



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

Nichelle Jackson  
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**LETTER OF INTEREST  
LETTRE D'INTÉRÊT**

**Comments - Commentaires**

Please send response submissions electronically, by email, to the attention of the PSPC authority for this RFI process as described herein.

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Electrical & Electronics Products Division  
11 Laurier St./11, rue Laurier  
7B3, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> RFI for Inserter Machine	
<b>Solicitation No. - N° de l'invitation</b> 45045-170091/A	<b>Date</b> 2018-04-18
<b>Client Reference No. - N° de référence du client</b> 000010079	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$HN-469-74751
<b>File No. - N° de dossier</b> hn469.45045-170091	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 05:00 PM</b> <b>on - le 2018-05-15</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Jackson, Nichelle	<b>Buyer Id - Id de l'acheteur</b> hn469
<b>Telephone No. - N° de téléphone</b> (873) 469-3527 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Statistics Canada 150 Tunney's Pasture Driveway, Ottawa, Ontario Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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>

## **REQUEST FOR INFORMATION (RFI)**

### **REGARDING AN**

### **AUTOMATED INSERTER MACHINE FOR STATISTICS CANADA (2018)**

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## PART 1 – BACKGROUND INFORMATION

### 1. Client Details

Under the *Statistics Act*, Statistics Canada is required to collect, compile, analyse, abstract and publish statistical information relating to the commercial, industrial, financial, social, economic and general activities and condition of the people of Canada.

More information about Statistics Canada is available at: [www.statcan.gc.ca](http://www.statcan.gc.ca)

The distribution centre of Statistics Canada, located at 150 Tunney's Pasture Driveway in Ottawa, is responsible for processing letters, surveys and documents, to mail to respondents and clients. The Statistics Canada Distribution Centre processes approximately 2 million pieces annually, up to 300,000 monthly, and as many as 25,000 finished envelopes in a 6 hour period (before 2pm, when Canada Post picks up the mail).

### 2. Purpose of the RFI

On behalf of Statistics Canada, Public Services and Procurement Canada (PSPC) is launching a Request for Information (RFI) process, to receive information and feedback from industry regarding Automated Inserter machines presently available in the marketplace that are as described herein, for use at the Statistics Canada Distribution Centre. With the renewal of existing equipment presently due sometime in the next year, the information and feedback collected from industry respondents via this RFI may be used by PSPC and/or Statistics Canada to assist in its procurement planning to be made in regards to, for the Government of Canada.

### 3. Nature of the RFI

**This RFI is neither a call for tender nor a Request for Proposal (RFP). This RFI is not to be considered as a commitment to issue a subsequent solicitation, or to award any contracts for the work described herein.**

This RFI is a market consultation document issued for the purposes of obtaining information to assist Canada in its procurement planning, and is not intended to result in any contract being awarded. The issuing of this RFI is not to be considered in any way as authority to potential respondents to undertake any work that could be charged to Canada.

As such, it is important to note that this is not a bid solicitation. No agreement or contract will be entered into based on this RFI. Since this RFI will not result in any contract being awarded, potential suppliers of any goods or services described in this RFI should not reserve stock or facilities, nor allocate resources, as a result of any information contained herein.

Further, as this RFI will not result in the creation of any source list, there will be no short-listing of potential suppliers for the purposes of undertaking any future work as a result of this RFI. Participation in this RFI is not a condition or prerequisite for participation in any potential solicitation to be made subsequent. Whether or not any potential supplier responds to this RFI will not preclude that supplier from participating in any future procurement process. As such, participation in this RFI is encouraged, but is not mandatory.

Canada will not be bound by anything stated herein, and reserves the right to change any or all parts of the requirement at any time, and as it deems necessary. Canada also reserves the right to revise its procurement approach as it considers appropriate, either based upon the information submitted in response to this RFI or for any other reason it deems appropriate.

Canada may use non-proprietary information provided through this RFI process for its own purposes, including its review and for the preparation of any of subsequent solicitation document(s).

