

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

**Public Works and Government Services / Travaux  
publics et services gouvernementaux**  
**Kingston Procurement**  
**Des Acquisitions Kingston**  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067

**Request For a Standing Offer  
Demande d'offre à commandes**

National Individual Standing Offer (NISO)  
Offre à commandes individuelle nationale (OCIN)

Canada, as represented by the Minister of Public Works and  
Government Services Canada, hereby requests a Standing Offer  
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et  
Services Gouvernementaux Canada, autorise par la présente,  
une offre à commandes au nom des utilisateurs identifiés  
énumérés ci-après.

**Comments - Commentaires**

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Public Works and Government Services / Travaux publics  
et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<b>Title - Sujet</b> Furniture Hardware & Access	
<b>Solicitation No. - N° de l'invitation</b> 21C11-121010/A	<b>Date</b> 2013-01-23
<b>Client Reference No. - N° de référence du client</b> 21C11-12-1010	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$KIN-650-6058
<b>File No. - N° de dossier</b> KIN-2-38241 (650)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-03-05</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Rombough, Lori	<b>Buyer Id - Id de l'acheteur</b> kin650
<b>Telephone No. - N° de téléphone</b> (613)545-8061 ( )	<b>FAX No. - N° de FAX</b> (613)545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> As per the callup document	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b>	<b>Facsimile No. - N° de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

The Request for Standing Offers (RFSO) is divided into six 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: includes the certifications to be provided; and
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
  - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 6B, 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 Requirement, the Basis of Payment and any other annexes.

### 2. Summary

Request for a National Individual Standing Offer (NISO) for the provision of industrial hardware and accessories, as specified in Annex "A", for the manufacture of office furniture on an "as and when" requested basis for Correctional Service of Canada, CORCAN Industries.

Items are for pick-up by CORCAN's in-house manufacturing centres located within various Correctional Service Canada's Institutions in the Atlantic, Quebec, Ontario, Prairie and Pacific Regions, on an as-and-when requested basis, during the period of the Standing Offer.

2.2 The period for placing call-ups against the Standing Offer shall be from the date of issue to 31 March 2014 with 4 - one year option periods.

2.3 The requirement is subject to the provisions of the Agreement on Internal Trade (AIT), the North American Free Trade Act (NAFTA), the World Trade Organization on Government Procurement (WTO-AGP), Canada-Colombia Free Trade Agreement (FTA) and Canada-Peru FTA.

### 3. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers 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.

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## PART 2 - OFFEROR INSTRUCTIONS

### 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>) 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(s).

The 2006 (2012-11-19) 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: sixty (60) days  
Insert: ninety (90) days

### 2. Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

### 3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (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 questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

### 4. 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 Ontario.

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.

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Financial Offer one (1) hard copy  
 Section II: Certifications (one (1) hard copy)

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;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

To assist Canada in reaching its objectives, offerors are encouraged to:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### Section I: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

#### Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a)  Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

- (b)  Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

**Section II: Certifications**

Offerors must submit the certifications required under Part 5.

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION****1. Evaluation Procedures**

Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

**1.1 Important Bidder Information**

1.1.1 All parts of the Basis of Payment in Annex B-1 must be completed in the format requested which includes FOB Plant for Pricing Basis "A" and a percentage discount, FOB Plant for Pricing Basis "B". Failure to do so will result in a non-responsive proposal.

1.1.2 The Bidder is to submit their published price list (catalogue) for use in verification of unit prices

**1.1 Financial Evaluation****1.2 Evaluation of Price**

1. The price of the offer will be evaluated as follows:

- (a) Canadian-based offerors must submit firm prices and percentage discounts, Canadian customs duties and excise taxes included, and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) excluded.
- (b) foreign-based offerors must submit firm prices, Canadian customs duties, excise taxes and GST or HST excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based offerors.

2. Unless the Request for Standing Offers (RFSO) specifically requires offers to be submitted in Canadian currency, offers submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the RFSO closing date, or on another date specified in the RFSO, will be applied as a conversion factor to the offers submitted in foreign currency.

3. For the purpose of the RFSO, offerors with an address in Canada are considered Canadian-based offerors, and offerors with an address outside of Canada are considered foreign-based offerors.

**1.2.1 Within Pricing Basis "A"****SAMPLE CALCULATION ON THE NEXT PAGE**

- (a) The Bidder's unit price will be multiplied by the estimated yearly usage and the discount from the price list.
- (b) The product derived from (a) will be multiplied by each volume discount.
- (c) Each product derived from (b) will be added together resulting in an extended price.

