

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Regina (REG)
Suite 201, 1800 11th Ave
Regina
Sask.
S4P 0H8
Bid Fax: (306) 780-5601

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
Regina (REG)
Suite 201, 1800 11th Avenue
Regina
Sask.
S4P 0H8

Title - Sujet FOOD - Dairy, Cheese, Egg Products	
Solicitation No. - N° de l'invitation 21537-12ST50/A	Date 2012-05-02
Client Reference No. - N° de référence du client 21537-12ST50	GETS Ref. No. - N° de réf. de SEAG PW-\$REG-121-4459
File No. - N° de dossier REG-1-34171 (121)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-06-14	Time Zone Fuseau horaire Central Standard Time CST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Fedorchuk, Brenda L.	Buyer Id - Id de l'acheteur reg121
Telephone No. - N° de téléphone (306)780-7053 ()	FAX No. - N° de FAX (306)780-5601
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CORRECTIONAL SERVICE OF CANADA BOWDEN INSTITUTION P.O.BOX 6000 INNISFAIL Alberta T0M1A0 Canada	
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

This Standing Offer cannot be used for the delivery of goods and services in locations which fall under the Procurement Strategy for Aboriginal Business, the Set-Aside Program for Aboriginal Business, and Comprehensive Land Claim Agreements.

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PART 1 - GENERAL INFORMATION

1. Introduction

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

Part 1 General Information: provides a general description of the requirement;

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

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

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:

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

6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include:

Annex A: Requirement

Annex B: Working documents- List of products

Annex C: Standing Offer Usage Report

2. Summary

This Regional Individual Standing Offer (RISO) is for the supply, delivery and off-loading of **Dairy, Egg and Cheese products** required by the Correctional Service Canada, Bowden and Drumheller Institutions located at Bowden and Innisfail, Alberta. All products required must be alcohol free. No glass containers will be accepted.

The items and estimated quantities required are listed in Annex B, Working Documents - Lists of Products.

Note: Offerors are required to submit offer(s) for at least one (1) of the Dairy, Egg and Cheese Product Lists, but are not required to submit offers for ALL three. Offerors must provide pricing for a minimum of ninety-five (95) percent of the items listed on the Product List(s) they submit an offer for.

Up to three (3) Standing Offers may be awarded, but only one (1) Standing Offer will be awarded per Product List .

Period of Standing Offer:

Date of Standing Offer award to 30 June 2013.

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 provided 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 (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) 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.

Subsection 5.4 of 2006k Standard Instructions - request for Standing offers - Goods or Services - competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (120) days

1.1 SACC Manual Clauses

M0019T Firm Price and/or Rates
B3000T Equivalent Products

2007-05-25
2006-06-16

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 the Schedule of Tender Closing Dates included in the Working Documents (Annex B).

You must submit your offer **(by mail or facsimile)** prior to the closing time and date.

Once your offer has been completed and transmitted by mail or facsimile, a copy of the Working Document (Excel file) **must** be sent, by e-mail, to the following address:

WST.SKFOOD@pwgsc-tpsgc.gc.ca

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 Alberta.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Financial Offer

One (1) hard copy and one (1) soft copy, Excel file, by e-mail at the following address:
WST.SKFOOD@pwgsc-tpsgc.gc.ca

Section II: Certifications - one (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.

Annex B - Working Documents (Excel File)

The working documents include the Schedule of Tender Closing Dates as well as Closing Pages and List of Products for each period.

The Schedule of Tender Closing Dates specifies the Closing Dates for each period. It is important to use the appropriate Closing page, matching the period for which the offer applies.

The offerors will complete the List of products using the Excel file and make sure that it has been properly filled out and contains all required information.

That list, once printed, will be sent, by facsimile or mail, with the other required documents, before being transmitted to the above mentioned e-mail address.

Section I: Financial Offer

Offerors must submit their Financial Offer in accordance with a minimum of one (1) of the product lists in Annex B, Working Documents - List of Products. Offerors must submit firm pricing for a minimum of ninety-five (95) percent of the line items listed for each product list they submit an offer on in Annex B, Working Documents - List of Products. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Payment by Credit Card

Canada request 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.

