

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

21530-14S004/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-3-36010

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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: Basis of Payment

Annex C: Standing Offer Usage Report

2. Summary

This Regional Individual Standing Offer (RISO) is for the supply of Milk and Dairy products as required by Correctional Service of Canada, Drumheller, Alberta. All products required must be alcohol free. No glass containers will be accepted.

Period of Standing Offer:

Date of standing offer award to 30 September 2014 plus two (2) - one-year option periods:

Option Year 1 - 01 October 2014 to 30 September 2015

Option Year 2 - 01 October 2015 to 30 September 2016.

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 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:

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

Section I: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

To assist Canada in reaching its objectives, offerors 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.

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately

Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) () Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) () Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1 Technical Evaluation

1.1.1. Mandatory Technical Criteria

Ability to perform the full scope of the work as described in Annex "A" and Annex B.

1.2 Financial Evaluation

1.2.1 Evaluation of Price

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

1.2.2 The offers will be assessed and awarded 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 per case of Peaches (Firm Unit Price) x 12 cases per year (Estimated quantities)	=	\$120.00
\$15 per case of Lettuce (Firm Unit Price) x 10 cases per year (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.

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 documentation to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification is found to be untrue whether during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with this request will also render the Offer non-responsive or may result in the setting aside of the Standing Offer or will constitute a default under the Contract

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.

1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (<http://www.hrsdc.gc.ca/eng/labour/index.shtml>) available from HRSDC-Labour's website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer

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.

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 is from DATE OF STANDING OFFER AWARD to 30 September 2014.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two - one-year periods, from 01 October 2014 to 30 September 2015 and 01 October 2015 to 30 September 2016 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

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: Correctional Services Canada, 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 \$10,000.00 (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, Basis of Payment;
- 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.

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.

2.2 SACC Manual Clauses

M3000C Price Lists (2006-08-15)

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
C3601C	Price Adjustment Milk	2010-01-11

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 **Dairy Products** as required by Correctional Service of Canada, Drumheller Institution, Drumheller, Alberta. All products required must be alcohol free. No glass containers will be accepted.

PERIOD OF STANDING OFFER:

The Standing Offer period will be for :

One (1) year from issuance of the Standing Offer to 30 September 2014, plus two (2) one (1) year options from 1 October 2014 to 30 September 2015, 01 October 2015 to 30 September 2016

DELIVERY:

DELIVERY CSC - (Alberta)	
Delivery addresses	Delivery hours and details
Drumheller Institution Highway #9 South Drumheller, Alberta T0J 0Y0	Monday to Friday, between 08:00 to 14:00 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 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.

ANNEX "B"**Basis of Payment**

1) Date of Standing offer award to 30 September 2014

Item No.	DESCRIPTION	Requested format	Unit of Measure	Estimated Usage	Unit Price	Extended Price
1	Individual Creamers, French Vanilla	13 ml	case	250	\$_____	\$_____
2	Milk, 2%	500 ml	Each	4500	\$_____	\$_____
3	Milk, Chocolate	500 ml	Each	4500	\$_____	\$_____
4	Milk, 2%	2 litre	Each	1700	\$_____	\$_____
5	Yogurt, Strawberry	175 ml	Each	3000	\$_____	\$_____
6	Yogurt, Raspberry	175 ml	Each	3000	\$_____	\$_____
7	Yogurt, Peach	175 ml	Each	3000	\$_____	\$_____
8	Yogurt, Fieldberry	175 ml	Each	3000	\$_____	\$_____

2) Option Year 1 (one) 01 October 2014 to 30 September 2015

Item No	DESCRIPTION	Requested format	Unit of Measure	Estimated Usage	Unit Price	Extended Price
1	Individual Creamers, French Vanilla	13 ml	case	250	\$_____	\$_____
2	Milk, 2%	500 ml	Each	4,500	\$_____	\$_____
3	Milk, Chocolate	500 ml	Each	4,500	\$_____	\$_____
4	Milk, 2%	2 litre	Each	1,700	\$_____	\$_____
5	Yogurt, Strawberry	175 ml	Each	3,000	\$_____	\$_____
6	Yogurt, Raspberry	175 ml	Each	3,000	\$_____	\$_____
7	Yogurt, Peach	175 ml	Each	3,000	\$_____	\$_____
8	Yogurt, Elderberry	175 ml	Each	3,000	\$_____	\$_____

2) Option Year 2 (two) 01 October 2015 to 30 September 2016

Item No.	DESCRIPTION	Requested format	Unit of Measure	Estimated Usage	Unit Price	Extended Price
1	Individual Creamers , French Vanilla	13 ml	case	250	\$_____	\$_____
2	Milk, 2%	500 ml	Each	4,500	\$_____	\$_____
3	Milk, Chocolate	500 ml	Each	4,500	\$_____	\$_____
4	Milk, 2%	2 litre	Each	1,700	\$_____	\$_____
5	Yogurt, Strawberry	175 ml	Each	3,000	\$_____	\$_____
6	Yogurt, Raspberry	175 ml	Each	3,000	\$_____	\$_____
7	Yogurt, Peach	175 ml	Each	3,000	\$_____	\$_____
8	Yogurt, Elderberry	175 ml	Each	3,000	\$_____	\$_____

Solicitation No. - N° de l'invitation

21530-14S004/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-3-36010

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)

(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: _____