

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
#910, 410-22nd Street East
Saskatoon
Sask.
S7K 5T6
Bid Fax: (306) 975-5397**

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 Canada/Réception
des soumissions Travaux publics et Services
gouvernementaux Canada
#910, 410 - 22nd Street East
Saskatoon
Sask.
S7K 5T6

Title - Sujet Dairy & Egg Products	
Solicitation No. - N° de l'invitation M5000-132808/A	Date 2013-06-18
Client Reference No. - N° de référence du client M5000-132808	GETS Ref. No. - N° de réf. de SEAG PW-\$REG-121-4621
File No. - N° de dossier REG-2-35095 (121)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-07-08	Time Zone Fuseau horaire Central Standard Time CST
Delivery Required - Livraison exigée See Herein	
Address Inquiries 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)975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: ROYAL CANADIAN MOUNTED POLICE Division Mess 5600-11th Ave Regina Saskatchewan S4P 3J7 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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Solicitation No. - N° de l'invitation

M5000-132808/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

reg121

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

M5000-132808

REG-2-35095

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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, 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 the:

Annex A: Requirement

Annex B: Working Documents

Annex C: Standing Offer Usage Report

2. Summary

This Regional Individual Standing Offer (RISO) is for the supply, delivery and off loading of DAIRY AND EGG products for the Royal Canadian Mounted Police, Food Services, Regina, Saskatchewan. The items and quantities required are listed in Annex B, Working Documents - List of Products

Note: Bidders are required to submit bids for at least one (1) of the Eggs or Dairy Product Lists, but are not required to submit bids for both. Bidders must provide pricing for a minimum of 90 percent of the items listed in the Product List(s) that they are bidding on.

Up to two (2) 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 31 July 2014

The requirement is subject to a preference for Canadian goods and/or services.
There is a security requirement associated with this requirement.

3. Security Requirement

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

4. Debriefings

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 (2013-06-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: ninety (90) days

1.1 SACC Manual Clauses

M0019T

Firm Price and/or Rates

2007-05-25

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) of the Request for Standing Offers.

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) has to 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 Saskatchewan.

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 of (Excell files) by email 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 should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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 one or both of the products lists 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. Offerors must submit firm pricing for a minimum of 90 percent of the line items listed in Annex B, working documents - List of Products.

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) 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 Financial Evaluation

The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination RCMP Regina, Sask including all deposits, delivery, offloading and fuel charges. Canadian customs duties and excise taxes included. Additional surcharges will not be accepted.

Estimated usages are for evaluation purposes only and will not form any part of the resulting standing offer.

Offers must submit firm prices for a minimum of 90 percent of the items on one or both list of products. The groups of items are as follows:

- (a) Group A: All items listed in Annex B, Working Documents, Dairy
- (b) Group B: All items listed in Annex B, Working Documents, Eggs

Items be evaluated on the unit price for like items in accordance with their requested format and estimated quantities as listed in Annex B, Working Documents - List of Products.

1.1.1 Evaluation of Price

M0220T	Evaluation of Price	2007-05-25
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1.1.2 Pricing

C9000T	Pricing	2010-08-16
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1.1.3 Firm Price

M0019T	Firm Price and/or Rates	2007-05-25
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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 evaluated price on an aggregate basis will be recommended for issuance of a standing offer.

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

The total aggregate evaluated amount 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 bidders to provide pricing for a minimum of 90 percent of the items listed in Annex B - Working documents, Dairy and/or Egg Products. Failure to provide pricing for 90 percent of the items in at least one of the product lists will render your submission non-compliant and it will not be given further consideration.**

Note: Bidders are required to submit bids for at least one (1) of the Dairy or Egg Product Lists, but are not required to submit bids for both.

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

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

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

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

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

1.1 Code of Conduct and Certifications - Related documentation

By submitting an offer, the Offeror certifies that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard Instructions 2006 (**2013-06-01**). The related documentation therein required will assist Canada in confirming that the certifications are true.

2. Additional Certifications Precedent to Issuance of a Standing Offer

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

2.1 Federal Contractors Program - Certification M2002T 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

- () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- () is not subject to the FCP, being a regulated employer under the *Employment Equity Act*, S.C.. 1995, c. 44;
- () *is subject to the requirements of 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;*
- () *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.

2.2 Canadian Content Certification

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

2.2.2 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids 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 bid will result in the good(s) offered being treated as non-Canadian goods.

The Bidder certifies that:

() a minimum of 80 percent of the total bid price 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*

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" and Annex B, Working Documents - List of Products.

2. Security Requirement

1. NIL security screening required, no access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the facility or site as and where required by Royal Canadian Mounted Police (RCMP) personnel or those authorized by RCMP to do so on their behalf.

