

**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
CORCAN - various sites

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

Title - Sujet Quilted Mattress Products	
Solicitation No. - N° de l'invitation 21K01-121002/B	Date 2012-08-08
Client Reference No. - N° de référence du client 21K01-12-1002	GETS Ref. No. - N° de réf. de SEAG PW-\$KIN-650-5906
File No. - N° de dossier KIN-1-36738 (650)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-09-18	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Rombough, Lori	Buyer Id - Id de l'acheteur kin650
Telephone No. - N° de téléphone (613)545-8061 ()	FAX No. - N° de FAX (613)545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Correctional Service Canada CORCAN As per details in the callup document	
Security - Sécurité 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

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) template is divided into six parts:

- (i) Part 1, General Information;
- (ii) Part 2, Offeror Instructions;
- (iii) Part 3, Offer Preparation Instructions;
- (iv) Part 4, Evaluation Procedures and Basis of Selection;
- (v) Part 5, Certifications, and
- (vi) Part 6:
6A, Standing Offer, and
6B, Resulting Contract Clauses; and,

the Annexes.

Part 1: provides a general description of the requirement;

Part 2: provides the instructions applicable to the clauses and conditions of the RFSO;

Part 3: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;

Part 4: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer and the basis of selection;

Part 5: includes the certifications to be provided;

Part 6A: includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

Part 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 and basis of payment.

2. Summary

2.1 Request for a National Individual Standing Offer (NISO) for the provision of raw materials, as specified in Annex 1, for the manufacture of mattresses on an "as and when" requested basis for Correctional Service Canada, CORCAN Industries.

Specifically required are Quilted Mattress Kits (2 sided tight top), 1.5" and 1". These items are 2 of 5 that were not fulfilled under solicitation #21K01-121002/A.

2.2 Items are for delivery to CORCAN's in-house manufacturing centres located within various Correctional Service Canada's Institutions in the Atlantic, Ontario and Prairie Regions. The main sites using the products are Atlantic Institution (Renous, New Brunswick) and Drumheller Institution (Drumheller Alberta).

2.3 The period for placing call-ups against the Standing Offer shall be from the date of issue to 30 June 2013 with 4 - one year option periods.

2.4 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.

2.5 Pursuant to section 01 of Standard Instructions 2006 and 2007, a Consent to a Criminal Record Verification form, must be submitted with the offer, by Request for Standing Offers closing date, for each individual who is currently on the Offeror' Board of Directors.

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.

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 (2012-07-11) 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.

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: Technical Offer (1 hard copy)**
Section II: Financial Offer (1 hard copy)
Section III: Certifications (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: 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 Annex 2, 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**

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the financial evaluation criteria.

(b) An evaluation team comprised of representatives of Canada will evaluate the offers.

1.1. Technical Evaluation

To be considered responsive, a proposal **must meet all the Mandatory Technical Criteria**.

1.1.1 Mandatory Technical Criteria

Any bid which fails to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately and the Bidder must provide the necessary documentation to support compliance with this requirement.

a) All parts of the Basis of Payment in Annex 2 must be completed in the format requested which includes FOB Plant and FOB Destination for Pricing Basis "A" and a percentage discount, FOB Plant for Pricing Basis "B".

b) Document Required for Offers Evaluation Purposes - SACC M0280T (2007-05-25)

The Offeror **must provide** the following documents with its offer:

1. Specification sheets - to provide proof that the proposed items meet the minimum specifications in Annex 1, 1.4 Product Specification.

Note: website links will not be accepted (as per clause 4, subsection 7 of 2006 (2012-03-02) Standard Instructions - Request for Standing Offers - Goods or Services.)

2. Certificates of Testing - test results, no older than 5 years, shall be submitted for each of the items requiring CAL TB117 fire rating.

1.2 Evaluation of Price - SACC M0222T (2010-01-11)

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

- (a) Canadian-based offerors must submit firm prices, 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. Although Canada reserves the right to issue the Standing Offer either on an FOB plant or FOB destination, Canada requests that offerors provide prices FOB their plant or shipping point and FOB destination. **Offers will be assessed on an FOB Plant basis.**

4. 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" - FOB Plant

(a) The Bidder's unit price will be multiplied by the estimated yearly usage and each Institution's approximate percentage of order volume.

(b) Each product derived from (a) will be added together, resulting in an extended price.

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

1.2.2 Pricing Basis "B" will not be included in the evaluation.**2. Basis of Selection - Mandatory Technical Criteria Only - SACC Manual: M0031T (2007-05-25)**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended 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. Code of Conduct Certifications - Consent to a Criminal Record Verification

1.1 Offerors must submit as part of their offer, by Request for Standing Offers closing date:

(a) a complete list of names of all individuals who are currently directors of the Offeror;

(b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.

