

**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> Coffee	
<b>Solicitation No. - N° de l'invitation</b> W0114-11G703/A	<b>Date</b> 2012-02-29
<b>Client Reference No. - N° de référence du client</b> W0114-11-G107103	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$KIN-615-5806
<b>File No. - N° de dossier</b> KIN-1-36386 (615)	<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 2012-03-19</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> Denbeigh, Andrew	<b>Buyer Id - Id de l'acheteur</b> kin615
<b>Telephone No. - N° de téléphone</b> (613)536-4995 ( )	<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> See herein at Annex "A"	
<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

### 1. Introduction

The Request for Standing Offers (RFSO) is divided into seven 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, if applicable, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided;  |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and   |
| Part 7 | 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 Requirement, the Basis of Payment and any other annexes.

### 2. Summary

#### (i) Brief Description of the Requirement

Regional Individual Standing Offer for the provision of coffee, tea and hot chocolate, including dispensers and grinders, on an "as and when requested" basis.

No minimum call-up limitation will apply.

#### (ii) Client Department

The user of the Regional Individual Standing Offer (RISO) will be the Department of National Defence (DND), Rations and Quarters Support Services, at Canadian Forces Base (CFB) Kingston, Royal Military College (RMC) and Fort Frontenac in Kingston, Ontario.

#### (iii) Period of the Standing Offer

Period for placing call-ups against the Standing Offer shall be from April 1st, 2012 to March 31st, 2014 with the option to extend the Standing Offer for an additional year from April 1st, 2014 to March 31st, 2015.

#### (iv) Agreement

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

#### (v) Canadian Content Policy

The requirement is subject to a preference for Canadian goods and/or services.

### **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 (<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 (2011-05-16) 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 five (5) 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

(<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.

#### 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.
- (c) The evaluation team will determine first if there are three (3) or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

#### 1.1. Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

Should any of the following Mandatory Requirements not be met the offer will be deemed non-compliant and shall not be given any further consideration.

#### 1. Pricing instructions:

- (a) All prices must be quoted as per the units of issue as stated herein. The costs of supplying the mixing and dispensing equipment, the preventative maintenance program, and all servicing/repairs are to be included in the unit cost of the products listed.
- (b) The units of issue, quality, and the pricing basis for all items as stated in this document are not to be altered in any way or your proposal will be considered non-compliant. The Offeror is to complete all parts of the Pricing Basis A including optional period(s) pricing. Any proposal submitted that do not have all parts of the Pricing Basis A completed shall be considered non-responsive.

### 1.2 Financial Evaluation

1.2.1 The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

1.2.2 Bids meeting requirement of the Technical Evaluation will be assessed to arrive at an Aggregate Value for Pricing Basis A, based on FOB Destination Pricing and the estimated usage provided herein at Annex "B" entitled Basis of Payment.

1.2.3 Definition of Aggregate Value: The line item prices are multiplied by the estimated usage to arrive at an extended price. The Aggregate Value is the sum of all extended prices.

## 2. Basis of Selection

SACC Manual Clause M0031T (2007-05-25), Basis of Selection - Mandatory Technical Criteria Only

Canada will issue only one Standing Offer to the lowest compliant bidder.

## 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 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.

#### 1.1 Federal Contractors Program - Certification

##### Federal Contractors Program - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal 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 a 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.

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 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;

- (d) ( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows:\_\_\_\_\_.

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

## **1.2 Canadian Content**

### **1.2.1 Canadian Content Certification**

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the good(s) offered are Canadian goods, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the offer will result in the good(s) offered being treated as non-Canadian goods.

The Offeror certifies that:

- ( ) a minimum of 80 percent of the total price for the offer consist of Canadian goods as defined in paragraph 1 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the *Supply Manual*.

### **1.2.2 Canadian Content Definition**

SACC Manual clause A3050T (2010-01-11), Canadian Content Definition

## **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".

#### **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 (2011-05-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.



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## 2.2 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 at Annex "C". 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: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 30 calendar days after the end of the reporting period.

