



**RETURN OFFERS TO:
RETOURNER LES OFFRES À :**

Department of Justice Canada
Attention: **VINSON LEW**
Email: VINSON.LEW@JUSTICE.GC.CA

Ministère de la Justice Canada
Attention: **VINSON LEW**
Courriel: VINSON.LEW@JUSTICE.GC.CA

**REQUEST FOR STANDING OFFER (RFSO)
DEMANDE D'OFFRE À COMMANDES (DOC)**

Comments - Commentaires

Offer To: Department of Justice 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 thereof.

On behalf of the offeror, by signing below, I confirm that I have read the entire request for standing offer (RFSO) including the documents incorporated by reference into the RFSO and I certify that:

1. The offeror considers itself and its products able to meet all the mandatory requirements described in the RFSO;
2. This offer is valid for the period requested in the RFSO;
3. All the information provided in the offer is complete, true and accurate; and
4. If the offeror is awarded a standing offer, it will accept all the terms and conditions set out in the resulting contract clauses included in the RFSO.

L'offre au : Ministère de la Justice 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-annexées, au(x) prix indiqué(s).

En apposant ma signature ci-après, j'atteste, au nom de l'offrant, que j'ai lu la demande d'offre à commandes (DOC) en entier, y compris les documents incorporés par renvoi dans la DOC et que :

1. l'offrant considère qu'il a les compétences et que ses produits sont en mesure de satisfaire les exigences obligatoires décrites dans la DOC;
2. cette offre est valide pour la période exigée dans la DOC;
3. tous les renseignements figurant dans l'offre sont complètes, véridiques et exacts; et
4. si une offre à commande est attribuée à l'offrant, ce dernier se conformera à toutes les modalités énoncées dans les clauses concernant le contrat subséquent et comprises dans la DOC.

Title – Sujet	
Printing and Reprography Services for the Department of Justice Canada British Columbia Regional Office (BCRO)	
Solicitation No. – N° de l'invitation	Date
JUS-RFSO-PRINT-2021-08	2021-08-30
Client Reference No. – N° référence du client	
GETS Reference No. – N° de référence de SEAG	
Solicitation Closes L'invitation prend fin	Time Zone Fuseau horaire
at – à 2 :00 PM	Pacific Daylight Time (PDT)
on – le 2021-10-15	Heure Avancée du Pacifique (HAP)
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/>	Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>
Address inquiries to – Adresser toute demande de renseignements à :	
VINSON LEW	
Area code and Telephone No. Code régional et N° de téléphone	E-mail - Courriel
306-380-5231	VINSON.LEW@JUSTICE.GC.CA
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction	
Vancouver, British Columbia	

Instructions: See Herein
Instructions : Voir aux présentes

Delivery required -Livraison exigée	Delivery offered -Livraison proposée
See Herein – Voir aux présentes	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation) Compétence du contrat : Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)	
Vendor/firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	
e-mail - courriel	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	4
1.1 INTRODUCTION	4
1.2 SUMMARY	4
1.3 SECURITY REQUIREMENTS	5
1.4 DEBRIEFINGS	5
PART 2 - OFFEROR INSTRUCTIONS	6
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	6
2.2 SUBMISSION OF OFFERS	6
2.3 FORMER PUBLIC SERVANT	6
2.4 ENQUIRIES - REQUEST FOR STANDING OFFER.....	8
2.5 APPLICABLE LAWS	8
2.6 BID CHALLENGE AND RECOURSE MECHANISMS	8
PART 3 - OFFER PREPARATION INSTRUCTIONS.....	9
3.1 OFFER PREPARATION INSTRUCTIONS.....	9
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	11
4.1 EVALUATION PROCEDURES	11
4.2 BASIS OF SELECTION.....	14
4.3 AWARD OF STANDING OFFER	14
ATTACHMENT 1 TO PART 4 – FINANCIAL EVALUATION - PRICING SCHEDULE.....	15
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION.....	16
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER.....	16
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION.....	16
5.3 ADDITIONAL INFORMATION.....	16
PART 6 – SECURITY REQUIREMENTS	18
6.1 SECURITY REQUIREMENTS	18
PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES	19
7.1 OFFER	19
7.2 SECURITY REQUIREMENTS	19
7.3 STANDARD CLAUSES AND CONDITIONS	19
7.4 TERM OF STANDING OFFER.....	20
7.5 AUTHORITIES	20
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	21
7.7 IDENTIFIED USERS	21
7.8 CALL-UP PROCEDURES	21
7.9 CALL-UP INSTRUMENT	21
7.10 LIMITATION OF CALL-UPS.....	22
7.11 FINANCIAL LIMITATION	22
7.12 PRIORITY OF DOCUMENTS.....	22
7.13 CERTIFICATIONS AND ADDITIONAL INFORMATION	22
7.14 APPLICABLE LAWS.....	23
7.2 STANDARD CLAUSES AND CONDITIONS	24
7.3 TERM OF CONTRACT	24
7.4 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	24
7.5 PAYMENT	24
7.6 INVOICING INSTRUCTIONS.....	25



7.7 INSURANCE 26

7.8 DISPUTE RESOLUTION FOR CANADIAN CONTRACTORS 26

7.9 COMPLAINTS BY CANADIAN CONTRACTORS WITH RESPECT OF THE ADMINISTRATION OF THE CONTRACT 26

7.10 SACC MANUAL CLAUSES 26

ANNEX "A" STATEMENT OF WORK 27

ANNEX "B" BASIS OF PAYMENT 34

ANNEX "C" SECURITY REQUIREMENTS CHECK LIST 46

ANNEX "D" PRINTING SERVICES REQUEST FORM 49

**ANNEX "E" REFERENCE LETTER TEMPLATE FOR OFFEROR'S LEGAL SERVICES INDUSTRY
EXPERIENCE 50**

ANNEX "F" REFERENCE LETTER TEMPLATE FOR EXPERIENCE OF THE SUPERVISOR 51



PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offer (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements Check List, and Printing Services Request Form.

1.2 Summary

The Department of Justice Canada (JUS) is the legal services provider for the Government of Canada. In that capacity, JUS has an ongoing requirement to obtain printing and reprography services in support of our legal operations. Services required are those related to copying or printing from electronic format (primarily PDF) and binding short, medium and long-run documents and scanning paper documents to electronic format (i.e. PDF) on the current activities of the Department of Justice Canada, and some special documents with a security classification no higher than "**PROTECTED B**". Based on previous history, the estimated annual quantity is approximately 2,500,000 copies.

Services are to be provided "as and when requested" according to the following service timeframes (excluding weekends and statutory holidays except British Columbia Family Day):

- **Standard Service:** Delivery to the client within twenty-four (24) hours of possession of the Printing Services Request Form and documents
- **Rush Service:** Delivery to the client within four (4) hours of possession of the Printing Services Request Form and documents
- **Urgent Service:** Delivery to the client within two (2) hours of possession of the Printing Services Request Form and documents



The Request for Standing Offer (RFSO) is for printing and reprography services for the Department of Justice Canada British Columbia Regional Office (BCRO), located in Vancouver. It is anticipated that one (1) Standing Offer will be awarded as a result of this Request for Standing Offer (RFSO).

The Standing Offer will be from date of award to March 31, 2022 with the option for Canada to extend for three (3) additional one year periods.

For the requirement that offerors provide their sites or premises for which safeguarding measures are required for Work Performance - stated in *PART 3 - OFFER PREPARATION INSTRUCTIONS, Section IV: Additional Information, 3.1.3 Offeror's Proposed Sites or Premises Requiring Safeguard Measures* - their sites or premises must be within the vicinity (maximum 3 km distance) of the Department of Justice, British Columbia Regional Office located at 900 - 840 Howe Street, Vancouver, BC, V6Z 2S9.

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

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offer process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.



PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract.

The [2006](#) (2020-05-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.2 Submission of Offers

Offers must be submitted by email to the Contracting Authority (Vinson.Lew@justice.gc.ca) by the date and time indicated on page 1 of the Request for Standing Offers.

Offerors must submit Page 1 of this Request for Standing Offer, duly completed and signed and dated by a person authorized to sign on behalf of the Offeror (Vendor/firm).

Due to the nature of the Request for Standing Offer, offers transmitted by facsimile or submitted in person will not 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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer non-responsive.

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 Offeror a FPS in receipt of a pension? **YES** () **NO** ()

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror'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: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** () **NO** ()

If so, the Offeror 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.



2.4 Enquiries - Request for Standing Offer

All enquiries must be submitted in writing to the Standing Offer Authority no later than 10 calendar days before the Request for Standing Offer (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.



PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

- Canada requests that the Offeror submit its offer electronically by email, gathered per section and separated as follows:

Section I: Technical Offer (1 soft copy by email, as its own attachment)

Section II: Financial Offer (1 soft copy by email, as its own attachment)

Section III: Certifications (1 soft copy by email, as its own attachment)

Section IV: Additional Information (1 soft copy by email, as its own attachment)

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper format;
- (b) use a numbering system that corresponds to the RFSO.

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) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Offerors should use an environmentally-preferable format including double sided/duplex print layout.

Due to the nature of the RFSO, hard copy offers, offers transmitted by epost Connect service and offers transmitted by facsimile will not be accepted.

SECTION I: TECHNICAL OFFER

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

SECTION II: FINANCIAL OFFER

Offerors must submit their financial offer in accordance with the ATTACHMENT 1 TO PART 4 – FINANCIAL EVALUATION - PRICING SCHEDULE.

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete section 5.3.1, to identify which ones are accepted.

If section 5.3.1 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.



3.1.2 Exchange Rate Fluctuation

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

SECTION III: CERTIFICATIONS

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

SECTION IV: ADDITIONAL INFORMATION

3.1.3 Offeror's Proposed Sites or Premises Requiring Safeguarding Measures

3.1.3.1 As indicated in Part 6 under Security Requirements, the Offeror must provide the full addresses of the Offeror's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

3.1.3.2 The Company Security Officer must ensure through the Contract Security Program that the Offeror and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security Requirements.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offer including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

To be deemed responsive, offers must comply with the requirements of the Request for Standing Offer (RFSO) and meet all mandatory requirements (listed below). Offers which fail to comply with the requirement of the Request for Standing Offer and/or do not meet ALL mandatory requirements will be deemed non-responsive and will be given no further consideration.

The Mandatory Requirements listed below will be evaluated on a simple met/not met (i.e. compliant/non-compliant) basis. Each Mandatory Requirement should be addressed separately. Offers MUST demonstrate compliance with all of the following Mandatory Requirements and MUST provide the necessary documentation to support compliance.

Offerors are advised that the month(s) of experience listed for a project or client whose timeframe overlaps that of another referenced project or client will only be counted once. For example: Client 1 timeframe is July 2001 to December 2001; Client 2 timeframe is October 2001 to January 2002; the total months of experience for these two client references is seven (7) months.

Attention Offerors: Write beside each of the criteria the relevant page number(s) from your offer which addresses the requirement identified in the criteria.

MANDATORY TECHNICAL CRITERIA			
No.	Mandatory Requirement	Page No.	MET/NOT MET
M1	<p>Offeror's Location</p> <p>All the Offeror's location(s) provided in PART 3 - OFFER PREPARATION INSTRUCTIONS, Section IV: Additional Information, 3.1.3 Offeror's Proposed Sites or Premises Requiring Safeguarding Measures must be within the vicinity maximum of 3 km distance of the Department of Justice, British Columbia Regional Office located at 900 - 840 Howe Street, Vancouver, BC, V6Z 2S9.</p> <p>Offeror must provide their complete address:</p> <ul style="list-style-type: none"> • Business name • Street address • City, Postal Code <p>To meet the criterion, the Offeror must indicate the address of the work location. The reference tool that will be used to verify compliance with the criterion is Google Maps.*</p>		



<p>M2</p>	<p>Offeror's Legal Services Industry Experience</p> <p>The Offeror must demonstrate that they have a minimum of forty eight (48) months in providing printing and a minimum of twelve (12) months in providing reprography services experience in the Legal Services Industry in the last sixty 60 months up to the RFSO closing date.</p> <p>In order to demonstrate M3, the Offeror must provide a minimum of three (3) different client references.</p> <p>The following information is required for each client reference provided:</p> <ul style="list-style-type: none"> a) The name of the client organization; b) The client Project Authority's name, title, and phone number; c) A brief description of the services provided; d) The start and end date of the work (from-to dates day/month/year); e) A letter of reference from the client organization/Project Authority validating the experience provided in items a) to d) above. Letter of reference template is found in Annex E. 		
<p>M3</p>	<p>Experience of the Supervisor</p> <p>The Offeror must propose one (1) supervisor for the print shop. The Offeror must demonstrate that the proposed supervisor has a minimum of thirty six (36) months experience in the last sixty (60) months supervising a print shop that provides printing and reprography services.</p> <p>In order to demonstrate compliance with M4, the following information must be provided for each client for which the experience was obtained:</p> <ul style="list-style-type: none"> a) The name of the client organization; b) The client Project Authority's name, title, and phone number; c) A brief description of the services provided for that client; d) The start and end date of the work (from-to dates day/month/year); e) A letter of reference from the client organization/Project Authority validating the experience provided in items a) to d) above. Letter of reference template is found in Annex F. 		
<p>M4</p>	<p>Electronic Capabilities</p> <p>The Offeror must demonstrate that they have the capability of facilitating secure electronic transmission of orders from Justice Canada, including uploading documents with security classification up to and including "PROTECTED B". The offeror must specify which encryption they use for data in transit and for data at rest. The offeror must provide a dated screenshot evidence showing which encryption they use.</p> <p>The handling and safeguarding of classified and protected information and assets is addressed by the Contract Security Manual, Chapter 6: https://www.tpsgc-pwgsc.gc.ca/esc-src/msc-csm/index-eng.html.</p>		

* *In the event that the distance calculated with the use of an alternative search engine (such as Bing Maps) results in a variance that is **equivalent or less than 0.3km** over the M1 vicinity threshold the bid evaluation team will favor compliancy and deem M1 as being met.*



For example, if the distance calculated from the Offeror's location to the Department of Justice's Regional office shows up as 3km on Bing Maps, but shows up as 3.1-3.3 km on Google Maps, M1 will be deemed compliant.

4.1.2 Financial Evaluation

4.1.2.1 Completion by the Offeror of the Attachment 1 To Part 4 – Financial Evaluation - Pricing Schedule, including pricing for all categories and periods indicated therein, is mandatory. If the Pricing Schedule is not completed in its entirety (SACC P2011T – Paper – Price Adjustment – Offer section is optional), a price of zero will be assigned for the component(s) not filled out and the Offeror will be provided an opportunity to agree with the zero amount. If the Offeror agrees, then the Pricing Schedule will be considered compliant. However, if the Offeror disagrees then the offer will be found non-compliant and no further evaluation will be done.

4.1.2.2 Estimated quantities provided in the following tables are for evaluation purposes only:

- Table 1 – Premium Service Markups
- Table 2 – Standard Service Prices – Letter Size (8.5" x 11")
- Table 3 – Standard Service Prices – Legal Size (8.5" x 14")
- Table 4 – Standard Service Prices – Ledger Size (11" x 17")
- Table 5 – Standard Service Prices and Rates – Miscellaneous

4.1.2.3 Offers are to be submitted in Canadian currency, applicable taxes excluded.

4.1.2.4 The sum of the Evaluated Price Per Item in Table 1 through Table 5 in Attachment 1 To Part 4 – Financial Evaluation - Pricing Schedule for the initial period and Option Periods 1-3 will constitute the total evaluated price of the financial offer.

4.1.2.5 The "Evaluated Price, Row Subtotal" (EPsubn) of each service item in Table 2 through Table 5 will be calculated by combining the "standard service" prices/rates and "premium services" mark-up percentages submitted by the Offeror, together with the estimated volumes per period identified in columns "S", "T", "U" and "V".

Calculation steps for "Evaluated Price, Row Subtotal" (EPsubn) of each service item in Table 2 through Table 5:

step 1: The "standard" unit prices or rates provided by the Offeror for the Initial Period (R), Option Period 1 (S), Option Period 2 (T), and Option Period 3 (U) will each be multiplied by the Estimated "Standard" Quantity Per Period (Vs) and the 4 results then added together.

step 2: The "standard" unit prices or rates provided by the Offeror for the Initial Period (R), Option Period 1 (S), Option Period 2 (T), and Option Period 3 (U) will each be augmented by the Offeror's "Rush" Mark-up Percentage (P1) and then will each be multiplied by the Estimated "Rush" Quantity Per Period (Vr) and the 4 results then added together.

step 3: The "standard" unit prices or rates provided by the Offeror for the Initial Period (R), Option Period 1 (S), Option Period 2 (T), and Option Period 3 (U) will each be augmented by the Offeror's "Urgent" Mark-up Percentage (P2) and then will each be multiplied by the Estimated "Urgent" Quantity Per Period (Vu) and the 4 results then added together.



step 4: The "standard" unit prices or rates provided by the Offeror for the Initial Period (R), Option Period 1 (S), Option Period 2 (T), and Option Period 3 (U) will each be augmented by the Offeror's "After-Hours" Mark-up Percentage(P3) and then will each be multiplied by the Estimated "After-Hours" Quantity Per Period (Va) and the 4 results then added together.

step 5: The values obtained in steps 1 through 4 are then added together to produce the "Evaluated Price, Row Subtotal" (EPsubn) of the service item.

