# REQUEST FOR STANDING OFFER (RFSO) JUS-RFSO-PRINT-2015-002 

FOR THE REQUIREMENT OF PRINTING AND REPROGRAPHY SERVICES

FOR THE

# DEPARTMENT OF JUSTICE CANADA PRAIRIE REGION - EDMONTON OFFICE 

## AMENDMENT 001

Contracting Authority:<br>Kayla Pordonick<br>Senior Contracting Officer<br>Department of Justice Canada<br>284 Wellington Street, EMB 1164<br>Ottawa, Ontario K1A OH8<br>Email: Kayla.Pordonick@justice.gc.ca

# JUS-RFSO-PRINT-2015-002 <br> AMENDMENT 001 

## THERE IS AN AMENDMENT TO THE BASIS OF PAYMENT INCLUDED IN PART 2

## PART 1: Questions and Answers

Question 1 Regarding the tabs in Annex A - Statement of Work 4.2 Supplies:
A) Are white tabs acceptable for this bid?
B) Do the tabs need to be laminated?
C) If tabs must be available in any different cut, in what percentage are the most prevalent cuts?
D) Would Justice accept any standard cut of tab if it wasn't indicated which to use on the requisition?
E) Is there a preferred cut or does it really matter what size cut of tabs are used?

Answer 1 In response to the above:
A) Yes, white tabs are acceptable for this bid.
B) Yes, the tabs need to be laminated, as well as the whole punch portion of the page.
C) Mainly $1 / 25,1 / 28,1 / 29$ are used. One of these three sizes will be used $90 \%$ of the time.
D) If no specific cut is requested, we would ask that you please contact the person who is placing the order and they will provide you the specific cut to use.
E) Yes there is a preferred cut, as these are court documents and we must meet their standards. Normally $1 / 25,1 / 28,1 / 29$. These are the three sizes we use on a regular basis.

Question 2 In the event that only 1 supplier is accepted for the standing offer, must all work go to them or can jobs be sent elsewhere?

Answer 2 In the event that only one supplier qualifies for a Standing Offer, all the work will be directed to that sole Standing Offer holder. If they indicate they cannot handle the workload or meet the timeline we require, we would then have to contact another company to complete the work to meet our needs.

Question 3 Do you not need a price component for the clear (acetate) covers specified in the Statement of Work 4.2 Supplies?

Answer 3 See Part 2 of this document, which amends the Annex B - Basis of Payment to include separate pricing for the clear (acetate) covers and transparencies. As well, it amends Statement of Work 4.3 Tasks/Detailed Services to include the clear covers and transparencies as well.

## PART 2: Amendment to RFSO

Amend the following within the JUS-RFSO-PRINT-2015-002 Request for Standing Offer (RFSO) document:

1. Annex A - Statement of Work, 4.3 Tasks/Detailed Services

## DELETE:

C: Inserting Services
Dividers:

- cover stock to be used
- white and/or coloured card stock
- sizes $81 / 2^{\prime \prime} \times 11^{\prime \prime}$ and/or $81 / 2^{\prime \prime} \times 14$ "
- title/subtitle to be printed on divider and custom tab with title/sub-title to be supplied by Justice, as well as documents in which the Work has to be done
- Contractor to print title/subtitle onto divider (colour or black ink), affix the supplied custom tabs on the divider and/or insert the dividers into the supplied document

Indexes:

- alphabetical (A to Z), numerical (1 to ...) or custom, as necessary
- one sided only with black print
- sizes $81 / 2^{\prime \prime} \times 11^{\prime \prime}$ and/or $81 / 2^{\prime \prime} \times 14$ "
- alphabetical cut $1 / 26$ e, numerical cut $1 / 25 e$, custom available in different cuts, which can include but not limited to: $1 / 5 \mathrm{e}, 1 / 10 \mathrm{e}, 1 / 25 \mathrm{e}, 1 / 26 \mathrm{e}$, etc.
- required individually and in sets as necessary
- wording/characters for custom tab(s) to be provided by Justice, Contractor will create the custom tab(s)
- Contractor must supply all indexes with tabs, and insert each into the supplied documents