## 3. Term of Standing Offer

### 3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from April 1st, 2012 to March 31st, 2014.

### 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 one (1) year period, from April 1st, 2014 to March 31st, 2015 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 30 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: Andrew Denbeigh  
Title: Intern Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Acquisitions Kingston  
86 Clarence Street, 2nd Floor  
Kingston, Ontario K7L 1X3  
Telephone : 613-536-4995  
Facsimile: 613-545-8067  
E-mail address: andrew.denbeigh@pwgsc-tpsgc.gc.ca

## 4.2 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.

## 4.3 Offeror's Representative

(\*Canada will insert the information at time of issue of the Standing Offer\*)

## 5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence (DND), Rations and Quarters Support Services, at Canadian Forces Base (CFB) Kingston, Royal Military College (RMC) and Fort Frontenac in Kingston, Ontario.

## 6. Call-up Procedures

The work will be authorized or confirmed by the Identified User(s).

## 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 or electronic document.

## 8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$15,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

## 9. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$(\*to be inserted by Canada at time of award\*) (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 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 (2011-05-16), General Conditions - Standing Offers - Goods or Services
- d) 2010A (2011-05-16), General Conditions - Goods (Medium Complexity)
- e) 2010C (2011-05-16), General Conditions - Services (Medium Complexity)

- f) Annex "A", Requirement;  
 g) Annex "B", Basis of Payment;  
 h) the Offeror's offer (\*Canada will insert the information at time of issue of the Standing Offer\*).

## **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.

### **11.2 SACC Manual Clauses**

SACC Manual Clause M3060C (2008-05-12), Canadian Content Certification

## **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 the province of 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 (2011-05-16), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

2010C (2011-05-16), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 16, Interest on Overdue Accounts, of 2010A (2011-05-16), General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

### **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.

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**4.2 Limitation of Price**

SACC Manual clause C6000C (2011-05-16), Limitation of Price

**4.3 Method of Payment**

SACC Manual Clause H1001C (2008-05-12), Multiple Payments

**4.4 Payment by Credit Card**

The following credit card is accepted (\*Canada will insert information at time of issue of Standing Offer\*)

**OR**

The following credit cards are accepted: (\*Canada will insert information at time of issue of Standing Offer\*)

**5. Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

**6. Insurance**

SACC Manual Clause G1005C (2008-05-12), Insurance

**7. SACC Manual Clauses**

SACC Manual Clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department

SACC Manual Clause A9062C (2011-05-16), Canadian Forces Site Regulations

SACC Manual Clause B1501C (2006-06-16), Electrical Equipment

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## **ANNEX "A"**

### **REQUIREMENT**

#### **Requirement**

The Contractor must provide beverages as stipulated herein, including dispensers and grinders, for the Department of National Defence, Rations and Quarters Support Services, at Canadian Forces Base (CFB) Kingston, Royal Military Collage (RMC) and Fort Frontenac in Kingston, Ontario, Canada, on an "as and when requested" basis, during the period of this Standing Offer.

All equipment must have an automatic shut-off system to ensure an easy daily cleaning schedule.

#### **Requirement Details Summary**

The Contractor must supply beverages and dispensers to various locations within CFB Kingston. The list of beverages to be supplied and delivered is identified in Annex "B".

#### **Related Standards and Legislation**

This requirement will be in accordance with the Food and Drugs Act, and Food and Drug Regulations.

#### **Dispenser Equipment**

The Contractor is to provide suitable and new dispensing equipment for all locations where required. The equipment must be C.S.A. approved.

#### **Project Meeting**

Project meeting: The Contractor will be required to attend a pre-commencement meeting with the Technical Authority within seven (7) days of the issuance of the Standing Offer. The Technical Authority will arrange the project meeting and assume responsibility for setting times, recording and distributing Minutes.