While the RFI closing date published herein is not the deadline for comments or input, responses received after the specified closing deadline for this RFI may or may not be considered, depending on Statistics Canada's timeline and schedule.

#### 4. [Legislation, Trade Agreements, and Government Policies](#)

The following is indicative of some of the legislation, trade agreements and government policies that could impact any follow-on solicitation(s):

- a) Canadian Free Trade Agreement (CFTA);
- b) North American Free Trade Agreement (NAFTA);
- c) World Trade Organization – Agreements on Government Procurement (WTO-AGP);
- d) Canada-European Union Comprehensive Economic and Trade Agreement (CETA);
- e) Canada-Chile Free Trade Agreement (CCFTA);
- f) Canada-Colombia Free Trade Agreement;
- g) Canada-Panama Free Trade Agreement;
- h) Canada-Peru Free Trade Agreement (CPFTA);
- i) Industrial and Regional Benefits (IRBs); and
- j) Federal Contractors Program for Employment Equity (FCP-EE).

#### 5. [Security Requirement](#)

There is no security requirement currently associated with this requirement.

## PART 2 – GUIDELINES AND INSTRUCTIONS TO RESPONDENTS

### 6. Submission of Responses

Responses to this RFI are to be submitted **electronically**, by email, to the PSPC RFI Authority identified in Section 10 of this document.

Responses submitted will become the sole property of Canada, and will not be returned.

### 7. Closing Date

Responses to this RFI are to be submitted **on or before Tuesday, May 15, 2018**. Changes to this RFI may occur and will be advertised on the Government Electronic Tendering System (GETS). Canada asks respondents to visit the “BuyandSell” website, at: <https://buyandsell.gc.ca/> regularly to check for changes, if any.

### 8. Format of Responses

Canada requests that respondents submit one (1) electronic copy of their responses, including its supporting documentation. The file format of the submission must be either Adobe Portable Document Format (PDF), or one that is readable by Microsoft Office Suite software. The provision of electronic documentation is required to facilitate the distribution of the RFI responses to both PSPC and Statistics Canada representatives, on behalf of Canada.

While there is no page limit on the information to be provided, email submission containing file attachment(s) greater than six (6) megabytes in total electronic file size may not be received.

To gain the greatest value from responses to this RFI, and to facilitate a consistent and structured assessment of the information provided to Statistics Canada, respondents are asked to provide reply to the questions contained in the Response Table included as **Annex B** of this document, as their submissions for this RFI process. If possible, the information provided should be complete and should not require referencing any other material not included therein, unless there is no other way of providing the information.

As such, respondents are asked to provide the following information:

- a) Complete the RFI Response Table (Questions for Industry) included herein as **Annex B**, and append to it any further submission that details the answers to its questions (with pagination);
- b) include estimated costs for the proposed solution(s), with breakdown of any applicable taxes, delivery charges, customs duties, taxes, service charges, etcetera;

- c) indicate whether they also intend to provide Statistics Canada with a demonstration of their proposed solution for this RFI process, as such demonstrations are described in Section 12 of this RFI document.

Respondents are encouraged to send responses even if they are not able to answer all of the questions presented in this RFI. Also, respondents should feel free to provide comments, concerns and recommendations where applicable, as well as any additional information that will help Canada with its procurement planning.

Wherever applicable, the information provided should go beyond what may already be publicly available, such as on a website.

Responses may be written in either of the two official languages of Canada (French or English), at the preference of the Respondent.

Canada reserves the right to seek clarifications from a Respondent for any information provided in response to this RFI, either by telephone, in writing or in person.

## 9. Response Costs

**Respondents will not be reimbursed for any cost incurred by participating in this RFI.**

The issuance of this RFI is not to be considered a commitment by Canada in any way, nor as authority to potential respondents to undertake any work that could be charged to Canada.