2. Contractor personnel must submit to local law enforcement verification by RCMP, prior to admittance to the facility or site. The RCMP reserves the right to deny access to any facility or site or part thereof to any contractor personnel, at any time.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

3.1 General Conditions

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

3.2 Standing Offers Reporting

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, including those 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 to the Standing Offer Authority.

(If an alternate reporting period is required, delete the quarterly periods provided below and define the alternate reporting period.)

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 THIRTY (30) calendar days after the end of the reporting period.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the date of standing offer award to 31 July 2014.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Brenda Fedorchuk

Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch Western Region
#201, 1800 11th Avenue
Regina, SK S4P 0H8

Telephone: 306-780-7053
Facsimile: 306-975-5397
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.

5.2 Project Authority

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

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.3 Offeror's Representative

Name:

Company:

Address:

Telephone:**Fax:****Email:****6. Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: Royal Canadian Mounted Police, Depot Division, Saskatchewan.

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 an electronic version.

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes included).

8.1 Minimum Individual Call-up

Individual call-ups against the Standing Offer must total a minimum of \$200.00 (Applicable Taxes included).

9. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2013-04-25) Goods (Medium complexity)
- e) Annex A, Requirement;
- f) Annex B, Working documents;
- g) Annex C, Standing Offer Usage report;
- h) the Offeror's offer dated _____

10. Certifications**10.1 Compliance**

Compliance with the certifications and related documentation 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, provide the related documentation or if 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.

10.2 SACC Manual Clauses

M3000C	Price Lists	(2006-08-15)
M3060C	Canadian Content Certification	(2008-05-12)

11. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Saskatchewan.

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 (2013-04-25), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of 2010A (2013-04-25) 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**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in Annex B, Working Documents - List of Products for a cost of \$ _____. Customs duties are included and Applicable Taxes are extra..

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

5.1 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.

5.2 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	Site Regulations	2010-01-11
B7500C	Excess Goods	2006-06-16
D0018C	Delivery and Unloading	2007-11-30
D0014C	Delivery of Fresh Chilled or Frozen Products	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.

ANNEX "A"

REQUIREMENT

DESCRIPTION:

This Regional Individual Standing Offer (RISO) is for the supply, delivery and off-loading of **Eggs and Dairy Products** as required by the Royal Canadian Mounted Police (RCMP), Academy, Depot Division located in Regina, Saskatchewan. 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 31 July 2014

The requirement is subject to a preference for Canadian goods and/or services.
There is a security requirement associated with this requirement.

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. Notification to the Offeror will be provided twenty-four (24) hours prior to delivery if any changes to the original order or cancellation is required.
3. The Offeror must advise the Food Services Representative within twenty-four (24) hours of receipt of call-up of any delays and/or item shortages.
4. The contractor must clearly identify the best before date on each product. Any products that are outdated or with a shelf-life of less than five (5) calendar days remaining from receipt of shipment will be returned.
5. Any conditions affecting the product shelf-life must be stated at the time of ordering.
6. All products must be properly packed and must be free of ice crystals, freezer burn, access frost on packages and/or water staining of the boxes.
7. All products supplied must be free of deterioration, spoilage, filth or damage by rodents or insects.
8. Thawed and refrozen products will be not accepted.
9. Backorders and replacement of rejected food items will be delivered with no additional cost to the RCMP within one (1) working day unless other arrangements have been made with the Food Services Representative.
10. The Offeror must provide a bill of lading when delivering products;
11. In the event that a substitute is offered, the good must be of equal or greater quality of the requested item and approved by the Food Services Representative.
12. Vehicles used for delivery must be dedicated to food products only.
13. The Offeror must provide a monthly statement to the Food Services Representative listing all invoices and credits and upon request provide a detailed list of products delivered and returned.

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DELIVERY:

DELIVERY RCMP - (Depot Division, Saskatchewan)	
Delivery addresses	
Delivery hours and details	
Royal Canadian Mounted Police (RCMP) 5600 11th Avenue Regina, Saskatchewan S4P 3J7	Monday to Friday, between 0700 hours and 1600 hours.

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 pro-rated basis). This charge is to be invoiced as a separate line item and will not be considered as part of any bid evaluation.
-

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ANNEX "B"

WORKING DOCUMENTS

(See attached EXCELL SPREADSHEETS)

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ANNEX "C"**STANDING OFFER USAGE REPORT**

Return to: wst-pa-cal@pwgsc-tpsgc.gc.ca
 Facsimile: (403) 292-5786
 Email: wst-pa-cal@pwgsc-tpsgc.gc.ca

Quarterly Report Schedule:

1st period: 1 April to 30 June;

3rd period: 1 October to 31 December;

2nd period: 1 July to 30 September;

4th period: 1 Jan to 31 March

SUPPLIER:**STANDING OFFER NO:****DEPARTMENT OR AGENCY:**

Royal Canadian Mounted Police

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: _____