



**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

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Production Copier Lease - CFB Borde	
<b>Solicitation No. - N° de l'invitation</b> W0113-16CS12/A	<b>Date</b> 2016-08-15
<b>Client Reference No. - N° de référence du client</b> W0113-16CS12	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VAN-582-7846	
<b>File No. - N° de dossier</b> VAN-6-39088 (582)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-09-27</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lee, Hilda	<b>Buyer Id - Id de l'acheteur</b> van582
<b>Telephone No. - N° de téléphone</b> (604) 666-1106 ( )	<b>FAX No. - N° de FAX</b> (604) 775-7526
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE Canadian Forces Logistics Training 754 Dieppe Road Building P-27 CFB Borden BORDEN Ontario L0M 1C0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Pacific  
Region  
219 - 800 Burrard Street  
800, rue Burrard, pièce 219  
Vancouver, BC V6Z 0B9

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

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Amd. No. - N° de la modif.  
File No. - N° du dossier  
VAN-6-39088

Buyer ID - Id de l'acheteur  
VAN582  
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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven 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 – Statement of Work
- Annex B – Basis of Payment
- Annex C – Evaluation and Basis of Selection
- Annex D – Compatibility Testing
- Annex E – Original Equipment Manufacturer (OME) Certification
- Annex F – Security Requirements Check List (SRCL)

The Forms include:

- Form A - Substantiation of Technical Compliance Form

### **1.2 Summary**

**1.2.1** Canadian Forces Logistics Training Centre (CFLTC) within Department of National Defence, has a requirement for a 60 month lease of one "Strait Feed" colour photocopier, fiery controller, decurler and finisher. This Contract is for the supply, delivery, and installation of the equipment, as well as the necessary training, in English, to allow users to access all of the required features of the equipment. The colour device must meet the mandatory technical specifications detailed in Annex A.

**1.2.2** There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website

**1.2.3** The requirement is subject to the provisions of the North American Free Trade Agreement, the World Trade Organization Agreement on Government Procurement, Canada-Colombia Free

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Trade Agreement, Canada-Chile Free Trade Agreement, Canada-Panama Free Trade Agreement, Canada-Peru Free Trade Agreement, and the Agreement on Internal Trade.

### 1.3 Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within fifteen (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

### 2.1 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) (<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 (2016-04-04) 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: 60 days  
Insert: 180 days

### 2.2 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.

**Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.**

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 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 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.

## 2.4 Applicable Laws

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

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

### 3.1 Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

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) (<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**

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

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

### **3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

### **3.1.3 H3027T - Payment of Invoices by Credit Card**

Canada requests that bidders complete one of the following:

Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices.

The following credit card(s) are accepted:

MasterCard     Visa

**OR**

Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices.

The Bidder is not obligated to accept payment by credit card.

Acceptance or credit cards for payment of invoices will not be considered as an evaluation criterion.

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 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.

#### **4.1.1 Technical Evaluation**

Bids will be evaluated in accordance with the Technical Bid 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.

##### **4.1.1.1 Clarification**

If Canada seeks clarification or verification from the Bidder regarding its bid, the Bidder will have two (2) 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 bid being declared non-responsive.

##### **4.1.1.2 Consideration of Additional Software Use Terms included in Top-Ranked Bid (following financial evaluation):**

- (a) 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.
- (b) 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.
- (c) The process is as follows:
  - (i) 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);
  - (ii) 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;

(iii) 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;

(iv) 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;

(v) 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

(vi) 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.

(d) 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.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Criteria**

*SACC Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price

Please refer to Annex C, and complete the Basis of Payment, Annex B.

#### **4.2 Basis of Selection – Mandatory Technical Criteria**

*SACC Manual* Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

### **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether 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 will render the bid non-responsive or constitute a default under the Contract.

## **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

## **5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### **5.2.2 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 available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a

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completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### **5.2.3 Additional Certifications Precedent to Contract Award**

#### **5.2.3.1 Original Equipment Manufacturer (OEM) Certification**

Bidders must submit the OEM certification at Annex D. If the equipment proposed by the Bidder originates with multiple OEMs, a separate OEM certification is required from each OEM.

For the purposes of this bid solicitation, OEM means the manufacturer of the equipment, as evidenced by the name appearing on the equipment and on all accompanying documentation.