## 10. RFI Authority

The PSPC Authority responsible for this RFI process is as follows:

### **Nichelle Jackson – Supply Officer Trainee**

Public Services and Procurement Canada - Acquisitions Branch  
Logistics, Electrical, Fuel and Transportation Directorate - "HN" Division  
7B3, Place du Portage, Phase III, 11 Laurier Street, Gatineau, QC, K1A 0S5  
Telephone: (873) 469-3527

**E-mail address:** [nichelle.jackson@pwgsc-tpsgc.gc.ca](mailto:nichelle.jackson@pwgsc-tpsgc.gc.ca)

## 11. Enquiries

PSPC will not necessarily respond to all enquiries made with respect to this RFI in writing, nor by circulating its answers to all potential respondents, prior to the closing date of this RFI, as this is not a bid solicitation process. However, respondents with questions may direct their enquiries electronically, via email sent to the PSPC RFI Authority by the RFI's closing date. Enquiries received after said closing date may or may not be reviewed for response.

## 12. Proposed Demonstrations

In addition to written submissions, companies are invited to demonstrate their existing equipment to the review team and senior subject-matter representative(s) involved in this project, if they wish. Demonstrations can be made in advance of the RFI closing date, if interested parties wish to do so. However, demonstrations are not a mandatory component of this RFI, and it is up to each company to decide if they wish to do a demonstration.

**To book a demonstration with Statistics Canada, a written email request for demonstration must be sent to the PSPC RFI Authority by the closing date of this RFI process.**

If the industry respondent is located outside of the National Capital Region, and it is deemed not possible or convenient to come to Statistics Canada's head office in Ottawa, Ontario to conduct a demonstration, Statistics Canada will require at least two (2) weeks of advance notice to make any necessary arrangements to visit the work complex of the industry respondent.

Demonstrations will not exceed a time period of one hour and a half (1h 30min) in duration, and should include:

- a) a setup demo; and
- b) a demonstration of the machine in operation.

Additionally, it would be beneficial if Statistics Canada could be allowed to use sample material that they currently run during said demonstration, to test the capabilities of the equipment on various types of material as opposed to only that of the standard material being run by the industry respondent.

After the closing date, Statistics Canada may limit the number of demonstrations based on the number of responses received, or for any other reason it deems appropriate.

As Canada will not reimburse any respondent for expenses incurred in responding to this RFI, this also includes any expenses for travel to and from Statistics Canada's offices, for any demonstration to be made.

## 13. Response Confidentiality

As previously described, Canada may use non-proprietary information provided through this RFI process for its own purposes, including its review and/or for the preparation of any of subsequent solicitation document(s). However, Statistics Canada's commitment is to keep the information it obtains from the Canadian public in trust, in conformity with the requirements of the *Statistics Act* and the Agency's various policies and practices that frame its data collection, analysis and dissemination activities.

While the information collected by this RFI may be provided as commercial-in-confidence (and, if identified as such, will be treated accordingly by Canada), Canada may use said information to assist in drafting performance specifications (which are subject to change) and/or for budgetary purposes.

As such, respondents must clearly identify, in the information they share with Canada for this RFI process, any information that they feel is confidential, proprietary, third party or personal information (e.g. by watermark). Please note that Canada may be obligated by law (e.g. in response to a request made under the *Access to Information Act*) to disclose proprietary or commercially-sensitive information concerning a respondent (for more information: <http://laws-lois.justice.gc.ca/eng/acts/a-1/>).

#### 14. Reserved Rights

In addition to any other expressed or implied rights already detailed herein, PSPC also reserves the right to:

- Cancel this RFI process at any time, and issue a new RFI for the same or similar information;
- Change the structure of the RFI process;
- Vary or extend any date or time in this RFI at any time, and of such a period as PSPC considers appropriate, at its sole and absolute discretion;
- Make changes to this RFI including substantial changes, provided they are issued in an addendum to this RFI;
- Request written clarification or the submission of supplementary information from any or all respondents, or for them to provide additional information or clarification;
- Not consider any responses that contain information that Statistics Canada (in its sole and absolute discretion) believes contain misrepresentation, or any other inaccurate or misleading information.

Further, all requirements and conditions in this RFI are for the benefit of Statistics Canada and are not to be misconstrued as undertaking or obligation on the part of Statistics Canada.



