

**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

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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> Meat	
<b>Solicitation No. - N° de l'invitation</b> 21401-125232/A	<b>Date</b> 2012-05-29
<b>Client Reference No. - N° de référence du client</b> 21401-12-5232	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$KIN-508-5865
<b>File No. - N° de dossier</b> KIN-2-38041 (508)	<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 2014-03-12</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Weaver, Tammy	<b>Buyer Id - Id de l'acheteur</b> kin508
<b>Telephone No. - N° de téléphone</b> (613)545-8059 ( )	<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> CORRECTIONAL SERVICE OF CANADA 443 UNION STREET KINGSTON Ontario K7L4Y8 Canada	
<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>	
Raison sociale et adresse du fournisseur/de l'entrepreneur	
<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 (type or print)</b>	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ 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

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

- Part1            General Information: provides a general description of the requirement;
- Part2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part3            Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria as specified;
- Part4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection;
- Part5            Certifications: includes the certification to be provided;
- Part6            Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part7            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 Requirement, the Basis of Payment and any other annexes.

## 2. Summary

(i) To establish a Regional Individual Standing Offer for the provision of Meat, Fish and Poultry items on an "as and when" requested basis to Correctional Service Canada, Federal Institutions in Ontario located in the Kingston area (which also includes Campbellford) and Gravenhurst area.

(ii) Period of Standing Offer is from;  
 Period A: Date of Award to 30 September 2012

Period B: 1 October 2012 to 31 December 2012

Period C: 1 January 2013 to 31 March 2013

Period D: 1 April 2013 to 30 June 2013

(iii) There is a security requirement associated with this requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6A - Standing Offer. Offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders"

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

### 3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Standing Offer and Resulting Contract Clauses.

### 4. 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.

## 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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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 (03-02-2012) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

### 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.

The electronic copy (Excel file) of the financial proposal must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date and time indicated on page 1 of the Request for Standing Offers by hand or to mailbox: [kingston.procurement@pwgsc.gc.ca](mailto:kingston.procurement@pwgsc.gc.ca).

### 3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) 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

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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.

#### **5. Specifications**

A copy of the specification referred to in the bid solicitation is available and may be purchased from:

Canadian General Standards Board Sales Centre  
Place du Portage III, 6B1  
11 Laurier Street  
Gatineau, Québec

Telephone: (819) 956-0425

Fax: (819) 956-5644

E-mail: [ncr.cgsb-ongc@pwgsc.gc.ca](mailto:ncr.cgsb-ongc@pwgsc.gc.ca)

CGSB Website: <http://www.pwgsc.gc.ca/cgsb/home/index-e.html>.

### **PART 3 - OFFER PREPARATION INSTRUCTIONS**

#### **1. Offer Preparation Instructions**

Section I: Financial Offer (1 hard copy) and 1 soft copy on Excel as an e-mail attachment

Section II: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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 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: 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 Annex B, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Offerors have the option to provide pricing for either or both of the two separate destinations; Kingston area and/or Gravenhurst area.

### 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 III: Certifications

Offerors must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

## 1.1 Technical Evaluation

Each bid received will be examined to determine that it meets the Mandatory Technical Criteria as listed at 1.1.1. Bids, which fail to meet any of the mandatory requirements will be considered non-responsive and given no further consideration. The Bids which meet the Mandatory requirements will proceed to the Financial Evaluation.

### 1.1.1 Mandatory Technical Criteria

(a) Offerors submitting a bid must quote on all items with an estimated usage greater than 100kg.

## 1.2 Financial Evaluation

**1.2.1** Bids meeting requirements of the Technical Evaluation will be assessed to arrive at an Aggregate Value based on the estimated usage provided herein at Annex "B" and FOB destinations as indicated. Each Pricing Basis will be evaluated separately.

In the event that an Offeror does not provide a price for any item or the price is not legible, PWGSC will for assessment purposes only, substitute the highest price quoted by another offeror for that item. If all Offerors do not provide a price on an item, the item will be eliminated from the evaluation process.