1.2 Prices - Items

Offerors must submit firm prices for a minimum of 95 percent of one or multiple groups of items. However, offerors must submit firm prices for all items listed in the group(s) of items for which they submit prices. The groups of items are as follows:

- (a) List of Products=01: All items listed in Annex "B", Working Documents, Egg
- (b) List of Products=02: All items listed in Annex "B", Working Documents, Dairy
- (c) List of Products=03: All items listed in Annex "B", Working Documents, Cheese

Section II: 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 financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1 Financial Evaluation

M0220T

Evaluation of Price

2007-05-25

2. Basis of Selection

2.1 Basis of Selection

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

The lowest total evaluated aggregate price for each offer is calculated by multiplying the unit price for each item by its associated estimated quantity and summing the values.

It is mandatory for offerors to provide pricing for a minimum of ninety-five (95) percent for a minimum of at least one of the product lists listed in Annex B - Working Documents.

Failure to provide pricing for ninety-five (95) percent of the items on each product list you submit an offer on, will render your submission non-complaint and it will not be given further consideration.

Up to three (3) Standing Offers may be awarded, but only one (1) Standing Offer will be awarded per Product List

Offers will be evaluated on the unit price for like items in accordance with their requested format and estimated quantities.

Respect of the client's acceptable brands, if applicable, and formats will be taken into consideration in the evaluation.

Bidders should provide pricing as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so may render the bid non-responsive without further consideration.

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

Offerors must submit the certifications as provided below.

1.1 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 requirements within that time period will render the offer non-responsive.

1.1.1 Federal Contractors Program - \$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).

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

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

This Standing Offer cannot be used for the delivery of goods and services in locations which fall under the Procurement Strategy for Aboriginal Business, the Set-Aside Program for Aboriginal Business, and Comprehensive Land Claim Agreements.

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex A, Requirement and Annex B, Working Documents - List of Products.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) 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.

2.2 Standing Offers Reporting

2.2.1 Periodic Usage Reports - Standing Offer

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 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 quarterly period: April 1 to June 30;
- 2nd quarterly period: July 1 to September 30;
- 3rd quarterly period: October 1 to December 31;
- 4th quarterly period: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than five (5) calendar days after the end of each reporting period.

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer shall be **within the period identified in any resulting "Standing Offer and Call-up Authority" Document, as detailed in Annex B, Working Document - Schedule Tender Closing Dates.**

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Brenda Fedorchuk

Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch

#201, 1800 11th Avenue

Regina, SK S4P 0H8

Telephone: (306) 780-7053

Facsimile: (306) 780-5601

E-mail address: brenda.fedorchuk@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 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

Name: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is : Correctional Service of Canada, Bowden and Drumheller Institutes, Alberta.

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 electronic document.

7. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

7.1 Minimum Individual Call-up

Individual call-ups against the Standing Offer must total a minimum of \$200.00 (Goods and Services Tax or Harmonized Sales Tax included).

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 (2011-05-16), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2011-05-16), General Conditions - Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Working Documents - List of Products;
- g) Annex C, Standing Offer Usage Report;
- h) the Offeror's offer _____.

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 Alberta.

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.

Section 12 Interest on Overdue Accounts, of 2010A (2011-05-16) General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards at point of sale.

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 - Firm Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B, Working Documents - List of Products for a cost of \$ _____ (*insert the amount at contract award*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

4.2 Limitation of Price

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

4.3 Single Payment

SACC Manual clause H1000C (2008-05-12), Single Payment

4.4 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

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

A9068C	Government Site Regulations	2010-01-11
B7500C	Excess Goods	2006-06-16
C0711C	Time Verification	2008-05-12
D0014C	Delivery of Fresh Chilled or Frozen Products	2007-11-30
D0018C	Delivery and Unloading	2007-11-30

7.1 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

7.2 Price

The prices detailed in the Contract are subject to adjustment to reflect the actual minimum wholesale prices for milk and/or egg established by the provincial milk marketing board and/or egg marketing board. A copy of the Contractor's notification of price adjustment from the provincial milk and/or dairy marketing board must be provided to the Contracting Authority.

