



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St./11, rue Laurier  
Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**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> File Folders - Printed & Fabricated	
<b>Solicitation No. - N° de l'invitation</b> 5X001-190189/A	<b>Date</b> 2020-01-28
<b>Client Reference No. - N° de référence du client</b> 5X001-19-0189	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CW-010-78403	
<b>File No. - N° de dossier</b> cw010.5X001-190189	<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 2020-02-13</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<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> Gagné, Kathleen	<b>Buyer Id - Id de l'acheteur</b> cw010
<b>Telephone No. - N° de téléphone</b> (613) 990-9189 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> See herein	

**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**

Communication Procurement Directorate/Direction de  
l'approvisionnement en communication

360 Albert St./ 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

<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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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into six (6) 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 and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, Additional Information, and the Evaluation criteria.

### **1.2 Summary**

The Courts Administration Service (CAS) has a requirement for the custom printing and fabrication of 27 different folders constructed in one (1) of four (4) different formats including: wallet style folders, an accordion pocket folder, a three-panel folder, and a two-panel folder.

There will be an initial quantity ordered for eight (8) types of file folders with an initial batch delivery date within 5 weeks of proof approval. CAS expects to proceed with additional purchases of these folders as well as the other folders on an "if and when" required basis during the contract period and/or the option years.

Invoicing will be by electronic means (email) and payment will be by Direct Deposit.

The period of the Contract is for a period of two (2) years with three (3) option periods of one (1) year each.

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

The requirement is limited to Canadian services.

Comprehensive Land Claims Agreement(s) (CLCAs) are not applicable to this procurement.

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

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### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing will be in writing.

## **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>) 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 (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **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 in the bid solicitation.

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2003, or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Telephone : (819) 956-3370

**Due to the nature of the Request for Proposal, transmission of offers by facsimile to PWGSC will be accepted.**

### **2.3 Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

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## Definitions

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

## Former Public Servant in Receipt of a Pension

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

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

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

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

## Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority ([Kathleen.gagne@tpsgc-pwgsc.gc.ca](mailto:Kathleen.gagne@tpsgc-pwgsc.gc.ca) and [TPSGC.pdgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.pdgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca)) no later than seven (7) 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.

## **2.5 Applicable Laws**

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

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

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

#### **3.1.a epost Connect service**

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications  
Section IV: Additional Information

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

#### **3.1.b USB Key**

- If the Bidder chooses to submit its bid on a USB Key, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Offer (1 paper copy and/or 1 electronic copy on a USB Key\*)  
Section II: Financial Offer (1 paper copy and 1 electronic copy in Excel format on a USB Key\*)  
Section III: Certifications (1 paper copy and/or 1 electronic copy on a USB Key\*)  
Section IV: Additional Information (1 paper copy and 1 electronic copy on a USB Key\*)

*\*All the Sections may be saved on the same USB Key as long as each section is a separate file.*

- If there is a discrepancy between the wording of the electronic copy on electronic media (on USB Key) and the paper copy, the wording of the paper copy will have priority over the wording of the electronic copy on the USB Key.

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

**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 hard copy 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.

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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 (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). 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.

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.

### **Section II: Financial Bid**

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

#### **3.1.2 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "C" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "C" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### **Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.

### **Section IV: Additional Information**

**3.1.3** Bidders must submit the additional information required in Annex "D".

## **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**

##### **4.1.1.1 Mandatory Technical Criteria**

Mandatory technical evaluation criteria are included in Annex "E".

Proposals submitted by bidders must meet all the mandatory technical criteria of the Request for Proposal (RFP). No further consideration will be given to proposals not meeting all of the mandatory criteria.

To meet the requirement described herein, the experience of the Bidder must be work for which the Bidder was under contract to clients. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

#### **Definitions for the purposes of the M.1 Mandatory Criterion Only.**

**"External client(s)":** means clients exterior to the Bidder's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Bidder.

**"Internal client(s)":** means clients within the Bidder's own legal entity (or joint venture partnership) and includes the parent, subsidiaries and other affiliates of the Bidder.

**"Multi-panel folders similar to the requirements of the Annex "A" Statement of Work":** means folders printed on folder material and constructed with a minimum of two (2) panels and scores for expansion.

**"Wallet Style Folders similar to the requirements of the Annex "A" Statement of Work":** means folders printed on folder material and constructed with accordion style expansion gussets on three (3) sides.

**"Manufacturing":** means all activities and materials require to construct and produce the folders to final format.

**PROPOSALS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL NOT BE EVALUATED FURTHER AND WILL NOT BE GIVEN FURTHER CONSIDERATION.**

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#### **4.1.2 Financial Evaluation**

The prices requested in the Annex "B" Basis of Payment of this Request for Proposal will be multiplied by the corresponding quantities for evaluation and then added to determine the "Total Evaluated Price", as specified in the Annex "B" Basis of Payment.

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

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

#### **4.2 Basis of Selection**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## **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 Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), 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 section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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.

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

#### **5.2.3.1 Canadian Content Certification**

This procurement is limited to Canadian services. The Bidder certifies that:

( ) the services offered are Canadian services as defined in paragraph 2 of clause A3050T.

**5.2.3.1.1**        *SACC Manual* clause A3050T (2014-11-27) Canadian Content Definition.

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Statement of Work**

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

#### **6.1.1 Optional Goods and/or Services**

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex "A" and Annex "B" of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

### **6.2 Standard Clauses and Conditions**

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

#### **6.2.1 General Conditions**

2030 (2018-06-21), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

### **6.3 Security Requirements**

**6.3.1** There is no security requirement applicable to this Contract.

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from contract award date to \_\_\_\_\_ inclusive.

#### **6.4.2 Delivery Date**

The deliverables must be received in accordance with the Statement of Work at Annex "A".

#### **6.4.3 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) 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.

#### 6.4.4 Comprehensive Land Claims Agreements (CLCAs)

The Contract is not subject to Comprehensive Land Claims Agreement(s).

#### 6.4.5 Delivery Points

Delivery of the requirement will be made to delivery points specified at Annex "A" of the Contract.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Kathleen Gagné (or Designated representative)  
Public Works and Government Services Canada  
Acquisitions Branch  
Communication Procurement Directorate  
360 Albert Street, Ottawa, Ontario  
K1A 0S5

Telephone: 613-990-9189

E-mail address: [Kathleen.gagne@tpsgc-pwgsc.gc.ca](mailto:Kathleen.gagne@tpsgc-pwgsc.gc.ca)  
and [TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-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.

#### 6.5.2 Project Authority

The Project Authority for the Contract is: *(to be identified in any resulting contract).*

Name:	
Title:	
Organization:	
Address:	

Telephone:	
Facsimile:	
E-mail address:	

In its absence, the Project Authority is:

Name:	
Title:	
Organization:	
Address:	

Telephone:	
Facsimile:	

E-mail address:	
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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.

**6.5.3 Contractor's Representative**

Primary Contact		Replacement	
Name:		Name:	
Telephone:		Telephone:	
Facsimile:		Facsimile:	
E-mail :		E-mail :	

**6.6 Proactive Disclosure of Contracts with Former Public Servants**

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

**6.7 Payment**

**6.7.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under each Work Request, the Contractor will be paid firm unit prices, as specified in Annex "B" Basis of Payment, applicable taxes extra.

**6.7.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
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.

### **6.7.3 Multiple Payments**

Payment by Canada to the Contractor for the Work shall be made in accordance with SACC Manual clause H1001C (2008-05-12) Multiple Payments.

### **6.7.4 SACC Manual Clauses**

A9117C (2007-11-30) – T1204 – Direct Request by Customer Department

### **6.7.5 Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI)

### **6.8 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be forwarded to the following authorities:
  - a) One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.  
  
E-mail : (to be identified in any resulting contract).
  - b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

E-mail: [Kathleen.gagne@tpsgc-pwgsc.gc.ca](mailto:Kathleen.gagne@tpsgc-pwgsc.gc.ca) and  
[TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca)

### **6.9 Certifications and Additional Information**

#### **6.9.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

#### **6.9.2 SACC Manual Clauses**

SACC Manual Clause A3060C (2008-05-12) Canadian Content Certification

## 6.10 Applicable Laws

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

## 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2030 (2018-06-21), General Conditions - Higher Complexity - Goods
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_.

## 6.12 Insurance

SACC Manual clause G1005C (2016-01-28) Insurance- No Specific Requirement

## 6.13 SACC Manual Clauses

### 6.13.1 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

### 6.13.2 Other SACC Manual Clauses

THE FOLLOWING CLAUSES ARE INCORPORATED HEREIN:

SACC Reference	Section	Date
P1005C	Packaging and Packing of Printed Products	2010-01-11
P1009C	Author's Alterations	2007-11-30
P1010C	Quality Levels for Printing	2010-01-11
P1011C	Quality Levels for Colour Reproduction	2010-01-11
P1013C	Quality Level for Forms	2010-01-11
P1016C	Quality Levels for Binding	2010-01-11
B7500C	Excess Goods	2006-06-16

## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **TITLE: Courts Administration Service - Custom Printed and Fabricated Folders**

##### **A.1. REQUIREMENT**

The Courts Administration Service has a requirement for the production of custom fabricated folders specified in this Annex "A" Statement of Work.

The Contractor must provide the Courts Administration Service with all of the necessary services and materials for the printing, fabrication and delivery of the specified folders to the required destination address; in particular:

- Supply all materials
- Create final electronic artwork/components to be used as the basis for printing in accordance with the supplied samples
- Provide proofs prior to production.
- Print folders as per the final approved proofs and the samples provided.
- Fabricate folders as per the samples provided.
- Box folders separately in such a manner as to protect contents.
- Delivery as per the delivery schedule.

##### **A.2. PRINT QUALITY**

The print quality level is **informational**, in accordance with the Public Works and Government Services Canada (PWGSC) Publication entitled "Quality Levels for Printing" and/or "Quality Levels for Colour Reproduction", latest issues.

##### **A.3. MATERIAL SUPPLIED**

Components will be supplied to the Contractor as samples from previous production to use as the basis for printing, color reference and construction.

###### **A.3.1 ARTWORK**

The Contractor must create all required artwork as final approved digital files in PDF format based on the samples from a previous production provided and instruction from the Project Authority.

##### **A.4 OVERRUNS/UNDERRUNS:**

- A maximum overrun of 5% of the item ordered will be accepted.
- No underruns are acceptable.

## **A.5. SPECIFICATIONS**

**“First print run”/ “Initial print run” means delivery must be by 03-31-2021**

### **A.5.1: Item #1 File Folder, Federal Court, Trial Main, Ottawa:**

**Quantity: Initial print run: 1,100 folders**

Option: There is a possibility of a requirement for three (3) additional reprints of a minimum quantity of 3,600 folders at any time during the period of the Contract. The maximum quantity that could be produced in the case of a reprint would be 7,200 folders per reprint. Any requirement for a reprint of the folders will be at the discretion of the Project Authority and would be confirmed to the Contractor in writing five (5) weeks prior to the required delivery date.

**Size:** Flat size: 28-1/2" x 14-3/4"  
Folds to 9-1/2" x 14-3/4"

**Stock:** 18 pt Tag, manila.

**Ink:** Black ink on outside front (panel 1) and on inside front and back panels of folder, no bleeds

#### **Construction style**

**Round Corners:** Round corners on outside edges of flap.

**Fold:** Three (3) equal panels, folds to 9-1/2" x 14-3/4".

**Score Lines:** Single score for folds  
Five (5) score lines for expansion at 1/4" intervals on front and back panels, positioned as per sample supplied.

**Reinforcement:** Centre panel of folder reinforced with 2" x 14-3/4" piece of 18pt folder material adhered to the inside surface of the centre panel where the metal prong fastener will be attached.

**Hole Punching:** Two (2) holes on reinforced centre panel to insert binding mechanism (heat sealed fastener)

**Binding:** Heat sealed metal prong fastener, 3" slide compressor, separate base, 2-3/4" center, 2" capacity, brown rust proof prongs.  
Adhered to centre panel through reinforcement, centered along the (fold).