Inserts - White or Colour Sheets:

- sizes $81 / 2^{\prime \prime} \times 11^{\prime \prime}$ and/or $81 / 2^{\prime \prime} \times 14$ "
- various colours
- Contractor must supply the paper and insert each into the supplied documents


## AND REPLACE WITH:

## C: Inserting Services

Dividers:

- cover stock to be used
- white and/or coloured card stock
- sizes $81 / 2$ '" $\times 11^{\prime \prime}$ and/or $81 / 2{ }^{\prime \prime} \times 14$ "
- title/subtitle to be printed on divider and custom tab with title/sub-title to be supplied by Justice, as well as documents in which the Work has to be done
- Contractor to print title/subtitle onto divider (colour or black ink), affix the supplied custom tabs on the divider and/or insert the dividers into the supplied document

Indexes:

- alphabetical (A to Z), numerical (1 to ...) or custom, as necessary
- one sided only with black print
- sizes $81 / 2^{\prime \prime} \times 11^{\prime \prime}$ and/or $81 / 2^{\prime \prime} \times 14^{\prime \prime}$
- alphabetical cut $1 / 26 e$ e, numerical cut $1 / 25 e$, custom available in different cuts, which can include but not limited to: $1 / 5 e, 1 / 10 e, 1 / 25 e, 1 / 26 e$ e, etc.
- required individually and in sets as necessary
- wording/characters for custom tab(s) to be provided by Justice, Contractor will create the custom tab(s)
- Contractor must supply all indexes with tabs, and insert each into the supplied documents

Inserts - White or Colour Sheets:

- sizes $81 / 2^{\prime \prime} \times 11^{\prime \prime}$ and/or $81 / 2^{\prime \prime} \times 14$ "
- various colours
- Contractor must supply the paper and insert each into the supplied documents

Clear Covers:

- acetate
- sizes will vary: $81 / 2^{\prime \prime} \times 11^{\prime \prime}$ and/or $81 / 2^{\prime \prime} \times 14$ "
- Contractor must supply and attach each to the documents

Transparencies:

- With removable strip
- sizes will vary: $81 / 2^{\prime \prime} \times 11^{\prime \prime}$ and/or $81 / 2^{\prime \prime} \times 14$ "
- text to be printed on transparencies, wording to be supplied by Justice
- Contractor must supply and insert each into the documents

2. Annex B - Basis of Payment, Table 1: Standard Services Rates,

## DELETE:

## ANNEX B - TABLE 1: STANDARD SERVICES RATES IN ITS ENTIRETY

AND REPLACE WITH:
(The table is on next page)