Once the "Evaluated Price, Row Subtotal" (EPsubn) has been calculated for all service items in Table 2 through Table 5, the sum of those prices will be represent the Total Evaluated Price of the Financial Offer (FO\$).

4.1.2.6 The prices, rates and information provided by the Offeror in Attachment 1 To Part 4 – Financial Evaluation - Pricing Schedule will become effective if the Offeror is selected for issuance of the Standing Offer.

4.1.2.7 The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offer and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

4.3 Award of Standing Offer

As a result of this Request for Standing Offer (RFSO), it is anticipated that the Department of Justice Canada will award one (1) Standing Offer.



ATTACHMENT 1 TO PART 4 – FINANCIAL EVALUATION - PRICING SCHEDULE

The Offeror must complete the pricing schedule attached in a separate spreadsheet file and include it in its financial offer.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Pricing Schedule Instructions:

All five (5) Tables below must be completed in their entirety. If Tables 1-5 are not completed in their entirety, a price of zero will be assigned for the component(s) not filled out and the Offeror will be provided an opportunity to agree with the zero amount. If the Offeror agrees, then the Pricing Schedule will be considered compliant. However, if the Offeror disagrees then the offer will be found non-compliant and no further evaluation will be done.

SACC P2011T – Paper – Price Adjustment – Offer section is optional and will not be used in the evaluation. If P2011T is not completed in its entirety, P2011T and P2011C will not be used in the standing offer. If Offeror completes P2011T in its entirety, its data will be used to implement section P2011C found in Annex B Basis of Payment.

All pick-up and delivery services to 900 - 840 Howe Street, Vancouver, BC, V6Z 2S9 must be included in the firm unit prices and rates provided.

Note:

Offerors must not modify any cells in the attached spreadsheet except inputting the rates/prices/information in the yellow cells.

All of the final evaluation prices are subject to verification based on the rates provided by Offerors.



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the 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 the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 provided will render the offer 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 Offeror 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 - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/canada-labour-s) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.



5.3 **ADDITIONAL INFORMATION**

5.3.1 Electronic Payment Instruments

The Offeror accepts to be paid by Direct Deposit (Domestic and International) as well as by the Electronic Payment Instrument(s) checked below by the Offeror:

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)



PART 6 - SECURITY REQUIREMENTS

6.1 Security Requirements

- 6.1.1 At the Request for Standing Offers closing date, the following conditions must be met:
- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (d) the Offeror's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (e) the Offeror must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
- 6.1.2 For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.



PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

7.2.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PSPC FILE # COMMON-PS-SRCL#9

7.2.1.1 The Offeror must, at all times during the performance of the Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **PROTECTED B**, issued by the CSP of the ISS, PSPC.

7.2.1.2 The Offeror personnel requiring access to **PROTECTED** information, assets or work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by the CSP/ISS/PSPC

7.2.1.3 The Offeror **MUST NOT** utilize its Information Technology systems to electronically process, produce or store **PROTECTED** information until the CSP/ISS/PSPC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **PROTECTED B**.

7.2.1.4 Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CSP/ISS/PSPC.

7.2.1.5 The Offeror must comply with the provisions of the:
(a) Security Requirements Check List, attached at Annex C;
(b) Industrial Security Manual (Latest Edition)

7.2.2 Offeror's Sites or Premises Requiring Safeguarding

7.2.2.1 Where safeguarding measures are required in the performance of the Work, the Offeror must diligently maintain up-to-date the information related to the Offeror's and proposed individuals' sites or premises for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

7.2.2.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Offeror and individual(s) hold a valid security clearance at the required level.

7.3 Standard Clauses and Conditions

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



7.3.1 General Conditions

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from Date of Award to March 31, 2022.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional 3 one year periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 10 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Delivery Points

Delivery of the requirement will be made to delivery point specified at Annex "A" of the Standing Offer.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Vinson Lew
Title: Acting Senior Analyst and Contracting Officer
Department of Justice Canada
410 – 22nd Street East, Suite 410
Saskatoon, SK, S7K 5T6

Telephone: 306-380-5231
E-mail address: Vinson.Lew@justice.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

The Standing Offer Authority is the Contracting Authority for Identified User Call-ups and resulting Contracts.



7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer and on the Printing Services Request Form.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative

Contact information of the individual response for:

General Enquiries/Receiving Call-Ups:

Name: _____

Telephone: _____

Email Address: _____

7.6 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: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of Justice Canada.

7.8 Call-up Procedures

Please refer to Section 6 Service Request Procedures in Annex A – Statement of Work for the applicable call-up procedures.

7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:



- standing offer number;
- statement that incorporates the terms and conditions of the Standing Offer;
- description and unit price for each line item;
- total value of the call-up;
- point of delivery;
- confirmation that funds are available under section 32 of the Financial Administration Act;
- confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010C](#) (2020-05-28); Services (medium complexity)
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) the Offeror's offer dated _____ (*insert date of offer*).

7.13 Certifications and Additional Information

7.13.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.



7.14 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.



B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2010C (2020-05-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of 2010C (2020-05-28) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

7.3.2 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer or an associated Printing Services Request Form.

7.4 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: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B – Basis of Payment, for a cost of \$ _____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra. Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.5.2 Limitation of Price

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.5.3 Method of Payment (to be selected at award)

7.5.3.1 Single Payment



Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

OR

7.5.3.1 Monthly Payments

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada

7.5.4 Electronic Payment of Invoices – Call-up

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

- Direct Deposit (Domestic and International);

(if applicable the following will be added at Standing Offer award)

- MasterCard Acquisition Card;
- Visa Acquisition Card;
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

7.5.4.1 Payment by Direct Deposit

Payments by direct deposit will be subject to section 12, *Payment Period* and section 13, *Interest on Overdue Accounts*, set out in [2010C \(2020-05-28\) General Conditions: Services \(medium complexity\)](#) forming part of this Contract.

To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the *Direct Deposit Enrolment Form* (separate forms are available for Canadian and United States vendors). The form can be obtained from the Department of Justice internet site at <http://www.justice.gc.ca/eng/contact/enrol-inscri.html>.

It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their *Direct Deposit Enrolment Form* is up to date. Should the Contractor's information within the *Direct Deposit Enrolment Form* not be accurate or up to date, the provisions identified herein under section 12, *Payment Period* and section 13, *Interest on Overdue Accounts*, set out in [2010C \(2020-05-28\) General Conditions: Services \(medium complexity\)](#) forming part of this Contract will not apply, until the Contractor corrects the matter.

7.6 Invoicing Instructions

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.



Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.7 Insurance

SACC *Manual* clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirement

7.8 Dispute Resolution for Canadian Contractors

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services, please see the Procurement Ombudsman Regulations or visit the OPO website.

7.9 Complaints by Canadian Contractors with Respect of the Administration of the Contract

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services, please see the Procurement Ombudsman Regulations or visit the OPO website.

7.10 SACC Manual Clauses

[P1010C](#) (2010-01-11) Quality Levels for Printing

[P1011C](#) (2010-01-11) Quality Levels for Colour Reproduction

[P1013C](#) (2010-01-11) Quality Level for Forms

[P1016C](#) (2010-01-11) Quality Levels for Binding

[P1005C](#) (2010-01-11) Packaging and Packing of Printed Products

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



ANNEX "A"

STATEMENT OF WORK

1 TITLE

Printing & Reprography Services for the Department of Justice Canada British Columbia Regional Office (BCRO).

2 OBJECTIVE

To obtain printing & reprography services on an "as and when" requested basis for the Department of Justice Canada's British Columbia Regional Office, located in Vancouver, in support of providing legal services to the Government of Canada.

3 BACKGROUND

The Department of Justice Canada (JUS) is the legal services provider for the Government of Canada. In that capacity, Justice has an ongoing requirement to obtain printing services in support of our legal operations. Services required are those related to copying or printing from electronic format (primarily PDF), binding short, medium and long-run documents and scanning paper documents to electronic format (i.e. PDF).