The estimated usage provided herein is for the sole purpose of establishing an evaluation tool, based only on best estimate and in no way reflect the actual usage's expected or any commitment on the part of the Crown.

Definition of Extended Price: The line item prices are multiplied by the estimated usage to arrive at an extended price.

Definition of Aggregate Value: The Aggregate Value is the sum of all the extended prices.

Definition of Lowest Aggregate Total: The Lowest Aggregate Total is the sum of the lowest of all of the Offerors' extended prices for each item.

Definition of Premium: The difference between the Offeror's Aggregate Value and the Lowest Aggregate Total divided by the Lowest Aggregate Total.

## 2. Basis of Selection

**2.1 a)** For each Standing Offer Period, should the premium be less than 5%, it is the intention of Canada to issue;

one Standing Offer to the compliant Bidder with the lowest aggregate value for Kingston area and;  
one Standing Offer to the compliant Bidder with the lowest aggregate value for Gravenhurst area.

If the premium is equal to or greater than 5%, Canada will select two Bidders for issuance of the Standing Offer for the items in the pricing basis that have the combined lowest premium. Should two Standing Offers be issued, each Bidder will only be issued a Standing Offer for the items which they had the lowest unit price among the Bidders issued Standing Offers.

Should the same Offeror be selected to receive a Standing Offer for both destinations, only one Standing Offer (for both destinations) will be issued to that Offeror.

b) The compliant Offeror(s) selected for issuance will be given written notification to provide the information required in 5-2 entitled "Certifications Precedent to Issuance of the Standing Offer" by a specified date and time, unless the information has already been provided in the RFSO submission. Should the Offeror(s) fail to provide all the information required by the date and time specified, the bid will be considered non-compliant and given no further consideration. The compliant Offeror with the next lowest Aggregate Value will be notified. This process will be repeated until the Certifications Precedent to Issuance of Standing Offer have been met.

c) Upon Compliance with 5 entitled "Certifications Precedent to Issuance of the Standing Offer", the Standing Offer(s) will be issued to the compliant Offeror(s) selected for issuance of a Standing Offer.

## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications 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 or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

### 1. Certifications Precedent to Issuance of 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.

#### 1.1 Federal Contractors Program - over \$200,000

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 contract award. If the Bidder, or, if the Bidder 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 award of the Contract.

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 bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder 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 Bidder 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.



3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

(a) ( ) 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;

(b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

(c) ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time and/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;

(d) ( ) is subject to the 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.

## **PART6-SECURITY**

### **1. Security Requirement**

On receipt of a Standing Offer, the Supplier must provide a list of its drivers to Correctional Service of Canada in order for the drivers to be cleared by a CPIC Security check before deliveries can be made to the various Institutions.

The Supplier must replace drivers that cannot be admitted to a CSC Institution for failure of meeting the security requirements. For CSC CPIC checks, the contact is:

Mike Littlefield

Telephone (613) 545-8216

Facsimile (613) 536-4571

Email LittlefieldMJ@csc-scc.gc.ca

or the authorized representative(s) at each Institution's location.

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **1. Offer**

1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Requirement at Annex "A" and the Basis of Payment at Annex "B".

#### **2. Security Requirement - See Part 6 Above**

#### **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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

### 3.1 General Conditions

2005 (03-02-2012) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

### 3.2 Standing Offers 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.

The Offeror must provide this data in accordance with the reporting requirements detailed in Basis of Payment at Annex "B". 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 quarterly reporting periods are defined as follows:

1st quarter: July 1 to September 30;  
2nd quarter: October 1 to December 31;  
3th quarter: January 1 to March 31  
4st quarter: April 1 to June 30

The data must be submitted to the Standing Offer Authority no later than fifteen (15) 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 as follows:

21401-125232/A	Period B: 1 July 2012 to 30 September 2012
21401-125232/B	Period C: 1 October 2012 to 31 December 2012
21401-125232/C	Period D: 1 January 2013 to 31 March 2013
21401-125232/D	Period A: 1 April 2014 to 30 June 2014

## 5. Authorities

### 5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Tammy Weaver

Title: Supply Specialist  
 Organization: Public Works and Government Services Canada  
 Acquisitions Branch  
 Address: 86 Clarence Street  
 Kingston, Ontario  
 K7L 1X3  
 Telephone: 613-545-8059  
 Facsimile: 613-545-8067  
 E-mail address: Tammy.Weaver@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 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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.