The Contract will be amended to reflect the actual price of the adjustment at time of delivery. The Contractor must not invoice at prices other than those specified in the Contract.

ANNEX "A"**REQUIREMENT****DESCRIPTION:**

This Regional Individual Standing Offer (RISO) is for the supply, delivery and off-loading of **Egg, Dairy and Cheese Products** as required by Correctional Service of Canada, Bowden and Drumheller Institutions location at Bowden and Innisfail, Alberta. All products required must be alcohol free. No glass containers will be accepted.

The items and estimated quantities required are listed in Annex B, Working Documents - List of Products.

PERIOD OF STANDING OFFER:

Date of standing offer award to 30 June 2013.

DELIVERY:

DELIVERY CSC - (Saskatchewan)	
Delivery addresses	Delivery hours and details
Bowden Institution Queen Elizabeth II Highway South Innisfail, Alberta T4G 1V1	Monday to Thursday, between 8:00 am and 2:00 PM. Preferable before Noon
Drumheller Institution Highway #9 South Drumheller, Alberta T0J 0Y0	Monday to Thursday, between 8:00 and 2:00 PM. Preferrable before Noon

Lead Time:

- Minimum lead time for orders will be 48 hours.
- Minimum lead time for order cancellations will be 24 hours.

Special instructions:

- After a 2-hour wait, the supplier will be paid a fee of \$50.00 per additional hour (on a prorated basis). This charge is to be invoiced as a separate line item and will not be considered as part of any bid evaluation.
- The supplier shall ensure that their staff members carry of identity at all times, or they will be denied access to the site.

Special Conditions:

1. All deliveries are FOB destination, including all off-loading, delivery, fuel and transportation charges;
2. All invoices will be calculated in Canadian dollars;

Scope of Work:

1. All products must be in accordance with Canadian General Standards Board Specifications, 32-250M Foods and meet the Canadian Food Inspection Agency (CFIA) standards;
2. Backorders and replacement of rejected food items will be delivered with no additional cost to DND;
3. The Contractor must provide a bill of lading to Correctional Service's representative when delivering product(s);
4. The Contractor's representative must issue a request for credit receipt to Correctional Service's representative for all unaccepted product at time of delivery;
5. The Contractor must provide the Call-up representative a detailed credit receipt within (3) working days from the date identified on the request for credit receipt;
6. The Contractor must clearly identify the best before date on each product;
7. Any conditions affecting the product shelf life must be stated at the time of ordering;
8. All products must be properly packed and must be free of ice crystals, freezer burn, access frost on packages and water staining of the boxes;
9. All products supplied must be free of signs of deterioration, spoilage, filth, or damage by rodents or insects;
10. The Contractor must provide monthly statements to the Project Authority addressing all invoiced products, both credits and debits for the previous month activity;
11. The Contractor must advise the Call-up representative within 24 hours of receipt of the call-up of any delays and/or item shortage;
12. Vehicles used for delivery must be dedicated to food products only;
13. In the event that a substitute is offered by the Contractor, the good must be equal or greater quality of the requested item at no additional cost.

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ANNEX B

WORKING DOCUMENTS

(See Attached Excel Spreadsheet)

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Buyer ID - Id de l'acheteur

reg121

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

21537-12ST50

File No. - N° du dossier

REG-1-34171

CCC No./N° CCC - FMS No/ N° VME

ANNEX C STANDING OFFER USAGE REPORT

Return to: wst-pa-sk@pwgsc-tpsgc.gc.ca
 Facsimile: (306) 780-5601
 Email: wst-pa-sk@pwgsc-tpsgc.gc.ca

Quarterly Usage Report Schedule:

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

SUPPLIER:

STANDING OFFER NO:

DEPARTMENT OR AGENCY:

Correctional Service of Canada (CSC)

REPORTING PERIOD:

Item No.	Description	Quantity of each line item ordered	Total value of each line item (GST not included)

(A) Total Dollar Value Call-ups for this reporting period:

(B) Accumulated Call-Up totals to date:

(A+B) Total Accumulated Call-Ups:

NIL REPORT:

We have not done any business with the federal government for this period []

PREPARED BY:

NAME: _____

TELEPHONE NO.: _____

SIGNATURE: _____

DATE: _____