

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
PWGSC/TPSGC Acquisitions  
1045 Main Street  
1st Floor, Lobby C  
Unit 108  
Moncton, NB E1C 1H1  
Bid Fax: (506) 851-6759

**Revision to a Request for a Standing Offer**

**Révision à une demande d'offre à commandes**

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

NB / PEI Division - Moncton Acquisitions Office  
1045 Main Street  
1st Floor, Lobby C  
Unit 108  
Moncton, NB E1C 1H1

<b>Title - Sujet</b> Meat, Poultry & Fish - Bulk Packs	
<b>Solicitation No. - N° de l'invitation</b> 21201-140012/01/A	<b>Date</b> 2013-03-22
<b>Client Reference No. - N° de référence du client</b> 21201-140012	<b>Amendment No. - N° modif.</b> 004
<b>File No. - N° de dossier</b> MCT-2-35131 (015)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MCT-015-4588	
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale	
2013-02-01	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-12-03</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Drisdelle, Charlotte J.	<b>Buyer Id - Id de l'acheteur</b> mct015
<b>Telephone No. - N° de téléphone</b> (506) 851-6948 ( )	<b>FAX No. - N° de FAX</b> (506) 851-6759
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Acknowledgement copy required</b> <b>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

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## **Solicitation Amendment No. 004**

### **Title: Meat, Poultry & Fish in Bulk Packages**

*This solicitation is hereby amended as follows:*

- (1) Reference: **Annex “B” - Basis of Payment - Pricing Sheets - List of Products**

**Revision to Answer A3.**

**Item No. 30, Sole IQF,** For every standing offer period, Offerors must submit a firm price for this product and this product must be provided for all standing offer periods. All brands are acceptable.

***AND;***

- (2) Reference: **Annex “A” - Statement of Work (SOW)**

**DELETE:** the current Annex “A”; and

**INSERT instead Annex “A” revised on 2013-03-22**

All other terms and conditions of the solicitation document remain unchanged remain unchanged.

All enquiries concerning this amendment are to be forwarded to:

Name: Charlotte Drisdelle

Telephone No.:(506) 851-6948

Facsimile No: (506) 851-6759

Email: charlotte.drisdelle@pwgsc-tpsgc.gc.ca

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**Revised 2013-03-22 Amd No. 001 to the SOW**

## ***Annex "A"***

### **Meat, Poultry & Fish** **Bulk Sizes**

#### ***"STATEMENT OF WORK" (SOW)***

#### **Correctional Service of Canada (CSC)**

**Delivery MUST be provided to the following Institutions:**

**Atlantic Institution - Renous, New Brunswick**  
**Dorchester Penitentiary - Dorchester, New Brunswick**  
**Westmorland Institution - Dorchester, New Brunswick**  
**Springhill Institution - Springhill, Nova Scotia**

#### **Period of Standing Offer**

**01 April 2013 to 31 March 2014**

**Divided into four (4) rebid periods**

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## **Annex "B" - «Foodlist»**

The offeror **MUST** provide a price for **EACH item** and must be **able to supply 100% of the items** on the attached «Foodlist» in Annex "B".

### ***FOOD SUPPLY AND DELIVERY TO ALL INSTITUTIONS LISTED HEREIN***

#### **REQUIREMENT**

To supply and deliver **miscellaneous Meat, Poultry & Fish** in bulk sizes on an "as and when requested" basis to the Institutions of Correctional Service of Canada as specified.

The offeror **MUST ensure 100 % compliance** to this Annex "A" and the attached «List of Products» in Annex "B". Any deviations **MUST be approved** by the Standing Offer Authority at Public Works and Government Services Canada (PWGSC), **in writing, PRIOR to bid closing**. Failure to do so will render your bid non compliant and it will be rejected.

The offeror is to bid on the on the «individual package sizes» as close as possible to the sizes requested. If you offer a size **"much larger or smaller" than the "size requested"**, it **MUST be approved by the the Standing Offer Authority, in writing, PRIOR to bid closing**.