(d) The extended prices will added together to calculate the total evaluated price.

### 1.2.2 Pricing Basis "B" will not be included in the evaluation.

1.2.3 The unit prices quoted in Pricing Basis "A" will be applied for evaluation purposes, only. It is the percentage discounts that will appear in the resulting standing offer.

## 2. Basis of Selection - SACC Manual: M0069T (2007-05-25)

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer

Example calculation from Annex B-1	FOB Plant
Annual Usage = 1,000	<b>% Discount from Price List</b>
<b>Unit Price = \$.05</b>	0.0%
<b>Volume Discount: 1-10 units</b>	5.0%
<b>Volume Discount: 11 -50 units</b>	7.0%
<b>Volume Discount: 51-100 units</b>	10.0%
<b>Volume Discount: 20+ units</b>	15.0%

$$.05 \times 1000 \times (1-0\%) =$	\$50.00
Volume Discount: 1-10 units = $\$50 \times (1-5\%) =$	\$47.50
Volume Discount: 11-50 units = $\$50.00 \times (1-7.0\%)$ =	\$46.50
Volume Discount: 51-100 units = $\$50.00 \times (1-10.0\%) =$	\$45.00
Volume Discount: 100+ units = $\$50.00 \times (1-15.0\%)$ =	\$42.50
Evaluated Price	\$231.50

## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and related documentation to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

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## 1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

### 1.1 Code of Conduct and Certifications - Related documentation

By submitting an offer, the Offeror certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting an offer, the Offeror certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Offeror, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any offer in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Offeror and any of the Offeror's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the entire period of the Standing Offer and any call-ups made against the Standing Offer.

Offerors who are incorporated, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide the name of the owner with their offer or promptly thereafter. Offerors submitting offers as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names 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 will render the offer non-responsive. Providing the required names is a mandatory requirement for issuance of a standing offer and award of a contract.

Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the offer being declared non-responsive.

## 2. Additional Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

### 2.1 Federal Contractors Program - Certification

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a standing offer. If the Offeror, or, if the Offeror is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a standing offer.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the *Government Contracts Regulations*. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100

employees. Any offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Offeror does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Offeror must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC. The Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror or the member of the joint venture

- ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- ( ) is not subject to the FCP, being a regulated employer under the *Employment Equity Act*, S.C. 1995, c. 44;
- ( ) *is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;*
- ( ) *is subject to FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC).*

Further information on the FCP is available on the HRSDC Web site.

## **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **1. Offer**

The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A", Annex "B" and Annex "B-1".

#### **2. 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>) issued by Public Works and Government Services Canada.

#### **2.1 General Conditions**

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### **3. Standing Offer Reporting**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases paid for by a Government of Canada Acquisition Card.

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If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The data must be submitted to the Standing Offer Authority no later than 10 calendar days after the end of the reporting period.

#### **4. Term of Standing Offer**

##### **4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from date of issue to 31 March 2014.

##### **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 four additional 1 year periods, from 01 April 2014 to 31 March 2018 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.

#### **5. Authorities**

##### **5.1 Standing Offer Authority**

The Standing Offer Authority is:

Lori Rombough  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
86 Clarence St., 2nd Floor  
Kingston, Ontario  
K7L 1X3

Telephone: 613-545-8061

Facsimile: 613-545-8067

E-mail address: lori.rombough@pwgsc.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.

##### **5.2 Technical Authority**

The Technical Authority for the Standing Offer **Will be inserted into Standing Offer Document by PWGSC**

The Technical 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.

**5.3 Offeror's Representative** - Offeror to complete with bid.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Facsimile Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**6. Identified User**

The Identified Users authorized to make call-ups against the Standing Offer will be identified in the call-up instrument.

**7. Call-up Procedures**

The Supplier must acknowledge each order no later than the next working day from receipt of the call-up.

**8. Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, "Call-up Against a Standing offer", or electronic document.

**9. Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$50,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

**10. 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 (2012-11-19), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010A (2012-11-19), General Conditions (Medium Complexity)- Goods ;
- e) Annex A, Statement of Requirement;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated \_\_\_\_\_ (to be completed by PWGSC at time of issuance)

**11. Certifications****11.1 Compliance**

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

## 12. 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 Ontario.

### 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.

#### 1. Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

#### 2. Standard Clauses and Conditions

**2.1 General Conditions 2010A (2012-11-19)**, General Conditions (Medium Complexity) apply to and form part of the Contract.