| TABLE 1 - STANDARD SERVICE RATES |  |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Standard Service Rates (Materials, Pickup/Delivery, and Labour included, Taxes extra): |  |  |  | AL D <br> te to 2017 |  | $\begin{aligned} & \text { ON } \\ & \mathbf{D} \mathbf{1} \\ & 17 \text { to } \\ & 2018 \end{aligned}$ |  | $\begin{aligned} & \text { ON } \\ & \mathbf{D} 2 \\ & 18 \text { to } \\ & 2019 \end{aligned}$ |  | $\begin{aligned} & \text { ON } \\ & \text { D } 3 \\ & 19 \text { to } \\ & 2020 \end{aligned}$ |  | N <br> D 4 <br> 20 to <br> 2021 | Estimated <br> Quantity (Per Period) <br> FOR EVALUATION PURPOSES ONLY |
| A | Reprographics/Duplicating |  |  |  |  |  |  |  |  |  |  |  |  |
| A1 | Black Copies on White Paper (20 lb) from Hardcopy Originals |  |  |  |  |  |  |  |  |  |  |  |  |
|  | One-sided | $8112{ }^{\prime \prime} \times 11^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ |  | \$ |  | \$ | /ea | 250,000 |
|  | One-sided | $81 / 2^{\prime \prime} \times 14{ }^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ |  | \$ | /ea | \$ | /ea | 50,000 |
|  | One-sided | $11^{\prime \prime} \times 17{ }^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 1,000 |
|  | Two-sided | $81 / 2^{\prime \prime} \times 11^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 250,000 |
|  | Two-sided | $81 / 2^{\prime \prime} \times 14^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 50,000 |
|  | Two-sided | 11" x 17" | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 1,000 |
| A2 | Colour Copies on White Paper (20 lb) from Hardcopy Originals |  |  |  |  |  |  |  |  |  |  |  |  |
|  | One-sided | $81122^{\prime \prime} \times 11^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 250,000 |
|  | One-sided | $81 / 2{ }^{12} \times 14^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 50,000 |
|  | One-sided | 11" x 17" | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 1,000 |
|  | Two-sided | $81 / 2^{\prime \prime} \times 11^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 250,000 |
|  | Two-sided | $81 / 2{ }^{12} \times 14^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 50,000 |
|  | Two-sided | $11^{\prime \prime} \times 17{ }^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 1,000 |
| A3 | Black Copies on White Paper (20 lb) from Electronic Originals |  |  |  |  |  |  |  |  |  |  |  |  |
|  | One-sided | $81 / 2^{\prime \prime} \times 11^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 250,000 |
|  | One-sided | $81 / 2^{\prime \prime} \times 14^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 50,000 |
|  | One-sided | $11^{\prime \prime} \times 17{ }^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 1,000 |
|  | Two-sided | $81 / 2^{\prime \prime} \times 11^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 250,000 |
|  | Two-sided | $81 / 2^{\prime \prime} \times 14^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 50,000 |
|  | Two-sided | 11" x 17" | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 1,000 |
| A4 | Colour Copies on White Paper (20 lb) from Electronic Originals |  |  |  |  |  |  |  |  |  |  |  |  |
|  | One-sided | $81 / 2^{\prime \prime} \times 11^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 250,000 |
|  | One-sided | $81 / 2{ }^{\prime \prime} \times 14^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 50,000 |
|  | One-sided | $11^{\prime \prime} \times 17{ }^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 1,000 |
|  | Two-sided | $81 / 2^{\prime \prime} \times 11^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 250,000 |
|  | Two-sided | $81 / 22^{\prime \prime} \times 14^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 50,000 |
|  | Two-sided | 11" x 17" | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 1,000 |
| A5 | Black Copies on Coloured Paper (20-24 lb, various colours) |  |  |  |  |  |  |  |  |  |  |  |  |
|  | One-sided | $81 / 2^{\prime \prime} \times 11^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 75,000 |
|  | One-sided | $81 / 2^{\prime \prime} \times 14^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 20,000 |
|  | One-sided | $11^{\prime \prime} \times 17{ }^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 500 |
|  | Two-sided | $81 / 2^{\prime \prime} \times 11^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 75,000 |
|  | Two-sided | $81 / 2^{\prime \prime} \times 14^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 20,000 |
|  | Two-sided | $11^{\prime \prime} \times 17{ }^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 500 |