**The Contractor must construct folders exactly as per the sample supplied from the previous production.**

---

**A.5.2: Item 2) Wallet Style, Federal Court, Annex Ottawa, Green:**

**Quantity: No Initial Quantity Required:**

Option: There is a possibility of a requirement for three (3) additional reprints of a minimum quantity of 5,100 folders at any time during the period of the Contract. The maximum quantity that could be produced in the case of a reprint would be 10,200 folders per reprint. Any requirement for a reprint of the folders will be at the discretion of the Project Authority and would be confirmed to the Contractor in writing five (5) weeks prior to the required delivery date.

**Size:** Folds to 9-1/2" x 14-3/4"  
(Cover flap 9" x 14-3/4")  
3-1/2" Accordion style expansion gusset on 3 sides.

**Stock:** 15 pt Tag material (**2 ply**) – green colour to match PMS 7481 U\*. Tyvek reinforcement on expansion gusset and 1" (overlay) glued along bottom and outside edges of expansion gusset, exactly as per sample supplied for construction purposes only. The glue used to laminate the 2 ply material must be durable, flexible, and be able to withstand handling over a period of 2 years. The folders must not become brittle over this specified period of time.

**Ink:** \*Solid green background print to match PMS7481U on inside and outside folder surfaces of front, back and cover flap, bleeds all sides. Colour of solid print must match the sample from a previous production supplied and must be applied consistently.

Overprint in black ink on outside front of cover flap and on outside back of folder no bleeds

Standard white colour on expansion style gusset.

**Construction style**

**Round Corners:** Round corners on outside edges of flap.

**Fold:** Folds to 9-1/2" x 14-3/4".  
Four (4) accordion folds of 7/8" for expansion gussets on 3 sides (3-1/2" completely expanded) as per sample supplied.  
Cover flap folds over opening and onto outside front of folder

**Score Lines:** Score for folds  
Eleven (11) score lines for expansion at 1/4" intervals on front cover flap, positioned as per sample supplied.

**Hole Punching:** One (1) hole on front cover flap to hold elastic closure, reinforced with gold coloured eyelet.  
Diameter, eyelet and position to match sample supplied.

**Binding:** Elastic tie closure as sample supplied attached permanently at eyelet.

**The Contractor must construct folders exactly as per the sample supplied from the previous production.**

---

**A.5.3: Item 3) Wallet Style Folder, Federal Court, Immigration Annex Ottawa, Blue:**

**Quantity: Initial print run: 4,000 folders**

Option: There is a possibility of a requirement for three (3) additional reprints of a minimum quantity of 6,000 folders at any time during the period of the Contract. The maximum quantity that could be produced in the case of a reprint would be 12,000 folders per reprint. Any requirement for a reprint of the folders will be at the discretion of the Project Authority and would be confirmed to the Contractor in writing five (5) weeks prior to the required delivery date.

**Size:** Folds to 9-1/2" x 14-3/4"  
(Cover flap 9" x 14-3/4")  
3-1/2" Accordion style expansion gusset on 3 sides.

**Stock :** 15 pt Tag material (**2 ply**) – Blue colour to match PMS 297 U\*. Tyvek reinforcement on expansion gusset and 1" (overlay) glued along bottom and outside edges of expansion gusset, exactly as per sample supplied construction purposes only. The glue used to laminate the 2 ply material must be durable, flexible, and be able to withstand handling over a period of 2 years. The folders must not become brittle over this specified period of time..

**Ink:** \*Solid blue background print to match PMS 297 U on inside and outside folder surfaces of front, back and cover flap, bleeds all sides. Colour of solid print must match the sample from a previous production supplied and must be applied consistently.

Overprint in black ink on outside front of cover flap and on outside back of folder no bleeds

Standard white colour on expansion style gusset.

**Construction style**

**Round Corners:** Round corners on outside edges of flap.

**Fold:** Folds to 9-1/2" x 14-3/4".  
Four (4) accordion folds of 7/8" for expansion gussets on 3 sides (3-1/2" completely expanded) as per sample supplied.  
Cover flap folds over opening and onto outside front of folder

**Score Lines:** Score for folds  
Eleven (11) score lines for expansion at 1/4" intervals on front cover flap, positioned as per sample supplied.

**Hole Punching:** One (1) hole on front cover flap to hold elastic closure, reinforced with gold coloured eyelet.  
Diameter, eyelet and position to match sample supplied.

**Binding:** Elastic tie closure as sample supplied attached permanently at eyelet.

**The Contractor must construct folders exactly as per the sample supplied from the previous production.**

---

**A.5.4: Item 4) Federal Court, Excise Tax, Bilingual:**

**Quantity:** Initial print run: 1,500 folders

Option: There is a possibility of a requirement for three (3) additional reprints of a minimum quantity of 2,000 folders at any time during the period of the Contract. The maximum quantity that could be produced in the case of a reprint would be 4,000 folders per reprint. Any requirement for a reprint of the folders will be at the discretion of the Project Authority and would be confirmed to the Contractor in writing five (5) weeks prior to the required delivery date.

**Size:** Flat size: 18-3/4" x 16-3/4"  
Folds to 9-3/8" x 15-3/8"

**Stock:** Bleached Kraft, 14pt, white

**Ink:** Black ink on outside front (panel 1) panel, no bleeds  
Outside front and back of folder (panels 1, 2, 3 and 4) print blue (colour bar on all panels along bottom edges) to match the sample from a previous production supplied, bleeds 3 sides.

**Construction style**

**Round Corners:** Round corners on outside edges of end tab.

**Die-cut:** End tab and leading edge of front panel is die-cut and folded inward.

**Fold:** 2 panels, folds to 9-3/8" wide x 15-3/8" height (including end tab)  
Fold along bottom edge of front panel and end tab, providing reinforcement (to 27 point thickness). Folded to eliminate all sharp edges on the folder and in the most obvious handling areas.

**Score Lines:** Score at center for fold and four (4) additional score lines for expansion at 1/4" intervals on front panel positioned as per sample from a previous production supplied. Eight (8) vertical score lines, approximately 7/8" height on end tab as per sample for construction supplied, for easy application and positioning of labels.

**Binding:** Heat sealed metal prong fastener, 2" capacity (each metal prong measures 2-1/2"), **brown rust proof prongs.**  
Binding mechanism adhered to inside surface (on page 3), centered along the (fold) score line as per sample from a previous production supplied.

**The Contractor must construct folders exactly as per the sample supplied from the previous production.**

**A.5.5: Item 5) Wallet Style Folder, Immigration Confidential, Purple:**

**Quantity:** No Initial Quantity Required:

Option: There is a possibility of a requirement for three (3) additional reprints of a minimum quantity of 500 folders at any time during the period of the Contract. The maximum quantity that could be produced in the case of a reprint would be 1,000 folders per reprint. Any requirement for a reprint of the folders will be at the discretion of the Project Authority and would be confirmed to the Contractor in writing five (5) weeks prior to the required delivery date.

**Size:** Folds to 9-1/2" x 14-3/4"  
(Cover flap 9" x 14-3/4")  
3-1/2" Accordion style expansion gusset on 3 sides.

**Stock :** 15 pt Tag material (**2 ply**) – purple colour to match PMS 268 U\*. Tyvek reinforcement on expansion gusset and 1" (overlay) glued along bottom and outside edges of expansion gusset, exactly as per sample supplied construction purposes only. The glue used to laminate the 2 ply material must be durable, flexible, and be able to withstand handling over a period of 2 years. The folders must not become brittle over this specified period of time..

**Ink:** \*Solid purple background print to match PMS 268 U on inside and outside folder surfaces of front, back and cover flap, bleeds all sides. Colour of solid print must match the sample from a previous production supplied and must be applied consistently.

Overprint in black ink on outside front of cover flap and on outside back of folder no bleeds

Standard white colour on expansion style gusset.

### **Construction style**

**Round Corners:** Round corners on outside edges of flap.

**Fold:** Folds to 9-1/2" x 14-3/4".

Four (4) accordion folds of 7/8" for expansion gussets on 3 sides (3-1/2" completely expanded) as per sample supplied.

Cover flap folds over opening and onto outside front of folder

**Score Lines:** Score for folds  
Eleven (11) score lines for expansion at 1/4" intervals on front cover flap, positioned as per sample supplied.

**Hole Punching:** One (1) hole on front cover flap to hold elastic closure, reinforced with gold coloured eyelet.

Diameter, eyelet and position to match sample supplied.

**Binding:** Elastic tie closure as sample supplied attached permanently at eyelet.

**The Contractor must construct folders exactly as per the sample supplied from the previous production.**

### **A.5.6: Item 6) Wallet, Federal Court, Local Office Annex, Brown:**

**Quantity: No Initial Quantity Required:**

Option: There is a possibility of a requirement for three (3) additional reprints of a minimum quantity of 4,200 folders at any time during the period of the Contract. The maximum quantity that could be produced in the case of a reprint would be 8,400 folders per reprint. Any requirement for a reprint of the folders will be at the discretion of the Project Authority and would be confirmed to the Contractor in writing five (5) weeks prior to the required delivery date.

**Size:** Folds to 9-1/2" x 14-3/4"  
(Cover flap 9" x 14-3/4")  
3-1/2" Accordion style expansion gusset on 3 sides.

**Stock:** 15 pt Tag material (2 ply) – brown colour to match PMS 7502 U \*. Tyvek reinforcement on expansion gusset and 1" (overlay) glued along bottom and outside edges of expansion gusset, exactly as per sample supplied for construction purposes only. The glue used to laminate the 2 ply material must be durable, flexible, and be able to withstand handling over a period of 2 years. The folders must not become brittle over this specified period of time.

**Ink:** Brown background print to match PMS 7502 U on inside and outside folder surfaces of front, back and cover flap, bleeds all sides. Colour of solid print must match the sample from a previous production supplied and must be applied consistently.

Overprint in black ink on outside front of cover flap and on outside back of folder no bleeds

Standard brown colour on expansion style gusset.

### **Construction style**

**Round Corners:** Round corners on outside edges of flap.

**Fold:** Folds to 9-1/2" x 14-3/4".  
Four (4) accordion folds of 7/8" for expansion gussets on 3 sides (3-1/2" completely expanded) as per sample supplied.  
Cover flap folds over opening and onto outside front of folder

**Score Lines:** Score for folds  
Eleven (11) score lines for expansion at 1/4" intervals on front cover flap, positioned as per sample supplied.

**Hole Punching:** One (1) hole on front cover flap to hold elastic closure, reinforced with gold coloured eyelet.  
Diameter, eyelet and position to match sample supplied.

**Binding:** Elastic tie closure as sample supplied attached permanently at eyelet.

**The Contractor must construct folders exactly as per the sample supplied from the previous production.**

#### **A.5.7: Item #7 File Folder, Federal Court, Immigration Main Ottawa, Grey:**

**Quantity:** Initial print run: 1,500 folders

Option: There is a possibility of a requirement for three (3) additional reprints of a minimum quantity of 8,000 folders at any time during the period of the Contract. The maximum quantity that could be produced in the case of a reprint would be 16,000 folders per reprint. Any requirement for a reprint of the folders will be at the discretion of the Project Authority and would be confirmed to the Contractor in writing five (5) weeks prior to the required delivery date.

**Size:** Flat size: 28-1/2" x 14-3/4"  
Folds to 9-1/2" x 14-3/4"

**Stock:** 18 pt Tag, (Warm grey, to match PMS 1 U)\*

**Ink:** Black ink on outside front (panel 1) and on inside front and back panels of folder, no bleeds  
  
\*Grey background print to match PMS 1 U on inside and outside folder surfaces of front and back folders surfaces, bleeds all sides. Colour of solid print must match the sample from a previous production supplied and must be applied consistently

**Construction style**

**Round Corners:** Round corners on outside edges of flap.  
**Fold:** Three (3) equal panels, folds to 9-1/2" x 14-3/4".  
**Score Lines:** Single score for folds  
Five (5) score lines for expansion at 1/4" intervals on front and back panels, positioned as per sample supplied.  
**Reinforcement:** Centre panel of folder reinforced with 2" x 14-3/4" piece of 18pt folder material adhered to the inside surface of the centre panel where the metal prong fastener will be attached.  
**Hole Punching:** Two (2) holes on reinforced centre panel to insert binding mechanism (heat sealed fastener)  
**Binding:** Heat sealed metal prong fastener, 3" slide compressor, separate base, 2-3/4" center, 2" capacity, brown rust proof prongs.  
Adhered to centre panel through reinforcement, centered along the (fold).

