

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067

**Request For a Standing Offer  
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and  
Government Services Canada, hereby requests a Standing Offer  
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et  
Services Gouvernementaux Canada, autorise par la présente,  
une offre à commandes au nom des utilisateurs identifiés  
énumérés ci-après.

**Comments - Commentaires**

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Public Works and Government Services / Travaux publics  
et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<b>Title - Sujet</b> Fountain Pop & Dispensers	
<b>Solicitation No. - N° de l'invitation</b> W0125-145085/A	<b>Date</b> 2014-01-24
<b>Client Reference No. - N° de référence du client</b> W0125-14-5085	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$KIN-900-6294
<b>File No. - N° de dossier</b> KIN-3-40149 (900)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-02-11</b>	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Emmons, Chris	<b>Buyer Id - Id de l'acheteur</b> kin900
<b>Telephone No. - N° de téléphone</b> (613)545-8083 ( )	<b>FAX No. - N° de FAX</b> (613)545-8067
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE Yukon Galley 75 Yukon St Astra ON ASTRA Ontario K0K3W0 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b>	<b>Facsimile No. - N° de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Beverages - Non Alcoholic	W0125	W0125	1	Each	\$	XXXXXXXXXXXX		See Herein	

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

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

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5            Certifications: includes the certifications to be provided; and
- 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 Requirement, the Basis of Payment and any other annexes.

### 2. Summary

#### (i) Requirement

Request for Regional Individual Standing Offer (RISO) for the supply of a full beverages line on an as and when required basis, supply new and unuse dispensing machine, provide maintenance and servicing of equipment, in accordance with the attached Annex "A". No minimum call-up limitation will apply.

#### (ii) Client Department

The main users of the resulting RISO will be CFB Trenton and CFB Kingston, Ontario, Canada.

#### (iii) The period for placing call-ups against the Standing Offer shall be from 01 April 2014 - 31 March 2015 with 1 (one) option year.

#### (iv) Estimated dollar value for the peroid of the Standing Offer is is \$100,850.00

#### (v). Offerors must submit a list of names , or other related information as needed, pursuant to section 01 of Standard Instructions 2006 and 2007.

#### (vi) The requirement is subject to the Agreement on Internal Trade.

(vii) "The requirement is subject to a preference for Canadian goods and/or services."

### 3. **Debriefings**

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

### 4. **Canadian General Standards Board - Standards**

A copy of the Specifications is available and may be purchased from:

Canadian General Standards Board Sales Centre  
Place du Portage III, 6B1  
11 Laurier Street  
Gatineau, Québec  
Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)  
Fax: (819) 956-5740

E-mail: [ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca](mailto:ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca)

CGSB Website: [Canadian General Standards Board](#)

## **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

### 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.

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Once the offer has been completed and submitted to the bid receiving unit, a copy of the Basis of Payment (Excel file) may be forwarded, by e-mail to: **kingston.procurement@pwgsc.gc.ca**

### 3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that offerors do so, so that the proprietary nature of the question is eliminated,

and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

### 4. Applicable Laws

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

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

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 1. Offer Preparation Instructions

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

Section I: Financial Offer one (1) hard copy and one (1) soft copy, Excel file, by e-mail to **kingston.procurement@pwgsc.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/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### **Section I: 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.

#### **Annex B-1 - Basis of Payment (Excel File)**

The Offerors will complete the List of Products using the Excel file and ensure that it has been properly filled out and contains all required information.

**1. Hard (Paper) Copy:** One (1) hard copy **must be submitted** by the date, time and place indicated on page 1 of the Request for Standing Offers.

**2. Soft (Electronic) Copy:** In addition to the hard copy, PWGSC is requesting offerors send in an electronic copy of Excel file, by e-mail at the following address: **kingston.procurement@pwgsc.gc.ca**

#### **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 Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

Bids will be evaluated based on the prices detailed in Annex B - Basis of Payment.

The evaluated price will be calculated as follows:

The extended price is the unit price multiplied by the total usage. The extended prices for all items will be added together to arrive at the evaluated price.

Pricing instructions: All prices must be quoted as per the units of issue as stated herein. The costs of supplying the mixing and dispensing equipment, the preventative maintenance program, and all servicing/repairs are to be included in the unit cost of the products listed. The units of issue, quality, and the pricing Basis for all items as stated in this document are not to be altered in any way or your proposal will be considered non-compliant. **The Offeror has the option on bidding on one or both CFB Trenton and CFB Kingston locations how ever pricing must be completed in full including optional period(s) pricing to be considered responsive.**

##### 1.2.2 SACC Manual Clause

SACC Manual Clause M0220T (2013-04-25), Evaluation of Price

### 2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

## 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. 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.labour.gc.ca/eng/standards\\_equality/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.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

### A. STANDING OFFER

#### 1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A", Annex "B".

#### 2. Security Requirements

There is no security requirement applicable to this Standing Offer.