| TABLE 1 - STANDARD SERVICE RATES |  |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Standard Service Rates (Materials, Pickup/Delivery, and Labour included, Taxes extra): |  |  |  | D <br> ate to 2017 |  | $\begin{aligned} & \mathbf{N} \\ & \mathbf{D} 1 \\ & 17 \text { to } \\ & 2018 \\ & \hline \end{aligned}$ |  | $\begin{aligned} & \mathbf{S N} \\ & \mathbf{D} 2 \\ & 18 \text { to } \\ & 2019 \end{aligned}$ |  | $\begin{aligned} & \text { LN } \\ & \text { D } 3 \\ & 19 \text { to } \\ & 2020 \end{aligned}$ |  | $\begin{aligned} & \mathbf{N N} \\ & \mathbf{D} 4 \\ & 20 \text { to } \\ & 2021 \\ & \hline \end{aligned}$ | Estimated <br> Quantity (Per Period) FOR EVALUATION PURPOSES ONLY |
| A6 | Colour Copies on Coloured Paper ( $20-24 \mathrm{lb}$, various colours) |  |  |  |  |  |  |  |  |  |  |  |  |
|  | One-sided | $81 / 2^{\prime \prime} \times 11^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 25,000 |
|  | One-sided | $8112{ }^{11} \times 14^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 5,000 |
|  | One-sided | $11{ }^{\prime \prime} \times 17{ }^{\text {c }}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 500 |
|  | Two-sided | $8112^{\prime \prime} \times 11^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 25,000 |
|  | Two-sided | $8112{ }^{11} \times 14^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 5,000 |
|  | Two-sided | 11" x 17" | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 500 |
| A7 | Black Copies on Cover Stock (50-67 lb, various colours) |  |  |  |  |  |  |  |  |  |  |  |  |
|  | One-sided | $8112{ }^{1 / 2} \times 1{ }^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 7,500 |
|  | One-sided | $8112^{\prime \prime} \times 14^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 4,000 |
|  | Two-sided | $8112^{\prime \prime} \times 11^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 7,500 |
|  | Two-sided | $8112{ }^{1 / 2} \times 14^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 4,000 |
| A8 | Colour Copies on Cover Stock (50-67 lb, various colours) |  |  |  |  |  |  |  |  |  |  |  |  |
|  | One-sided | $8112^{\prime \prime} \times 11^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 2,500 |
