



Closing Date	July 9, 2024
Time	2:00 pm EDT
REFERENCE NO.:	5Z011-25-0004

RETURN BIDS TO:

Library and Archives Canada
 Contracting and Material Management Division
 550, de la Cité Blvd.
 Gatineau, Quebec K1A 0N4
 Canada
 Email : receptiondesoumission-bidreceiving@bac-lac.gc.ca

RETOURNER LES SOUMISSIONS À :

Bibliothèque et Archives Canada
 Division des contrats, gestion du matériel
 550, de la Cité Blvd.
 Gatineau, Quebec K1A 0N4
 Canada
 Email : receptiondesoumission-bidreceiving@bac-lac.gc.ca

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal To: Library and Archives 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 bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

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

Proposition au : Bibliothèque et Archives 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 du soumissionnaire, que j'ai lu la demande de propositions (DP) en entier, y compris les documents incorporés par renvoi dans la DP et que :

1. le soumissionnaire considère qu'il a les compétences et que ses produits sont en mesure de satisfaire les exigences obligatoires décrites dans la demande de soumissions;
2. cette soumission est valide pour la période exigée dans la demande de soumissions ;
3. tous les renseignements figurant dans la soumission sont complètes, véridiques et exacts; et
4. si un contrat est attribué au soumissionnaire, ce dernier se conformera à toutes les modalités énoncées dans les clauses concernant le contrat subséquent et comprises dans la demande de soumissions.

Title – Sujet

Secure Off-site Document Destruction Services

Sollicitation No. – N° de l'invitation	Date
5Z011-25-0004 AMD002	June 7, 2024

Client Reference No. – N° référence du client
5Z011-25-0004 AMD002

GETS Reference No. – N° de référence de SEAG
Not Applicable

Solicitation Closes	Time Zone
L'invitation prend fin	Fuseau horaire
at – à	2 :00 pm
on – le	July 9, 2024
	Eastern Daylight time (EDT)
	Heure avancée de l'Est (HAE)

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 :

receptiondesoumission-bidreceiving@bac-lac.gc.ca

Area code and Telephone No. Code régional et N° de téléphone	Facsimile No. / e-mail N° de télécopieur / courriel
873-353-7351	

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



Closing Date	July 9, 2024
Time	2:00 pm EDT
REFERENCE NO.:	5Z011-25-0004

Amendment 002 is raised to amend the following:

- Amend the Table 1-Stream 2 of the Attachment 1 to Part 3-Princing Schedule
- Amend the mandatory technical criteria M3 of item 4.1.1.2 Mandatory Technical Criteria – Stream 2
- Amend Appendix B to Annex A-Technical specifications requirement of Stream 2 – Off-site destruction of digital media

ATTACHMENT 1 to PART 3 – PRICING SCHEDULE

TABLE 1 – STREAM 2 is deleted in its entirety and replaced by:

TABLE 1 – STREAM 2						
Scheduled off-site destruction of digital media* containing secure documents at protected C and secret level						
Description	Column A	Column B	Column C	Column D	Column E	Column F
	Initial period	Option year 1	Option year 2	Option year 3	Up to a maximum of number of items*	Total Cost per item* (average of A to D times E)
MAGNETIQUE TAPE STORAGE MEDIA						
VHS/Beta Tape	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	250	\$
Floppy Disks, 5.25, 8.0, 3.5	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	20	\$
Audio Reel	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	100	\$
Audio Cassette	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	25	\$
Reel to Reel Tape	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	50	\$
Hard Drive	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	50	\$
Back up Tape	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	25	\$
DLT	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	800	\$
DAT	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	25	\$
LTO Tapes	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	3000	\$
9 Tracks	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	25	\$



Closing Date	July 9, 2024
Time	2:00 pm EDT
REFERENCE NO.:	5Z011-25-0004

8mm tapes	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	25	\$
DIGITAL/MAGNETIC STORAGE MEDIA						
USB Stick	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	25	
CDs	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	20	
DVDs	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	20	
Blu Rays	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	20	
Hard Drives	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	50	
FILM MATERIAL AND PRHOTOGRAPHIC MEDIA						
Microfilm Destruction	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	100	
Film reels	\$0.__/each	\$0.__/each	\$0.__/each	\$0.__/each	100	
Total pricing for Stream 2						\$ _____

*** Prices are all-inclusive unit price**

** The estimated number of items indicated herein do not reflect a commitment by LAC and are provided for the purposes of bid evaluation only.