## 5.3 Offeror's Representative

Name and telephone number of the person responsible for: To be completed by the Supplier

### General enquiries:

Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

### Delivery follow-up:

Name: \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

## 6. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are;

Chief of Food Services (or designated officer) at each Correctional Service Canada location listed in Destination Address at Annex "C".

## 7. 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.

## **8. Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (Harmonized Sales Tax included).

## **9. 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 (03-02-2012), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2029 (03-02-2012), General Conditions - Goods or Services (Low Dollar Value)
- e) Annex A, Statement of Requirement;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer \_\_\_\_\_

## **10. Certifications**

### **10.1 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.

## **11. 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. Statement of 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**

2029 (03-02-2012) General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

Section 12, Interest on Overdue Account 2029 (2012-03-02) General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract will not apply to payments made by credit cards at point of sale.

## 2.2 SACC Manual Clauses

B2005C	Fish - Quality Stamping	2007-05-25
B3003C	Grades of Meat	2007-05-25
D0014C	Delivery of Fresh Chilled or Frozen Products	2007-11-30
D3007C	Inspection and Stamping	2007-11-30
D5311C	Right of Access and Inspection of Meat	2007-11-30

## 3. Term of Contract

### 3.1 Delivery Date

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

## 4. Payment

### 4.1 Basis of Payment

1. The Basis of Payment attached hereto as Annex "B" 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", Harmonized Sales Tax (HST) extra, if applicable.

### 4.2 SACC Manual clause

H1001C (2008/05/12) Multiple Payment

### 4.3 Payment by Credit Card

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

To be completed by PWGSC after issuance of Standing Offer.

## 5. Invoicing Instructions

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

## **Annex "A"**

### **Statement of Requirement**

#### **A.1 Special Instructions**

No minimum call-ups or cost restriction on orders will apply. When an order is placed, the Site/Call-up Authority will reference the Standing Offer number as well as the item number and a brief description of each item.

#### **A.2 Standards**

All products shall comply with the following Canadian Government Specifications Board (CGSB) where indicated in Annex "B" and outlined below and available

<b>CGSB #</b>	<b>PRODUCT DESCRIPTION</b>	<b>STANDARD</b>
32.14	Fresh, Chilled or Frozen Fish & Fish Products	Dec 91
32.14	Preserved Fish (Salted, Dried, Smoked, Pickled)	Aug 91
32.14	Canned Fish	May 91
32.18	Eviscerated Chicken & Chicken Parts	Aug 90
32.18	Turkeys, Eviscerated	Mar 88
32.44	Beef Cuts	Dec 92
32.46	Veal Cuts	Dec 92
32.48	Lamb Cuts	Dec 92
32.5	Pork Cuts	Nov 92
32.56M	Fresh or Frozen Organs	Feb 90
32.60M	Cottage Rolls	Sep 90
32.61M	Back Bacon and Side Bacon	Aug 90
32.63M	Smoked Hams	Jan 91
32.65M	Canned or Boil-in-Bag Ham	Dec 90
32.69M	Fresh or Cooked Sausages	Aug 90
32.72M	Handling, Packaging & Labelling of Meat, Poultry and Fish for Food Services	Dec 91
32.75	Shortening	Mar 89
32.76	Vegetable Oil	Mar 89
32.77	Lard	Mar 89
32.78	Margarine	Mar 89

#### **A.3 Specifications**

Unless otherwise stipulated in the purchase document, Suppliers are to ensure that they comply with the standard stated on the item description details in Annex "B".