#### **Supply and Installation**

The Contractor will supply and install dispensing equipment within twenty-four hours of a request after issuance of the Standing Offer, at no cost to Canada. Should electrical wiring be installed, it will be done in accordance with current Regulations as well as the manufacture's recommendations. The Site Authority and the Contractor will mutually agree upon a date and time for the installation of the equipment to ensure the least amount of disruption and downtime possible.

The Contractor will provide literature and instructions for the operation of equipment.

The Contractor's ownership identification should be on all equipment.

#### **Removal**

The Site Authority will coordinate with the Contractor and the outgoing supplier for the removal of equipment to ensure the least amount of disruption and downtime possible.

Upon the expiry of the Standing Offer, the Contractor will remove all dispensing equipment installed during the course of the Standing Offer at no cost to Canada.

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### **Maintenance and Service of Equipment**

The responsibility for maintaining the equipment in good working condition rests with the Contractor. The Contractor will provide maintenance and service on the equipment in accordance with the manufacturers recommendations. The Contractor must provide the necessary personnel to perform the above services.

The above services will be at no cost to Canada.

The Contractor will provide emergency service twenty-four (24) hours a day, seven (7) days a week, at no cost to Canada. In the event of emergency service the Contractor agrees to respond on site with service personnel within four (4) hours of Call-up. Should the equipment breakdown and require to be removed for repairs, the Contractor agrees to provide a replacement dispenser.

The Contractor will provide a copy of the service report to the Site Authority within twenty-four (24) hours of completion of the service. The service report will include the condition of the dispenser, actions taken by Contractor's technician, recommended action to be taken by the user to correct identified faults in their equipment, training instruction given and the quality of products and service discussed with the user.

### **On-site Training**

The Contractor will provide on site training to all staff required to use the dispensing equipment in the course of their work to ensure proper usage and personal safety on the use of equipment.

### **Location of the Deliveries**

(\*Canada will insert Contact names and information at time of issue of the Standing Offer\*).

The locations for deliveries are at various buildings within the geographical area of CFB Kingston.

#### **Routledge Hall:**

Delivery and Billing Address VB31, 9 Parade Rd, PO Box 1700, station forces, Kingston Ontario, K7K 7B4

#### **WO&SGT MESS:**

Delivery and Billing Address B52, 18 Craftsman Rd, PO Box 1700, station forces, Kingston Ontario, K7K 7B4

#### **Royal Military Collage:**

Delivery and Billing Address: RMC CDH, 22 Amiens Ave, PO BOX 17000 STN FORCES, Kingston Ontario. K7K 7B4

#### **Fort Frontenac Officer's Mess:**

Delivery and Billing Address: Fort Frontenac Officer's Mess. 1 Ontario St, Kingston, Ontario, K7K 7B4

#### **JSR**

Billing Address: Canadian Forces Joint Signal Regiment, PO BOX 17000 STN Forces, Kingston, ON, K7K 7B4

Shipping Address: Canadian Forces Joint Signals Regiment, E-30 Clement Bldg 20 Red Patch ave, Kingston Ontario, K7K 5B4

**Delivery Times**

Delivery shall be made to all points during the period of 06:30 to 11:00 hours on each delivery day. Deliveries will be made five days per week, Supplier(s) will verify prior to the commencement of the Standing Offer as to their delivery days.

**Required Equipment****1- Six (6) Coffee Brewing Systems:**

Brew Heads: 2 for coffee one hot water dispenser

Batch brewing selection: three preselected levels

Batch brewing 1 gallon minimum to 1.5 gallon maximum per side

Voltage 220v/single phase 3 wire +ground

Power:5200W/7600W

Coffee servers: Insulated metal container, 1 gallon minimum to 1.5 gallon maximum portable with dispensing spout.