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

6.1.1. Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

6.1.2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

6.1.3. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

## **PART 7 – RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

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

## 7.2.1 General Conditions

2035 (2016-04-04), General Conditions – Higher Complexity – Services, apply to and form part of the Contract

## 7.2.2 Supplemental General Conditions

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

- 4001 (2015-04-01) Hardware Purchase, Lease and Maintenance;
- 4003 (2010-08-16) Licensed Software; and
- 4004 (2013-04-25) Maintenance and Support Services for Licensed Software.

## 7.3 Security Requirements

- 7.3.1 The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (**DOS**), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 7.3.2 This contract includes access to **Controlled Goods**. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada (PWGSC).
- 7.3.3 The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
- 7.3.4 Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
- 7.3.5 The Contractor must comply with the provisions of the:
  - a.) Security Requirements Check List and security guide (if applicable), attached at Annex F;
  - b.) Industrial Security Manual (Latest Edition).

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The period of the Contract is from date of Contract to \_\_\_\_\_ inclusive.  
**(Insert upon Contract Award.)**

### 7.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor 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.

### 7.4.3 Delivery

The leased printer including all required accessories must be installed and configured within 21 days of contract award at the following location:

***Address to be provided upon Contract Award.***

### 7.5 Authorities

#### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Hilda Lee  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch - Pacific Region  
Address: 219 - 800 Burrard St.  
Vancouver, BC V6Z 0B9  
  
Telephone: 604-666-1106  
Facsimile: 604-775-7526  
E-mail address: hilda.lee@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.

#### 7.5.2 Project Authority

*(The project authority will be named in the resulting contract.)*

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

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

#### 7.5.3 Contractor's Representative

*(Please provide the following information)*

The Contractor's Representative for the Contract is:

Name	
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Title	
Company	
Address	
Telephone	
Facsimile	
Email address	

## 7.6 Payment

### 7.6.1 Basis of Payment

#### 7.6.1 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. Provincial Electronic Disposal Surcharges are included and all 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.

#### 7.6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ **(To be completed at Contract Award)** Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### 7.6.3 Monthly Payment

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

#### **7.6.4 T1204 – Direct Request by Customer Department**

SACC Manual clause [A9117C](#) (2007-11-30) T1204 – Direct Request by Customer Department

#### **7.6.5 H3027C - Payment of Invoices by Credit Card**

The credit card ( ) MasterCard is accepted.

#### **7.7 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 6.5 "Authorities".

#### **7.8 Certifications**

##### **7.8.1 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.

##### **7.9 Applicable Laws**

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

##### **7.10 Priority of Documents**

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

- a) the Articles of Agreement;
- b) the supplemental general conditions [4001](#) (2015-04-01) 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 (2016-04-04) General Conditions – Higher Complexity-Services;
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Compatibility Testing;
- i) Annex D, Evaluation Criteria & Method of Selection;

- j) Annex E, OEM Certification;
- k) Annex F, Security Requirements Check List (SRCL);
- l) Form A, Substantiation of Technical Compliance Form; and
- m) the Contractor's bid dated \_\_\_\_\_.

## 7.11 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

## 7.12 SACC Manual Clauses

SACC Manual clause A9068C (2010-01-11) Government Site Regulations

SACC Manual clause [B7500C](#) (2006-06-16) Excess Goods

SACC Manual clause [B1501C](#) (2006-06-16) Electrical Equipment

SACC Manual clause D0018C (2007-11-30) Delivery and Unloading

## 7.13 MAINTENANCE SERVICES

### 7.13.1 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 7 Resulting Contract Clauses, Section 7.4.3 Delivery
4001 03 Delivery Date	Refer to Part 7 Resulting Contract Clauses, Section 7.4.3 Delivery
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 two (2) – 1 year 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	PPM is defined as the consecutive hour period per day

Maintenance (PPM)	between the hours of 08:00 to 17:00 (ET) 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; (b) client's name, telephone number and location; (c) date and time of receipt of request for service; (d) dispatch date and time; (e) site arrival/departure date and time; (f) total down time; (g) reason for call; (h) equipment type and serial number; (i) action taken/service performed, including list of parts replaced/installed; (j) technician's name and signature; and (k) remarks.  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 7.15.1 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 (2015-04-01) Supplemental General Conditions Hardware Purchase, Lease and Maintenance the following articles apply to the Contract:

#### 7.14 Training

The Contractor must provide up to 8 hours 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.

#### 7.15 Service Response Time During the Principal Period of Maintenance

##### 7.15.1 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 DND to continue operations at minimum 80% 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 7.16.3) exceeds four (4) hours, the client may claim a Remedy (as described in Article 7.16.2).