The printed and electronic documents in question have a security classification no higher than "PROTECTED B" and pertain to the current activities of the Department of Justice. Based on previous history, the estimated annual quantity is approximately 2,500,000 copies.

4 REQUIREMENT DESCRIPTION

4.1 SCOPE

The Contractor must provide all facilities, equipment, material and labour to carry out the Work. There are no additional charges for overruns/underruns and author's alterations are not allowed.

Original material may be supplied to the Contractor by JUS in either electronic or hard copy format which range from legal documents and legal cases to printed material, maps, boxes of materials of various size and shape, etc. to support case work.

The Work may require removal of staples and other bindings from originals within the requested timelines. Some original documents may have Post-It notes attached, for which will have to be removed/reattached and transcribed onto the copies.

The work required contains protected information. In handling all requests and documents, it is the Contractor's responsibility to ensure steps are taken to secure the information and documents therein.

JUS may also, at its sole discretion, supply printing and binding materials as required to complete individual print requests.

4.2 SUPPLIES

Paper used by the Contractor must be white, 20 lb bond and contain at least 30% post-consumer waste*. Coloured paper must be 20-24 lb bond and contain at least 30% post-consumer waste*. Cover stock must be 50- 67 lb with at least 20% post-consumer waste*.

*Post-consumer waste in paper is defined as content that comes specifically from products that have passed through their end use as a consumer item. It is retrieved through residential and commercial



recycling programs.

From an environmental perspective, the higher the post-consumer content the better, as this supports collection programs that help "close the loop" and reduce the amount of waste going into the landfill (Reference:http://jusnet.justice.gc.ca/eng/about-apos/pdsg-pdwl/contract-approv/recycled_paper.html). Coloured paper (20-24 lb) and cover stock (50-67 lb) should be available in (but not limited to) the following colours: light (baby) blue, buff, mint green, emerald green, cream/ivory, red, grey, orange, purple, pink, tan, yellow, burgundy, gold, white, and clear.

All indexes must have black print and be only one sided. Alphabetical indexes (tabs A to Z) must be cut 1/26e, numerical indexes (tabs 1 to ...) must be cut 1/25e, and custom indexes (custom tabs) must be available in different cuts, which can include but are not limited to: 1/5e, 1/10e, 1/25e, 1/26e, etc. The Contractor must supply all indexes with tabs. Indexes may be required individually and/or in sets, in accordance with the work to be done.

The Contractor must supply all packaging and containers. These items can include envelopes, bubble envelopes, cardboard boxes and tubes, paper wrap and plastic wrap.

4.3 TASKS/DETAILED SERVICES

The Contractor must provide the following services on an "as and when" requested basis:

A: Reprographics/Duplicating

Black Copying:

- single and/or double sided
- hardcopy and/or electronic originals will be given
- sizes 8½" x 11", 8½" x 14" and/or 11" x 17"
- white and/or coloured paper as specified by Justice

Colour Copying:

- single and/or double sided
- hardcopy and/or electronic originals will be given
- sizes 8½" x 11", 8½" x 14" and/or 11" x 17"
- white and/or coloured paper as specified by Justice

Copying on Cover Stock:

- black and/or coloured ink
- single and/or double sided
- sizes 8½" x 11" and/or 8½" x 14"
- white and/or coloured cover stock as specified by Justice

Copying from an Original Bound Book:

- black and/or coloured ink
- single and/or double sided
- sizes 8½" x 11" and/or 8½" x 14"
- first copy from the bound book, additional copies to be completed from the produced first copy
- white and/or coloured paper, white and/or coloured cover stock as specified by Justice

Scanning Hardcopy Originals to Electronic:

- primarily PDF on CD/DVD output
- black and white or coloured original documents
- sizes 8½" x 11" and/or 8½" x 14"



B: Bindery Services

Cerlox Binding and Spiral Binding:

- punch included
- sizes 8½" x 11" booklet or 8½" x 14" booklet
- number of sheets per booklet will vary

Wire Stitch Binding:

- punch included
- number of sheets will vary
- sizes will vary: 8½" x 11", 8½" x 14" and/or 11" x 17"

Three Hole Punch:

- black or white binder with clear view pockets, includes loading text cover and spine
- binder width will vary depending on number of sheets
- sizes will vary: 8½" x 11", 8½" x 14" and/or 11" x 17"

Staple Binding:

- single and saddle staple
- number of sheets will vary
- sizes will vary: 8½" x 11", 8½" x 14" and/or 11" x 17"

C: Tabs/Labels and Index Inserts

Buff Tabs or Equivalent:

- alphabetical (A to Z) or numerical (1 to ...)
- required individually and in sets as necessary
- one side only with black ink
- sizes 8½" x 11" and/or 8½" x 14"
- cuts will vary, which can include but not limited to: 1/25e and 1/26e
- Contractor must supply all tabs and insert each into the Work ensuring they correspond with the index in appropriate order

Custom Tabs:

- custom, with text supplied by Justice, Contractor will create the custom tab(s)
- one side only
- black or coloured ink, typesetting included
- either direct print on tab or print on label and affix label to tab
- sizes 8½" x 11" and/or 8½" x 14"
- cuts will vary, which can include but not limited to: 1/5e, 1/10e, 1/25e, 1/26e, etc.
- Contractor must supply all indexes with tabs and insert each into the Work

Indexes:

- alphabetical (A to Z), numerical (1 to ...) or custom, as necessary
- one sided only with black print or colour
- sizes 8½" x 11" and/or 8½" x 14"
- cuts will vary, which can include but not limited to: 1/5e, 1/10e, 1/25e, 1/26e, etc.
- required individually and in sets as necessary
- wording/characters for custom tab(s) to be provided by Justice, Contractor will create the custom tab(s)
- Contractor must supply all indexes with tabs, and insert each into the Work



D: Inserts

Inserts – White or Colour Sheets:

- sizes will vary: 8½” x 11”, 8½” x 14” and/or 11” x 17”
- various colours
- 20 lbs bond, 50 lbs offset or 8PT covert
- Contractor must supply the paper and insert each into the Work

Front Cover:

- acetate
- sizes will vary: 8½” x 11”, 8½” x 14” and/or 11” x 17”
- Contractor must supply and attach each to the Work

Transparencies:

- With removable strip
- sizes will vary: 8½” x 11”, 8½” x 14” and/or 11” x 17”
- text to be printed on transparencies, wording to be supplied by Justice
- Contractor must supply and insert each into the Work

E: Packing

Containers and Envelopes:

- plain or bubble envelopes, sizes 8½” x 11” and/or 8½” x 14”
- cardboard box & label or reinforced cardboard tube & label
- Contractor must supply all containers/envelopes and fill them with the Work

Wrapping:

- paper (parcel kraft brown paper) or plastic (shrink-wrap or cellophane heat wrap)
- various package sizes
- Contractor must supply all wrapping and services to wrap the Work as requested

F: Production Services

Offline Labour:

- Includes the following:
 - o general labour (which includes removing/replacing Post-It notes, manual transcription of handwritten information on Post-It to printed documents)
 - o manually inserting tabs
 - o sheet folding – letter to tabloid sizes
 - o envelope stuffing
 - o offline manual stapling
 - o banding (paper or elastic)
 - o cutting/finishing pieces
 - o padding – including pulp board and cutting apart

Supervisor Requirements:

- One (1) supervisor for the print shop. Supervisor must have a minimum of thirty six (36) months experience in the last sixty (60) months supervising a print shop that provides printing and reprography services.

Digital Sizing & Typesetting:

- re-sizing and typesetting of digital media



Page Numbering:

- manual page number on the original document
- digital page numbering on working copy
- specific formats will be given as necessary

Duplication of Digital Media:

- files shall be burned onto a CD, DVD , USB stick drive, memory card, e-mail, internet upload as specified by Justice
- each shall come with a case
- each will be identified by a stick-on label produced specifically for this purpose
- each label will be printed in black or colour as specified by Justice

Printing from Digital Media:

- black and white or colour
- one or multiple file formats per request
- sizes will vary, 8½" x 11" and/or 8½" x 14"

FIVE (5) HOURS OF AVAILABILITY AND SERVICE TIMEFRAMES

The Contractor must provide services during the core working hours of the Department of Justice Canada's British Columbia Regional Office. Those core working hours are from 8:00 a.m. to 5:00 p.m. Monday to Friday, excluding statutory holidays except British Columbia Family Day. Specific printing services requests may require completion outside of these core hours. Printing services requests subject to a surcharge (markup rate for Rush Service, Urgent Service, or Services Performed Outside Core Working Hours) must have the surcharge specifically authorized in advance by the Department of Justice's identified Project Authority.