**The Contractor must construct folders exactly as per the sample supplied from the previous production.**

**A.5.8: Item 8) File Folder, Tax Court of Canada, Court file, Blue tab:**

**Quantity:** Initial print run: 500 folders  
  
Option: There is a possibility of a requirement for three (3) additional reprints of a minimum quantity of 2,100 folders at any time during the period of the Contract. The maximum quantity that could be produced in the case of a reprint would be 4,200 folders per reprint. Any requirement for a reprint of the folders will be at the discretion of the Project Authority and would be confirmed to the Contractor in writing five (5) weeks prior to the required delivery date.  
**Size:** Flat size: 31" x 16-3/8"  
Folds to 10" x 15-1/8"  
**Stock:** SBS White, 15 pt  
**Ink:** Purple ink (PMS 520) on page 1 (one side), no bleeds  
Blue tab to match PMS 297 U. Blue tab must match the sample from a previous production supplied. Prints along the bottom edge of outside surfaces of leading edge and end tab to create colour bar exactly as per the sample from a previous production supplied, bleeds 3 sides.

**Construction style**

Folders **must be constructed as one piece** and are printed, folded, die-cut, scored and glued (with mylar reinforcement and heat sealed metal prong fastener as specified) as necessary to complete the final product.

**Round Corners:** Round corners on outside corners of end tab.

- Die-cut:** Die-cut for end tab  
Die-cut for expansion pocket (and tabs for gluing).
- Pocket:** 9" expansion pocket is die-cut on front panel and folded inward.  
1-1/2" accordion gusset on 3 sides of pocket, opening along the 15" way towards centre fold. 3/4" tabs for gluing on 2 sides of pocket.
- Fold:** 2 panels, folds at center,  
Folds at end tab along bottom edge of page 3  
Folds for accordion gusset expansion pocket on inside front panel (page 2)
- Score Lines:** Score for folds and for expansion (3 lines) at center fold and on three (3) sides of pocket exactly as per the sample from a previous production supplied.
- Binding:** Heat sealed metal prong fastener, 2" capacity (each metal prong measures 2-1/2"), **brown rust proof prongs.**  
Binding mechanism adhered to inside surface (on page 3), centered along the (fold).  
End Tab folded and adhered to inside back panel folder (page 3) for reinforcement  
Expansion pocket folded, tabs for gluing folded and adhered to inside front panel of folder (page 2)

**Tab reinforcement:** Clear mylar, 1 mil, on two (2) sides of end tab (along bottom of pages 3 and 4).

**The Contractor must construct folders exactly as per the sample supplied from the previous production.**

**A.5.9: Item 9) Wallet Style, Federal Court, Local Office Immigration Annex, Blue:**

**Quantity:** Initial print run: **2,000 folders**

Option: There is a possibility of a requirement for two (2) additional reprints of a minimum quantity of 5,200 folders at any time during the period of the Contract. The maximum quantity that could be produced in the case of a reprint would be 10,400 folders per reprint. Any requirement for a reprint of the folders will be at the discretion of the Project Authority and would be confirmed to the Contractor in writing five (5) weeks prior to the required delivery date.

**Size:** Folds to 9-1/2" x 14-3/4"  
(Cover flap 9" x 14-3/4")  
3-1/2" Accordion style expansion gusset on 3 sides.

**Stock:** 15 pt Tag material (**2 ply**) – Blue colour to match PMS 297 U\*. Tyvek reinforcement on expansion gusset and 1" (overlay) glued along bottom and outside edges of expansion gusset, exactly as per sample supplied construction purposes only. The glue used to laminate the 2 ply material must be durable, flexible, and be able to withstand handling over a period of 2 years. The folders must not become brittle over this specified period of time..

**Ink:** \*Solid blue background print to match PMS 297 U on inside and outside folder surfaces of front, back and cover flap, bleeds all sides. Colour of solid print must match the sample from a previous production supplied and must be applied consistently.

Overprint in black ink on outside front of cover flap and on outside back of folder no bleeds

Standard brown colour on expansion style gusset.

### **Construction style**

**Round Corners:** Round corners on outside edges of flap.

**Fold:** Folds to 9-1/2" x 14-3/4".  
Four (4) accordion folds of 7/8" for expansion gussets on 3 sides (3-1/2" completely expanded) as per sample supplied.  
Cover flap folds over opening and onto outside front of folder

**Score Lines:** Score for folds  
Eleven (11) score lines for expansion at 1/4" intervals on front cover flap, positioned as per sample supplied.

**Hole Punching:** One (1) hole on front cover flap to hold elastic closure, reinforced with gold coloured eyelet.  
Diameter, eyelet and position to match sample supplied.

**Binding:** Elastic tie closure as sample supplied attached permanently at eyelet.

**The Contractor must construct folders exactly as per the sample supplied from the previous production.**

### **A.5.10: Item 10) Wallet Style, Federal Court, Local Office Confidential Annex Local Office, Orange:**

**Quantity: Initial print run: 200 folders**

Option: There is a possibility of a requirement for two (2) additional reprints of a minimum quantity of 700 folders at any time during the period of the Contract. The maximum quantity that could be produced in the case of a reprint would be 1,400 folders per reprint. Any requirement for a reprint of the folders will be at the discretion of the Project Authority and would be confirmed to the Contractor in writing five (5) weeks prior to the required delivery date.

**Size:** Folds to 9-1/2" x 14-3/4"  
(Cover flap 9" x 14-3/4")  
3-1/2" Accordion style expansion gusset on 3 sides.

**Stock:** 15 pt Tag material (**2 ply**) – Orange colour to match PMS 021 U\*. Tyvek reinforcement on expansion gusset and 1" (overlay) glued along bottom and outside edges of expansion gusset, exactly as per sample supplied construction purposes only. The glue used to laminate the 2 ply material must be durable, flexible, and be able to withstand handling over a period of 2 years. The folders must not become brittle over this specified period of time.

**Ink:** \*Solid orange background print to match PMS 021 U on inside and outside folder surfaces of front, back and cover flap, bleeds all sides. Colour of solid print must match the sample from a previous production supplied and must be applied consistently.

Overprint in black ink on outside front of cover flap and on outside back of folder no bleeds

Standard white colour on expansion style gusset.

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### **Construction style**

**Round Corners:** Round corners on outside edges of flap.

**Fold:** Folds to 9-1/2" x 14-3/4".  
Four (4) accordion folds of 7/8" for expansion gussets on 3 sides (3-1/2" completely expanded) as per sample supplied.  
Cover flap folds over opening and onto outside front of folder

**Score Lines:** Score for folds  
Eleven (11) score lines for expansion at 1/4" intervals on front cover flap, positioned as per sample supplied.

**Hole Punching:** One (1) hole on front cover flap to hold elastic closure, reinforced with gold coloured eyelet.  
Diameter, eyelet and position to match sample supplied.

**Binding:** Elastic tie closure as sample supplied attached permanently at eyelet.

**The Contractor must construct folders exactly as per the sample supplied from the previous production.**

### **A.5.11: Item 11) File Folder, Federal Court, Local Office Immigration Main, Green:**

**Quantity: Initial print run: 4,000 folders**

Option: There is a possibility of a requirement for two (2) additional reprints of a minimum quantity of 7,000 folders at any time during the period of the Contract. The maximum quantity that could be produced in the case of a reprint would be 14,000 folders per reprint. Any requirement for a reprint of the folders will be at the discretion of the Project Authority and would be confirmed to the Contractor in writing five (5) weeks prior to the required delivery date.

**Size:** Flat size: 28-1/2" x 14-3/4"  
Folds to 9-1/2" x 14-3/4"

**Stock:** 18 pt Tag, (Green, match to PMS 344U)\*

**Ink:** Black ink on outside front (panel 1) and on inside front and back panels of folder, no bleeds

\* Green background print on inside and outside folder surfaces to match PMS 344 U of front and back folders surfaces, bleeds all sides. Colour of solid print must match the sample from a previous production supplied and must be applied consistently.

### **Construction style**

**Round Corners:** Round corners on outside edges of flap.

**Fold:** Three (3) equal panels, folds to 9-1/2" x 14-3/4".

**Score Lines:** Single score for folds  
Five (5) score lines for expansion at 1/4" intervals on front and back panels, positioned as per sample supplied.

**Reinforcement:** Centre panel of folder reinforced with 2" x 14-3/4" piece of 18pt folder material adhered to the inside surface of the centre panel where the metal prong fastener will be attached.

**Hole Punching:** Two (2) holes on reinforced centre panel to insert binding mechanism (heat sealed fastener)

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**Binding:** Heat sealed metal prong fastener, 3" slide compressor, separate base, 2-3/4" center, 2" capacity, brown rust proof prongs.  
Adhered to centre panel through reinforcement, centered along the (fold).

**The Contractor must construct folders exactly as per the sample supplied from the previous production.**

**A.5.12: Item 12) File Folder, Federal Court of Appeal, Appeal Main, Ottawa, Red:**

**Quantity:** No initial quantity required

Option: There is a possibility of a requirement for two (2) additional reprints of a minimum quantity of 500 folders at any time during the period of the Contract. The maximum quantity that could be produced in the case of a reprint would be 1,000 folders per reprint. Any requirement for a reprint of the folders will be at the discretion of the Project Authority and would be confirmed to the Contractor in writing five (5) weeks prior to the required delivery date.

**Size:** Flat size: 28-1/2" x 14-3/4"  
Folds to 9-1/2" x 14-3/4"

**Stock:** 18 pt Tag, (Red, match to PMS 032U)\*

**Ink:** Black ink on outside front (panel 1) and on inside front and back panels of folder, no bleeds

\*Red background print on inside and outside folder surfaces to match PMS 032 U of front and back folders surfaces, bleeds all sides. Colour of solid print must match the sample from a previous production supplied and must be applied consistently

**Construction style**

**Round Corners:** Round corners on outside edges of flap.

**Fold:** Three (3) equal panels, folds to 9-1/2" x 14-3/4".

**Score Lines:** Single score for folds  
Five (5) score lines for expansion at 1/4" intervals on front and back panels, positioned as per sample supplied.

**Reinforcement:** Centre panel of folder reinforced with 2" x 14-3/4" piece of 18pt folder material adhered to the inside surface of the centre panel where the metal prong fastener will be attached.

**Hole Punching:** Two (2) holes on reinforced centre panel to insert binding mechanism (heat sealed fastener)

**Binding:** Heat sealed metal prong fastener, 3" slide compressor, separate base, 2-3/4" center, 2" capacity, brown rust proof prongs.  
Adhered to centre panel through reinforcement, centered along the (fold).

**The Contractor must construct folders exactly as per the sample supplied from the previous production.**

**A.5.13: Item 13) File Folder, Court Martial Appeal Court of Canada, Trial Main, Ottawa, Salmon:**

**Quantity:** No initial quantity required

Option: There is a possibility of a requirement for two (2) additional reprints of a minimum quantity of 100 folders at any time during the period of the Contract. The maximum quantity that could be produced in the case of a reprint would be 200 folders per reprint. Any requirement for a reprint of the folders will be at the discretion of the Project Authority and would be confirmed to the Contractor in writing five (5) weeks prior to the required delivery date.