|  | One-sided | $8112{ }^{1 / 2} \times 14^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 1,000 |
|  | Two-sided | $811 / 2^{\prime \prime} \times 11^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 2,500 |
|  | Two-sided | $81122^{\prime \prime} \times 14^{\prime \prime}$ | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | \$ | /ea | 1,000 |
| A9 | Black Copies - Bound Book Original (first copy pricing - subsequent copies apply A1 to A8 as applicable) |  |  |  |  |  |  |  |  |  |  |  |  |
|  | One-sided | $811 / 2^{\prime \prime} \times 11^{\prime \prime}$ | \$ | /pg | \$ | /pg | \$ | /pg | \$ |  | \$ | /pg | 750 |
|  | One-sided | $811 / 2^{\prime \prime} \times 14^{\prime \prime}$ | \$ | /pg | \$ | /pg | \$ | /pg | \$ | /pg | \$ | /pg | 750 |
|  | Two-sided | $81 / 2^{\prime \prime} \times 11^{\prime \prime}$ | \$ | /pg | \$ | /pg | \$ | /pg | \$ | /pg | \$ | /pg | 750 |
|  | Two-sided | $81122^{\prime \prime} \times 14^{\prime \prime}$ | \$ | /pg | \$ | /pg | \$ | /pg | \$ | /pg | \$ | /pg | 750 |
| A10 | Colour Copies - Bound Book Original (first copy pricing - subsequent copies apply A1 to A8 as applicable) |  |  |  |  |  |  |  |  |  |  |  |  |
|  | One-sided | $8112{ }^{12} \times 11^{\prime \prime}$ | \$ | /pg | \$ | /pg | \$ | /pg | \$ | /pg | \$ | /pg | 250 |
|  | One-sided | $811 / 2$ x $14{ }^{\prime \prime}$ | \$ | /pg | \$ | /pg | \$ | /pg | \$ | /pg | \$ | /pg | 250 |
|  | Two-sided | $81 / 2^{\prime \prime} \times 11^{\prime \prime}$ | \$ | /pg | \$ | /pg | \$ | /pg | \$ | /pg | \$ | /pg | 250 |
|  | Two-sided | 8112" $\times 14^{\prime \prime}$ | \$ | /pg | \$ | /pg | \$ | /pg | \$ | /pg | \$ | /pg | 250 |
| A11 | Scanning Hardcopy (either Black and White or Colour) Originals to Electronic (Primarily PDF) |  |  |  |  |  |  |  |  |  |  |  |  |
|  | $81 / 2^{\prime \prime} \times 11^{\prime \prime}$ |  | \$ | /pg | \$ | /pg | \$ | /pg | \$ | /pg | \$ | /pg | 100,000 |
|  | $81 / 2^{\prime \prime} \times 14^{\prime \prime}$ |  | \$ | /pg | \$ | /pg | \$ | /pg | \$ | /pg | \$ | /pg | 50,000 |
|  | 11" x 17" |  | \$ | /pg | \$ | /pg | \$ | /pg | \$ | /pg | \$ | /pg | 1,000 |