Services are to be provided "as and when requested" according to the following service timeframes (excluding weekends and statutory holidays except British Columbia Family Day):

- **Standard Service:** Delivery to the client within twenty-four (24) hours (core working hours) of the Contractor's possession of the Printing Services Request Form and original documents

- Premium Services (subject to surcharge)

When authorized in writing by the Project Authority, percentage markups of the standard rate, as indicated in Table 1 of Annex B – Basis of Payment, can be applied to the following:

- o **Rush Service:** Delivery to the client within four (4) hours of the Contractor's possession of the Printing Services Request Form and original documents
- o **Urgent Service:** Delivery to the client within two (2) hours of the Contractor's possession of the Printing Services Request Form and original documents
- o **Services Performed Outside Core Working Hours:** For Rush Services or Urgent Service requests where some or all of the Work will take place outside core hours in order to meet service timelines.

6 SERVICE REQUEST PROCEDURES

6.1 The Identified User(s) will issue a Call-up Against a Standing Offer for estimated work usage.

6.2 For each specific work requirement the client will complete the Printing Services Request Form attached as Annex D. On the form, they will indicate the service level required for the request (Standard, Rush, Urgent, Outside of Core Working Hours) and which call-up it corresponds to.

6.3 The client will contact the Offeror to verify that they can complete the order within the request service level timeframe.



6.4 If the Offeror confirms their availability to complete the work, arrangements are then made between the Offeror and client for the Offeror to obtain possession of the Printing Services Request form and original documents to be processed for the request. At this time, the Offeror becomes the Contractor. Either the Contractor must pick up the form and applicable documents from the client's location or the client will bring the form and documents to the Contractor to process (will vary depending on each requirement and service level selected, as agreed upon between the Contractor and client). The timeframe for the applicable service level begins when the Contractor gains possession of the completed Printing Services Request Form and documents. The client will identify the highest level of security classification applicable for the specific requirement on the Print Services Request Form.

7 LOCATION OF WORK

The Contractor must perform the work in the area of Vancouver described in Part 1, section 1.2.

8 SECURE PICK UP AND DELIVERY OF REQUIREMENTS

The Contractor must provide secure pickup and delivery at no additional charge. The location for pickup and delivery is:

900 - 840 Howe Street, Vancouver, BC, V6Z 2S9

“As and When” Requested Pickup

The Contractor will be required to complete “as and when” requested pickups from either of the locations listed above, Monday to Friday, excluding all statutory holidays except British Columbia Family Day.

For certain requests, it may be agreed upon between the client and the Contractor for the client to bring the form and original documents to the Contractor for them to process.

Delivery of Work

The Contractor must arrange for delivery of the completed work and original documents as indicated on the request form, Monday to Friday, excluding all statutory holidays except British Columbia Family Day. The Contractor must return to the client, at the time of delivery, all original components used in the printing process in the same condition as they were received. All items remain the responsibility of the Contractor until delivered and accepted by the Department of Justice Canada.

For certain requests, it may be agreed upon between the client and the Contractor for the client to come and retrieve the Work and original documents from the Contractor upon completion.

Packing and Shipping

Packaging and shipping is to be in accordance with the industry standard for the applicable items in order to ensure their safe arrival at the destination. All items shall remain the responsibility of the Contractor until delivered and accepted by the Designated User. Costs associated with damage in transit to the destination will be borne by the Contractor.

Urgent Service Requests

For certain requests that are Urgent, it may be agreed upon between the client and the Contractor for the client to bring the request form and original documents, wait while the request is processed, and take the completed Work and original documents with them. For Urgent Service requests that cannot be done while the client waits, the Contractor's on-site manager or designate will inform the client by telephone or email once the Work has been completed, so the Work and original documents can be picked up, or advise them of when they will receive the Work and original documents.



9 RELEVANT POLICIES, STANDARDS, METHODOLOGIES

The printing required is "Informational" quality in accordance with the latest edition of the PWGSC booklet entitled "A Customer Guide to Quality Printing". <http://www.tpsgc-pwgsc.gc.ca/app-acq/guides/guide-eng.html>

Services are to be provided in accordance with the rules of court, including, but not limited to the following Courts:

- Tax Court of Canada - <https://www.tcc-cci.gc.ca/>
- Federal Court of Canada - <https://www.fct-cf.gc.ca/en/home>
- Federal Court of Appeal - https://www.fca-caf.gc.ca/fca-caf_eng.html
- Supreme Court of Canada - <http://www.scc-csc.gc.ca/home-accueil/index-eng.aspx>
- British Columbia Supreme Court - http://www.courts.gov.bc.ca/supreme_court/
- British Columbia Court of Appeal - http://www.courts.gov.bc.ca/Court_of_Appeal/
- Provincial Court of British Columbia - <http://www.provincialcourt.bc.ca/>

The Contractor is required to possess or obtain the knowledge necessary to meet the various court standards and procedures. Additional or alternate standards may be provided on a job by job basis by the clients. The specific standards/procedures applicable for the request will be communicated to the Contractor on the Printing Services Request Form, as well as other written instruction that can be provided to the Contractor by the clients.

Specific instructions will be provided as required by Justice Canada to the Contractor. The Contractor will be responsible for meeting the applicable standards identified on the request form.

10 ACCESSIBILITY

The Contractor must be able to print in large font sizes upon request to accommodate the visually impaired.



ANNEX "B"

BASIS OF PAYMENT

1. FIRM ALL-INCLUSIVE PRICES

The Contractor will be paid firm all-inclusive prices and rates, as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

All pick-up and delivery services to 900 - 840 Howe Street, Vancouver, BC, V6Z 2S9 must be included in the firm unit prices provided.

SACC P2011C Paper - Price Adjustment - Standing Offer [to be used only if section P2011T is completed in its entirety in the Pricing Schedule spreadsheet. Data from P2011T will be used to populate P2011C below]

1. The portion of the price directly related to the base transaction cost of paper is subject to price adjustment (increase or decrease) at the time when Canada decides to authorize the use of the Standing Offer for an extended period by sending a written notice to the Offeror 10 days before the expiry date of the Standing Offer. 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 Offeror must provide the Standing Offer Authority with a notice indicating the increase or decrease in the base transaction cost of paper identified below. Such notice must contain the price as publicly announced by at least three (3) paper suppliers who supply the grade specified in the Standing Offer and the date the price came into effect.
3. The base transaction cost of paper subject to price adjustment is as follows:
 - a. White Paper (if applicable): 20 lb. and contain at least 30% post consumer waste at a base transaction cost per Cwt. of \$_____, and which represent _____ percent of the unit price(s).

Brand name and paper supplier: _____.
 - b. Coloured Paper (if applicable): 20-24 lb. and contain at least 30% post consumer waste at a base transaction cost per Cwt. of \$_____, and which represent _____ percent of the unit price(s).

Brand name and paper supplier: _____.
 - c. Cover Stock (if applicable): 50-67 lb. and contain at least 20% post consumer waste at a base transaction cost per Cwt. of \$_____, and which represent _____ percent of the unit price(s).

Brand name and paper supplier: _____.
4. The Offeror must provide a copy of the quotation from the paper supplier(s) to support the above base transaction cost and a copy of the revised quotation from the paper supplier(s) to support the adjusted base transaction cost.
5. Any price adjustment must be approved by the Standing Offer Authority and will be evidenced through a revision to the Standing Offer.

Department of Justice reserves a right to request price adjustment of the portion of the price directly related to the base transaction cost of paper price at the time when Justice decides to authorize the use of the Standing Offer for an extended period by sending a written notice to the Offeror 10 days before the expiry date of the Standing Offer. When Canada initiates this request, the clause 'Paper – Price Adjustment – Standing Offer' in the Annex B applies.