**2- Four (4) Coffee Bean Grinders:**

Single Hopper 5 lbs minimum to 7.5 lbs maximum

One touch grinding with option of 3 grinding cycles

**3- One (1) Coffee System:**

Brew Heads:2 for coffee one hot water dispenser

Batch brewing selection: three preselected levels

Batch brewing capacity: 128.7L per hour (34 gallons) minimum

Coffee servers: 3 gallons minimum to 4 gallons maximum

each durable stainless steel construction with dispensing spouts

**4- Four (4) Powdered Cappuccino Maker:**

Minimum three dispensing heads

High-impact resin door is dent and scratch resistant,

Large easy-to-fill translucent **hoppers hold** 3 lbs minimum to 4 lbs. maximum of product each

High speed heavy-duty whipper for complete product mixing

Automatic rinsing of whipper.

Adjustable legs and drip tray accommodate 20 oz. mugs easily.

Electrical and plumbing components easily accessible through front and top.- 120/240 is a 4 wire 240 volt circuit

**Published Price List**

Published Price List of all products is to be made available and provided to all Kitchen Managers and Ordering Clerks, upon request.

Published list of appropriate supplier's item/product codes to be provided to all Kitchen Managers and Ordering Clerks, upon request.

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**ANNEX "B"****BASIS OF PAYMENT**

1. All pricing submitted must be firm for the applicable period, (FOB Destination) with Canadian Customs Duties and Excise Taxes as applicable included, and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is not to be included in the unit pricing.

**2. The quantities as stated herein reflects the expected usage for each year and is an estimate only of the requirement made in good faith. The Standing Offer will be limited to the actual supplies and services ordered and performed.**

Periods of the Standing Offer

Year 1: April 1st, 2012 to March 31st, 2013;

Year 2: April 1st, 2013 to March 31st, 2014;

Year 3 (option): April 1st, 2014 to March 31st, 2015.

Prices are to be FOB to destination. HST, if applicable, is not to be included in the Unit Pricing but is to be shown as a separate item on all invoices.



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W0114-11G703/A  
Client Ref. No. - N° de réf. du client  
W0114-11-G107103

Amd. No. - N° de la modif.  
kin615  
File No. - N° du dossier  
KIN-1-36386

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No/ N° VME

**Pricing Basis "A":**

<b><u>ITEM</u></b>	<b><u>DESCRIPTION OF ITEM</u></b>	<b><u>U/I</u></b>	<b><u>Estimated Usage per Year</u></b>	<b><u>Year 1, FOB Destination:</u></b>	<b><u>Year 2, FOB Destination:</u></b>	<b><u>Year 3 (option), FOB Destination:</u></b>
<u>The Coffee System will include:</u>						
1.	Coffee beans, not ground (2.5 to 3 lb packages) Premium coffee - 100% Arabica coffee beans	Lb	960	\$ _____/lb	\$ _____/lb	\$ _____/lb
2.	Coffee beans, not ground (2.5 to 3 lb packages) Premium coffee - 100% Brazilian coffee beans	Lb	240 lbs	\$ _____/lb	\$ _____/lb	\$ _____/lb
3.	A selection of 1 regular ground coffee (300 to 500 gm / 10.4 to 17.6 oz Packages)- Regular blend	Lb	1250 lbs	\$ _____/lb	\$ _____/lb	\$ _____/lb
4.	A fine ground coffee blend (2 to 2.5 oz Packages) - Decaffeinated Coffee;	Lb	125 lbs	\$ _____/lb	\$ _____/lb	\$ _____/lb
5.	Cappuccino Powder (2-4 lb package);	Lb	300 lbs	\$ _____/lb	\$ _____/lb	\$ _____/lb
6.	French Vanilla Powder (2-4 lb package);	Lb	230 lbs	\$ _____/lb	\$ _____/lb	\$ _____/lb
7.	English Toffee Powder (2-4 lb package);	Lb	110 lbs	\$ _____/lb	\$ _____/lb	\$ _____/lb
8.	Hot Chocolate Powder (2-4 lb package);	Lb	360 lbs	\$ _____/lb	\$ _____/lb	\$ _____/lb
9.	Chamomile Tea (Boxes of 15-30 tea bags);	Tea Bags	400	\$ _____/tea bag	\$ _____/tea bag	\$ _____/tea bag
10.	Honey Lemon Tea (Boxes of 15-30 tea bags);	Tea Bags	900	\$ _____/tea bag	\$ _____/tea bag	\$ _____/tea bag
11.	Peppermint Tea (Boxes of 15-30 tea bags);	Tea Bags	900	\$ _____/tea bag	\$ _____/tea bag	\$ _____/tea bag