**Size:** Flat size: 28-1/2" x 14-3/4"  
Folds to 9-1/2" x 14-3/4"

**Stock:** 18 pt Tag, (Salmon, match to PMS 488 U)\*

**Ink:** Black ink on outside front (panel 1) and on inside front and back panels of folder, no bleeds

\*Salmon background print on inside and outside folder surfaces to match PMS 488 U of front and back folders surfaces, bleeds all sides. Colour of solid print must match the sample from a previous production supplied and must be applied consistently

**Construction style**

**Round Corners:** Round corners on outside edges of flap.

**Fold:** Three (3) equal panels, folds to 9-1/2" x 14-3/4".

**Score Lines:** Single score for folds  
Five (5) score lines for expansion at 1/4" intervals on front and back panels, positioned as per sample supplied.

**Reinforcement:** Centre panel of folder reinforced with 2" x 14-3/4" piece of 18pt folder material adhered to the inside surface of the centre panel where the metal prong fastener will be attached.

**Hole Punching:** Two (2) holes on reinforced centre panel to insert binding mechanism (heat sealed fastener)

**Binding:** Heat sealed metal prong fastener, 3" slide compressor, separate base, 2-3/4" center, 2" capacity, brown rust proof prongs.  
Adhered to centre panel through reinforcement, centered along the (fold).

**The Contractor must construct folders exactly as per the sample supplied from the previous production.**

**A.5.14: Item 14) Wallet, Court Martial Appeal Court of Canada, Trial Annex, Ottawa, Grey:**

**Quantity Required:** No initial quantity required.

Option: There is a possibility of a requirement for two (2) additional reprints of a minimum quantity of 200 folders at any time during the period of the Contract. The maximum quantity that could be produced in the case of a reprint would be 400 folders per reprint. Any requirement for a reprint of the folders will be at the discretion of the Project Authority and would be confirmed to the Contractor in writing five (5) weeks prior to the required delivery date.

- Size:** Folds to 9-1/2" x 14-3/4"  
(Cover flap 9" x 14-3/4")  
3-1/2" Accordion style expansion gusset on 3 sides.
- Stock:** 15 pt Tag material (**2 ply**) – warm grey colour to match PMS 1 U\*. Tyvek reinforcement on expansion gusset and 1" (overlay) glued along bottom and outside edges of expansion gusset, exactly as per sample supplied construction purposes only. The glue used to laminate the 2 ply material must be durable, flexible, and be able to withstand handling over a period of 2 years. The folders must not become brittle over this specified period of time..
- Ink:** \*Solid warm grey background print to match PMS 1 U on inside and outside folder surfaces of front, back and cover flap, bleeds all sides. Colour of solid print must match the sample from a previous production supplied and must be applied consistently.
- Overprint in black ink on outside front of cover flap and on outside back of folder no bleeds
- Standard white colour on expansion style gusset.

#### **Construction style**

- Round Corners:** Round corners on outside edges of flap.
- Fold:** Folds to 9-1/2" x 14-3/4".  
Four (4) accordion folds of 7/8" for expansion gussets on 3 sides (3-1/2" completely expanded) as per sample supplied.  
Cover flap folds over opening and onto outside front of folder
- Score Lines:** Score for folds  
Eleven (11) score lines for expansion at 1/4" intervals on front cover flap, positioned as per sample supplied.
- Hole Punching:** One (1) hole on front cover flap to hold elastic closure, reinforced with gold coloured eyelet.  
Diameter, eyelet and position to match sample supplied.
- Binding:** Elastic tie closure as sample supplied attached permanently at eyelet.

**The Contractor must construct folders exactly as per the sample supplied from the previous production.**

#### **A.5.15: Item 15) Federal Court, Income Tax Act (ITA), Bilingual:**

**Quantity Required:** No initial quantity required.

Option: There is a possibility of a requirement for two (2) additional reprints of a minimum quantity of 200 folders at any time during the period of the Contract. The maximum quantity that could be produced in the case of a reprint would be 400 folders per reprint. Any requirement for a reprint of the folders will be at the discretion of the Project Authority and would be confirmed to the Contractor in writing five (5) weeks prior to the required delivery date.

**Size:** Flat size: 18-3/4" x 16-3/4"  
Folds to 9-3/8" x 15-3/8"

**Stock:** Bleached Kraft, 14pt, white

**Ink:** Black ink on outside front (panel 1) panel, no bleeds

**Construction style**

**Round Corners:** Round corners on outside edges of end tab.

**Die-cut:** End tab and leading edge of front panel is die-cut and folded inward.

**Fold:** 2 panels, folds to 9-3/8" wide x 15-3/8" height (including end tab)  
Fold along bottom edge of front panel and end tab, providing reinforcement (to 27 point thickness). Folded to eliminate all sharp edges on the folder and in the most obvious handling areas.

**Score Lines:** Score at center for fold and four (4) additional score lines for expansion at 1/4" intervals on front panel positioned as per sample from a previous production supplied. Eight (8) vertical score lines, approximately 7/8" height on end tab as per sample for construction supplied, for easy application and positioning of labels.

**Binding:** Heat sealed metal prong fastener, 2" capacity (each metal prong measures 2-1/2"), **brown rust proof prongs**.  
Binding mechanism adhered to inside surface (on page 3), centered along the (fold) score line as per sample from a previous production supplied.

**The Contractor must construct folders exactly as per the sample supplied from the previous production.**

**A.5.16: Item 16) File Folder, Federal Court, Local Office, Trial Main, Manila:**

**Quantity:** No initial quantity required

Option: There is a possibility of a requirement for two (2) additional reprints of a minimum quantity of 2,000 folders at any time during the period of the Contract. The maximum quantity that could be produced in the case of a reprint would be 4,000 folders per reprint. Any requirement for a reprint of the folders will be at the discretion of the Project Authority and would be confirmed to the Contractor in writing five (5) weeks prior to the required delivery date.

**Size:** Flat size: 28-1/2" x 14-3/4"  
Folds to 9-1/2" x 14-3/4"

**Stock:** 18 pt Tag, Manila to match sample provided

**Ink:** Black ink on outside front (panel 1) and on inside front and back panels of folder, no bleeds

**Construction style**

**Round Corners:** Round corners on outside edges of flap.

**Fold:** Three (3) equal panels, folds to 9-1/2" x 14-3/4".

**Score Lines:** Single score for folds  
Five (5) score lines for expansion at 1/4" intervals on front and back panels, positioned as per sample supplied.

**Reinforcement:** Centre panel of folder reinforced with 2" x 14-3/4" piece of 18pt folder material adhered to the inside surface of the centre panel where the metal prong fastener will be attached.

**Hole Punching:** Two (2) holes on reinforced centre panel to insert binding mechanism (heat sealed fastener)

**Binding:** Heat sealed metal prong fastener, 3" slide compressor, separate base, 2-3/4" center, 2" capacity, brown rust proof prongs.  
Adhered to centre panel through reinforcement, centered along the (fold).

**The Contractor must construct folders exactly as per the sample supplied from the previous production.**

**A.5.17: Item 17) File Folder, Federal Court of Appeal, Local Office, Trial Main, Pink:**

**Quantity:** No initial quantity required

Option: There is a possibility of a requirement for two (2) additional reprints of a minimum quantity of 500 folders at any time during the period of the Contract. The maximum quantity that could be produced in the case of a reprint would be 1,000 folders per reprint. Any requirement for a reprint of the folders will be at the discretion of the Project Authority and would be confirmed to the Contractor in writing five (5) weeks prior to the required delivery date.

**Size:** Flat size: 28-1/2" x 14-3/4"  
Folds to 9-1/2" x 14-3/4"

**Stock:** 18 pt Tag, (Pink, match to PMS 204 U)\*

**Ink:** Black ink on outside front (panel 1) and on inside front and back panels of folder, no bleeds

\*Pink background print on inside and outside folder surfaces to match PMS 204 U of front and back folders surfaces, bleeds all sides. Colour of solid print must match the sample from a previous production supplied and must be applied consistently

**Construction style**

**Round Corners:** Round corners on outside edges of flap.

**Fold:** Three (3) equal panels, folds to 9-1/2" x 14-3/4".

**Score Lines:** Single score for folds  
Five (5) score lines for expansion at 1/4" intervals on front and back panels, positioned as per sample supplied.

**Reinforcement:** Centre panel of folder reinforced with 2" x 14-3/4" piece of 18pt folder material adhered to the inside surface of the centre panel where the metal prong fastener will be attached.

**Hole Punching:** Two (2) holes on reinforced centre panel to insert binding mechanism (heat sealed fastener)

**Binding:** Heat sealed metal prong fastener, 3" slide compressor, separate base, 2-3/4" center, 2" capacity, brown rust proof prongs.  
Adhered to centre panel through reinforcement, centered along the (fold).

**The Contractor must construct folders exactly as per the sample supplied from the previous production.**

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**A.5.18: Item 18) File Folder, Court Martial Appeal Court of Canada, Local Office, Trial Main, Manila:**

**Quantity:** No initial quantity required

Option: There is a possibility of a requirement for two (2) additional reprints of a minimum quantity of 0 folders at any time during the period of the Contract. The maximum quantity that could be produced in the case of a reprint would be 100 folders per reprint. Any requirement for a reprint of the folders will be at the discretion of the Project Authority and would be confirmed to the Contractor in writing five (5) weeks prior to the required delivery date.

**Size:** Flat size: 28-1/2" x 14-3/4"  
Folds to 9-1/2" x 14-3/4"

**Stock:** 18 pt Tag, manila to match sample provided

**Ink:** Black ink on outside front (panel 1) and on inside front and back panels of folder, no bleeds.

**Construction style**

**Round Corners:** Round corners on outside edges of flap.

**Fold:** Three (3) equal panels, folds to 9-1/2" x 14-3/4".

**Score Lines:** Single score for folds  
Five (5) score lines for expansion at 1/4" intervals on front and back panels, positioned as per sample supplied.

**Reinforcement:** Centre panel of folder reinforced with 2" x 14-3/4" piece of 18pt folder material adhered to the inside surface of the centre panel where the metal prong fastener will be attached.

**Hole Punching:** Two (2) holes on reinforced centre panel to insert binding mechanism (heat sealed fastener)

**Binding:** Heat sealed metal prong fastener, 3" slide compressor, separate base, 2-3/4" center, 2" capacity, brown rust proof prongs.  
Adhered to centre panel through reinforcement, centered along the (fold).

**The Contractor must construct folders exactly as per the sample supplied from the previous production.**

**A.5.19: Item 19) Wallet, Court Martial Appeal Court of Canada, Trial Annex, Local Office, Brown:**

**Quantity:** No initial quantity required

Option: There is a possibility of a requirement for two (2) additional reprints of a minimum quantity of 0 folders at any time during the period of the Contract. The maximum quantity that could be produced in the case of a reprint would be 100 folders per reprint. Any requirement for a reprint of the folders will be at the discretion of the Project Authority and would be confirmed to the Contractor in writing five (5) weeks prior to the required delivery date.

**Size:** Folds to 9-1/2" x 14-3/4"  
(Cover flap 9" x 14-3/4")  
3-1/2" Accordion style expansion gusset on 3 sides.

**Stock:** 15 pt Tag material (**2 ply**) – Brown colour to match PMS 7502 U\*. Tyvek reinforcement on expansion gusset and 1" (overlay) glued along bottom and outside edges of expansion gusset, exactly as per sample supplied construction purposes only. The glue used to laminate the 2 ply material must be durable, flexible, and be able to withstand handling over a period of 2 years. The folders must not become brittle over this specified period of time.

**Ink:** \*Solid brown background print to match PMS 7502 U on inside and outside folder surfaces of front, back and cover flap, bleeds all sides. Colour of solid print must match the sample from a previous production supplied and must be applied consistently.

Overprint in black ink on outside front of cover flap and on outside back of folder no bleeds

Standard brown colour on expansion style gusset.

**Construction style**

**Round Corners:** Round corners on outside edges of flap.

**Fold:** Folds to 9-1/2" x 14-3/4".

Four (4) accordion folds of 7/8" for expansion gussets on 3 sides (3-1/2" completely expanded) as per sample supplied.

