
Colour Printer				
90	The proposed colour printer must print at a speed of minimum 80 ppm color and 100 B&W for 8.5" x 11" stock.			
91	The proposed colour printer must be Pantone certified.			
92	The proposed colour printer must include an attached scanner. The Scanning System must be color and B&W with a minimum speed of 100 pages per minute simplex in B&W and 40 pages per minute in colour.			
93	The proposed colour printer must accept both simplex and duplex originals.			
94	The proposed colour printer must have an automatic document handler with minimum capacity of 75 pages.			
95	The proposed colour printer must be capable of scanning at 600 dpi.			
96	The proposed colour printer must scan to PDF file and save locally, to disk, to a network drive, or to USB.			

97	The proposed colour printer must have a glass top scanner (for scanning books).			
98	The proposed colour printer must have the ability to rotate documents.			
99	The proposed colour printer must have the ability to accept originals varying from a minimum size of 5.5" x 8.5" to a maximum size of 11"x 17".			
100	The proposed colour printer must have a job interrupt mode.			
101	The proposed colour printer must have the ability to copy a continuous tone original.			
102	The proposed color printer must have at least 5 paper trays. With at least two tray`s with a capacity of greater than or equal to 2500 sheets.			
103	Ability to print at resolutions up to 2400x2400 DPI.			
104	Must have the ability to print on a 13x19 inch sheet size.			
105	The Proposed Color printer must have the ability to print on the following paper sizes: 8.5 x 11, 8.5x14, 11x17, 12x18, 13x19 inches.			