[prices, rates and percentage markups to be inserted at Standing Offer award]



TABLE 1 – PREMIUM SERVICE MARKUPS	
Premium Service Category	% Markup of Standard Service Prices and Rates to be Applied (Materials, Pickup/Delivery, and Labour included, Taxes extra)
Rush Service (Delivery to the client within four (4) hours of possession of the Printing Services Request Form and original documents)	_____ %
Urgent Service (Delivery to the client within two (2) hours of possession of the Printing Services Request Form and original documents)	_____ %
Services Performed Outside Core Working Hours (Core working hours are from 8:00 a.m. to 5:00 p.m. Monday to Friday, excluding statutory holidays except Ontario Family Day) (Services required outside the core working hours of the Department of Justice, as indicated on the Printing Services Request Form)	_____ %

TABLE 2 – STANDARD SERVICE PRICES – LETTER SIZE (8.5" x 11")					
Standard Service Prices (Materials, Pickup/Delivery, and Labour included, Taxes extra) Legend: ea = each	INITIAL PERIOD	OPTION PERIOD 1	OPTION PERIOD 2	OPTION PERIOD 3	
	Award Date to 31-Mar-2022	01-Apr-2022 to 31-Mar-2023	01-Apr-2023 to 31-Mar-2024	01-Apr-2024 to 31-Mar-2025	
A Reprographics/Duplicating					
A1 Black Copies on White Paper (20 lb) from Hardcopy Originals					
One-sided	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
Two-sided	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
A2 Colour Copies on White Paper (20 lb) from Hardcopy Originals					
One-sided	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
Two-sided	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
A3 Black Copies on White Paper (20 lb) from Electronic Originals					
One-sided	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
Two-sided	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
A4 Colour Copies on White Paper (20 lb) from Electronic Originals					
One-sided	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
Two-sided	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
A5 Black Copies on Coloured Paper (20-24 lb, various colours)					
One-sided	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
Two-sided	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
A6 Colour Copies on Coloured Paper (20-24 lb, various colours)					
One-sided	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
Two-sided	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
A7 Black Copies on Cover Stock (50-67 lb, various colours)					
One-sided	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
Two-sided	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
A8 Colour Copies on Cover Stock (50-67 lb, various colours)					
One-sided	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
Two-sided	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
A9 Copying from an Original Bound Book on White Paper (20 lb) (Blank Ink, First Copy):					
One-sided	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
Two-sided	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
A10 Copying from an Original Bound Book on Colour Paper (20-24 lb various colours) (Colour Ink, First Copy):					
One-sided	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea



	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A11	Copying from an Original Bound Book on White Cover Stock (50-67 lb) (Blank Ink, First Copy):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A12	Copying from an Original Bound Book on Colour Cover Stock (50-67 lb various colours)(Colour Ink, First Copy):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A13	Copying from an Original Bound Book on White Paper (20 lb) (Blank Ink, Additional copies to be completed from the produced first copy):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A14	Copying from an Original Bound Book on Colour Paper (20-24 lb various colours)(Colour Ink, Additional copies to be completed from the produced first copy):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A15	Copying from an Original Bound Book on White Cover Stock (50-67 lb) (Blank Ink, Additional copies to be completed from the produced first copy):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A16	Copying from an Original Bound Book on Colour Cover Stock (50-67 lb various colours)(Colour Ink, Additional copies to be completed from the produced first copy):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A17	Scanning from Hardcopy Originals to Electronic File (PDF Electronic Output File, Compact Disk (CD), Black Ink Original):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A18	Scanning from Hardcopy Originals to Electronic File (PDF Electronic Output File, Compact Disk (CD), Colour Ink Original):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A19	Scanning from Hardcopy Originals to Electronic File (PDF Electronic Output File, Digital Versatile Disk (DVD), Black Ink Original):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A20	Scanning from Hardcopy Originals to Electronic File (PDF Electronic Output File, Digital Versatile Disk (DVD), Colour Ink Original):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
B	Bindery Services				
B1	Cerlox Binding (Punch Included)				
	45 Sheets – 5/16" Booklet	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	60 Sheets – 3/8" Booklet	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	70 Sheets – 7/16" Booklet	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	85 Sheets – 1/2" Booklet	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	98 Sheets – 9/16" Booklet	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	112 Sheets – 5/8" Booklet	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	130 Sheets – 3/4" Booklet	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	155 Sheets – 7/8" Booklet	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	175 Sheets – 1" Booklet	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	220 Sheets – 1 1/8" Booklet	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	255 Sheets – 1 1/4" Booklet	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	300 Sheets – 1 1/2" Booklet	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	375 Sheets – 1 3/4" Booklet	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	425 Sheets – 2" Booklet	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
B2	Spiral Binding (Punch Included)				



	45 Sheets – 5/16" Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	60 Sheets – 3/8" Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	70 Sheets – 7/16" Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	85 Sheets – 1/2" Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	98 Sheets – 9/16" Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	112 Sheets – 5/8" Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	130 Sheets – 3/4" Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	155 Sheets – 7/8" Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	175 Sheets – 1" Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	220 Sheets – 1 1/8" Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	255 Sheets – 1 1/4" Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	300 Sheets – 1 1/2" Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	375 Sheets – 1 3/4" Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	425 Sheets – 2" Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
B3	Wire Stitch Binding (Punch Included)				
	45 Sheets – 5/16" Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	60 Sheets – 3/8" Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	70 Sheets – 7/16" Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	85 Sheets – 1/2" Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	98 Sheets – 9/16" Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	112 Sheets – 5/8" Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	130 Sheets – 3/4" Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	155 Sheets – 7/8" Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	175 Sheets – 1" Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	220 Sheets – 1 1/8" Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	255 Sheets – 1 1/4" Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	300 Sheets – 1 1/2" Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	375 Sheets – 1 3/4" Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	425 Sheets – 2" Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
B4	Three Hole Punch (Black or White Binder with Clear View Pockets, Includes Loading Text Cover and Spine)				
	1/2" Capacity	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	1" Capacity	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	1 1/2" Capacity	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	2" Capacity	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	2 1/2" Capacity	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	3" Capacity	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
B5	Staple Binding (Single and Saddle Staple)				
	1-50 Page Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	1-75 Page Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	1-100 Page Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	1-200 Page Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
C	Tabs/Labels and Index Inserts				
C1	Buff Tabs or Equiv. (Indexes, One Side Only, Black Ink, Alphabetical A to Z – cut will vary):				
	A to Z Individual	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	A to Z Set	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
C2	Buff Tabs or Equiv. (Indexes, One Side Only, Black Ink, Numerical (1 to ...) – cut will vary):				
	1 to ... Individual (If not by set)	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	1 to 10 Set	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	1 to 15 Set	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	1 to 25 Set	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	26 to 50 Set	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	51 to 75 Set	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	76 to 100 Set	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea



	101+ (by 25s)	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
C3	Tabs (Custom (With supplied text), One Side Only, Black Ink – Typesetting Included – cut will vary)				
	Print on Label, Affix Label to Tab	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Direct Print on Tab	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
C4	Tabs (Custom (With supplied text), One Side Only, Colour Ink – Typesetting Included – cut will vary)				
	Print on Label, Affix Label to Tab	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Direct Print on Tab	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
C5	Indexes (Alphabetical (A to Z), Numerical (1 to ...), or custom, One Side Only – cut will vary)				
	Black Ink	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Colour Ink	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
D	Inserts				
D1	White Paper (Vendor Stock) – Contractor must supply the paper and insert each into the supplied documents:				
	20 lb Bond	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	50 lb Offset	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	8PT Covert	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
D2	Colour Paper (Vendor Stock) – Contractor must supply the paper and insert each into the supplied documents:				
	20 lb Bond	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	50 lb Offset	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	8PT Covert	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
D3	Front Cover – Contractor must supply and attach each to the supplied documents:				
	Acetate	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
D4	Transparencies – Contractor must supply and insert each into the supplied documents:				
	With Removable Strip	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea

TABLE 3 – STANDARD SERVICE PRICES – LEGAL SIZE (8.5" x 14")				
Standard Service Prices (Materials, Pickup/Delivery, and Labour included, Taxes extra) Legend: ea = each	INITIAL PERIOD	OPTION PERIOD 1	OPTION PERIOD 2	OPTION PERIOD 3
	Award Date to 31-Mar-2022	01-Apr-2022 to 31-Mar-2023	01-Apr-2023 to 31-Mar-2024	01-Apr-2024 to 31-Mar-2025
A Reprographics/Duplicating				
A21	Black Copies on White Paper (20 lb) from Hardcopy Originals			
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A22	Colour Copies on White Paper (20 lb) from Hardcopy Originals			
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A23	Black Copies on White Paper (20 lb) from Electronic Originals			
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A24	Colour Copies on White Paper (20 lb) from Electronic Originals			
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A25	Black Copies on Coloured Paper (20-24 lb, various colours)			
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A26	Colour Copies on Coloured Paper (20-24 lb, various colours)			
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A27	Black Copies on Cover Stock (50-67 lb, various colours)			
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A28	Colour Copies on Cover Stock (50-67 lb, various colours)			