| TABLE 1 - STANDARD SERVICE RATES |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Standard Service Rates (Materials, Pickup/Delivery, and Labour included, Taxes extra): |  | INITIAL PERIOD <br> Award Date to 30-Sept-2017 | OPTION PERIOD 1 <br> 01-Oct-2017 to 30-Sept-2018 | OPTION PERIOD 2 <br> 01-Oct-2018 to 30-Sept-2019 | OPTION PERIOD 3 <br> 01-Oct-2019 to 30-Sept-2020 | OPTION PERIOD 4 <br> 01-Oct-2020 to 30-Sept-2021 | Estimated <br> Quantity (Per Period) FOR EVALUATION PURPOSES ONLY |
| B | Bindery Services |  |  |  |  |  |  |
| B1 | Binding, Cerlox (per $81 / 2 \mathrm{\prime} \times 11{ }^{\text {" }}$ Booklet, punch included) |  |  |  |  |  |  |
|  | 1 to 15 sheets per Booklet | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | \$_/ea | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | 3,000 |
|  | 16 to 25 sheets per Booklet | \$ / ea | \$ / ea | \$ / ea | \$ / ea | \$ / ea | 3,000 |
|  | 26 to 75 sheets per Booklet | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | \$_/ea | \$ / $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | 3,000 |
|  | 76 to 100 sheets per Booklet | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | 3,000 |
|  | 101 to 200 sheets per Booklet | \$ / ea | \$ / ea | \$ / ea | \$ / ea | \$ / ea | 3,000 |
|  | 201 to 300 sheets per Booklet | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | \$ / $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | 3,000 |
|  | 301 to 400 sheets per Booklet | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | 3,000 |
|  | 401 + sheets per Booklet | \$ / ea | \$ $/ \mathrm{ea}$ | \$_/ea | \$_/ea | \$_/ea | 3,000 |
| B2 | Binding, Cerlox (per $81 / 2 \mathrm{x} \times 14{ }^{\text {" Booklet, punch included) }}$ |  |  |  |  |  |  |
|  | 1 to 15 sheets per Booklet | \$ /ea | \$ $/ \mathrm{ea}$ | \$ / ea | \$ /ea | \$ /ea | 3,000 |
|  | 16 to 25 sheets per Booklet | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | \$ / ea | \$ $/ \mathrm{ea}$ | 3,000 |
|  | 26 to 75 sheets per Booklet | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | \$ / ea | \$ $/ \mathrm{ea}$ | 3,000 |
|  | 76 to 100 sheets per Booklet | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | \$ /ea | \$ $/ \mathrm{ea}$ | 3,000 |
|  | 101 to 200 sheets per Booklet | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | 3,000 |
|  | 201 to 300 sheets per Booklet | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | \$ /ea | \$ $/ \mathrm{ea}$ | 3,000 |
|  | 301 to 400 sheets per Booklet | \$ / ea | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | \$ /ea | \$ / ea | 3,000 |
|  | 401 + sheets per Booklet | \$ / ea | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | 3,000 |
| B3 | Stapling/Wire Stitch (per Booklet, any size) |  |  |  |  |  |  |
|  | Manual | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | \$ / ea | \$ /ea | \$ / ea | 25,000 |
|  | Automatic | \$ / ea | \$ / ea | \$ $/ \mathrm{ea}$ | \$ / ea | \$ / ea | 100,000 |
| C | Inserting Services |  |  |  |  |  |  |
| C1 | Divider (Cover Stock with Label) - Labels with title/sub-title supplied by Justice. Contractor must affix each label to 50-67 lb cover stock divider (white or colour) and insert each into the supplied documents |  |  |  |  |  |  |
|  | Per Divider - $81 / 2{ }^{1} \times 11^{\prime \prime}$ (cover stock, sticking \& inserting) | \$___ ea | \$__lea | \$__lea | \$__/ea | \$___ ea | 5,000 |
|  | Per Divider - $81 / 2{ }^{2 \prime} \times 14$ " (cover stock, sticking \& inserting) | \$__ /ea | \$__ /ea | \$__lea | \$__lea | \$__ /ea | 5,000 |
| C2 | Indexes (Alphabetical) - black print (A to Z), one side only, cut $1 / 26 \mathrm{e}$ - the Contractor must supply all indexes with tabs. Letters $A$ to $Z$ will be required individually and in sets in accordance with the work to be done |  |  |  |  |  |  |
|  | Per Index - $81 / 2 "$ x $11^{\prime \prime}$ (material \& inserting) | \$___ ea | \$__lea | \$__ / ea | \$__/ea | \$___ ea | 5,000 |
|  | Per Index - 8 ½" x 14" (material \& inserting) | \$__ /ea | \$__/ea | \$__/ea | \$ $/ \mathrm{ea}$ | \$__/ea | 5,000 |
| C3 | Indexes (Numerical) - black print (1 to ...), one side only, cut $1 / 25$ e the Contractor must supply all indexes with tabs. Numbers 1 and more will be required individually and in sets in accordance with the work to be done |  |  |  |  |  |  |
|  | Per Index - $81 / 2 " \times 11^{\prime \prime}$ (material \& inserting) | \$__/ea | \$__ / ea | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | \$__/ea | 5,000 |
|  | Per Index - 8 ½" x 14 " (material \& inserting) | \$__ /ea | \$___ /ea | \$__ /ea | \$__lea | \$__ /ea | 5,000 |