Please note that for all items where the Unit of Issue is indicated as "case" suppliers **MUST** quote on a per case basis. Bidders who submit prices using any other Unit of Issue will not be evaluated further. In addition, the Offeror (successful bidder) must invoice on a per case basis for all items where the Unit of Issue is indicated as "case".

#### **DATE OF COMMENCEMENT**

**Standing Offer Periods will be as follows:**

From **01 April 2013 to 30 June 2013** and from **01 July 2013 to 30 September 2013**

From **01 October 2013 to 31 December 2013** and from **01 January 2014 to 31 March 2014**

#### **SCOPE OF SERVICES**

To provide food commodities at specified times and locations within each individual institution to meet the particulars of the standing offer.

The requirement will take the form of a standing offer for all food provisions encompassing the following commodities:

***Meat, Poultry & Fish, fresh & frozen;***

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## PRICING

**All shipping charges must be included in the quoted prices.** If the client requests an item, which is not specified herein, your price is to be in accordance with the lowest prices charged to your most favoured customer for like quality and quantity of product on the date of delivery.

## DISCREPANCIES AND SUBSTITUTIONS

### ***Sizes, Product Types and Brand Names:***

It is a condition that no pack size or case size, product type or price be changed after award of the standing offer UNLESS it is changed by the manufacturer or discontinued by its manufacturer. You will therefore have to notify the Standing Offer Authority at PWGSCof the change.

**NOTE:** Changes will only take effect when the Standing Offer Authority at PWGSC has accepted the change.

If a product becomes unavailable DUE to Manufacturing Problems only, you are to supply a product of equal value (if available) if acceptable by the Food Services Officer (FSO) or his representative. You will be required to provide the reason(s) for the temporary unavailability of the product and you will be responsible to notify the FSO or his representative and PWGSC as soon as the original product brand is made available again.

## CALL-UP PROCEDURES

All orders **MUST** be placed in writing. Suppliers **MUST be able to receive orders by facsimile.** Also by Email if possible.

**All call-ups MUST be placed no later than by 11h00 two (2) business days prior to the expected day of delivery.**

Institution Personnel will be able to make **MINOR amendments** to the original order up until 11h00 one (1) business day prior to the expected day of delivery.

## ORDER CONFIRMATION OF AVAILABILITY

Availability of items **MUST be confirmed within (4) hours of order being placed** by the ordering institution. At time of a call-up, if a product is not available, you are to advise the requesting Food Services Officer from the Institution, or his delegated representative, in writing by facsimile of the unavailability of the product within (4) hours.

Items that are not available are **NOT** to be back ordered.

Items are **NOT** to be short shipped when the entire quantity ordered is not available. All products ordered **MUST** to be processed on a **FILL or KILL BASIS.**

The Food Services Officer, or his representative, is the only approving authority for substitutions, if acceptable.

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Offeror is requested to provide the name and telephone number of two (2) individuals who are responsible **for providing the above information within (4) hours**, to the applicable ordering Institution

Name \_\_\_\_\_

Tel: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

Name \_\_\_\_\_

Tel: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

**SUB-LETTING:**

Standing Offers will NOT be sub-let or transferred without the written permission of the Department of Public Works and Government Services Canada.

**FOOD DELIVERIES**

Only one (1) delivery is to be made per order.

Deliveries MUST be provided as requested.

Deliveries are to be made direct to a specified location at the Institution as indicated herein.

All products must be delivered in its original box or case.

Any damaged, stressed, opened, or repackaged products will not be accepted and will be returned to the supplier at the supplier's expense.

If products must be returned due to non-compliance, COST to return these products will be the responsibility of the supplier.

The supplier shall bear all risks of loss or damage to the goods until such time as they have been delivered to the requesting unit.

All security policies must be adhered to for deliveries on institutional grounds.

It is recommended that delivery personnel should be covered by Worker's Compensation (WSIB) or similar program.