#### **A.4 Substitutions**

The Supplier must supply the commodity in the size quoted. No deviation from that size will be acceptable unless the stated size is no longer available to the industry. The Supplier must notify CSC and obtain their acceptance of the replacement size. Any changes to the items must be reflected in an amendment prepared by the Standing Offer Authority.

If the Supplier must substitute one item with an item of higher quality, they cannot charge more than that quoted on the Standing Offer. The Supplier cannot substitute one product with one of lesser quality.

The Supplier must advise the Site/Call-up Authority and receive their authorization to the substitution prior to shipment.

**A.5 Delivery Turn-around requirements**

Timely delivery turnaround is imperative. The Supplier shall provide a maximum delivery turn-around time of five business days. The Supplier must notify each Site/Call-up Authority within forty-eight hours of a call-up if shipment of any product(s) will not be made, in order to allow the Site/Call-up Authority sufficient time to make alternative arrangements for the unavailable product(s). Suppliers are expected to deliver to all the destinations as stated in Appendix "C".

**A.6 Preparation for delivery**

Each container shall be packed in such a manner that the faced shown surface represents the contents, quantity, storage instructions and/or special instructions of the product contained in the package etc. All boxes/cartons must be clearly "labeled" to show supplier's name and address. The product shall be provided in containers in the sizes specified by the Site/Call-up Authority and shall be delivered to the Site/Call-up Authority in good condition and show no evidence of deterioration. Suppliers must be prepared to split cases for the smaller institutions if required by Correctional Service of Canada.

**A.7 Delivery slips**

The Supplier shall supply delivery slips for each delivery. The Supplier shall issue a credit note to cover discrepancies on delivery. If requested by the Institution any short shipped / rejected items must be replaced within 48 hours or written notification must be sent to each Institution explaining reason for the discrepancies.

**A.8 Liability for Defective Products**

If broken or damaged goods are received from a supplier, their subsequent reshipment to the Crown will be at the supplier's own expense. If it is determined following acceptance and during use that the product does not meet the purchase description, standard or specification referred to, the contractor will be required to accept return of the balance of the defective products at his own expense and will be required to rebate a percentage of the price of the products used, based on the extent of the defect. As well, recourse as provided in PWGSC General Terms and Conditions may be initiated by the Crown.

**A.9 Unavailable Items**

Upon acceptance of a call-up the supplier engages in supplying all items described within at the prices indicated. If the items requested cannot be supplied, the supplier must obtain it from another source respecting the price and delivery deadlines, along with all other terms and conditions of the Standing Offer. If an item is not provided in accordance with the Standing Offer, Correctional Service Canada authorities shall procure the item from another supplier and the additional costs incurred shall be deducted from the Offeror's invoice with proof. The additional incurred costs represent the difference between the price paid from a third party and the price indicated within the said Standing Offer

**Annex "B"****Basis of Payment**

**IN ORDER TO EVALUATE THE REQUIREMENT YOUR BID/OFFER MUST BE LEGIBLE.** If an item price is not legible - the item will be considered a no quote item and in accordance with Part 4 Evaluation Procedures and Basis of Selection, section 1.2.1 Financial Evaluation, be substituted with the highest price quoted for that item from another Offeror. Please check your bid carefully.

It is requested where possible, that individual container sizes requested in solicitation document be adhered to, unless stated size is not available. If size requested is no longer available in the industry, alternate packaging sizes may be offered by Suppliers, but must be approved prior to the Regional Individual Standing Offer being issued. Also, if the item requested is no longer available in the industry, Offerors are requested to make a note to the effect that what was requested is no longer available in the industry and attach this note to your response to ensure that it is changed for the next tendering period.