| TABLE 1 - STANDARD SERVICE RATES |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Standard Service Rates (Materials, Pickup/Delivery, and Labour included, Taxes extra): |  | INITIAL PERIOD Award Date to 30-Sept-2017 | OPTION PERIOD 1 01-Oct-2017 to 30-Sept-2018 | OPTION PERIOD 2 O1-OCt-2018 to 30-Sept-2019 | OPTION PERIOD 3 01-Oct-2019 to 30-Sept-2020 | OPTION PERIOD 4 01-Oct-2020 to 30-Sept-2021 | Estimated Quantity (Per Period) for Evaluation purposes ONLY |
| C4 | White ( 20 lb ) or Colour ( $20-24 \mathrm{lb}$ ) Sheets - Contractor must supply the paper and insert each into the supplied documents |  |  |  |  |  |  |
|  | Per Sheet - $81 / 2 " \times 11^{\prime \prime}$ (material \& inserting) | \$__lea | \$__lea | \$__lea | \$__lea | \$__lea | 5,000 |
|  | Per Sheet - $81 / 22^{\prime \prime} \times 14 "$ (material \& inserting) | \$__lea | \$__lea | \$__lea | \$__lea | \$__lea | 5,000 |
| C5 | Clear Covers (acetate) - Contractor must supply and attach each into the documents as required |  |  |  |  |  |  |
|  | Per Sheet - $81 / 2^{\prime \prime} \times 11^{\prime \prime}$ (material \& inserting) | \$__lea | \$__lea | \$__lea | \$__lea | \$__lea | 5,000 |
|  | Per Sheet - $81 / 2 " \times 14 "$ (material \& inserting) | \$__lea | \$__lea | \$__lea | \$ _ /ea | \$__lea | 5,000 |
| C6 | Transparencies (with removable strip) - Contractor must supply, print text on, and insert each into the documents as required |  |  |  |  |  |  |
|  | Per Sheet - $81 / 2^{\prime \prime} \times 11^{\prime \prime}$ (material \& inserting) | \$__lea | \$__lea | \$__lea | \$__lea | \$__lea | 5,000 |
|  | Per Sheet - $81 / 2 " \times 14^{\prime \prime}$ (material \& inserting) | \$___ $/ \mathrm{ea}$ | \$___ ea | \$__/ea | \$___lea | \$___/ea | 5,000 |
| D | Other Services |  |  |  |  |  |  |
| D1 | Manual Processing (originals need to be unstapled/re-stapled, removing/replacing Post-lt notes, etc.) |  |  |  |  |  |  |
|  | Per hour | \$ $\quad / \mathrm{hr}$ | \$ $\quad / \mathrm{hr}$ | \$ $/ \mathrm{hr}$ | \$ _ / hr | \$__/hr | 1,000 |
| D2 | Folding |  |  |  |  |  |  |
|  | By Hand | \$ /ea | \$ /ea | \$ /ea | \$ /ea | \$ / ea | 1,000 |
|  | By Machine (make-ready included, maximum 2 folds) | \$____ /m folds | \$____ /m folds | \$____ /m folds | \$____/m folds | \$____/m folds | 1,000 |
| D3 | Page Numbering |  |  |  |  |  |  |
|  | Of Original Document Set(s) | \$ $\quad / \mathrm{pg}$ | \$ $/ \mathrm{pg}$ | \$ $\quad / \mathrm{pg}$ | \$ $\quad / \mathrm{pg}$ | \$ $\quad / \mathrm{pg}$ | 1,000 |
|  | Of Reproduced Document Set(s) | \$ $\quad / \mathrm{pg}$ | /pg | \$ $\quad / \mathrm{pg}$ | /pg | \$__/pg | 1,000 |
| D4 | Media Duplication (onto CD/DVD) |  |  |  |  |  |  |
|  | Disc Label | \$ /ea | \$ /ea | \$ /ea | \$ /ea | \$ /ea | 1,000 |
|  | File Copying - first disc | \$ /ea | \$ $/ \mathrm{ea}$ | \$ $/ \mathrm{ea}$ | \$ / ea | \$ $/ \mathrm{ea}$ | 1,000 |
|  | Additional discs | \$ /ea | \$ /ea | \$ /ea | \$ /ea | \$ /ea | 1,000 |
| D5 | Gathering - Collating single sheets into sets or books including covers |  |  |  |  |  |  |
|  | By Hand or Machine (including online sorters) | \$____/m sheets | \$ ${ }_{\text {sheets }} / \mathrm{m}$ | $\$ \frac{/ \mathrm{m}}{\text { sheets }}$ | \$___ /m sheets | \$____/m sheets | 50,000 |
| D6 | Miscellaneous |  |  |  |  |  |  |
|  | Hole Punching | \$___ /m holes | $\$ \frac{\mathrm{holes}}{} / \mathrm{m}$ | $\$ \frac{/ m}{\text { holes }}$ | \$___ /m holes | \$___ $/ \mathrm{m}$ holes | 100,000 |
|  | Enlargements \& Reductions (per original) | \$__lea | \$___ ea | \$__lea | \$___ ea | \$___lea | 1,000 |