**7.15.2** Upon commencing any maintenance services, the Contractor must work continuously in performing the maintenance until the printer being serviced is operative or until the client notifies the Contractor to suspend work.

**7.15.3** 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.

## **7.16 Remedies Following Unacceptable Levels of Service**

### **7.16.1 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.

### **7.16.2 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.

### **7.16.3 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.

### **7.16.4 Actual Remedies**

#### **7.16.4.1 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.

#### **7.16.4.2 Failure to Repair Equipment**

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

#### **7.16.4.3 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:

$(\text{TUEO}/8) \times .1 \times \text{Total FMR} + \text{Fixed Monthly Service Rate}$ ; 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.

#### **7.16.4.4 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.

#### **7.16.4.5 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.

### **7.16.5 Additional client requirements**

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

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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.

#### **7.16.6 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.

#### **7.17 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:

##### **7.17.1 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

#### 1. INTRODUCTION

Canadian Forces Logistics Training Centre (CFLTC) Production Section requires a "Strait Feed" colour photocopier, fiery controller, decurler and finisher to replace the current Xerox Docucolor 240.

#### 2. BACKGROUND

The current copier has produced approx. 909,000 copies in 6 years. The output is not extremely high however, due to the lack of environmental controls, a regular "office", copier & finisher will not suffice. The copier is used for the following:

- a. Certificates printed on various stocks
- b. Booklets (folded/saddle stitched)
- c. Print various graphic designs which can include a limited number of photos
- d. Scan various documents and photos

The location of this copiers is a room with no air conditioning/dehumidifier and therefore the requirement for a strait feed copier as well as a non-standard decurler/finisher.

#### 3. OBJECTIVE

The objective of this contract is to secure a replacement for the current Xerox Docucolor 240, finisher and fiery controller.

#### 4. SCOPE OF WORK

**Below are the requirements the copier, decurer/finisher and fiery controller must meet:**

##### A1. Colour Production Printer

The colour printer must meet following mandatory requirements:

A1.0	<u>COMPANY</u>
A1.1	The Contractor must have a toner cartridge recycling program in place.
A1.2	The Contractor must provide a list of solvents and materials used and a Material Safety Data Sheet (MSDS) for each product. The Contractor must keep both lists up-to-date.
A1.3	Monthly invoice to be paid through DRIMIS.
A1.4	The Contractor must have at least 1 factory trained technicians to provide required service levels, in the CFB Borden area for this equipment. The Contractor must provide in its Bid at least one (1) resource name and contact information. The Contractor must also ensure that there is one (1) resource available at all times for the duration of the contract.
A1.5	The Contractor must provide at no additional charge: a) up to 8 hours of any required training to CFLTC employees to operate the equipment.

	<p>b) Training must be available in English,  c) Training manuals, if requested, in hard copy and electronic format.</p>
A1.6	The Contractor must guarantee that software and hardware are kept up to current OEM specs through the life of the contract and any subsequent option periods. CFB Borden may choose not to get an upgrade that will be incompatible with their IT environment.
A1.7	The Contractor must assign a single point of contact for escalation status reporting purposes and provide that name to the CFB Borden Technical Authority in writing.
A1.8	The Contractor must have a problem escalation procedures for all hardware and software components. Detailed procedure must be provided at bid submission.