**PRICING INSTRUCTIONS:** for changing sizes requested in tender document:  
Examples of weights are: ounce (oz) , pound (lb.), grams (g), and kilogram (kg)

If quoting on a size other than that requested, Offerors are required to put a line through the size requested and print the offered size above or to the left of the size requested. If a weight is requested and Offeror can only supply a fluid, or vice versa - Offeror must strike out the size requested and write in the size Offeror is offering and must give the conversion that is used to reach the size requested. If all this information is not received with the tender document, the item is non-compliant.



Solicitation No. - N° de l'invitation

21401-125232/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

kin508

Client Ref. No. - N° de réf. du client

21401-12-5232

File No. - N° du dossier

KIN-2-38041

CCC No./N° CCC - FMS No/ N° VME

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**Annex "B"**

**Basis of Payment**

**Pricing Basis A - Kingston & Area**

As per attached Excel Spreadsheet.

Solicitation No. - N° de l'invitation

21401-125232/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

kin508

Client Ref. No. - N° de réf. du client

21401-12-5232

File No. - N° du dossier

KIN-2-38041

CCC No./N° CCC - FMS No/ N° VME

---

**Annex "B"**

**Basis of Payment**

**Pricing Basis B - Gravenhurst**

As per attached Excel Spreadsheet.

Solicitation No. - N° de l'invitation

21401-125232/A

Client Ref. No. - N° de réf. du client

21401-12-5232

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-2-38041

Buyer ID - Id de l'acheteur

kin508

CCC No./N° CCC - FMS No/ N° VME

---

**Annex "C"**

**CORRECTIONAL SERVICE CANADA**

**Destination and Invoice Addresses**

---

**Pricing Basis "A"**

**DELIVER TO:**

**MAIL INVOICE TO:**

Collins Bay Institution  
c/o Frontenac Institution Stores  
1455 Bath Road  
Kingston, Ontario

Correctional Service Canada  
Collins Bay Institution, P.O. Box 190  
Kingston, ON K7L 4V9

Frontenac Institution, c/o F.I. Stores  
1455 Bath Road  
Kingston, Ontario

Correctional Service Canada  
Frontenac Institution, P.O. Box 7500  
Kingston ON K7L 5E6

Kingston Penitentiary  
555 King Street West  
Kingston, Ontario

Correctional Service Canada  
Kingston Penitentiary, P.O. Box 22  
Kingston ON K7L 4V7

Millhaven Institution  
Highway 33  
Millhaven, Ontario

Correctional Service Canada  
Millhaven Institution, P.O. Box 280  
Bath ON K0H 1G0

Bath Institution  
Highway 33  
Millhaven, Ontario

Correctional Service of Canada  
Bath Institution, P.O. Box 1500  
Bath ON K0H 1G0

Joyceville Institution  
Highway 15  
Joyceville, Ontario

Correctional Service of Canada  
Joyceville Institution, P.O. Box 880  
Kingston ON K7L 4X9

Pittsburgh Institution  
c/o Joyceville Institution Stores  
Highway 15  
Joyceville, Ontario

Correctional Service of Canada  
Pittsburgh Institution, c/o Joyceville Inst.  
P.O. Box 880  
Kingston ON K7L 4X9

Warkworth Institution  
15847 County Rd 29, off Hwy 30  
Warkworth, Ontario

Correctional Service Canada  
Warkworth Institution, P.O. Box 760  
Campbellford ON K0L 1L0

Solicitation No. - N° de l'invitation

21401-125232/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

kin508

Client Ref. No. - N° de réf. du client

21401-12-5232

File No. - N° du dossier

KIN-2-38041

CCC No./N° CCC - FMS No/ N° VME

---

**Annex "C"**

**CORRECTIONAL SERVICE CANADA**

**Destination and Invoice Addresses**

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**Pricing Basis "B"**

**DELIVER TO:**

**MAIL INVOICE TO:**

Fenbrook Institution  
Shipping and Receiving  
C/O Beaver Creek Institution Stores  
Beaver Creek Drive  
Gravenhurst, Ontario  
P1P 1Y2