2. 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 for Employment Equity - \$200,000 or more

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.

3. 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

(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 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 FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC).

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Buyer ID - Id de l'acheteur

kin650

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KIN-1-36738

CCC No./N° CCC - FMS No/ N° VME

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

2.2 Bidder's Procurement Business Number (PBN) _____

Canadian suppliers are required to have a Procurement Business Number (PBN) before issuance of a standing offer. Suppliers may register for a PBN in the Supplier Registration Information service on line at the Business Access Canada Website. For non-Internet registration, suppliers may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

2.3 Supplier or Service Representative Contact

Name and telephone number of the person responsible for :

<p>Orders, General Enquiries & Delivery Follow-up</p> <p>Name: _____</p> <p>Telephone No. _____</p> <p>Facsimile No. _____</p> <p>E-mail address: _____</p>	<p>Emergency Service Contact Numbers:</p> <p>Telephone No. _____</p> <p>Facsimile No. _____</p>
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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 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* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

2.1 General Conditions

2005 (2012-07-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

3. Term of the Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from the date of issue to 30 June 2013.

3.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional 4, one-year periods under the same conditions and at the rates specified in the Standing Offer, or at the rates calculated in accordance with the formula specified in the Standing Offer.

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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 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Lori Rombough
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Ontario Region
Address: 86 Clarence St. 2nd Floor, Kingston, Ontario

Telephone: (613) 545-8061
Facsimile: (613) 545-8067
E-mail address: Lori.Rombough@pwgsc-tpsgc.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.

4.2 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.

4.3 Offeror's Representative

Will be inserted into Standing Offer Document by PWGSC

5. Identified Users

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

6. 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 an electronic version.

7. Limitation of Call-ups

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

Call-ups exceeding the limitation amount must be submitted to the Standing Offer Authority for processing.

8. 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 (2012-07-16) General Conditions - Standing Offers - Goods or Services
 - d) the general conditions 2010A (2012-07-16) General Conditions - Goods (Medium Complexity) apply
 - e) Annex 1, Statement of Requirement;
 - f) Annex 2, Basis of Payment;
 - g) the Offeror's offer dated **(date will be inserted into Standing Offer Document by PWGSC)**

9 Certifications

9.1 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.

10. 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 perform the Work described in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2010A (2012-03-02) General Conditions - Goods (Medium Complexity) apply to and form part of the Contract. Section 15 Interest on Overdue Accounts, of 2010A General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards at point of sale.

3. Term of the Contract

3.1 Delivery Date

CORCAN requires delivery of NO later than 10 working days from the receipt of a call-up document unless an alternate time frame has been approved by the Identified User. Suppliers must acknowledge receipt of each order and notify the Identified User of shortages, within three (3) days of receipt of an order.

4. Payment

4.1 Basis of Payment

1. The Basis of Payment attached hereto as Annex 2 shall be used to price any call-up made pursuant to this Standing Offer.

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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 the Basis of Payment", Goods and Services Tax (GST) and Harmonized Sales Tax (HST) extra, if applicable.

4.2 Limitation of Price

SACC Manual clause C6000C (2007-05-25)

4.3 Method of Payment - Multiple Payments

SACC Manual clause H1001C (2008-05-12)

4.4 SACC Manual Clauses

Taxes - Foreign-based Contractor C2000C (2007-11-30)

4.5 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.**

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. SACC Manual Clauses

B7500C 2006-06-16 - Excess Goods

ANNEX 1 - STATEMENT OF REQUIREMENT

1.1 Background

CORCAN is a key rehabilitation program of the Correctional Service of Canada (CSC). It is mandated to provide employment training and employability skills to offenders in federal correctional institutions in support of the social policy of the Government of Canada.

By providing offenders with the employment experience and skills they need to become productive citizens when they return to the community, we play a key role in CSC's mandate to enhance public safety.

By contributing to institutional operation and maintenance, offenders also help to reduce the costs to the Government of their incarceration and rehabilitation.

CORCAN operates in 39 institutions across Canada. We have four business lines: textiles, manufacturing, construction, and services (such as printing and laundry). CORCAN shops operate in as businesslike a manner as possible given their institutional setting and training imperatives. Most shops are ISO-certified.

We strive for the most realistic work environment possible. We produce products and services to private sector norms and standards because we have discovered that the more realistic the work experience, the more effective the rehabilitation experience.

Further information can be found within the CSC website at:
<http://www.csc-scc.gc.ca/text/prgrm/corcan/home-eng.shtml>

1.2 CORCAN Mattress Manufacturing Sites

CORCAN Industries has 3 manufacturing sites, located in Drumheller Institution (Drumheller, Alberta), Atlantic Institution (Renous, New Brunswick) and Grand Valley Institution (Kitchener, Ontario).