<b>A2.0</b>	<b>MANDATORY TECHNICAL SPECIFICATIONS</b>
A2.1	The printer console must be available in English or Bilingual (English and French). The printer console must have a touch screen interface.
A2.2	The printer must provide meter readings usage data that include number of clicks.
A2.3	The printer must be able to connect to CFB Borden's 10/100 Mbps Ethernet LAN switch.
A2.4	The printer must be able to interface with CFB Borden's TCP/IP network environment.
A2.5	The printer must be compatible with, Windows server 2003, Windows 7.
A2.6	The printer must be certified by the Canadian Standards Association (CSA).
A2.7	The printer must be fully operational in a normal office environment at normal room temperature. If the printer requires special environmental conditions, the Contractor must query if this can be accommodated during the RFP process.
A2.8	The Contractor must identify any hazardous waste issues with respect to consumables for the equipment. Consumables packaging to be clearly labeled in English with proper application and use instructions.
A2.9	The printer and consumables must not contain any parts, devices or ingredients that, when operated or applied in accordance with OEM instructions, would cause injury or harm.
A2.10	The printer must print at a minimum speed of 60PPM colour and B&W for 8.5 x 11 inch 20lb sheet.
A2.11	The printer must print up to 110lb cover stock, coated and uncoated, with an auto-duplex capability (auto duplex 80lb).
A2.12	The printer must have page-level programming for complex copy, print or scan jobs.
A2.13	The printer must allow storing and recalling of job programming.
A2.14	The printer must have automated duplex scanning at a minimum resolution of 600 x 600 dpi and must reproduce 2400x2400 or 1200x4800 through software.
A2.15	The printer must have dual head scanning 200 ipm minimum, capable of scanning colour and black and white documents with a minimum scanning area of 11" x 17".
A2.16	The printer must scan to PDF and TIFF file formats, and must be able to scan and send to an email address.
A2.17	The printer must scan up to a minimum of 11" x 17". The printer must print and copy up to a minimum of 12" x 18". The printer must print and copy up to a 12" x 18" maximum size sheet.
A2.18	The printer security functions must be able to overwrite the hard drive.
A2.19	The printer must have a minimum 250 sheet top tray output, and minimum 2000 sheet stacking tray output
A2.20	The printer must have the following finishing functions: 3 hole punch, stapling, stitching, folding, and a 200 sheet pre-printed insertion tray.
A2.21	The stitcher must be able to saddle stitch a booklet with minimum 80 sheets coated or uncoated.
A2.22	The printer must have (3) standard paper trays, sheet feed modules (including bypass tray) ranging from 8.5x11 inches to 13x19 inches with total minimum 1900 sheet capacity. All trays must run coated stock up to 80lbs.

A2.23	The printer must have a 2000 sheet high capacity feeder that must hold up 80lb cover stock.
A2.24	The bypass tray must hold a minimum of 200 sheets.
A2.25	The printer must be equipped with Adobe Postscript 3 and PCL 6 drivers to ensure output of Adobe file types such as EPS, PDF, TIFF, PSD, AI et INDD.
A2.26	The printer must have a decurling unit for heavy weight paper.
A2.27	The operator of the printer must be able to replace the toner, cartridge, and waste toner containers.
A2.28	The printer must have an image sensor for registration control to deliver 1mm registration on the front and 1mm registration on the back.
A2.29	The printer must have a document feeder with a minimum of 200 sheet feet capacity.
A2.30	The printer must have a minimum 2 GB RAM and minimum 500 GB hard drive.
A2.31	The printer must have the ability to recover a job caused by a paper jam with error recovery.
A2.32	The printer must be either Pantone Approved, Pantone Licensed, or Pantone Calibrated.
A2.33	The printer must have a "strait feed" path for the bypass tray.
A2.34	The hard disk drive must be removed at the end of the lease and will remain the property of CFB Borden.

### A3. Delivery and Installation Requirement

The following requirements must be met:

A3.1	The Contractor is responsible for total equipment and delivery, installation and connection to appropriate CFB Borden devices/systems at the install site at no additional charge to CFB Borden.
A3.2	The Contractor must unpack, assemble and install the equipment. If applicable, this must include, but not be limited to the provision of required moving and installation resources such as packing material, cranes, personnel, and floor protection panels.
A3.3	The Contractor must supply all associated materials required in order to complete installation at the site; including all the required power connectors, cables and any other accessories required.
A3.4	Ready for Use (RFU): an RFU certificate must be issued by the Contractor after acceptance testing. It must include the equipment model number and serial number. This date will be used as the start date for the lease term.

### A4. Maintenance Requirement

The following requirements must be met:

A4.1	The contractor must provide certification for each of the proposed technicians.
A4.2	The Contractor is responsible for diagnosis and resolution of all hardware or software problems.
A4.3	The Contractor must 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 must be made available to CFB Borden upon request.
A4.4	The preventative maintenance must be performed during the PPM in accordance with the OEM specifications.
A4.5	The Contractor must provide a written guarantee of equipment and software serviceability for a minimum of seven (7) years from contract award, signed and certified by the OEM.
A4.6	The Contractor must act as the prime Contractor for hardware and software and

	provide a single point of contact for maintenance support services and problem reporting.
A4.7	The Contractor must have replacement parts in stock within 24 hours.
A4.8	The Contractor must have a toll-free maintenance dispatch number to allow CFB Borden to request assistance in the event of service related problems or disruption during operational hours of 8:30am – 5:00pm (ET) Monday through Friday.