Section 12 Interest on Overdue Accounts, of 2010A will not apply to payments made by credit cards.

#### 3. Term of Contract

##### 3.1 Delivery Date

- CORCAN requires delivery of NO later than 5 working days from the receipt of a call-up document unless an alternate time frame has been approved by the Identified User:
- Supplier will acknowledge receipt of each order and notify the ordering office of shortages within three (3) days of receipt of an order.
- Supplier will provide the Identified User with a minimum of twenty-four (24) hours notification prior to pick-up.

#### 4. Payment

##### 4.1 Basis of Payment

1. The Basis of payment attached hereto as Annex "B" and Annex "B-1" shall be used to price any call-up made pursuant to this Standing Offer.

2. In consideration of the Offeror satisfactorily completing all of its obligations under the call-up, the Offeror will be paid the firm price stipulated in the call-up, calculated in accordance with Annex "B" and Annex "B-1", Harmonized Sales Tax (HST) extra, if applicable.

##### 4.2 Limitation of Price

SACC Manual clause C6000C (2007-05-25)

##### 4.3 SACC Manual Clauses

H1001C (2008-05-12) Multiple Payments

##### 4.4 Payment by Credit Card

The following credit card is accepted: **Will be inserted into Standing Offer Document by PWGSC.**

**OR**

The following credit cards are accepted: **Will be inserted into Standing Offer Document by PWGSC and Will be inserted into Standing Offer Document by PWGSC.**

Solicitation No. - N° de l'invitation

21C11-121010/A

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-2-38241

Buyer ID - Id de l'acheteur

kin650

CCC No./N° CCC - FMS No/ N° VME

21C11-12-1010

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## **5. Invoicing Instructions**

5.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.

5.2 A copy of the Call-up document shall be included with the invoice.

## **6. Insurance**

SACC Manual clause G1005C (2008-05-12) Insurance.

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## Annex A - Statement of Requirement

### 1.1 Background

CORCAN is a program of the Correctional Service of Canada (CSC), dating back to the mid-1800s, when the first federal prisons were built. The objective of CORCAN is to promote offender rehabilitation by developing or improving employability. CORCAN became a Special Operating Agency in 1992, financed through a revolving fund and is subject to the same federal legislative and regulatory authority as CSC. CORCAN operates in 39 sites across Canada with four business lines: textiles, manufacturing, construction and services (such as printing and laundry). A principal goal of CORCAN is to provide Offender Workers with positive job-related work habits and the opportunity to acquire real-world marketable skills. CORCAN shops operate in as businesslike a manner as possible, given their institutional setting and training imperatives. All shops are ISO-certified. CORCAN's mission is to aid in the safe reintegration of offenders into Canadian society by providing employment and employability skills training to offenders incarcerated in federal penitentiaries and, for brief periods of time, after they are released into the community. Further information can be found within the CSC website at: [www.corcan.gc.ca](http://www.corcan.gc.ca)

### 1.2 Requirement

To supply industrial hardware and accessories for use with standard office furniture lines:

- screws and fasteners;
- furniture equipment such as, shelf supports, levelers and glides;
- hinges, opening systems and slides;
- legs and casters;
- decorative hardware such as, drawer pulls;
- lighting (LED, Halogen, fluorescent, incandescent and xenon) such as, task lights;
- sliding door systems and accessories; and
- commercial display hardware such as slatwall hooks.

Items are for pick-up by CORCAN's in-house manufacturing centres located within various Correctional Service Canada's Institutions in the Atlantic, Quebec, Ontario, Prairie and Pacific Regions, on an as-and-when requested basis, during the period of the Standing Offer.

### 1.3 Delivery & Packaging

#### 1.3.1 Delivery time turnaround:

- CORCAN requires delivery of NO later than 5 working days from the receipt of a call-up document unless an alternate time frame has been approved by the Identified User:
- Supplier will acknowledge receipt of each order and notify the ordering office of shortages within three (3) days of receipt of an order.
- Supplier will provide the Identified User with a minimum of twenty-four (24) hours notification prior to pick-up.

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Delivery can be provided by the Standing Offer holder or arranged by CORCAN. CORCAN reserves the right to choose the most economical means of shipping.

### **1.3.2 Delivery Locations**

Delivery location will be identified on each call-up document. Delivery locations are listed in Annex 3.