## ANNEX A – STATEMENT OF REQUIREMENT

### **AUTOMATED INSERTER MACHINE FOR STATISTICS CANADA (2018)**

The distribution centre of Statistics Canada, located at 150 Tunney's Pasture Way in Ottawa, is responsible for processing letters, surveys and documents, to mail to respondents and clients. The Statistics Canada Distribution Centre processes approximately 2 million pieces annually, up to 300,000 monthly, and as many as 25,000 finished envelopes in a 6 hour period (before 2pm, when Canada Post picks up the mail).

As such, for its Automated Inserter equipment there will be a requirement to have numerous material feeders, as Statistics Canada's Distribution Centre processes a various number of jobs that contain both single and multiple documents included with them. The documents to be inserted would include: folded 8.5" X 11" or 8.5" X 14" letters and, at times, a 3 to 7 panel brochure. These will need to fit into standard 9.25" x 4.25" window envelopes. The equipment must have the ability to feed and insert items with a range of different fold types and finishes, including: letter-fold, accordion-fold, double-parallel and half fold. The material weight of the paper to be inserted would be anywhere from 20 lb bond to 67 lb index, and could include multiple finishes including glossy and/or matte.

The equipment must have a double detect feature on it that can be manually or automatically adjusted based on the material being run. Other options that Statistics Canada would like included or available on any potential automated inserters are (in no particular order):

- a) Feeder jam detection and stop feature;
- b) Sealer feature that can be enabled or disabled on demand;
- c) Low water stop sensors;
- d) Low material detection;
- e) Feeders able to be enabled and/or disabled based on the job being run;
- f) Safety shut-off switches within reach of the operators;
- g) Ability to store and/or save multiple job setups; and
- h) the ability to cross-reference an address file against the material being inserted would be an added option worth exploring.

**(END OF PAGE 1 of 2 for ANNEX A)**

In addition to the mechanical specifications already detailed, it is imperative that maintenance and training for this requirement be provided to Statistics Canada that meets the following specifications:

- ✓ Physical training (i.e. on-site with the installed equipment) must be able to be delivered to the operators in English and French, such that they are able to set up, adjust and operate the equipment efficiently, effectively and in a safe manner;
- ✓ Training must be delivered to the operators within 1 to 2 weeks of the installation of the equipment, to minimize the impact on production;
- ✓ Training must be provided so that the operators' proficiency and efficiency in performing routine tasks fall within the scope of the contractor's estimated times for such tasks;
- ✓ A training manual in both English and French must be provided to the operators;
- ✓ There must be at least one telephone number made available for service, with its assistance available in both English and French;
- ✓ Vendor must be able to guarantee a four (4) business hour response time (Eastern Standard Time, not including weekends and statutory holidays) after an initial service call has been submitted;
- ✓ Service calls should be dealt with within a 24 business hour window (Eastern Standard Time, not including weekends and statutory holidays), and must be dealt with within 24-48 business hours, to minimize the impact on production;
- ✓ Purchase must include a minimum of one (1) year onsite maintenance that includes: parts, labour and technician accommodations, as required; and
- ✓ A full service maintenance contract, including replacement parts and service, must be applicable for a period of no less than ten years.

Statistics Canada is particularly interested in receiving information from suppliers that:

- Can supply equipment to Ottawa, Ontario, Canada;
- Can maintain equipment in Ottawa, Ontario, Canada within 24 business hours of a service call.