## A5. Software Requirement

The following requirements must be met:

A5.1	All software must be included.
A5.2	All software upgrades and installations must be coordinated with the CFB Borden contact.
A5.3	The printer must include software for colour matching for accurate colour output. EFI Fiery product or equivalent.
A5.4	Unless otherwise negotiated, all software must be provided on the basis of a perpetual lease for as long as the CFB Borden is leasing the equipment.
A5.5	Software re-installation and configuration must be included in the maintenance cost; no additional cost will be allowed.

## 5. PERSONNEL REQUIREMENTS

Not Required.

## 6. SERVICES REQUIRED

The lease must include all parts, labour, on-site service and toner. As well, at the time of delivery there must be one day of training provided.

## 7. DELIVERABLES

Interested suppliers must provide a cost breakdown including the following:

- a. Cost of copier lease per month
- b. Cost of fiery lease per month
- c. Cost of each colour copy
- d. Cost of each B/W copy
- e. Any other associated costs such as taxes, environmental fees etc.
- f. Estimated timeframe for delivery/installation

## 8. CONSTRAINTS

As stated in part 2, this printer will be operating in a room with no air conditioning or humidity control.

## 9. LANGUAGE OF WORK

English

## 10. TRAVEL REQUIREMENTS

Solicitation No. - N° de l'invitation  
W0113-16CS12/A  
Client Ref. No. - N° de réf. du client  
W0113-16CS12

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VAN-6-39088

Buyer ID - Id de l'acheteur  
VAN582  
CCC No./N° CCC - FMS No./N° VME

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Supplier will be required to provide all travel arrangements to install and maintain/service the supplied equipment.

#### **11. GOVERNMENT FURNISHED EQUIPMENT/INFORMATION**

CFB Borden IT will be involved with installing the printer on the DND network at the time of installation.

#### **12. LOCATION OF WORK**

The printer will be installed in Room # 110A, BLDG P-27, 91 Ramillies Road, CFB Borden, Borden, ON, L0M 1C0

Solicitation No. - N° de l'invitation  
W0113-16CS12/A  
Client Ref. No. - N° de réf. du client  
W0113-16CS12

Amd. No. - N° de la modif.  
VAN582  
File No. - N° du dossier  
VAN-6-39088

Buyer ID - Id de l'acheteur  
VAN582  
CCC No./N° CCC - FMS No./N° VME

**ANNEX B**

**BASIS OF PAYMENT**

**B1. COLOUR PRODUCTION PRINTER**

For the lease, delivery, configuration and installation of one colour "strait feed" production printer, fiery controller, decurler and finisher the Contractor will be paid the following firm rates:

**Colour Production Printer:** \_\_\_\_\_ (*insert device model*)

	Part Number	FIRM MONTHLY RATES (FMR)				Optional Periods			
		24 months	36 months	48 months	60 months	Option 1 12 months	Option 2 12 Months		
<b>Equipment Offered</b> List the mainframe and all added optional equipment required to meet the Specifications as detailed in Annex A.									
<b>Base Unit Model Name:</b>		\$	\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$	\$
<b>TOTAL FMR</b>		\$	\$	\$	\$	\$	\$	\$	\$

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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.

**B2. Cost Per Copy/Print (CPC)**

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

	Cost per Copy/print (Initial lease period)	Cost per Copy/print (Option Year 1)	Cost per Copy/print (Option Year 2)
<b>Colour Cost per Copy/Print (CPC) (Estimated usage* is 8600 copies per month)</b>	\$ _____	\$ _____	\$ _____

	Cost per Copy/print (Initial lease period)	Cost per Copy/print (Option Year 1)	Cost per Copy/print (Option Year 2)
<b>Monochrome Cost per Copy/Print (CPC) for Colour device (Estimated usage* is 3200 copies per month)</b>	\$ _____	\$ _____	\$ _____

\* **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.

**All prices must include delivery, training, custom duties and provincial electronic disposal surcharges; Applicable tax extra if applicable.**

**ANNEX C**

**EVALUATION CRITERIA & METHOD OF SELECTION**

**C1. TECHNICAL EVALUATION**

Bidders are requested to submit a completed Form A - Substantiation of Technical Compliance.

Bidders must demonstrate how they meet each criteria specified in 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 E.