	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A29	Copying from an Original Bound Book on White Paper (20 lb) (Blank Ink, First Copy):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A30	Copying from an Original Bound Book on Colour Paper (20-24 lb various colours)(Colour Ink, First Copy):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A31	Copying from an Original Bound Book on White Cover Stock (50-67 lb) (Blank Ink, First Copy):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A32	Copying from an Original Bound Book on Colour Cover Stock (50-67 lb various colours)(Colour Ink, First Copy):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A33	Copying from an Original Bound Book on White Paper (20 lb) (Blank Ink, Additional copies to be completed from the produced first copy):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A34	Copying from an Original Bound Book on Colour Paper (20-24 lb various colours)(Colour Ink, Additional copies to be completed from the produced first copy):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A35	Copying from an Original Bound Book on White Cover Stock (50-67 lb) (Blank Ink, Additional copies to be completed from the produced first copy):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A36	Copying from an Original Bound Book on Colour Cover Stock (50-67 lb various colours)(Colour Ink, Additional copies to be completed from the produced first copy):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A37	Scanning from Hardcopy Originals to Electronic File (PDF Electronic Output File, Compact Disk (CD), Black Ink Original):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A38	Scanning from Hardcopy Originals to Electronic File (PDF Electronic Output File, Compact Disk (CD), Colour Ink Original):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A39	Scanning from Hardcopy Originals to Electronic File (PDF Electronic Output File, Digital Versatile Disk (DVD), Black Ink Original):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A40	Scanning from Hardcopy Originals to Electronic File (PDF Electronic Output File, Digital Versatile Disk (DVD), Colour Ink Original):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
B	Bindery Services				
B6	Cerlox Binding (Punch Included)				
	45 Sheets – 5/16" Booklet	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	60 Sheets – 3/8" Booklet	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	70 Sheets – 7/16" Booklet	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	85 Sheets – 1/2" Booklet	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	98 Sheets – 9/16" Booklet	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	112 Sheets – 5/8" Booklet	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	130 Sheets – 3/4" Booklet	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	155 Sheets – 7/8" Booklet	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea



	175 Sheets – 1" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	220 Sheets – 1 1/8" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	255 Sheets – 1 1/4" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	300 Sheets – 1 1/2" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	375 Sheets – 1 3/4" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	425 Sheets – 2" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
B7	Spiral Binding (Punch Included)				
	45 Sheets – 5/16" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	60 Sheets – 3/8" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	70 Sheets – 7/16" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	85 Sheets – 1/2" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	98 Sheets – 9/16" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	112 Sheets – 5/8" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	130 Sheets – 3/4" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	155 Sheets – 7/8" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	175 Sheets – 1" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	220 Sheets – 1 1/8" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	255 Sheets – 1 1/4" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	300 Sheets – 1 1/2" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	375 Sheets – 1 3/4" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	425 Sheets – 2" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
B8	Wire Stitch Binding (Punch Included)				
	45 Sheets – 5/16" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	60 Sheets – 3/8" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	70 Sheets – 7/16" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	85 Sheets – 1/2" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	98 Sheets – 9/16" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	112 Sheets – 5/8" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	130 Sheets – 3/4" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	155 Sheets – 7/8" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	175 Sheets – 1" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	220 Sheets – 1 1/8" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	255 Sheets – 1 1/4" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	300 Sheets – 1 1/2" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	375 Sheets – 1 3/4" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	425 Sheets – 2" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
B9	Three Hole Punch (Black or White Binder with Clear View Pockets, Includes Loading Text Cover and Spine)				
	1/2" Capacity	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	1" Capacity	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	1 1/2" Capacity	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	2" Capacity	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	2 1/2" Capacity	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	3" Capacity	\$ /ea	\$ /ea	\$ /ea	\$ /ea
B10	Staple Binding (Single and Saddle Staple)				
	1-50 Page Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	1-75 Page Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	1-100 Page Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	1-200 Page Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
C	Tabs/Labels and Index Inserts				
C6	Buff Tabs or Equiv. (Indexes, One Side Only, Black Ink, Alphabetical A to Z – cut will vary):				
	A to Z Individual	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	A to Z Set	\$ /ea	\$ /ea	\$ /ea	\$ /ea
C7	Buff Tabs or Equiv. (Indexes, One Side Only, Black Ink, Numerical (1 to ...) – cut will vary):				



	1 to ... Individual (If not by set)	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	1 to 10 Set	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	1 to 15 Set	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	1 to 25 Set	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	26 to 50 Set	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	51 to 75 Set	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	76 to 100 Set	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	101+ (by 25s)	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
C8	Tabs (Custom (With supplied text), One Side Only, Black Ink – Typesetting Included – cut will vary)				
	Print on Label, Affix Label to Tab	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Direct Print on Tab	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
C9	Tabs (Custom (With supplied text), One Side Only, Colour Ink – Typesetting Included – cut will vary)				
	Print on Label, Affix Label to Tab	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Direct Print on Tab	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
C10	Indexes (Alphabetical (A to Z), Numerical (1 to ...), or custom, One Side Only – cut will vary)				
	Black Ink	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Colour Ink	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
D	Inserts				
D5	White Paper (Vendor Stock) – Contractor must supply the paper and insert each into the supplied documents:				
	20 lb Bond	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	50 lb Offset	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	8PT Covert	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
D6	Colour Paper (Vendor Stock) – Contractor must supply the paper and insert each into the supplied documents:				
	20 lb Bond	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	50 lb Offset	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	8PT Covert	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
D7	Front Cover – Contractor must supply and attach each to the supplied documents:				
	Acetate	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
D8	Transparencies – Contractor must supply and insert each into the supplied documents:				
	With Removable Strip	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea

TABLE 4 – STANDARD SERVICE PRICES – LEDGER SIZE (11" x 17")					
Standard Service Prices (Materials, Pickup/Delivery, and Labour included, Taxes extra) Legend: ea = each	INITIAL PERIOD	OPTION PERIOD 1	OPTION PERIOD 2	OPTION PERIOD 3	
	Award Date to 31-Mar-2022	01-Apr-2022 to 31-Mar-2023	01-Apr-2023 to 31-Mar-2024	01-Apr-2024 to 31-Mar-2025	
A	Reprographics/Duplicating				
A41	Black Copies on White Paper (20 lb) from Hardcopy Originals				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A42	Colour Copies on White Paper (20 lb) from Hardcopy Originals				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A43	Black Copies on White Paper (20 lb) from Electronic Originals				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A44	Colour Copies on White Paper (20 lb) from Electronic Originals				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A45	Black Copies on Coloured Paper (20-24 lb, various colours)				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A46	Colour Copies on Coloured Paper (20-24 lb, various colours)				



	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A47	Black Copies on Cover Stock (50-67 lb, various colours)				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A48	Colour Copies on Cover Stock (50-67 lb, various colours)				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A49	Copying from an Original Bound Book on White Paper (20 lb) (Blank Ink, First Copy):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A50	Copying from an Original Bound Book on Colour Paper (20-24 lb various colours)(Colour Ink, First Copy):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A51	Copying from an Original Bound Book on White Cover Stock (50-67 lb) (Blank Ink, First Copy):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A52	Copying from an Original Bound Book on Colour Cover Stock (50-67 lb various colours)(Colour Ink, First Copy):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A53	Copying from an Original Bound Book on White Paper (20 lb) (Blank Ink, Additional copies to be completed from the produced first copy):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A54	Copying from an Original Bound Book on Colour Paper (20-24 lb various colours)(Colour Ink, Additional copies to be completed from the produced first copy):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A55	Copying from an Original Bound Book on White Cover Stock (50-67 lb) (Blank Ink, Additional copies to be completed from the produced first copy):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A56	Copying from an Original Bound Book on Colour Cover Stock (50-67 lb various colours)(Colour Ink, Additional copies to be completed from the produced first copy):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A57	Scanning from Hardcopy Originals to Electronic File (PDF Electronic Output File, Compact Disk (CD), Black Ink Original):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A58	Scanning from Hardcopy Originals to Electronic File (PDF Electronic Output File, Compact Disk (CD), Colour Ink Original):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A59	Scanning from Hardcopy Originals to Electronic File (PDF Electronic Output File, Digital Versatile Disk (DVD), Black Ink Original):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
A60	Scanning from Hardcopy Originals to Electronic File (PDF Electronic Output File, Digital Versatile Disk (DVD), Colour Ink Original):				
	One-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Two-sided	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
B	Bindery Services				
B11	Cerlox Binding (Punch Included)				
	45 Sheets – 5/16” Booklet	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	60 Sheets – 3/8” Booklet	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea



	70 Sheets – 7/16" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	85 Sheets – 1/2" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	98 Sheets – 9/16" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	112 Sheets – 5/8" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	130 Sheets – 3/4" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	155 Sheets – 7/8" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	175 Sheets – 1" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	220 Sheets – 1 1/8" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	255 Sheets – 1 1/4" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	300 Sheets – 1 1/2" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	375 Sheets – 1 3/4" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	425 Sheets – 2" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
B12	Spiral Binding (Punch Included)				
	45 Sheets – 5/16" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	60 Sheets – 3/8" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	70 Sheets – 7/16" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	85 Sheets – 1/2" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	98 Sheets – 9/16" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	112 Sheets – 5/8" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	130 Sheets – 3/4" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	155 Sheets – 7/8" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	175 Sheets – 1" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	220 Sheets – 1 1/8" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	255 Sheets – 1 1/4" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	300 Sheets – 1 1/2" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	375 Sheets – 1 3/4" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	425 Sheets – 2" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
B13	Wire Stitch Binding (Punch Included)				
	45 Sheets – 5/16" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	60 Sheets – 3/8" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	70 Sheets – 7/16" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	85 Sheets – 1/2" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	98 Sheets – 9/16" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	112 Sheets – 5/8" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	130 Sheets – 3/4" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	155 Sheets – 7/8" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	175 Sheets – 1" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	220 Sheets – 1 1/8" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	255 Sheets – 1 1/4" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	300 Sheets – 1 1/2" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	375 Sheets – 1 3/4" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	425 Sheets – 2" Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
B14	Three Hole Punch (Black or White Binder with Clear View Pockets, Includes Loading Text Cover and Spine)				
	1/2" Capacity	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	1" Capacity	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	1 1/2" Capacity	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	2" Capacity	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	2 1/2" Capacity	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	3" Capacity	\$ /ea	\$ /ea	\$ /ea	\$ /ea
B15	Staple Binding (Single and Saddle Staple)				
	1-50 Page Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	1-75 Page Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	1-100 Page Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea



	1-200 Page Booklet	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
D	Inserts				
D9	White Paper (Vendor Stock) – Contractor must supply the paper and insert each into the supplied documents:				
	20 lb Bond	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	50 lb Offset	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
D10	Colour Paper (Vendor Stock) – Contractor must supply the paper and insert each into the supplied documents:				
	20 lb Bond	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	50 lb Offset	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	8PT Covert	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
D11	Front Cover – Contractor must supply and attach each to the supplied documents:				
	Acetate	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
D12	Transparencies – Contractor must supply and insert each into the supplied documents:				
	With Removable Strip	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea

NOTE: There is no C: Tab Inserts required for LEDGER SIZE (11" x 17")

TABLE 5 – STANDARD SERVICE PRICES AND RATES – MISCELLANEOUS						
Standard Service Prices and Rates (Materials, Pickup/Delivery, and Labour included, Taxes extra) Legend: ea = each hr = hour			INITIAL PERIOD	OPTION PERIOD 1	OPTION PERIOD 2	OPTION PERIOD 3
			Award Date to 31-Mar-2022	01-Apr-2022 to 31-Mar-2023	01-Apr-2023 to 31-Mar-2024	01-Apr-2024 to 31-Mar-2025
E	Packing					
E1	Containers and Envelopes					
	Plain Envelope	8 ½" x 11"	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Plain Envelope	8 ½" x 14"	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Bubble Envelope	8 ½" x 11"	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Bubble Envelope	8 ½" x 14"	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Cardboard Box & Label	Per Item	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Reinforced Cardboard Tube & Label	Per Item	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
E2	Wrapping – Paper Wrap (Wrapping service included)					
	Parcel Kraft Brown Paper Wrap	Per Item	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
E3	Wrapping - Plastic Wrap (Wrapping service included)					
	Shrink-Wrap	Per Item	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Cellophane Heat Wrap	Per Item	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
F	Production Services					
F1	Offline Labour					
	Hourly General Labour Rate		\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
	Inserting Tabs Manually		\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Sheet Folding		\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Envelope Stuffing		\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Stapling (Offline Manual)		\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Banding – Paper or Elastic		\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Cutting – Finishing Pieces		\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
	Padding – Including Pulp Board and Cutting Apart		\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
F2	Digital Sizing & Typesetting					
	Re-sizing and type setting of digital media.		\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea

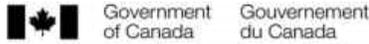


F3 Page Numbering					
	Manual Page Numbering on the Original Document	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	Digital page Numbering of Working Copy	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
F4 Duplication of Digital Media					
	Duplicating and Supplying of Compact Discs (CD)	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	Duplicating and Supplying of Digital Versatile Disk (DVD)	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	Duplicating and Supplying of Video	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
F5 Printing from Digital Media					
	8.5"x11 Black & White 1 File Format	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	8.5"x11 Black & White 2-4 File Formats	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	8.5"x11 Black & White 5 or More File Formats	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	8.5"x14 Black & White 1 File Format	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	8.5"x14 Black & White 2-4 File Formats	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	8.5"x14 Black & White 5 or More File Formats	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	8.5"x11 Colour 1 File Format	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	8.5"x11 Colour 2-4 File Formats	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	8.5"x11 Colour 5 or More File Formats	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	8.5"x11 Colour 1 File Format	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	8.5"x11 Colour 2-4 File Formats	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	8.5"x11 Colour 5 or More File Formats	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
F6 Printing / Copying of Miscellaneous Sizes					
	Maps	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
	Blueprints	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea



ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat Common PS SRCL #9
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
--





Contract Number / Numéro du contrat Common PS SRCL #9
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

No / Yes
Non / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

No / Yes
Non / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRES SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRES SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRES SECRET
<input type="checkbox"/> SITE ACCESS ACCES AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux: _____

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Yes
Non / Oui

No / Yes
Non / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

No / Yes
Non / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No / Yes
Non / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No / Yes
Non / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

No / Yes
Non / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No / Yes
Non / Oui





Contract Number / Numéro du contrat
Common PS SRCL #9
Security Classification / Classification de sécurité UNCLASSIFIED

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production		<input checked="" type="checkbox"/>														
T Media / Support TI		<input checked="" type="checkbox"/>														
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



ANNEX "D"

PRINTING SERVICES REQUEST FORM

Service Level _____ Project Authority _____ Call-up Number _____

Date Submitted	<input type="text"/>	Date Required	<input type="text"/>
Contact Name	<input type="text"/>	Time Required	<input type="text"/>
Contact Phone	<input type="text"/>	Portfolio	<input type="text"/>
		Cost Centre	<input type="text"/>

FINANCE INFORMATION

Office Charge	<input type="text"/>		
DOJ File Number	<input type="text"/>	Court/Other File Number (Optional)	<input type="text"/>
File Name	<input type="text"/>		
Client Department	<input type="text"/>	Phone Number	<input type="text"/>
Client Contact	<input type="text"/>		
Client Address	<input type="text"/>		
Order Number	<input type="text"/>		

PRINTING INSTRUCTIONS

Copies Required	<input type="text"/>	SAME AS ORIGINAL(S)	<input type="text"/>
Single Sided	<input type="text"/>	Double Sided	<input type="text"/>
Black & White Copies	<input type="text"/>	Colour Copies	<input type="text"/>
Cerlox	<input type="text"/>	Binder	<input type="text"/>
		Staple	<input type="text"/>
Covers	<input type="text"/>	Tabs	<input type="text"/>
		Dividers	<input type="text"/>
Book copying	<input type="text"/>	Scanning	<input type="text"/>
CD Copying	<input type="text"/>	Maps/Drawings	<input type="text"/>
Hole Punch	<input type="text"/>		

OTHER INSTRUCTIONS / REQUESTS:

DESCRIPTION OF DOCUMENT:



ANNEX "E"

REFERENCE LETTER TEMPLATE FOR OFFEROR'S LEGAL SERVICES INDUSTRY EXPERIENCE

[Organization Name]

This is to confirm that [bidder's name] has provided the printing services from [start date – day/month/year] to [end date – day/month/year] and reprography services from [start date – day/month/year] to [end date – day/month/year] .

Name of responsible authority

Title

Phone Number

Signature of responsible authority

Date



ANNEX "F"

REFERENCE LETTER TEMPLATE FOR EXPERIENCE OF THE SUPERVISOR

[Organization Name]

This is to confirm that [supervisor's name] has provided the printing services from [start date – day/month/year] to [end date – day/month/year] and reprography services from [start date – day/month/year] to [end date – day/month/year] .

Name of responsible authority

Title

Phone Number

Signature of responsible authority

Date