**(PAGE 2 of 2 for ANNEX A)**

## ANNEX B – RESPONSE TABLE (QUESTIONS FOR INDUSTRY)

<b>15.1 Supplier Profile</b>			
The questions in this section are about your company and the services you provide to the public and/or private sector (Please complete <input checked="" type="checkbox"/> as: a) “This information has been provided”, followed by the page number(s) where it appears in your submission, or b) “Yes – Available”, as appropriate).			
		Page Number(s)	
15.1.1	<input type="checkbox"/>		Provide summary of your Business Profile, and the services your business provides.
15.1.2.1	<input type="checkbox"/>		Describe your previous and current experience as a supplier and service provider for Automated Inserter machines in Canada.
15.1.2.2	<input type="checkbox"/>		Describe same for locations outside of Canada (if applicable).
15.1.3	<input type="checkbox"/>		Where is your head office located?
15.1.4	<input type="checkbox"/>		Do you have a contact office in Canada?
<b>15.2 Equipment Information</b>			
The questions in this section aim to give businesses the opportunity to provide information about equipment they propose meets the requirement.			
		Page Number(s)	
15.2.1	<input type="checkbox"/>		Provide detailed specifications for equipment that you propose <b>best</b> meets the requirements specifically included in this RFI document as described throughout <b>Annex A</b> , being <b>Model No.</b> _____, including (if available):
15.2.1.1	<input type="checkbox"/>		a) Feeder jam detection and stop feature
15.2.1.2	<input type="checkbox"/>		b) Sealer feature that can be enabled or disabled on demand
15.2.1.3	<input type="checkbox"/>		c) Low water stop sensors
15.2.1.4	<input type="checkbox"/>		d) Low material detection
15.2.1.5	<input type="checkbox"/>		e) Feeders able to be enabled and/or disabled based on the job being run
15.2.1.6	<input type="checkbox"/>		f) Safety shut-off switches within reach of the operators
15.2.1.7	<input type="checkbox"/>		g) Ability to store and/or save multiple job setups
15.2.1.8	<input type="checkbox"/>		h) Ability to cross-reference an address file against the material being inserted
<b>(END OF PAGE 1 of 2 for ANNEX B)</b>			

15.2.2	<input type="checkbox"/>		Provide said specifications for any other equipment that you believe may <b>also</b> meet the requirements <u>as described throughout Annex A:</u> <b>Model No. _____, Model No. _____, ...</b>
15.2.3	<input type="checkbox"/>		Provide the specifications for additional features and/or related equipment <u>not requested in this RFI document</u> that should be included in an RFP, and briefly explain why?
15.2.4	<input type="checkbox"/>		What is the anticipated fulfillment time required to both deliver and install the proposed equipment to Ottawa, Ontario (as estimated from the point of Contract Award)?
<b>15.3 Estimated Pricing Information</b> The questions in this section aim to provide estimated costs for the solutions proposed for the requirement.			
		Page Number(s)	
15.3.1	<input type="checkbox"/>		Please provide estimated <b>purchase</b> pricing (including equipment, delivery, installation, warranty, training) for the equipment solution proposed in your response to Section 15.2.1.
15.3.2	<input type="checkbox"/>		Please provide estimated <b>purchase</b> pricing for the alternate equipment solution(s) proposed in your responses to Section 15.2.2 and/or 15.2.3, if applicable.
15.3.3	<input type="checkbox"/>		Please provide estimated <b>lease</b> pricing for the equipment solution proposed in your response to Section 15.2.1.
15.3.4	<input type="checkbox"/>		Please provide estimated <b>lease</b> pricing for the alternate equipment solution(s) proposed in your responses to Section 15.2.2 and/or 15.2.3, if applicable.
<b>15.4 Additional Information</b>			
		Page Number(s)	
15.4.1	<input type="checkbox"/>		Are there other considerations that Statistics Canada should be aware of that you feel is not covered in this RFI?
15.4.2	<input type="checkbox"/>		Do you have any other comments to share with Statistics Canada about this RFI?
15.4.3	<input type="checkbox"/>		Can you supply equipment to Ottawa, Ontario, Canada?
15.4.4	<input type="checkbox"/>		Can you maintain equipment in Ottawa, Ontario, Canada within 24 business hours (EST) of a service call?
<b>15.5 Product Demonstration</b>			
15.5.1		Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you intend to provide demonstration of your proposed equipment solution for this RFI process, as per Section 12?
15.5.2		Yes <input type="checkbox"/> No <input type="checkbox"/>	Are your offices located outside the National Capital Region, and it is not possible or convenient to provide demonstration at Statistics Canada's head office in Ottawa, Ontario?

(PAGE 2 of 2 for ANNEX B)