**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.

<b>C2.1 Colour Production Printer</b>	
FMR 60 months × 60 months × 0.25	\$
FMR 48 months × 48 months × 0.25	\$
FMR 36 months × 36 months × 0.25	\$
FMR 24 months × 24 months × 0.25	\$
FMR Option 1 × Additional 12 months	\$
FMR Option 2 × Additional 12 months	\$
Monochrome CPC initial lease period x 3200 pages/month x 60 months	\$
Monochrome CPC option years x 3200 pages/month x 12 months	\$
Monochrome CPC option years x 3200 pages/month x 12 months	\$
Colour CPC initial lease period x 8600 pages/month x 60 months	\$
Colour CPC option years x 8600 pages/month x 12months	\$
Colour CPC option years x 8600 pages/month x 12months	\$

**TOTAL EVALUATED PRICE = \$ \_\_\_\_\_**

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### **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 Canada prior to the award of Contract to determine whether the proposed printer will meet Canada's requirements.

To complete these tests, the contractor must make the test printer available for testing in the **National Capital 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 Canadian Forces Logistics Training Centre (CFLTC) environment with National Defence'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 that they are reasonable and can be resolved within a reasonable amount of time.

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 Canada, the test printer may be considered as the unit of sale.

**ANNEX E**

**Original Equipment Manufacturer (OME) 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.

<b>OEM Certification – Bidder is the OEM of Products Bid</b>	
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	W0113-16CS12/A
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.

<b>OEM Certification – Bidder is not the OEM of Products Bid</b>	
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	W0113-16CS12/A
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).

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## **ANNEX F**

### **SECURITY REQUIREMENTS CHECK LIST (SRCL)**

**(See attached)**

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**FORM A**

**SUBSTANTIATION OF TECHNICAL COMPLIANCE FORM**

**EQUIPMENT REQUIREMENT**

The printers must meet the following mandatory requirements:

**A1. Colour Production Printer:** \_\_\_\_\_ (insert model name)

**MANDATORY CRITERIA**

A1.	Colour Printer Specifications	Comply (Yes/No)	Substantiation Simply repeating the statement contained in the bid solicitation is not sufficient. Bidders please describe how the devices meet the mandatory criteria.	Reference Bidders please clearly indicate where supporting documentation can be found in the bid.
A1.1	The Contractor must have a toner cartridge recycling program in place.	Y/N		
A1.2	The Contractor must provide a list of solvents and materials used and a Material Safety Data Sheet (MSDS) for each product. The Contractor must keep both lists up-to-date.	Y/N		
A1.3	Monthly invoice to be paid through DRIMIS.	Y/N		
A1.4	The Contractor must have at least 1 factory trained technicians to provide required service levels, in the CFB Borden area for this equipment. The Contractor must provide in its Bid at least one (1) resource name and contact information. The Contractor must also ensure that there is one (1) resource available at all times for the	Y/N		

	duration of the contract. The Contractor must provide at no additional charge:			
A1.5	a) up to 8 hours of any required training to CFLTC employees to operate the equipment. b) Training must be available in English, Training manuals, if requested, in hard copy and electronic format.	Y/N		
A1.6	The Contractor must guarantee that software and hardware are kept up to current OEM specs through the life of the contract and any subsequent option periods. CFB Borden may choose not to get an upgrade that will be incompatible with their IT environment.	Y/N		
A1.7	The Contractor must assign a single point of contact for escalation status reporting purposes and provide that name to the CFB Borden Technical Authority in writing.	Y/N		
A1.8	The Contractor must have a problem escalation procedures for all hardware and software components. Detailed procedure must be provided at bid submission.	Y/N		
A2.1	The printer console must be available in English or Bilingual (English and French). The printer console must have a touch screen interface.	Y/N		
A2.2	The printer must provide meter readings usage data that include number of clicks.	Y/N		
A2.3	The printer must be able to connect to CFB Borden's 10/100 Mbps Ethernet	Y/N		

	LAN switch.			
A2.4	The printer must be able to interface with CFB Borden's TCP/IP network environment.	Y/N		
A2.5	The printer must be compatible with, Windows server 2003, Windows 7.	Y/N		
A2.6	The printer must be certified by the Canadian Standards Association (CSA).	Y/N		
A2.7	The printer must be fully operational in a normal office environment at normal room temperature. If the printer requires special environmental conditions, the Contractor must query if this can be accommodated during the RFP process.	Y/N		
A2.8	The Contractor must identify any hazardous waste issues with respect to consumables for the equipment. Consumables packaging to be clearly labeled in English with proper application and use instructions.	Y/N		
A2.9	The printer and consumables must not contain any parts, devices or ingredients that, when operated or applied in accordance with OEM instructions, would cause injury or harm.	Y/N		
A2.10	The printer must print at a minimum speed of 60PPM colour and B&W for 8.5 x 11 inch 20lb sheet.	Y/N		
A2.11	The printer must print up to 110lb cover stock, coated and uncoated, with an auto-duplex capability (auto duplex 80 lb.).	Y/N		
A2.12	The printer must have page-level	Y/N		

