

**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

|  |   |
|--|---|
| <b>Title - Sujet</b><br>Eggs and Egg Products  |   |
| <b>Solicitation No. - N° de l'invitation</b><br>21537-14ST51/A   | <b>Date</b><br>2013-06-26   |
| <b>Client Reference No. - N° de référence du client</b><br>CSC   | <b>GETS Ref. No. - N° de réf. de SEAG</b><br>PW-\$REG-121-4623            |
| <b>File No. - N° de dossier</b><br>STN-3-36011 (121)   | <b>CCC No./N° CCC - FMS No./N° VME</b>                                    |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2013-08-08</b>   | <b>Time Zone</b><br><b>Fuseau horaire</b><br>Central Standard Time<br>CST |
| <b>Delivery Required - Livraison exigée</b><br><br>See Herein  |   |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Fedorchuk, Brenda L.  | <b>Buyer Id - Id de l'acheteur</b><br>reg121                              |
| <b>Telephone No. - N° de téléphone</b><br>(306)780-7053 ( )  | <b>FAX No. - N° de FAX</b><br>(306)975-5397                               |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>CORRECTIONAL SERVICE OF CANADA<br>HIGHWAY #2 SOUTH<br>35022 Range Road 10<br>INNISFAIL<br>Alberta<br>T4G1V1<br>Canada |   |
| <b>Security - Sécurité</b><br><br>This request for a Standing Offer does not include provisions for security.<br>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<br/>(type or print)</b>   |             |
| <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/<br/>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b> |             |
| <b>Signature</b>  | <b>Date</b> |

**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

21537-14ST51/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

CSC

STN-3-36011

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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 of EGGS as required by Correctional Service of Canada, Bowden and Drumheller, Alberta. All products required must be alcohol free. No glass containers will be accepted.

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

#### Period of Standing Offer:

Date of standing offer award to 31 August 2014.

### 3. 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

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 ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such 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 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 on all 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.

## 1.1 Financial Evaluation

### 1.1.1 Evaluation of Price

M0220T Evaluation of Price 2007-05-25

#### 1.1.2 The offers will be assessed and accepted on a low aggregate basis.

Low aggregate will be determined by summing the extended unit prices listed in Annex B. The extended unit price is determined by multiplying the firm unit price by the estimated quantities.

Example:

|   |   |          |
|---|---|----------|
| \$10 case Peaches (Firm Unit Price) x 12 cases (Estimated quantities) | = | \$120.00 |
| \$15 case Lettuce (Firm Unit Price) x 10 cases (Estimated quantities) | = | \$150.00 |
| Low aggregate price total   | = | \$270.00 |

## 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.

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 all the items listed in Annex B - Working Documents, List of Products. Failure to provide pricing for all of the items will render your submission non-complaint and it will not be given further consideration.

One (1) Standing Offer will be awarded..

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 in requested format 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 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**

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

## 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

There is no security requirement applicable to this Standing Offer.

#### 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 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. .

#### **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](mailto: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: Correctional Services Canada, Bowden and Drumheller Institutions, Alberta.

## 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)

**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 |
| C2000C | Taxes-Foreign Based Contractor               | 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 of EGGS as required by Correctional Service Canada, Bowden AND Drumheller Institutions located in Alberta. All products required must be alcohol free. No glass containers will be accepted. The items and quantities required are listed in Annex B, Working Documents - List of Products.

### PERIOD OF STANDING OFFER:

Date of standing offer award to 31 AUGUST 2014.

### DELIVERY:

| DELIVERY CSC - (Alberta)   |   |
|--|---|
| Delivery addresses   | Delivery hours and details                      |
| <b>Bowden Institution</b><br>Queen Elizabeth II Highway South<br>Innisfail, Alberta<br>T4G 1V1 | Monday to Friday, between 0730 to 1500 hours    |
| <b>Drumheller Institution</b><br>Highway #9 South<br>Drumheller, Alberta<br>T0J 0Y0            | Monday to Friday, between 08:00 to 12:00 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.
- The supplier shall ensure that his staff members carry a proof of identity at all times, or they will be denied access to the site.
- All deliveries must be individually palletized for the destination site and ready for immediate drop off. Sorting of mixed pallets at the destination is prohibited. Products not properly separated and/or palletized will be rejected. Correctional Service of Canada equipment must not be utilized to make deliveries. All equipment, including pallet jacks etc., required to make deliveries must be provided by the supplier
- The price of the offer shall be FOB CSC Bowden or Drumheller and include all ecology fees, deposits, delivery charges, off-loading and fuel charges. Additional surcharges will not be accepted.
- Substitutions will not be accepted without the prior approval of the designated Food Services Representative

### Quality Standard and Assurance Requirements:

- (a) All products must adhere to the following Acts and their regulations:

Agriculture & Agri-Foods Administrative Monetary Penalty Act  
Canada Agriculture Products Act  
Canadian Food Agency Inspection Act  
Consumer Packaging and Handling Act (as it relates to food)  
Food and Drug Act (as it relates to food)

(b) All products offered must be in accordance with the Canadian General Standards Board (CGSB) Standards, current editions.

The Canadian General Standards Board Specifications, most current edition, will be used as a reference for quality control.

Note: Canadian General Standards Board (CGSB) Standards are available from :

CGSB  
Canadian General Standards Board  
Gatineau, Canada  
K1A 1G6

Telephone: 819-956-0425 or 1-800-665-2472  
Facsimile: 819-956-5740

A complete collection of The Canadian General Standards Board standards and specifications is also available for viewing at Depository Libraries. For information on Depository Libraries in the Offeror's area, contact the Canadian General Standards Board Sales Unit.

(c) "Canada No. 1, Canada Grade "A", and/or Choice" is the minimum acceptable grade for products falling under the grading guideline.

(d) All products must be of recent production and have the latest production date available, the shelf life or best before date must be clearly indicated in a conspicuous location and any conditions affecting the product shelf life must be clearly stated at the time of ordering. The shelf life or best before date must be clearly indicated and any conditions affecting the product shelf life must be clearly stated at the time of ordering.

e) Final inspection and acceptance of the food product will rest solely with the CSC food representative at the point of delivery. All products supplied shall be free of signs of deterioration, spoilage, dirt, or damage by rodents or insects. The CSC food representative shall have the right to reject products at the time of delivery and the Offeror will remove unacceptable products immediately off site.

f) Any products not meeting the Quality Standard and Assurance Requirements will be returned (opened or unopened) to the Offeror at the Offeror's expense.



Solicitation No. - N° de l'invitation

21537-14ST51/A

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

CSC

Amd. No. - N° de la modif.

File No. - N° du dossier

STN-3-36011

Buyer ID - Id de l'acheteur

reg121

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX "B"**

**WORKING DOCUMENTS**

***(See attached Excel Spreadsheets)***

Solicitation No. - N° de l'invitation

21537-14ST51/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

CSC

STN-3-36011

**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:**

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) |
|----------|-------------|------------------------------------|--|
|          |             |                                    |  |
|          |             |                                    |  |
|          |             |                                    |  |
|          |             |                                    |  |
|          |             |                                    |  |
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|          |             |                                    |  |
|          |             |                                    |  |
|          |             |                                    |  |
|          |             |                                    |  |

|  |  |
|--|--|
| (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: \_\_\_\_\_