Cover flap folds over opening and onto outside front of folder

**Score Lines:** Score for folds

Eleven (11) score lines for expansion at 1/4" intervals on front cover flap, positioned as per sample supplied.

**Hole Punching:** One (1) hole on front cover flap to hold elastic closure, reinforced with gold coloured eyelet.

Diameter, eyelet and position to match sample supplied.

**Binding:** Elastic tie closure as sample supplied attached permanently at eyelet.

**The Contractor must construct folders exactly as per the sample supplied from the previous production.**

**A.5.20: Item 20) File Folder, Tax Court of Canada, Court file, White tab:**

**Quantity:** No initial quantity required

Option: There is a possibility of a requirement for two (2) additional reprints of a minimum quantity of 2,700 folders at any time during the period of the Contract. The maximum quantity that could be produced in the case of a reprint would be 5,400 folders per reprint. Any requirement for a reprint of the folders will be at the discretion of the Project Authority and would be confirmed to the Contractor in writing five (5) weeks prior to the required delivery date.

**Size:** Flat size: 31" x 16-3/8"  
Folds to 10" x 15-1/8"

**Stock:** SBS White, 15 pt

**Ink:** Purple ink (PMS 520) on page 1 (one side), no bleeds

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### **Construction style**

Folders **must be constructed as one piece** and are printed, folded, die-cut, scored and glued (with mylar reinforcement and heat sealed metal prong fastener as specified) as necessary to complete the final product.

**Round Corners:** Round corners on outside corners of end tab.

**Die-cut:** Die-cut for end tab  
Die-cut for expansion pocket (and tabs for gluing).

**Pocket:** 9" expansion pocket is die-cut on front panel and folded inward.  
1-1/2" accordion gusset on 3 sides of pocket, opening along the 15" way towards centre fold. 3/4" tabs for gluing on 2 sides of pocket.

**Fold:** 2 panels, folds at center,  
Folds at end tab along bottom edge of page 3  
Folds for accordion gusset expansion pocket on inside front panel (page 2)

**Score Lines:** Score for folds and for expansion (3 lines) at center fold and on three (3) sides of pocket exactly as per the sample from a previous production supplied.

**Binding:** Heat sealed metal prong fastener, 2" capacity (each metal prong measures 2-1/2"), **brown rust proof prongs.**  
Binding mechanism adhered to inside surface (on page 3), centered along the (fold).  
End Tab folded and adhered to inside back panel folder (page 3) for reinforcement  
Expansion pocket folded, tabs for gluing folded and adhered to inside front panel of folder (page 2)

**Tab reinforcement:** Clear mylar, 1 mil, on two (2) sides of end tab (along bottom of pages 3 and 4).

**The Contractor must construct folders exactly as per the sample supplied from the previous production.**

#### **A.5.21: Item 21) File Folder, Tax Court of Canada, Court file, Pink tab:**

**Quantity:** No initial quantity required

Option: There is a possibility of a requirement for one (1) additional reprints of a minimum quantity of 500 folders at any time during the period of the Contract. The maximum quantity that could be produced in the case of a reprint would be 1,000 folders per reprint. Any requirement for a reprint of the folders will be at the discretion of the Project Authority and would be confirmed to the Contractor in writing five (5) weeks prior to the required delivery date.

**Size:** Flat size: 31" x 16-3/8"  
Folds to 10" x 15-1/8"

**Stock:** SBS White, 15 pt

**Ink:** Purple ink (PMS 520) on page 1 (one side), no bleeds  
Pink tab to match PMS 204 U. Prints along the bottom edge of outside surfaces of leading edge and end tab to create colour bar exactly as per the sample from a previous production supplied, bleeds 3 sides.

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### **Construction style**

Folders must be constructed as one piece and are printed, folded, die-cut, scored and glued (with mylar reinforcement and heat sealed metal prong fastener as specified) as necessary to complete the final product.

**Round Corners:** Round corners on outside corners of end tab.

**Die-cut:** Die-cut for end tab  
Die-cut for expansion pocket (and tabs for gluing).

**Pocket:** 9" expansion pocket is die-cut on front panel and folded inward.  
1-1/2" accordion gusset on 3 sides of pocket, opening along the 15" way towards centre fold. 3/4" tabs for gluing on 2 sides of pocket.

**Fold:** 2 panels, folds at center,  
Folds at end tab along bottom edge of page 3  
Folds for accordion gusset expansion pocket on inside front panel (page 2)

**Score Lines:** Score for folds and for expansion (3 lines) at center fold and on three (3) sides of pocket exactly as per the sample from a previous production supplied.

**Binding:** Heat sealed metal prong fastener, 2" capacity (each metal prong measures 2-1/2"), **brown rust proof prongs.**  
Binding mechanism adhered to inside surface (on page 3), centered along the (fold).  
End Tab folded and adhered to inside back panel folder (page 3) for reinforcement  
Expansion pocket folded, tabs for gluing folded and adhered to inside front panel of folder (page 2)

**Tab reinforcement:** Clear mylar, 1 mil, on two (2) sides of end tab (along bottom of pages 3 and 4).

**The Contractor must construct folders exactly as per the sample supplied from the previous production.**

#### **A.5.22: Item 22) File Folder, Tax Court of Canada, Court file, Purple tab:**

**Quantity:** No initial quantity required

Option: There is a possibility of a requirement for two (2) additional reprints of a minimum quantity of 1,400 folders at any time during the period of the Contract. The maximum quantity that could be produced in the case of a reprint would be 2,000 folders per reprint. Any requirement for a reprint of the folders will be at the discretion of the Project Authority and would be confirmed to the Contractor in writing five (5) weeks prior to the required delivery date.

**Size:** Flat size: 31" x 16-3/8"  
Folds to 10" x 15-1/8"

**Stock:** SBS White, 15 pt

**Ink:** Purple ink (PMS 520) on page 1 (one side), no bleeds  
Purple tab to match PMS 520U. Prints along the bottom edge of outside surfaces of leading edge and end tab to create colour bar exactly as per the sample from a previous production supplied, bleeds 3 sides

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### **Construction style**

Folders must be constructed as one piece and are printed, folded, die-cut, scored and glued (with mylar reinforcement and heat sealed metal prong fastener as specified) as necessary to complete the final product.

**Round Corners:** Round corners on outside corners of end tab.

**Die-cut:** Die-cut for end tab  
Die-cut for expansion pocket (and tabs for gluing).

**Pocket:** 9" expansion pocket is die-cut on front panel and folded inward.  
1-1/2" accordion gusset on 3 sides of pocket, opening along the 15" way towards centre fold. 3/4" tabs for gluing on 2 sides of pocket.

**Fold:** 2 panels, folds at center,  
Folds at end tab along bottom edge of page 3  
Folds for accordion gusset expansion pocket on inside front panel (page 2)

**Score Lines:** Score for folds and for expansion (3 lines) at center fold and on three (3) sides of pocket exactly as per the sample from a previous production supplied.

**Binding:** Heat sealed metal prong fastener, 2" capacity (each metal prong measures 2-1/2"), **brown rust proof prongs.**  
Binding mechanism adhered to inside surface (on page 3), centered along the (fold).  
End Tab folded and adhered to inside back panel folder (page 3) for reinforcement  
Expansion pocket folded, tabs for gluing folded and adhered to inside front panel of folder (page 2)

**Tab reinforcement:** Clear mylar, 1 mil, on two (2) sides of end tab (along bottom of pages 3 and 4).

**The Contractor must construct folders exactly as per the sample supplied from the previous production.**

#### **A.5.23: Item 23) File Folder, Tax Court of Canada, Court file, Red tab:**

**Quantity:** No initial quantity required

Option: There is a possibility of a requirement for one (1) additional reprints of a minimum quantity of 500 folders at any time during the period of the Contract. The maximum quantity that could be produced in the case of a reprint would be 1,000 folders per reprint. Any requirement for a reprint of the folders will be at the discretion of the Project Authority and would be confirmed to the Contractor in writing five (5) weeks prior to the required delivery date.

**Size:** Flat size: 31" x 16-3/8"  
Folds to 10" x 15-1/8"

**Stock:** SBS White, 15 pt

**Ink:** Purple ink (PMS 520) on page 1 (one side), no bleeds  
Red tab to match PMS 032 U. Prints along the bottom edge of outside surfaces of leading edge and end tab to create colour bar exactly as per the sample from a previous production supplied, bleeds 3 sides

### **Construction style**

Folders must be constructed as one piece and are printed, folded, die-cut, scored and glued (with mylar reinforcement and heat sealed metal prong fastener as specified) as necessary to complete the final product.

**Round Corners:** Round corners on outside corners of end tab.

**Die-cut:** Die-cut for end tab  
Die-cut for expansion pocket (and tabs for gluing).

**Pocket:** 9" expansion pocket is die-cut on front panel and folded inward.  
1-1/2" accordion gusset on 3 sides of pocket, opening along the 15" way towards centre fold. 3/4" tabs for gluing on 2 sides of pocket.

**Fold:** 2 panels, folds at center,  
Folds at end tab along bottom edge of page 3  
Folds for accordion gusset expansion pocket on inside front panel (page 2)

**Score Lines:** Score for folds and for expansion (3 lines) at center fold and on three (3) sides of pocket exactly as per the sample from a previous production supplied.

**Binding:** Heat sealed metal prong fastener, 2" capacity (each metal prong measures 2-1/2"), **brown rust proof prongs.**  
Binding mechanism adhered to inside surface (on page 3), centered along the (fold).  
End Tab folded and adhered to inside back panel folder (page 3) for reinforcement  
Expansion pocket folded, tabs for gluing folded and adhered to inside front panel of folder (page 2)

**Tab reinforcement:** Clear mylar, 1 mil, on two (2) sides of end tab (along bottom of pages 3 and 4).

**The Contractor must construct folders exactly as per the sample supplied from the previous production.**

#### **A.5.24: Item 24) File Folder, Tax Court of Canada, Court file, Light Green tab:**

**Quantity:** No initial quantity required

Option: There is a possibility of a requirement for one (1) additional reprints of a minimum quantity of 500 folders at any time during the period of the Contract. The maximum quantity that could be produced in the case of a reprint would be 1,000 folders per reprint. Any requirement for a reprint of the folders will be at the discretion of the Project Authority and would be confirmed to the Contractor in writing five (5) weeks prior to the required delivery date.

**Size:** Flat size: 31" x 16-3/8"  
Folds to 10" x 15-1/8"

**Stock:** SBS White, 15 pt

**Ink:** Purple ink (PMS 520) on page 1 (one side), no bleeds  
Light green tab to match PMS 359 U. Prints along the bottom edge of outside surfaces of leading edge and end tab to create colour bar exactly as per the sample from a previous production supplied, bleeds 3 sides

### **Construction style**

Folders must be constructed as one piece and are printed, folded, die-cut, scored and glued (with mylar reinforcement and heat sealed metal prong fastener as specified) as necessary to complete the final product.

**Round Corners:** Round corners on outside corners of end tab.

**Die-cut:** Die-cut for end tab  
Die-cut for expansion pocket (and tabs for gluing).

**Pocket:** 9" expansion pocket is die-cut on front panel and folded inward.  
1-1/2" accordion gusset on 3 sides of pocket, opening along the 15" way towards centre fold. 3/4" tabs for gluing on 2 sides of pocket.

**Fold:** 2 panels, folds at center,  
Folds at end tab along bottom edge of page 3  
Folds for accordion gusset expansion pocket on inside front panel (page 2)

**Score Lines:** Score for folds and for expansion (3 lines) at center fold and on three (3) sides of pocket exactly as per the sample from a previous production supplied.