### **1.3.3 Packaging**

a) All components will be packaged in cardboard shipping cartons. All cartons will be clearly labelled as to contents.

Such labelling must include the following information

- identification number
- weight (pounds/kilograms) if applicable
- Standing Offer Number and Call-up Number
- number of pieces, and
- delivery date

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

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21C11-12-1010

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KIN-2-38241

CCC No./N° CCC - FMS No/ N° VME

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## ANNEX "B" - BASIS OF PAYMENT

### **1. Pricing Instructions**

- All parts of the Basis of Payment in Annex B-1 must be completed in the format requested which includes FOB Plant for Pricing Basis "A" and a percentage discount, FOB Plant for Pricing Basis "B". Failure to do so will result in a non-responsive proposal.
- Pricing Basis "A": The Bidder must submit discounts on a FOB Plant basis.
- Pricing Basis "B": The Bidder must submit a percentage discount against the Bidder's published price list (catalogue), on a FOB Plant basis.
- The Bidder is to submit their published price list (catalogue) for use in verification of unit prices
- Price proposal spreadsheet is attached as **Annex B-1**.
- The estimated usage as stated herein is an estimate of the requirement made in good faith. The Standing Offer will be limited to the actual supplies ordered and delivered.
- The unit prices quoted in Pricing Basis "A" will be applied for evaluation purposes, only. It is the percentage discounts that will appear in the resulting standing offer.
- Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is not to be included in the discount but is to be shown as a separate line item on all invoices.

### **2. BREAKDOWN OF STANDING OFFER TERM:**

**Year #1: date of issue to 31 March 2014**  
**Year #2: 01 April 2014 to 31 March 2015 (extension period)**  
**Year #3: 01 April 2015 to 31 March 2016 (extension period)**  
**Year #4: 01 April 2016 to 31 March 2017 (extension period)**  
**Year #5: 01 April 2017 to 31 March 2018 (extension period)**

**The Offeror's pricing will be in (check off one):**

Canadian funds or;

U.S. Funds or;

Other: \_\_\_\_\_

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**ANNEX C - DELIVERY LOCATIONS**

<b>ATLANTIC REGION:</b>	
Correctional Service of Canada - CORCAN Dorchester Institution 4902 Main Street Dorchester, NB, E4K 2Y9	Correctional Service of Canada - CORCAN Springhill Institution 330 McGee Street. PO BOX 2140 Springhill, Nova Scotia B0M 1X0
Correctional Service of Canada - CORCAN Community Industries Institution 310 Baig Blvd. Moncton, New Brunswick E1C 1C8	
<b>ONTARIO REGION:</b>	
Correctional Service of Canada - CORCAN Kingston Penitentiary 555 King St W Kingston, On K7L 4V7	Correctional Service of Canada - CORCAN Collins Bay Institution 1455 Bath Rd Kingston, On K7L 4V9
Correctional Service of Canada - CORCAN Bath Institution 5775 Bath Rd., Highway #33 Bath, On K0H 1G0	Correctional Service of Canada - CORCAN Warkworth Institution 15847 County Rd 29 Warkworth, On K0I 1L0
Correctional Service of Canada - CORCAN Joyceville Institution Highway 15 Kingston, Ontario K7L 4X9	Correctional Service of Canada - CORCAN Pittsburgh Institution Highway 15, No. 3766 Kingston, Ontario K7L 5E5
<b>QUEBEC REGION:</b>	
Correctional Service of Canada - CORCAN Leclerc Institution 400 montée St François Laval, Qc, H7C 1S7	Correctional Service of Canada - CORCAN Cowansville Institution 400 Fordyce Cowansville, Qc, J2K 3N7
<b>PRAIRIES REGION:</b>	
Correctional Service of Canada - CORCAN Stony Mountain Institution Highway #7 Innisfail, AB, T4G 1V1	Correctional Service of Canada - CORCAN Bowden Institution Highway #2 Innisfail, AB, T4G 1V1
Correctional Service of Canada - CORCAN Saskatchewan Penitentiary P.O. Box 160 Prince Albert, Saskatchewan S6V 5R6	
<b>PACIFIC REGION:</b>	
Correctional Service of Canada - CORCAN Mountain Institution 4732 Cemetary Road Agassiz, BC, V0M 1A0	Correctional Service of Canada - CORCAN Mission Institution 8751 Stave Lake Rd. PO BOX 60 Mission, BC V2V 4L8