1.3 General Requirements and Information

To supply raw materials for the manufacture of mattresses on an "as and when" requested basis for Correctional Service of Canada, CORCAN Industries.

Specifically required are Quilted Mattress Kits (2 sided tight top), 1.5" and 1" for Atlantic and Drumheller.

1.3.1 Annual production: estimated at 6,000 (various sizes) mattresses, broken down as approximately 60% in Atlantic, 35% in Drumheller and 5% at Grand Valley Institution.

1.3.2 Typical mattress pad sizes produced: 78"x36", 78"x39"

1.3.3 Typical mattress sizes produced: 78"x39"x6", 78"x36"x6", 78"x30"x6", 78"x54"x6"

1.3.4 Typical foundation (box spring) sizes produced: 74"x37.5"x10", 79"x37.5"x10", 79"x52.5"x10", 79"x59.5"x10"

1.3.5 No minimum call-ups to apply.

1.3.6 Certificates of Testing - test results, no older than 5 years, shall be submitted for each of the items requiring CAL TB117 fire rating.

1.4 Product Specification:

All products must be "new". Recycled material shall not be accepted.

1.4.1 Quilted Mattress Pad Panels - item not required under this standing offer

1.4.2 Quilted Mattress Pad Panels - item not required under this standing offer

1.4.3 Quilted Mattress Kits (2 sided tight top), 1.5"

The fabric will be supplied by CORCAN

2 Panels + Border Serged and Flanged x6"

Panel Fill/Wading 1½" Foam min. 1.25 lb/ft³ (must meet CAL TB 117 fire rating) with 16 oz polyester

Border Fill – 1/8" Foam + 6oz fibre – No Slits

Pattern – 6 inch Diamond

Following sizes: Twin, XL Twin, Double/Full and Queen

1.4.4 Quilted Mattress Kits (2 sided tight top), 1"

The fabric will be supplied by CORCAN

2 Panels + Border Serged and Flanged x6"

Panel Fill/Wading to be 1" Foam min. 1.25 lb/ft³ (must meet CAL TB 117 fire rating) with 16 oz polyester

Border Fill – 1/8" Foam + 6oz fibre – No Slits

Pattern – 6 inch Diamond

Following sizes: Twin, XL Twin, Double/Full and Queen

1.4.5 Foundation (Box Spring) Cover Kits with anti-skid cloth - item not required under this standing offer

1.4.6 Costs for other products required, but not indicated, will be in accordance with the Supplier's Published Price List LESS A DISCOUNT.

Supplier must provide a copy of their Published Price List to Canada upon request.

1.5 Delivery & Packaging

1.5.1 Delivery time turnaround:

- CORCAN requires delivery of NO later than 10 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 delivery.
- Delivery will be provided by the supplier or arranged by CORCAN, using their own trucks. CORCAN reserves the right to choose the most economical means of shipping.

1.5.2 Delivery Locations

Delivery location will be identified on each call-up document.

<p><u>ATLANTIC REGION:</u> Correctional Service of Canada - CORCAN ATLANTIC INSTITUTION 13175, Route 8 P.O. Box 102 Renous, New Brunswick E9E 2E1</p>	<p><u>PRAIRIES REGION:</u> Correctional Service of Canada - CORCAN DRUMHELLER INSTITUTION Highway #9 P.O. Box 3000 Drumheller, Alberta T0J 0Y0</p>
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1.5.3 Packaging

a) All raw material-seating and table components will be packaged in cardboard shipping cartons, one (1) complete "Unit" per carton. All cartons will be clearly labelled as to contents.

b) Loading and Weight Limits - In conjunction with the Skid Construction, all products (on skids) must be uniformly and completely supported over their entire length and width.

- all skids must be rigged for side unloading
- Individual skid load weight will not exceed 1360.8 kg (3,000 lbs)
- skids will be individually covered to reduce effects of weather and/or other potentially damaging agents.

c) Identification of Products - Skids must be individually identified (i.e. labelled). Such labelling must include the following information

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

Annex 2 - Basis of Payment

- All parts of the Basis of Payment must be completed in the format requested which includes FOB Plant and FOB Destination 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 firm, all-inclusive unit prices on a FOB Plant and FOB Destination basis.
- Pricing Basis "B": The Bidder must submit a percentage discount against the Bidder's published price list, on a FOB Plant basis.
- 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.
- 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.

BREAKDOWN OF STANDING OFFER TERM:

Year #1: date of issue to 30 June 2013
Year #2: 01 July 2013 to 30 June 2014 (extension period)
Year #3: 01 July 2014 to 30 June 2015 (extension period)
Year #4: 01 July 2015 to 30 June 2016 (extension period)
Year #5: 01 July 2016 to 30 June 2017 (extension period)