**Binding:** Heat sealed metal prong fastener, 2" capacity (each metal prong measures 2-1/2"), **brown rust proof prongs.**  
Binding mechanism adhered to inside surface (on page 3), centered along the (fold).  
End Tab folded and adhered to inside back panel folder (page 3) for reinforcement  
Expansion pocket folded, tabs for gluing folded and adhered to inside front panel of folder (page 2)

**Tab reinforcement:** Clear mylar, 1 mil, on two (2) sides of end tab (along bottom of pages 3 and 4).

**The Contractor must construct folders exactly as per the sample supplied from the previous production.**

#### **A.5.25: Item 25) File Folder, Tax Court of Canada, Court file, Orange tab:**

**Quantity:** No initial quantity required

Option: There is a possibility of a requirement for one (1) additional reprints of a minimum quantity of 100 folders at any time during the period of the Contract. The maximum quantity that could be produced in the case of a reprint would be 200 folders per reprint. Any requirement for a reprint of the folders will be at the discretion of the Project Authority and would be confirmed to the Contractor in writing five (5) weeks prior to the required delivery date.

**Size:** Flat size: 31" x 16-3/8"  
Folds to 10" x 15-1/8"

**Stock:** SBS White, 15 pt

**Ink:** Purple ink (PMS 520) on page 1 (one side), no bleeds  
Orange tab to match PMS 021 U. Prints along the bottom edge of outside surfaces of leading edge and end tab to create colour bar exactly as per the sample from a previous production supplied, bleeds 3 sides

### **Construction style**

Folders must be constructed as one piece and are printed, folded, die-cut, scored and glued (with mylar reinforcement and heat sealed metal prong fastener as specified) as necessary to complete the final product.

**Round Corners:** Round corners on outside corners of end tab.

**Die-cut:** Die-cut for end tab  
Die-cut for expansion pocket (and tabs for gluing).

**Pocket:** 9" expansion pocket is die-cut on front panel and folded inward.  
1-1/2" accordion gusset on 3 sides of pocket, opening along the 15" way towards centre fold. 3/4" tabs for gluing on 2 sides of pocket.

**Fold:** 2 panels, folds at center,  
Folds at end tab along bottom edge of page 3  
Folds for accordion gusset expansion pocket on inside front panel (page 2)

**Score Lines:** Score for folds and for expansion (3 lines) at center fold and on three (3) sides of pocket exactly as per the sample from a previous production supplied.

**Binding:** Heat sealed metal prong fastener, 2" capacity (each metal prong measures 2-1/2"), **brown rust proof prongs.**  
Binding mechanism adhered to inside surface (on page 3), centered along the (fold).  
End Tab folded and adhered to inside back panel folder (page 3) for reinforcement  
Expansion pocket folded, tabs for gluing folded and adhered to inside front panel of folder (page 2)

**Tab reinforcement:** Clear mylar, 1 mil, on two (2) sides of end tab (along bottom of pages 3 and 4).

**The Contractor must construct folders exactly as per the sample supplied from the previous production.**

**A.5.26: Item 26) ) File Folder, Tax Court of Canada, Court file, Dark Green tab:**

**Quantity:** No initial quantity required

Option: There is a possibility of a requirement for one (1) additional reprint of a minimum quantity of 100 folders at any time during the period of the Contract. The maximum quantity that could be produced in the case of a reprint would be 200 folders per reprint. Any requirement for a reprint of the folders will be at the discretion of the Project Authority and would be confirmed to the Contractor in writing six (6) weeks prior to the required delivery date.

**Size:** Flat size: 31" x 16-3/8"  
Folds to 10" x 15-1/8"

**Stock:** SBS White, 15 pt

**Ink:** Purple ink (PMS 520) on page 1 (one side), no bleeds  
Dark green tab to match PMS 348U. Prints along the bottom edge of outside surfaces of leading edge and end tab to create colour bar exactly as per the sample from a previous production supplied, bleeds 3 sides

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### **Construction style**

Folders must be constructed as one piece and are printed, folded, die-cut, scored and glued (with mylar reinforcement and heat sealed metal prong fastener as specified) as necessary to complete the final product.

**Round Corners:** Round corners on outside corners of end tab.

**Die-cut:** Die-cut for end tab  
Die-cut for expansion pocket (and tabs for gluing).

**Pocket:** 9" expansion pocket is die-cut on front panel and folded inward.  
1-1/2" accordion gusset on 3 sides of pocket, opening along the 15" way towards centre fold. 3/4" tabs for gluing on 2 sides of pocket.

**Fold:** 2 panels, folds at center,  
Folds at end tab along bottom edge of page 3  
Folds for accordion gusset expansion pocket on inside front panel (page 2)

**Score Lines:** Score for folds and for expansion (3 lines) at center fold and on three (3) sides of pocket exactly as per the sample from a previous production supplied.

**Binding:** Heat sealed metal prong fastener, 2" capacity (each metal prong measures 2-1/2"), **brown rust proof prongs.**  
Binding mechanism adhered to inside surface (on page 3), centered along the (fold).  
End Tab folded and adhered to inside back panel folder (page 3) for reinforcement  
Expansion pocket folded, tabs for gluing folded and adhered to inside front panel of folder (page 2)

**Tab reinforcement:** Clear mylar, 1 mil, on two (2) sides of end tab (along bottom of pages 3 and 4).

**The Contractor must construct folders exactly as per the sample supplied from the previous production.**

#### **A.5.27: Item 27) File Folder, Tax Court of Canada, Court file, Peach tab:**

**Quantity:** No initial quantity required

Option: There is a possibility of a requirement for one (1) additional reprint of a minimum quantity of 100 folders at any time during the period of the Contract. The maximum quantity that could be produced in the case of a reprint would be 200 folders per reprint. Any requirement for a reprint of the folders will be at the discretion of the Project Authority and would be confirmed to the Contractor in writing five (5) weeks prior to the required delivery date.

**Size:** Flat size: 31" x 16-3/8"  
Folds to 10" x 15-1/8"

**Stock:** SBS White, 15 pt

**Ink:** Purple ink (PMS 520) on page 1 (one side), no bleeds  
Peach tab to match PMS 2337 U. Prints along the bottom edge of outside surfaces of leading edge and end tab to create colour bar exactly as per the sample from a previous production supplied, bleeds 3 sides

### **Construction style**

Folders must be constructed as one piece and are printed, folded, die-cut, scored and glued (with mylar reinforcement and heat sealed metal prong fastener as specified) as necessary to complete the final product.

**Round Corners:** Round corners on outside corners of end tab.

**Die-cut:** Die-cut for end tab  
Die-cut for expansion pocket (and tabs for gluing).

**Pocket:** 9" expansion pocket is die-cut on front panel and folded inward.  
1-1/2" accordion gusset on 3 sides of pocket, opening along the 15" way towards centre fold. 3/4" tabs for gluing on 2 sides of pocket.

**Fold:** 2 panels, folds at center,  
Folds at end tab along bottom edge of page 3  
Folds for accordion gusset expansion pocket on inside front panel (page 2)

**Score Lines:** Score for folds and for expansion (3 lines) at center fold and on three (3) sides of pocket exactly as per the sample from a previous production supplied.

**Binding:** Heat sealed metal prong fastener, 2" capacity (each metal prong measures 2-1/2"), **brown rust proof prongs.**  
Binding mechanism adhered to inside surface (on page 3), centered along the (fold).  
End Tab folded and adhered to inside back panel folder (page 3) for reinforcement  
Expansion pocket folded, tabs for gluing folded and adhered to inside front panel of folder (page 2)

**Tab reinforcement:** Clear mylar, 1 mil, on two (2) sides of end tab (along bottom of pages 3 and 4).

**The Contractor must construct folders exactly as per the sample supplied from the previous production.**

### **A.6. PROOFS**

The Contractor must provide proofs to the Courts Administration Services' Project Authority (Project Authority) prior to production as specified in sub-sections a, b and c of A.6.

- a. The Contractor must provide proofs of the artwork created by the Contractor for the text that will be printed on each of the item. The Contractor must submit the proofs to the Project Authority by e-mail in PDF format. Proofs must be submitted to the Project Authority for approval within (5) business days from receipt of the supplied components.
- b. The Contractor must provide two (2) complete sets of proofs (blueprints or digital proofs) of all items required. Proofs must be 100% of actual size, must include text to be printed, and must be trimmed, and folded to final size as specified with score lines, punched holes and fastener positions indicated on each proof by the Contractor. Proofs must be submitted to the Project Authority for approval within three (3) business days from approval of paper proofs specified in bullet a.

- c. The Contractor must provide two (2) sets of mock-ups (unprinted pre-production sample) of each item, fabricated to final format on the specified folder stock as specified for each item. Each mock-up must include all required binding mechanisms (fastener and elastic tie closure etc..) and reinforcement on folder surfaces. Proofs must be submitted to the Project Authority for approval within three (3) business days from approval of paper proofs specified in bullet a.

The Project Authority will provide written approval or request for corrections to the Contractor within three (3) business days of receipt of proofs at the Proofs address.

The Project Authority will keep one (1) set of proofs of each item for reference and will return only one (1) set of proofs to the Contractor.

The Contractor must arrange for the delivery and pick-up of the required proofs at no additional cost to Canada.

#### **A.6.1 Deliver proofs to:**

Courts Administration Service  
90 Sparks St.  
Material Management Section, 940  
Ottawa, Ontario K1A 0H9

#### **A.7. Service Standards**

##### A.7.1. Proofs

Proofs must be submitted for approval as specified in A.6.

##### A.7.2. Delivery of Specified Quantities

Complete quantities of each Item must be delivered to one (1) address in the National Capital Region (NCR) as detailed below. Deliveries must be accompanied by a clear and detailed packing slip.

##### A.7.2.1 Delivery Schedule:

A phased delivery schedule is acceptable. The complete order must be delivered within five (5) weeks from final approval of proofs.

Address to be specified upon contract award

#### **A.8. OPTIONAL REPRINTS - Items 1-27**

After the initial print run, and at any time during the period of the Contract or the option years (if exercised) the Courts Administration Service may require additional quantities of any one (1) or more of the specified folders on an "if and when" required basis. Optional production runs are at the sole discretion of the Project Authority and will be authorized by the PWGSC Contracting Authority as an amendment to the Contract in the event that an increase to the contract value is required.

The Project Authority will advise the Contractor by sending a work request via email. The Contractor must provide the total price of the order calculated in accordance with the all-inclusive unit prices included in the Annex "B" Basis of Payment.

The Contractor must not proceed with any reprint of any of the required items without a written approval from the Project Authority in response to the total calculated price of the order provided to the Project Authority by e-mail.

## **A.9 PACKAGING SPECIFICATIONS:**

Custom fabricated, folders must be delivered to one (1) address in the National Capital Region (NCR) as detailed below. Deliveries must be accompanied by a clear and detailed packing slip.

### **A.9.1 Cartons:**

Packaged in cartons. All cartons should be identically packaged and completely filled, i.e. (they should all have the same quantity in each carton). The cartons must be sturdy and capable of withstanding the heavy contents (up to a maximum of 25 lbs.) as well as able to sustain considerable handling.

### **A.9.2 Labeling:**

Each box, carton and package must be labeled showing in block letters at one end: the quantity, the requisition number 5X001-190189, the Contractor's name, and the Folder type/ contained in the box, carton or package.

The Contractor must address all items being delivered according to the delivery address supplied, including production and application of any required labels.

### **A.9.3 Skids/Pallets**

Each pallet MUST be no larger than 30" wide by 38' long with a minimum 4" fork opening and bottom boards and must not exceed 54" inches height.

Within one (1) work request, all pallets, if required, must have the same number of boxes per row and the same number of rows per skid (only one skid will have odd amount of boxes, if needed).

## **A.10. DELIVERY**

A.10.1 The deliveries must take place between 8:00 AM and 4:00 PM on business days only, unless specified otherwise by the Project Authority;

A.10.2 The Contractor must deliver each item to the following address in the National Capital Region (NCR) :

Courts Administration Service  
1770 Pink Road  
Gatineau QC J9J 3N7  
Attn: tbd

### **A.11. Author Alteration's**

Author's alterations are changes requested by the Project Authority to approved text or layout at any stage during production. The costs of implementing these changes are billable by the Contractor in accordance with the rates included in the Annex "B" Basis of Payment and should be avoided whenever possible.

