

## Question & Answer 2

RFP 5Z011-25-0004

### Question #1

What percentage of the documents to be shredded is a color other than white?

### Answer #1

Library and Archives Canada (LAC) is unable to provide a precise answer to this question. LAC estimate that 60% to 75% of the documents to be shredded would be colored papers.

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### Question #2

What percentage of the material to be picked up will be in Renfrew?

### Answer #2

For the first year of the contract under Stream 1 (Shredding of secure documents), most of the documents would be picked up in Renfrew, Ontario. As for the option periods to the contract, an estimate of 30% would be picked up in Renfrew, Ontario and the remaining would be within the National Capital Region (NCR)

As for Stream 2 (destruction of digital media), no pick-up will be required as LAC will transport the material to the Contractor's facility.

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### Question #3

**Attachment 1 - Pricing Schedule - Table 1 - Stream 1:** The solicitation notes, "Prices are all-inclusive unit price (including transportation, fuel and fuel surcharge)". The solicitation also notes that pick ups must be done by a minimum 5-ton truck.

If we include transportation in the box pricing, can we assume a minimum of 12 skids (480 boxes) per pick up in a 5 ton? If not, can you remove the all-inclusive price note and add a separate price line for pick up of 12 skids (480 boxes)?

### Answer #3

LAC cannot guarantee that it couldn't happen on occasion that a pickup would be require for less than 12 skids, but our preference is to prepare a full truck worth of material so that we minimize the impact on the environment. Attachment 1 - Pricing Schedule - Table 1 - Stream 1 will remain unchanged.

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#### **Question #4**

**Attachment 1 - Pricing Schedule - Table 1 - Stream 2:** Under "Digital/Magnetic Storage Media", page 14 you list "Hard Drives". Hard Drives are typically considered magnetic media. Should this section be Solid State Drives which require 2mm destruction and are not shown elsewhere in your tables?

#### **Answer #4**

No, this section should not be Solid State Drives which require 2mm destruction. As per ITSP 40.006 V2, HDDs are consider a Magnetic Media and have to be Sanitize and then destroy by reducing to pieces (discs <40mm<sup>2</sup> 1 8 or tape <6mm); if unable to sanitize and verify then reduce pieces <10mm<sup>2</sup> (1 x 8") smaller.

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#### **Question #5**

**Attachment 1 - Pricing Schedule - Table 1 - Stream 2:** The solicitation notes, "Prices are all-inclusive unit price (including transportation, fuel and fuel surcharge)", however in the SOW is states that for Stream 2, "LAC will transport the material to the Contractor's facility"

Can you remove the reference that Stream 2 pricing is, "Prices are all-inclusive unit price (including transportation, fuel and fuel surcharge)"?

#### **Answer #5**

LAC has removed "Prices are all-inclusive unit price (including transportation, fuel and fuel surcharge)" of the Pricing Schedule – Table 1 – Stream 2 to replace by "Prices are all-inclusive unit price". Please see amendment 2 to RFP 5Z011-25-0004.

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#### **Question #6**

##### **Part 4 - 4.1.1.2 Mandatory Technical Criteria - Stream 2**

M3 - Suitable equipment for magnetic media such as hard disk, magnetic tape, VHS: 10 square mm (3mm screen)

Under ITSP 40.006 V2 B.3.2 Magnetic Media, "High Sensitivity (Pro C/Secret/TS) destruction can be "Sanitize and then destroy by reducing to pieces (discs <40 square mm<sup>2</sup> or tape <6mm); or If unable to sanitize and verify then reduce to pieces <10mm<sup>2</sup> (1/8 x 1/8") or smaller. Our process, which is approved by CSE, is to sanitize using an NSA EPL listed degausser and then destroy discs to less than 40 square mm or tapes to less than 6mm. Please confirm that this is an acceptable under M3? This question also applies to Appendix B to Annex A, page 34.

**Answer #6**

Yes, this is acceptable under M3. Please see amendment 2 to RFP 5Z011-25-0004.

**END OF Questions and Answers**