

**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:
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**JUS-RFSO-PRINT-2015-002
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 8½" x 11" and/or 8½" x 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 8½" x 11" and/or 8½" x 14"
- alphabetical cut 1/26e, numerical cut 1/25e, custom available in different cuts, which can include but not limited to: 1/5e, 1/10e, 1/25e, 1/26e, 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 8½" x 11" and/or 8½" x 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 8½" x 11" and/or 8½" x 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
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- 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 8½" x 11" and/or 8½" x 14"
- various colours
- Contractor must supply the paper and insert each into the supplied documents

Clear Covers:

- acetate
- sizes will vary: 8½" x 11" and/or 8½" x 14"
- Contractor must supply and attach each to the documents

Transparencies:

- With removable strip
- sizes will vary: 8½" x 11" and/or 8½" x 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):		INITIAL PERIOD	OPTION PERIOD 1	OPTION PERIOD 2	OPTION PERIOD 3	OPTION PERIOD 4	Estimated Quantity (Per Period) FOR EVALUATION PURPOSES ONLY	
		Award Date to 30-Sept-2017	01-Oct-2017 to 30-Sept-2018	01-Oct-2018 to 30-Sept-2019	01-Oct-2019 to 30-Sept-2020	01-Oct-2020 to 30-Sept-2021		
A	Reprographics/Duplicating							
A1	Black Copies on White Paper (20 lb) from Hardcopy Originals							
	One-sided	8 ½" x 11"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	250,000
	One-sided	8 ½" x 14"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	50,000
	One-sided	11" x 17"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	1,000
	Two-sided	8 ½" x 11"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	250,000
	Two-sided	8 ½" x 14"	\$ _____/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	8 ½" x 11"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	250,000
	One-sided	8 ½" x 14"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	50,000
	One-sided	11" x 17"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	1,000
	Two-sided	8 ½" x 11"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	250,000
	Two-sided	8 ½" x 14"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	50,000
	Two-sided	11" x 17"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	1,000
A3	Black Copies on White Paper (20 lb) from Electronic Originals							
	One-sided	8 ½" x 11"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	250,000
	One-sided	8 ½" x 14"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	50,000
	One-sided	11" x 17"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	1,000
	Two-sided	8 ½" x 11"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	250,000
	Two-sided	8 ½" x 14"	\$ _____/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	8 ½" x 11"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	250,000
	One-sided	8 ½" x 14"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	50,000
	One-sided	11" x 17"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	1,000
	Two-sided	8 ½" x 11"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	250,000
	Two-sided	8 ½" x 14"	\$ _____/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	8 ½" x 11"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	75,000
	One-sided	8 ½" x 14"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	20,000
	One-sided	11" x 17"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	500
	Two-sided	8 ½" x 11"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	75,000
	Two-sided	8 ½" x 14"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	20,000
	Two-sided	11" x 17"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	500

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 01-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 lb) Sheets – Contractor must supply the paper and insert each into the supplied documents						
Per Sheet - 8 ½" x 11" (material & inserting)	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	5,000
Per Sheet - 8 ½" x 14" (material & inserting)	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	5,000
C5 Clear Covers (acetate) – Contractor must supply and attach each into the documents as required						
Per Sheet - 8 ½" x 11" (material & inserting)	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	5,000
Per Sheet - 8 ½" x 14" (material & inserting)	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	5,000
C6 Transparencies (with removable strip) – Contractor must supply, print text on, and insert each into the documents as required						
Per Sheet - 8 ½" x 11" (material & inserting)	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	5,000
Per Sheet - 8 ½" x 14" (material & inserting)	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	5,000
D Other Services						
D1 Manual Processing (originals need to be unstapled/re-stapled, removing/replacing Post-It notes, etc.)						
Per hour	\$_____/hr	\$_____/hr	\$_____/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)	\$_____/pg	\$_____/pg	\$_____/pg	\$_____/pg	\$_____/pg	1,000
Of Reproduced Document Set(s)	\$_____/pg	\$_____/pg	\$_____/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	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/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	\$_____/m sheets	\$_____/m sheets	\$_____/m sheets	\$_____/m sheets	50,000
D6 Miscellaneous						
Hole Punching	\$_____/m holes	\$_____/m holes	\$_____/m holes	\$_____/m holes	\$_____/m holes	100,000
Enlargements & Reductions (per original)	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	1,000