Should author's alterations be requested, the Contractor must provide details of the alterations, as requested by the Project Authority, and associated costs in accordance with Annex for review and approval prior to the alterations being undertaken. No alterations are to be undertaken unless they are confirmed in writing by the Project Authority. The Contractor must provide the final version of the artwork created in both electronic and PDF format to the Project Authority.

Author's Alterations do not include corrections to the Work as a result of Contractor error.

## **A.12 Quality Assurance**

### **A.12.1 Quality Assurance by the Contractor:**

The Contractor must perform all necessary quality assurance procedures to ensure the product meets the specified quality levels and specifications of the Annex "A" Statement of Work.

### **A.12.2 Faulty materiel**

Faulty materiel refers to any materiel delivered by the Contractor not meeting the specifications and/or the quality level required as per the Statement of Work.

- i. The faulty materiel will be returned to the Contractor for disposal and must be replaced at no charge to Federal Courts.

## **A.13. Components of work**

- i. All components pertaining to the Work including artwork, negatives, proofs and electronic files (be it original or modified products), whether supplied by Courts Administration Service or purchased by, or supplied by the Contractor, are considered property of Canada and must be forwarded at no cost, upon completion of the work.
- ii. The Contractor must return all components and two (2) folder samples of each folder to the Project authority at the end date of the Contract at no additional cost to Canada. Components must be packaged appropriately and shipped in a manner to ensure delivery at the specified location.

**Appendix 1 to Annex "A" Statement of Work  
 FOLDER SUMMARY TABLE**

Size	items	stock	Initial quantity order	Additional orders... quantities (estimates only) (Per year)
Flat size: 28-1/2" x 14-3/4" Folds to 9-1/2" x 14-3/4"  Black ink on outside front (panel 1) and on inside front and back panels of folder, no bleeds	<b>A.5.1: Item #1 File Folder, <u>Federal Court, Trial Main, Ottawa:</u></b>	18 pt Tag, manila.	<b>1,100</b>	<b>3,600 – 7,200</b>
	<b>A.5.7: Item #7 File Folder, <u>Federal Court, Immigration Main Ottawa, Grey:</u></b>	18 pt Tag, Warm Grey 1 U.	<b>1,500</b>	<b>8,000-16,000</b>
	<b>A.5.11: Item 11) File Folder, <u>Federal Court, Local Office Immigration Main, Green:</u></b>	18 pt Tag, Green to match sample provided PMS 344U	<b>4,000</b>	<b>7,000-14,000</b>
	<b>A.5.12: Item 12) File Folder, <u>Federal Court of Appeal, Appeal Main, Ottawa, Red:</u></b>	18 pt Tag, Red to match sample provided PMS 032 U	<b>No initial quantity required</b>	<b>500 - 1,000</b>
	<b>A.5.13: Item 13) File Folder, <u>Court Martial Appeal Court of Canada, Trial Main, Ottawa, Salmon:</u></b>	18 pt Tag, Salmon to match sample provided. PMS 488U	<b>No initial quantity required</b>	<b>100-200</b>
	<b>A.5.16: Item 16) File Folder, <u>Federal Court, Local Office, Trial Main, Manila:</u></b>	18 pt Tag, Manila to match sample provided.	<b>No initial quantity required</b>	<b>2,000 – 4,000</b>
	<b>A.5.17: Item 17) File Folder, <u>Federal Court of Appeal, Local Office, Trial Main, Pink:</u></b>	18 pt Tag, Pink to match sample provided PMS 204U	<b>No initial quantity required</b>	<b>500 - 1,000</b>
	<b>A.5.18: Item 18) File Folder, <u>Court Martial Appeal</u></b>	18 pt Tag, manila to match sample provided.	<b>No initial quantity required</b>	<b>0-100</b>

	<b>Court of Canada, Local Office, Trial Main, Manila:</b>			
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Size	items	stock	Initial quantity order	Additional orders... quantities (estimates only)
<p>Folds to 9-1/2" x 14-3/4" (Cover flap 9" x 14-3/4") 3-1/2"</p> <p>Accordion style expansion gusset on 3 sides.</p> <p>Either</p> <p>Standard white colour on expansion style gusset. or</p> <p>Standard brown colour on expansion style gusset.</p> <p>Overprint in black ink on outside front of cover flap and on outside back of folder no bleeds</p>	<p><b>A.5.2: Item 2)</b>  <b>Wallet Style, Federal Court, Annex Ottawa, Green:</b></p>	<p>15 pt Tag material (2 ply).</p> <p>Solid green background print on inside and outside folder surfaces of front, back and cover flap, bleeds all sides.</p> <p>PMS 7481U</p>	No initial quantity required	5,100-10,200
	<p><b>A.5.3: Item 3)</b>  <b>Wallet Style Folder, Federal Court, Immigration Annex Ottawa, Blue:</b></p>	<p>15 pt Tag material (2 ply).</p> <p>Solid blue background print on inside and outside folder surfaces of front, back and cover flap, bleeds all sides</p> <p>PMS 297U</p>	4000	6000-12000
	<p><b>A.5.5: Item 5)</b>  <b>Wallet Style Folder, Immigration Confidential, Purple:</b></p>	<p>15 pt Tag material (2 ply).</p> <p>Solid Purple background print on inside and outside folder surfaces of front, back and cover flap, bleeds all sides.</p> <p>PMS 268U</p>	No initial quantity required	500-1,000
	<p><b>A.5.6: Item 6)</b>  <b>Wallet, Federal Court, Annex, Brown:</b></p>	<p>15 pt Tag material (2 ply).</p> <p>Solid Brown background print on inside and outside folder surfaces of front, back and cover flap, bleeds all sides.</p>	No initial quantity required	4,200 – 8,400
	<p><b>A.5.9: Item 9)</b>  <b>Wallet Style, Federal Court,</b></p>	<p>15 pt Tag material (2 ply).</p>	2,000	5,200-10,400

<p><b><u>Immigration Annex, Blue:</u></b></p>	<p>Solid blue background print on inside and outside folder surfaces of front, back and cover flap, bleeds all sides</p> <p>PMS 297 U</p>		
<p><b><u>A.5.10: Item 10) Wallet Style, Federal Court, Local Office Confidential Annex Local Office, Orange:</u></b></p>	<p>15 pt Tag material (2 ply).</p> <p>Solid orange background print on inside and outside folder surfaces of front, back and cover flap, bleeds all sides.</p> <p>PMS 021U</p>	<p><b>200</b></p>	<p><b>700 - 1,400</b></p>
<p><b><u>A.5.14: Item 14) Wallet, Court Martial Appeal Court of Canada, Trial Annex, Ottawa, Grey:</u></b></p>	<p>15 pt Tag material (2 ply).</p> <p>Solid grey background print on inside and outside folder surfaces of front, back and cover flap, bleeds all sides.</p> <p>Warm Grey IU</p>	<p><b>No initial quantity required</b></p>	<p><b>200 - 400</b></p>
<p><b><u>A.5.19: Item 19) Wallet, Court Martial Appeal Court of Canada, Trial Annex, Local Office, Brown:</u></b></p>	<p>15 pt Tag material (2 ply).</p> <p>Brown background print on inside and outside folder surfaces of front, back and cover flap, bleeds all sides.</p>	<p><b>No initial quantity required.</b></p>	<p><b>0 - 100</b></p>

Size	items	stock	Initial quantity order	Additional orders... quantities (estimates only)
Flat size: 18-3/4" x 16-3/4" Folds to 9-3/8" x 15-3/8"	<b>A.5.4: Item 4) Federal Court, Excise Tax, Bilingual:</b>	Bleached Kraft, 14pt, white	<b>1,500</b>	<b>2,000-4,000</b>
	<b>A.5.15: Item 15) Federal Court, Income Tax Act (ITA), Bilingual:</b>	Bleached Kraft, 14pt, white	<b>No initial quantity required.</b>	<b>200-400</b>

Size	items	stock	Initial quantity order	Additional orders... quantities (estimates only)
Flat size: 31" x 16-3/8"  Folds to 10" x 15-1/8"  9" expansion pocket is die-cut on front panel and folded inward. 1-1/2" accordion gusset on 3 sides of pocket, opening along the 15" way towards centre fold. 3/4" tabs for gluing on 2 sides of pocket  Purple ink (PMS 520) on page 1 (one side), no bleeds	<b>A.5.20: Item 20) File Folder, Tax Court of Canada, Court file, White tab:</b>	SBS White, 15 pt  Solid green background print on inside and outside folder surfaces of front, back and cover flap, bleeds all sides.	<b>No initial quantity required</b>	<b>2,700 - 5,400</b>
	<b>A.5.21: Item 21) File Folder, Tax Court of Canada, Court file, Pink tab:</b>	SBS White, 15 pt  Pink tab to match PMS 204 U. Prints along the bottom edge of outside surfaces of leading edge and end tab to create colour bar exactly as per the sample from a previous production supplied, bleeds 3 sides.	<b>No initial quantity required</b>	<b>5,00-1,000</b>
	<b>A.5.22: Item 22) File Folder, Tax Court of Canada, Court file, Purple tab:</b>	SBS White, 15 pt  Purple tab to match PMS 520U. Prints along the bottom edge of outside surfaces of leading edge and end tab to create colour bar	<b>No initial quantity required</b>	<b>1,400 -2,000</b>

		exactly as per the sample from a previous production supplied, bleeds 3 sides		
	<b><u>A.5.23: Item 23) File Folder, Tax Court of Canada, Court file, Red tab:</u></b>	SBS White, 15 pt  Red tab to match PMS 032 U. Prints along the bottom edge of outside surfaces of leading edge and end tab to create colour bar exactly as per the sample from a previous production supplied, bleeds 3 sides.	<b>No initial quantity required</b>	5,00-1,000
	<b><u>A.5.24: Item 24) File Folder, Tax Court of Canada, Court file, Light Green tab:</u></b>	SBS White, 15 pt  Light green tab to match PMS 359 U. Prints along the bottom edge of outside surfaces of leading edge and end tab to create colour bar exactly as per the sample from a previous production supplied, bleeds 3 sides	<b>No initial quantity required</b>	5,00-1,000
	<b><u>A.5.25: Item 25) File Folder, Tax Court of Canada, Court file, Orange tab:</u></b>	SBS White, 15 pt  Orange tab to match PMS 021 U. Prints along the bottom edge of outside surfaces of leading edge and end tab to create colour bar exactly as per the sample from a previous production supplied, bleeds 3 sides	<b>No initial quantity required</b>	<b>700 - 1,400</b>
	<b><u>A.5.26: Item 26) File Folder, Tax Court of Canada, Court file, Dark Green tab:</u></b>	SBS White, 15 pt  Dark green tab to match PMS 348U. Prints along the bottom edge of outside surfaces of leading	<b>No initial quantity required</b>	<b>100 - 200</b>

Solicitation No. - N° de l'invitation  
5X001-190189/A  
Client Ref. No. - N° de réf. du client  
5X001-190189

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CW010. 5X001-190189

Buyer ID - Id de l'acheteur  
CW010  
CCC No./N° CCC - FMS No./N° VME

		edge and end tab to create colour bar exactly as per the sample from a previous production supplied, bleeds 3 sides		
	<b>A.5.27: Item 27) <u>File Folder, Tax Court of Canada, Court file, Peach tab:</u></b>	SBS White, 15 pt  Peach tab to match PMS 2337 U. Prints along the bottom edge of outside surfaces of leading edge and end tab to create colour bar exactly as per the sample from a previous production supplied, bleeds 3 sides	<b>No initial quantity required.</b>	<b>100 - 200</b>

## ANNEX "B"

### BASIS OF PAYMENT

Bidders must submit firm, all-inclusive prices in Canadian dollars, the applicable Sales Tax excluded, **FOB destination\***, Canadian customs duties and excise taxes included. **Shipping costs included.**

Prices must include all materials and operations (including but not limited to all set-up charges, printing and finishing to final format, provision of proofs, packaging materials, labels and their application as specified in Annex "A" Statement of Work, etc..) to supply the final products, to ready the items for delivery, and shipping to the final destination address or addresses in the National Capital Region.