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<u>ITEM</u>	<u>DESCRIPTION OF ITEM</u>	<u>U/I</u>	<u>Estimated Usage per Year</u>	<u>Year 1, FOB Destination:</u>	<u>Year 2, FOB Destination:</u>	<u>Year 3 (option), FOB Destination:</u>
12.	Earl Gray Tea (Boxes of 15-30 tea bags);	Tea Bags	300	\$ _____/tea bag	\$ _____/tea bag	\$ _____/tea bag
13.	Green Tea (Boxes of 15-30 tea bags);	Tea Bags	900	\$ _____/tea bag	\$ _____/tea bag	\$ _____/tea bag
14.	English Breakfast Tea (Boxes of 15-30 tea bags);	Tea Bags	300	\$ _____/tea bag	\$ _____/tea bag	\$ _____/tea bag
15.	Chai Tea (Boxes of 15-30 tea bags);	Tea Bags	500	\$ _____/tea bag	\$ _____/tea bag	\$ _____/tea bag
16.	Decaf Orange Pekoe Tea (Boxes of 15-30 tea bags);	Tea Bags	200	\$ _____/tea bag	\$ _____/tea bag	\$ _____/tea bag

**Pricing Basis "B":**

Miscellaneous items not listed above and not available through any other Standing Offer will be supplied and charged in accordance with the supplier's current published Wholesale Price List in effect at time of ordering, notwithstanding delivery date, less a discount of:

Item 1:	Year 1: _____%	The estimated dollar usage for miscellaneous products is \$1000.00 per year.
Item 2:	Year 2: _____%	The estimated dollar usage for miscellaneous products is \$1000.00 per year.
Item 3:	Year 3 (Option): _____%	The estimated dollar usage for miscellaneous products is \$1000.00 per year.

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**Pricing Basis “C” (Not Part of the Evaluation):**

Coffee beans, not ground (2.5 to 3 lb packages), excluding 100% Arabica and 100% Brazilian. Preference to be specified at time of call-up by call-up authority.

**Other Premium Coffee Offered:**

**Year 1:                      Year 2:                      Year 3 (Option):**

_____	\$ _____/lb	\$ _____/lb	\$ _____/lb
_____	\$ _____/lb	\$ _____/lb	\$ _____/lb
_____	\$ _____/lb	\$ _____/lb	\$ _____/lb
_____	\$ _____/lb	\$ _____/lb	\$ _____/lb
_____	\$ _____/lb	\$ _____/lb	\$ _____/lb
_____	\$ _____/lb	\$ _____/lb	\$ _____/lb

**ANNEX "C"****Standing Offer Reporting Form**

Please fax to the Standing offer authority named herein.

Please use the Standing Offer number in the Subject line and clearly indicate:

- The standing offer number for which the data is submitted;
- The period for which the data has been accumulated (start date to end date);
- The Department with whom the standing offer was arranged;
- The start date and end date for the standing offer; and
- The total spend to date, by government department.

Standing Offer		(Insert Standing Offer #)		Start Date of SO (DD/MM/YYYY)	End Date of SO (DD/MM/YYYY)	
Total Value to Date (\$)		Total Value for Reporting Period (\$)		Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)	
Department Requesting	Order Number	Work Description		Date of Order	Date of Delivery	Value of Order (not including HST)

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**Annex "D"**  
**Information Requested**

**1. Bidder Contacts:**

**Name and telephone number of the person responsible for general enquiries:**

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

**2. Name and telephone number of the person responsible for delivery enquiries:**

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

**3. Procurement Business Number (PBN)**

The Bidder's PBN: \_\_\_\_\_