If the supplier, which is awarded the standing offer, chooses to contract out the Transportation Part of the standing offer, the supplier will be responsible for the Performance of that contractor.

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## **EMERGENCY DELIVERIES:**

### **LOCK DOWN Emergency Deliveries:**

**Orders MUST be delivered within 24 hours** notice, during regular business days only , for Emergency Deliveries due to a **LOCK DOWN**.

### **Other Emergency Deliveries:**

In the event an order CANNOT be delivered as scheduled due to Weather Conditions, One Day Labour Disruptions (strike) etc the supplier will be required to make delivery the following business day and NO LATER than the second business following the original scheduled delivery day.

Where a Labour Disruption (strike) would last for more than one day or two, other delivery arrangements will be made, accordingly, by management at the Institution.

## **DELIVERY REQUIREMENTS for Each Individual Institution**

### **Atlantic Institution (AI)- Renous, N.B.**

Atlantic Institution in Renous NB require one (1) delivery per week

AI will accept deliveries everyday from **Monday to Friday** from **8h00 until 11h00** and must be between **13h00 and 15h00** (deliveries are to be completed by 11h00 and 15h00).

For Emergency Deliveries only, Atlantic Institution will accept deliveries as per their regular delivery hours but up until 16h00 (delivery completed) with prior arrangements.

### **Location of Delivery - Mandatory Requirement:**

All deliveries to Atlantic Institution must be made to the loading docks and are to be received by Central Receiving.

### **Dorchester Penitentiary (DP) & Westmorland Institution (WI) Dorchester NB**

Dorchester Penitentiary in Dorchester NB require one (1) delivery per week  
Westmorland Institution in Dorchester NB **require two (2) delivery per week**

DP & WI will accept deliveries everyday from **Monday to Friday** and must be from **8h00 until 11h00** and between **13h00 and 15h00** (deliveries are to be completed by 11h00 and 15h00).

For Emergency Deliveries, DP and WI will accept delivery as per their regular hours of delivery.

### **Location of Delivery - Mandatory Requirement:**

All deliveries to DP and WI MUST be made to the building indicated as «Procurement & Stores».

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### **Springhill Institution (SI) - Springhill, N.S.**

Springhill Institution in Springhill NS require one (1) delivery per week.

SI will accept deliveries everyday from **Monday to Friday** and must be from **8h00 until 11h00** and between **13h00 and 15h00** (deliveries are to be completed by 11h00 and 15h00).

Emergency Deliveries will be accepted during the same hours as regular deliveries.

### **Location of Delivery - Mandatory Requirement.**

All deliveries to Springhill Institution MUST be made directly to the Back Door of the Kitchen. The truck MUST ALWAYS be capable to go directly to the Kitchen's Back Door.

### **NOTE:**

**The day(s) of delivery, for the duration of the standing offer, will be determined between a Representative from each Institution and the Successful Bidder at award of the standing offer prior to the date of commencement.**

There MUST be NO liquor and NO cigarettes in the delivery trucks at any time for each of the Institutions.

Deliveries WILL NOT be accepted at any other location on the premises of the Institutions.

### **REQUIREMENTS PERTAINING TO INVOICING**

A computerized or typed purchase invoice **one (1) copy only** must be provided to the client at the time of each delivery,

No Hand Written Invoices will be accepted.

If and when corrections to an invoice are made, you MUST reprint a corrected copy to be supplied at time of delivery.

No hand written corrections on invoices will be accepted.

The client's delivery representative will verify with the supplier's representative that all items shipped have been received using a copy of the invoice provided by the contractor and with a copy from the ordering personnel.

The supplier must only charge for the items delivered and accepted. The supplier is to ensure that a request for credit receipt is issued at the time of delivery for all items that are not accepted by client's representative at time of delivery. The supplier agrees to provide the client with a detailed credit receipt within (7) working days from delivery for all items that the client and supplier agree that was damaged prior to delivery. There shall be no items shorted as all orders are on a Fill or Kill Basis. Invoices will not be forwarded for payment until the Supplier provides the Client with approved credit receipt. The

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supplier must ensure that all Invoices reflect correct pricing effective at the time of ordering. All invoices will be calculated in Canadian dollars.