#### \*FOB DESTINATION

For this requirement, FOB destination indicates that the title to the shipment will pass from the Contractor to the recipient at the destination address. The Contractor is responsible for each shipment until it arrives at the final destination address. The Work Request will not be completed until the shipment arrives at the destination address.

### TRAVEL AND LIVING EXPENSES

Canada will not accept any travel and living expenses incurred by the Contractor to satisfy the terms of the Contract.

#### B.1 PRICING SCHEDULE AND FINANCIAL EVALUATION

**B.1.a** Bidders must provide pricing in the format specified in this Annex "B" Basis of Payment. Failure to provide prices in the format specified will render the proposal non-responsive.

If pricing is not provided for a component, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amount. If the bidder agrees then the Basis of Payment will be considered compliant. However if the bidder disagrees then the proposal will be found non-compliant and no further evaluation will be done.

The "*Quantity for Evaluation*" shown in the MS Excel spreadsheet, Annex "B" Basis of Payment and Pricing Schedule are estimates for evaluation purposes only and are not indicative nor a guarantee of the actual number of items to be ordered.

BIDDERS ARE RESPONSIBLE TO ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET SUPPLIED TO THEM AND RETURN IT, COMPLETED, WITH THEIR PROPOSAL, IN ACCORDANCE WITH THE BID PREPARATION INSTRUCTIONS IN PART 3, SECTION 3.1.

#### B.1.b MS Excel spreadsheet, Annex "B" Basis of Payment and Pricing Schedule

- a) Refer to the excel spreadsheet distributed as an electronic attachment on [www.buyandsell.gc.ca](http://www.buyandsell.gc.ca).
- b) Bidders are responsible for entering their prices on the MS Excel spreadsheet, **Annex "B" Basis of Payment and Pricing Schedule**, distributed as an electronic attachment on the government electronic tendering site ([www.buyandsell.gc.ca](http://www.buyandsell.gc.ca)) and returning the filled out spreadsheet, along with their proposal in Excel and as a PDF file.
- c) If there is a discrepancy between the wording of the Excel file and the PDF file, the wording of the PDF file will have priority over the wording of the Excel file.

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## B.2 PAPER ADJUSTMENT CLAUSES (SOLICITATION AND CONTRACT)

Bidders must complete the B.2.A *P2010 - T - Paper Adjustment* Clause and include it with their Bid. If the Bidder does not complete and provide the B.2.A *P2010 - T - Paper Adjustment* Clause with the Bid, no *Paper Adjustment* Clause will be included in the Contract and no price escalation/adjustment will be granted based on increased paper costs during the period of the Contract.

### B.2.a P2010 - T - Paper – Adjustment (Bid)

1. The resulting contract will contain a provision for price adjustment (increase or decrease) of the portion of the price directly related to the base transaction cost of paper. Price adjustment will apply only to increase or decrease of the base transaction cost of paper that may occur at any time during the resulting contract period but not before thirty (30) days after contract award.
2. Bidders must provide their base transaction cost(s) and the quantity of the paper on which the base transaction cost is established in their bid as follows:
  - a. **Refer to the excel spreadsheet distributed as an electronic attachment on [www.buyandsell.gc.ca](http://www.buyandsell.gc.ca).**
3. Upon request from the Contracting Authority, bidders must provide supporting documentation to confirm the base transaction cost. Such documentation may consist of copy of quotation from the paper supplier(s).

### B.2.b P2010 - C - Paper – Adjustment (Contract)

1. The portion of the price directly related to the base transaction cost of paper is subject to price adjustment (increase or decrease) at any time during the contract period but not before (*insert the date corresponding to the end of the 30-day period after contract award*). The price will be adjusted using the percentage of the announced increase or decrease that came into effect by applying it to the applicable base transaction cost.
2. To request a price adjustment, the Contractor must provide the Contracting Authority with a notice indicating the increase or decrease in the base transaction cost of the paper necessary to complete the requirement of the Contract, if applicable. Such notice must contain the price as publicly announced by at least three (3) paper supplier who supply the grade specified in the Contract and the date the price came into effect.
3. The base transaction cost of paper subject to price adjustment is as follows:
  - a. **Refer to the excel spreadsheet distributed as an electronic attachment on [www.buyandsell.gc.ca](http://www.buyandsell.gc.ca).**
4. The Contractor must provide a copy of the quotation from the paper supplier(s) to support the above base transaction cost and a copy of the invoice(s) from the paper supplier(s) to support the adjusted base transaction cost.
5. Any price adjustment must be approved by the Contracting Authority and will be evidenced through a contract

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## **ANNEX "C" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);

## ANNEX "D"

### ADDITIONAL INFORMATION

The additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of the 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 additional information listed below within the time frame provided will render the bid non-responsive.

#### D.1 LIST OF NAMES - INTEGRITY VERIFICATION FORM (*Excerpt from the Government of Canada's Integrity Regime site*)

##### Requirements

Section 17 of the *Ineligibility and Suspension Policy* requires suppliers, regardless of their status under the policy, to submit a list of names with their bid or offer. The list differs depending on the Bidder's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors
- Privately owned corporations must provide a list of the owners' names
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners
- Suppliers that are a partnership do not need to provide a list of names

Link to on-line form: <http://www.tpsgc-pwgsc.gc.ca/ci-if/ln-form-eng.html>

Suppliers may use this form to provide the list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: information to submit a bid or offer](#) for additional details.

#### D.2 PROCUREMENT BUSINESS NUMBER:

The Bidder must provide its Procurement Business Number.

Suppliers are required to have a Procurement Business Number (PBN) before contract award. Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

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### D.3 BIDDER'S PROPOSED SITE(S)

**D.3.1** The Bidder must provide the full address(es) of the Bidder's site(s) or premises which are required for Work Performance:

<b>Location</b> Street Number / Street Name, City, Province, Territory Postal Code	<b>What work will be performed at this location?</b>

### D.3.2 List of Subcontractor(s)

If the Work includes the use of subcontractors, the names and locations of the subcontractors shall be listed as part of the bid with particulars of the Work to be performed or material to be purchased. The Contracting Authority is to be notified, in writing, of any changes to the list of subcontractors prior to their commencing the Work.

For the purposes of this clause, there is no requirement to report the purchase of off-the-shelf items and software and such standard articles and materials as are ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work.

<b>Subcontractors' name(s)</b>	<b>Location</b> Street Number / Street Name, City, Province, Territory Postal Code	<b>What work will be performed at this location?</b>

## ANNEX "E"

### TECHNICAL EVALUATION CRITERIA

#### REQUEST FOR PROPOSAL: 5X001-190189/A

#### TITLE: Courts Administration Service - Custom Printed and Fabricated Folders

### EVALUATION GRID

EVALUATION SUMMARY		
MANDATORY REQUIREMENTS	ACHIEVED	NOT ACHIEVED

### EVALUATION CRITERIA

Proposals submitted by bidders must meet all the mandatory technical criteria of the Request for Proposal (RFP). No further consideration will be given to proposals not meeting all of the mandatory criteria.

To meet the requirement described herein, the experience of the Bidder must be work for which the Bidder was under contract to clients. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

Failure by the Bidder to provide any of the required information in the proposal will be considered as not meeting the mandatory criterion.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

#### Definitions for the purposes of the M.1 Mandatory Criterion Only.

**External client(s):** means clients exterior to the Bidder's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Bidder.

**Internal client(s):** means clients within the Bidder's own legal entity (or joint venture partnership) and includes the parent, subsidiaries and other affiliates of the Bidder.

**Multi-panel folders similar to the requirements of the Annex "A" Statement of Work:** means folders printed on folder material and constructed with a minimum of three (3) panels and scores for expansion.

**Wallet Style Folders similar to the requirements of the Annex "A" Statement of Work:** means folders printed on folder material and constructed with accordion style expansion gussets on three (3) sides.

**Manufacturing:** means all activities and materials require to construct and produce the folders to final format.

## M.1 CORPORATE EXPERIENCE

- M.1.1 The Bidder must demonstrate that it has been contractually bound to a minimum of two (2) separate external clients (outside of the Bidder's own company) to provide printing and manufacturing services for similar custom printed and fabricated multi-panel folders and wallet style folders as outlined in the Annex "A" Statement of Work.
- M.1.1.a At least one (1) of the two (2) submitted contracts must have required the custom printing and manufacturing of multi-panel folders similar to the requirements of the Annex "A" Statement of Work. The multi-panel folders must have included scores for expansion and must have been produced on a 14pt folder material or heavier
- M.1.1.b At least one (1) of the two (2) submitted contracts must have required the custom printing and manufacturing of wallet style folders similar to the requirements of the Annex "A" Statement of Work. The wallet style folders must have included reinforced accordion gussets for expansion on three (3) sides and must have been produced on a 14pt folder material or heavier
- M.1.1.c These two (2) submitted contracts must have been started or completed on or after October 1, 2014.

During the evaluation, no corporate experience gained through internal clients will be accepted or reviewed.

Response Format

- M.1.2 For **EACH** of the two (2) contracts submitted, the Bidder must provide the following information:
- M.1.2.a A description of the folders provided under the Contract. The description must describe the folder material used for the folders.
- M.1.2.b As applicable to each contract, the description must also describe the folder construction, the number of folder panels, the scores for expansion and the accordion gussets;
- M.1.2.c A description of the printing and manufacturing requirements of the folders produced under the these contracts;
- M.1.2.d The contract dates (start date or completion date) in which the services were provided (example: Contract start date: January 2015 or Completion date Sept 2, 2018 or March 2016 to present);
- M.1.2.e Client information for the contract (for example: client name or organization).

<b>Evaluation criteria</b>			
<b>M.1.1</b> The description demonstrates that the Bidder has been contractually bound to a minimum of two (2) separate external clients (outside of the Bidder's own company) to provide printing and manufacturing services for similar custom printed and fabricated multi-panel folders and wallet style folders as outlined in the Annex "A" Statement of Work	<b>Met</b>	<b>Not Met</b>	<b>Reference to Bidder's Proposal</b>
<b>M.1.1.a:</b> The description demonstrates that at least one (1) of the two (2) submitted contracts required the custom printing and manufacturing of <u>multi-panel folders</u> similar to the requirements of the Annex "A" Statement of Work.			
The description demonstrates that the multi-panel folders include scores for expansion			
The description demonstrates that the multi-panel folders were produced on a 14pt folder material or heavier.			
<b>M.1.1.b:</b> The description demonstrates that at least one (1) of the two (2) submitted contracts required the custom printing and manufacturing of wallet style folders similar to the requirements of the Annex "A" Statement of Work.			
The description demonstrates that the wallet style folders include reinforced accordion gussets for expansion on three (3) sides.			
The description demonstrates that the wallet style folders were produced on a 14pt folder material or heavier.			
<b>M.1.1.c:</b> The description demonstrates that these two (2) submitted were started or completed on or after October 1, 2014.			
<b>M.1.2</b> For <b><u>EACH</u></b> of the two (2) contracts submitted, the Bidder provided the following information:	<b>Met</b>	<b>Not Met</b>	<b>Reference to Bidder's Proposal</b>
M.1.2.a The information provided describes the folders provided under the Contract.			
The information provided describes the folder material used for the folders			
M.1.2.b The information provided describes the folder construction, the number of folder panels, the scores for expansion and the accordion gussets			
M.1.2.c The information provided describes the printing and manufacturing requirements of the folders produced under the Contract;			

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M.1.2.d The information provided indicates the contract dates (start date or completion date) in which the services were provided (example: Contract start date: January 2015 or Completion date Sept 2, 2018 or March 2016 to present)			
M.1.2.e The information provided indicates the client information for the contract or contracts and demonstrates an external client or external clients			
<b>Comments</b>			

**PROPOSALS NOT MEETING THE MANDATORY REQUIREMENTS WILL BE CONSIDERED AS NON RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION.**