Fenbrook Institution  
P.O. Box 5000  
Gravenhurst, Ontario  
P1P 1Y2

Beaver Creek Institution  
Shipping and Receiving  
Beaver Creek Drive  
Gravenhurst, Ontario  
P1P 1Y2

Beaver Creek Institution  
P.O. Box 1240  
Gravenhurst, Ontario  
P1P 1W9

Solicitation No. - N° de l'invitation

21401-125232/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

kin508

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

21401-12-5232

KIN-2-38041

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## **Annex "D"**

### **Closing Date Schedule**

This package contains Bid packages with separate closing dates. Please ensure when submitting your bid package you have the correct front page.

The Closing Dates are as follows:

21401-125232/A	Closes 09 July 2012
21401-125232/B	Closes 11 September 2012
21401-125232/C	Closes 10 December 2012
21401-125232/D	Closes 12 March 2013

**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

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

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> Meat	
<b>Solicitation No. - N° de l'invitation</b> 21401-125232/A	<b>Date</b> 2012-05-28
<b>Client Reference No. - N° de référence du client</b> 21401-12-5232	<b>GETS Ref. No. - N° de réf. de SEAG</b>
<b>File No. - N° de dossier</b> KIN-2-38041 (508)	<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 2012-07-09</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Weaver, Tammy	<b>Buyer Id - Id de l'acheteur</b> kin508
<b>Telephone No. - N° de téléphone</b> (613)545-8059 ( )	<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> CORRECTIONAL SERVICE OF CANADA 443 UNION STREET KINGSTON Ontario K7L4Y8 Canada	
<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**

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
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

**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

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

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> Meat	
<b>Solicitation No. - N° de l'invitation</b> 21401-125232/B	<b>Date</b> 2012-05-28
<b>Client Reference No. - N° de référence du client</b> 21401-12-5232	<b>GETS Ref. No. - N° de réf. de SEAG</b>
<b>File No. - N° de dossier</b> KIN-2-38041 (508)	<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 2012-09-11</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Weaver, Tammy	<b>Buyer Id - Id de l'acheteur</b> kin508
<b>Telephone No. - N° de téléphone</b> (613)545-8059 ( )	<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> CORRECTIONAL SERVICE OF CANADA 443 UNION STREET KINGSTON Ontario K7L4Y8 Canada	
<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 (type or print)</b>	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**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

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

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> Meat	
<b>Solicitation No. - N° de l'invitation</b> 21401-125232/C	<b>Date</b> 2012-05-28
<b>Client Reference No. - N° de référence du client</b> 21401-12-5232	<b>GETS Ref. No. - N° de réf. de SEAG</b>
<b>File No. - N° de dossier</b> KIN-2-38041 (508)	<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 2012-12-10</b>	<b>Time Zone</b> <b>Fuseau horaire</b>
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Weaver, Tammy	<b>Buyer Id - Id de l'acheteur</b> kin508
<b>Telephone No. - N° de téléphone</b> (613)545-8059 ( )	<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> CORRECTIONAL SERVICE OF CANADA 443 UNION STREET KINGSTON Ontario K7L4Y8 Canada	
<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>



**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

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

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> Meat	
<b>Solicitation No. - N° de l'invitation</b> 21401-125232/D	<b>Date</b> 2012-05-28
<b>Client Reference No. - N° de référence du client</b> 21401-12-5232	<b>GETS Ref. No. - N° de réf. de SEAG</b>
<b>File No. - N° de dossier</b> KIN-2-38041 (508)	<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 2013-03-12</b>	<b>Time Zone</b> <b>Fuseau horaire</b>
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Weaver, Tammy	<b>Buyer Id - Id de l'acheteur</b> kin508
<b>Telephone No. - N° de téléphone</b> (613)545-8059 ( )	<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> CORRECTIONAL SERVICE OF CANADA 443 UNION STREET KINGSTON Ontario K7L4Y8 Canada	
<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 (type or print)</b>	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>