**Invoices MUST contain the following information:**

1. Purchase Order Number
2. Attention: Name of Requesting Site
3. Complete Mailing Address
4. Invoice Control Number
5. Delivery Date

**TYPE OF TRANSPORT**

Delivery of chilled, frozen food commodities will be made in climate controlled transport unless the consignee instructs otherwise.

The vehicles utilized for the transportation of food products must be considered as an extension of the company premises. As such, it is important that the environment it presents does not put at risk the integrity of the food products contained therein. The vehicle must act as the interim storage facility from the company to the point of destination.

The construction, maintenance, sanitation and refrigeration standards in addition to the handling practices must equate as closely, as is reasonably possible, to the standards required of a well-operated Canadian commercial grocer.

**PALLETISING**

All food items MUST be shipped to the specified delivery point on shrunk or stretch wrapped pallets not higher than 180 CM in height.

Orders MUST be separated by individual units/kitchens and clearly identified with the name of the requesting unit/kitchen on at least (2) sides.

***Food items MUST be palletized in segregated commodities of:***

**Chilled Products;**

**Frozen Products**

Food items MUST be palletized in such a way as to ensure the heaviest items are on the bottom of the pallet.

Pallets MUST to be loaded in such a way as to allow easy access for off loading with forklifts.

The supplier is responsible for the off loading of all food items.

## QUALITY ASSURANCE

All products must be processed in federally inspected plants.

Frozen food products must be delivered individually quick-frozen with an internal temperature of not greater than minus eighteen degrees Celsius.

All products must be of recent production and have the latest production date available, the shelf life or best before date must be clearly indicated on a conspicuous location and any conditions affecting the product shelf life must be clearly stated at the time of ordering.

**Products having outdated Best Before Dates WILL be returned to the supplier at the supplier's cost.**

The "*Canadian General Standards Boards specifications*" will be used as reference for quality control.

Final inspection and acceptance of the food product will rest solely with the consignee (client) at the point of delivery. All products supplied shall be free of signs of deterioration, spoilage, filth, or damage by rodents or insects. The client will have the right to reject products at the time of delivery and the supplier will remove unacceptable products immediately.

CSC representatives may perform quality assurance inspections at the supplier facilities as required.

### **Vendor's Performance:**

The vendor's performance will be monitored by the Food Services Officer or his designated representative at each individual Institutions.

**«Performance Factors» will include, but NOT limited to:**

- a. Ability to PROVIDE items and quantities ordered;
- b. Ability to COMMUNICATE unavailability of products ordered within required time frame (4 hours);
- c. Ability to provide products as per sizes requested at quoted prices;
- d. Ability to deliver within required time frame AND the necessary location required at the site;
- e. Ability to provide required quality service and products at all time;

If at any time the performance is NOT satisfactory, documentation will be forwarded to Public Works and Government Services Canada.

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**WARNING TO SUPPLIER:**

High quality product and service as defined in «**Canadian General Standards Board Specifications**» (CGSB) will be required during the period of this standing offer. Failure to provide the level of quality of goods and services as defined herein OR non compliance with Annex "B" - the «Foodlist» more than five (5) times over the period of the standing offer will result in the following:

1. Initial notice of failure to provide the level of service required, quality products or correct product size etc....
2. A second, third & fourth incident will result in a written notification requesting corrective action; and
3. For a fifth incident, the vendor will be advised that their standing offer has been set-aside and no further call-ups will be processed.

**PLEASE SIGN BELOW AS CONFIRMATION THAT YOU AGREE TO ADHERE TO ALL THE MENTIONED MANDATORY REQUIREMENTS STATED HEREIN.**

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**Signature of Authorized Representative**