- Initial Period: August 1, 2024 to July 31, 2025**
- Option 1: August 1, 2025 to July 31, 2026**
- Option 2: August, 2026 to July 31, 2027**
- Option 3: August, 2027 to July 31, 2028**

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1.1.2 Mandatory Technical Criteria – Stream 1 is deleted in it entirety and replaced by:

4.1.1.2 Mandatory Technical Criteria – Stream 2

Stream 2 - Off-site destruction of digital media			
Mandatory Technical Criteria			
No.	Requirement	Required supporting information	MET/NOT MET
M1	The Bidder must provide sample of a Certificate of Destruction that includes the following data:	The Bidder must provide a sample of a Certificate of Destruction	Yes <input type="checkbox"/> No <input type="checkbox"/>



Closing Date	July 9, 2024
Time	2:00 pm EDT
REFERENCE NO.:	5Z011-25-0004

	<ul style="list-style-type: none"> - The unique identifying information for the originating request for destruction services, including at a minimum the date and location of service; - The date and time of the destruction and disposal; and - The name and signature of the Contractor's representative(s) who witnessed the destruction. 		
	The Bidder must demonstrate that they accept the presence of an LAC employee on their site to supervise the physical destruction of the material.	The Bidder must provide the acceptance of having an LAC employee on site to supervise the physical destruction of the material	Yes <input type="checkbox"/> No <input type="checkbox"/>
M3	<p>The Bidder must demonstrate that it meets the destruction standards <u>ITSP.40.006</u> meets the CSE (Communications Security Establishment) IT Media Sanitization for Class 2 (Protected C and Secret) by demonstrating as follow:</p> <ul style="list-style-type: none"> - Suitable equipment for optical media such as CD/DVD: Reduce discs to small pieces < 10mm² (1/8 x 1/8") or less if the destruction equipment is capable; or Grind the disc surface to remove the coloured data layer, 	The Bidder must provide technical specifications or documentation for substantiation such as brochures, catalogs, or product specification sheets.	



Closing Date	July 9, 2024
Time	2:00 pm EDT
REFERENCE NO.:	5Z011-25-0004

	<p>leaving only a semi-transparent plastic disc (CDs only).</p> <ul style="list-style-type: none"> - Suitable equipment for magnetic media such as hard disk, magnetic tape, VHS: Sanitize and then destroy by reducing to pieces (discs <40mm² 1 8 or tape <6mm); if unable to sanitize and verify then reduce pieces <10mm² (1 x 8") smaller - - Suitable equipment for SSD media such as SSDs and USB sticks: Sanitize, then destroy to pieces < 40mm² in area (e.g. ¼ x ¼"); or, if unable to sanitize, destroy the device or storage components to particle size < 2mm 		
--	--	--	--

**Appendix B to Annex A
Technical specifications requirement**

Stream 2 - Off-site destruction of digital media is deleted in its entirety and replaced by:

Stream 2 - Off-site destruction of digital media

List of Equipment; RCMP Security Equipment Guide (rcmp-grc.gc.ca)

For the duration of the contract, the contractor must used equipment that respect the CSE "Information Technology Security Guidance ([ITSP.40.006 v2 IT Media Sanitization \(publications.gc.ca\)](http://publications.gc.ca))

1. **Optical media such as CD/DVD:** Reduce discs to small pieces < 10mm² (1/8 x 1/8") or less if the destruction equipment is capable; or Grind the disc surface to remove the coloured data layer, leaving only a semi-transparent plastic disc (CDs only).



Closing Date	July 9, 2024
Time	2:00 pm EDT
REFERENCE NO.:	5Z011-25-0004

2. **Magnetic media such as hard disk, magnetic tape, VHS:** Sanitize and then destroy by reducing to pieces (discs <40mm² 1 8 or tape <6mm); if unable to sanitize and verify then reduce pieces <10mm² (1 x 8") smaller
3. **SSD media such as SSDs and USB sticks:** Sanitize, then destroy to pieces < 40mm² in area (e.g. ¼ x ¼"); or, if unable to sanitize, destroy the device or storage components to particle size < 2mm

END OF AMENDMENT 002