	programming for complex copy, print or scan jobs.			
A2.13	The printer must allow storing and recalling of job programming.	Y/N		
A2.14	The printer must have automated duplex scanning at a minimum resolution of 600 x 600 dpi and must reproduce 2400x2400 or 1200x4800 through software.	Y/N		
A2.15	The printer must have dual head scanning 200 ipm minimum, capable of scanning colour and black and white documents with a minimum scanning area of 11" x 17".	Y/N		
A2.16	The printer must scan to PDF and TIFF file formats, and must be able to scan and send to an email address.	Y/N		
A2.17	The printer must scan up to a minimum of 11" x 17". The printer must print and copy up to a minimum of 12" x 18". The printer must print and copy up to a 12" x 18" maximum size sheet.	Y/N		
A2.18	The printer security functions must be able to overwrite the hard drive.	Y/N		
A2.19	The printer must have a minimum 250 sheet top tray output, and minimum 2000 sheet stacking tray output.	Y/N		
A2.20	The printer must have the following finishing functions: 3 hole punch, stapling, stitching, folding, and a 200 sheet pre-printed insertion tray.	Y/N		
A2.21	The stitcher must be able to saddle stitch a booklet with minimum 80 sheets coated or uncoated.	Y/N		
A2.22	The printer must have (3) standard paper trays, sheet feed modules	Y/N		

	(including bypass tray) ranging from 8.5x11 inches to 13x19 inches with total minimum 1900 sheet capacity. All trays must run coated stock up to 80lbs.			
A2.23	The printer must have a 2000 sheet high capacity feeder that must hold up 80lb cover stock.	Y/N		
A2.24	The bypass tray must hold a minimum of 200 sheets.	Y/N		
A2.25	The printer must be equipped with Adobe Postscript 3 and PCL 6 drivers to ensure output of Adobe file types such as EPS, PDF, TIFF, PSD, AI et INDD.	Y/N		
A2.26	The printer must have a decurling unit for heavy weight paper.	Y/N		
A2.27	The operator of the printer must be able to replace the toner, cartridge, and waste toner containers.	Y/N		
A2.28	The printer must have an image sensor for registration control to deliver 1mm registration on the front and 1mm registration on the back.	Y/N		
A2.29	The printer must have a document feeder with a minimum of 200 sheet feet capacity.	Y/N		
A2.30	The printer must have a minimum 2 GB RAM and minimum 500 GB hard drive.	Y/N		
A2.31	The printer must have the ability to recover a job caused by a paper jam with error recovery.	Y/N		
A2.32	The printer must be either Pantone Approved, Pantone Licensed, or Pantone Calibrated.	Y/N		
A2.33	The printer must have a "strait feed" path for the bypass tray.	Y/N		

A2.34	The hard disk drive must be removed at the end of the lease and will remain the property of CFB Borden.	Y/N		
A3.	<b>Delivery and Installation Requirement</b>	<b>Comply (Yes/No)</b>	<b>Substantiation</b> Simply repeating the statement contained in the bid solicitation is not sufficient. Bidders please describe how the following mandatory criteria will be met.	<b>Reference</b> Bidders please clearly indicate where supporting documentation can be found in the bid.
A3.1	The Contractor is responsible for total equipment and delivery, installation and connection to appropriate CFB Borden devices/systems at the install site at no additional charge to CFB Borden.	Y/N		
A3.2	The Contractor must unpack, assemble and install the equipment. If applicable, this must include, but not be limited to the provision of required moving and installation resources such as packing material, cranes, personnel, and floor protection panels.	Y/N		
A3.3	The Contractor must supply all associated materials required in order to complete installation at the site; including all the required power connectors, cables and any other accessories required.	Y/N		
A3.4	Ready for Use (RFU): an RFU certificate must be issued by the Contractor after acceptance testing. It must include the equipment model number and serial number. This date will be used as the start date for the lease term.	Y/N		

A4.	<b>Maintenance Requirement</b>	<b>Comply (Yes/No)</b>	<b>Substantiation</b> Simply repeating the statement contained in the bid solicitation is not sufficient. Bidders please describe how the following mandatory criteria will be met.	<b>Reference</b> Bidders please clearly indicate where supporting documentation can be found in the bid.
A4.1	The contractor must provide certification for each of the proposed technicians.	Y/N		
A4.2	The Contractor is responsible for diagnosis and resolution of all hardware or software problems.	Y/N		
A4.3	The Contractor must 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 must be made available to CFB Borden upon request.	Y/N		
A4.4	The preventative maintenance must be performed during the PPM in accordance with the OEM specifications.	Y/N		
A4.5	The Contractor must provide a written guarantee of equipment and software serviceability for a minimum of seven (7) years from contract award, signed and certified by the OEM.	Y/N		
A4.6	The Contractor must act as the prime Contractor for hardware and software and provide a single point of contact for maintenance support services and problem reporting.	Y/N		
A4.7	The Contractor must have replacement parts in stock within 24 hours.	Y/N		
A4.8	The Contractor must have a toll-free	Y/N		





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**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1 Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>CFLTC - BFC Borden</b>		2 Branch or Directorate / Direction générale ou Direction <b>Production Bldg P-27 RM110</b>
3 a) Subcontract Number / Numéro du contrat de sous-traitance	3 b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4 Brief Description of Work / Brève description du travail <b>INSTALL Photocopies (delivery only)</b>		
5 a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
5 b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6 Indicate the type of access required / Indiquer le type d'accès requis		
6 a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6 b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6 c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7 a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7 b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / A ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à <input type="checkbox"/>	Restricted to: / Limité à <input type="checkbox"/>	Restricted to: / Limité à <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays	Specify country(ies): / Préciser le(s) pays	Specify country(ies): / Préciser le(s) pays
7 c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity / Dans l'affirmative, indiquer le niveau de sensibilité  No / Non  Yes / Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui
- Short Title(s) of material / Titre(s) abrégé(s) du matériel  
Document Number / Numéro du document

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- SM  RELIABILITY STATUS / COTE DE FIABILITE  CONFIDENTIAL / CONFIDENTIEL  SECRET / SECRET  TOP SECRET / TRES SECRET
- TOP SECRET - SIGINT / TRES SECRET - SIGINT  NATO CONFIDENTIAL / NATO CONFIDENTIEL  NATO SECRET / NATO SECRET  COSMIC TOP SECRET / COSMIC TRES SECRET
- SITE ACCESS / ACCES AUX EMBLEMES

Special comments / Commentaires spéciaux

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui
- If Yes, will unscreened personnel be escorted? / Dans l'affirmative, le personnel en question sera-t-il escorté?  
*Unscreened pers. may only access public/reception zone*  No / Non  Yes / Oui

SM

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



SH

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
 Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
 Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC / TOP SECRET / COSMIC / TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Informations / Biens / Production																
IT Media / Support IT / IT / Support électronique																

12 a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No / Non  Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12 b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No / Non  Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat <b>W0113-16CS12</b>	<b>SM</b>
Security Classification / Classification de sécurité	

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) <b>Sgt Provancher</b>	Title - Titre <b>Procurement Coord.</b>	Signature 
Telephone No - N° de téléphone <b>705-494-1200 ext 3926</b>	Facsimile No - N° de télécopieur	E-mail address - Adresse courriel <b>Martin.Provancher@forces.gc.ca</b>
		Date <b>07 Jul 2016</b>

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) <b>Dawn Murray - DDSO - Industrial Security</b>	Title - Titre	Signature 
Telephone No - N° de téléphone <b>SRCL Team Lead Tel: 613-996-0274</b>	Facsimile No - N° de télécopieur	E-mail address - Adresse courriel <b>E-mail: dawn.murray@forces.gc.ca</b>
		Date <b>12 July 2016</b>

15. Are the instructions (per Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?  No / Non  Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) <b>Hilda Lee</b>	Title - Titre <b>Supply Specialist</b>	Signature 
Telephone No - N° de téléphone <b>604.666.1106</b>	Facsimile No - N° de télécopieur <b>604.775.7526</b>	E-mail address - Adresse courriel <b>hilda.lee@pwgsc.gc.ca</b>
		Date <b>15-Aug-16</b>

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature 
Telephone No - N° de téléphone	Facsimile No - N° de télécopieur	E-mail address - Adresse courriel
		Date <b>AUGUST 12, 2016</b>

**Sherry Campbell**  
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