#### 3. Standard Clauses and Conditions

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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 Offer Reporting**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with Annex C. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The data must be submitted to the Standing Offer Authority no later than 10 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 1 April 2014 - 31 March 2015.

## **5. Authorities**

### **5.1 Standing Offer Authority**

The Standing Offer Authority is:

Chris Emmons  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
86 Clarence St., 2nd Floor  
Kingston, Ontario  
K7L 1X3

Telephone: 613-545-8083  
Facsimile: 613-545-8067  
E-mail address: [chris.emmons@pwgsc.gc.ca](mailto:chris.emmons@pwgsc.gc.ca)

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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:

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 - Offeror to complete with bid.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Facsimile Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

## 6. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are:

CFB Trenton, Trenton Ontario and CFB Kingston, Kingston, Ontario, Canada.

## 7. Call-up Procedures

The Supplier must acknowledge each order no later than the next working day from receipt of the call-up.

## 8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, "Call-up Against a Standing offer", or electronic document.

## 9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

## 10. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2029 (2013-04-25), General Conditions - Goods or Services (Low Dollar Value);
- e) Annex A, Statement of Requirement;
- f) Annex B, Basis of Payment;
- g) Annex B-1, Working Document (Excel File);
- h) the Offeror's offer dated \_\_\_\_\_ (to be completed by PWGSC at time of issuance)

## 11. Certifications

### 11.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

## 12. Applicable Laws

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

## 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

2029 (2013-04-25), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

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Section 12 Interest on Overdue Accounts, of 2029 will not apply to payments made by credit cards.

## 2.2 SACC Manual Clauses

D0014C (2007-11-30) Delivery of Fresh Chilled or Frozen Products  
B7500C (2006-06-16) Excess Goods

## 3. Term of Contract

### 3.1 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

## 4. Payment

### 4.1 Basis of Payment

1. The Basis of payment attached hereto as Annex "B" shall be used to price any call-up made pursuant to this Standing Offer.

2. In consideration of the Offeror satisfactorily completing all of its obligations under the call-up, the Offeror will be paid the firm price stipulated in the call-up, calculated in accordance with Annex "B".

### 4.2 Limitation of Price

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

### 4.3 Method of Payment

SACC Manual clause H1001C (2008-05-12) Multiple Payments

### 4.4 Payment by Credit Card

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

## 5. Invoicing Instructions

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

The following must be followed when submitting invoices:

- a. The invoices must be in sequence with the table in Annex B - Basis of Payment, showing the item number, description, unit of issue, quantity, unit price, extended price, sub total, GST/HST and total.
- b. The invoice must identify the call-up number
- c. The invoice must identify the consignee address where the goods were delivered
- d. Each call-up and consignee point must be invoiced separately

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e. Invoices must be colour printed

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.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract

**6. Insurance**

SACC Manual clause G1005C (2008-05-12) Insurance.

## **ANNEX A**

### **REQUIREMENT**

#### **A.1 CFB KINGSTON**

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

As equipment requirements may vary from kitchen to kitchen, a site visit will be required to determine the amount of equipment required by each facility.

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

Requirement Details Summary The Contractor must supply beverages and dispensers to various locations within CFB Kingston. The list of beverages to be supplied and delivered are identified in Annexes of "B".

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

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

#### **Dispenser Equipment**

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

#### **Supply and Installation**

The Contractor will supply and install dispensing equipment within twenty-four hours of a request after issuance of the Standing Offer, at no cost to Canada. Should electrical wiring be installed, it will be done in accordance with current Regulations as well as the manufacture's recommendations.

The Site Authority and the Contractor will mutually agree upon a date and time for the installation of the

equipment to ensure the least amount of disruption and downtime possible.

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

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

### **Removal**

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

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

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

The responsibility for maintaining the equipment in good working condition rests with the Contractor. The Contractor will provide maintenance and service on the equipment in accordance with the manufacturers recommendations. The Contractor must provide the necessary personnel to perform the above services. The above services will be at no cost to Canada.

The Contractor will provide emergency service twenty-four (24) hours a day, seven (7) days a week, at no cost to Canada.

In the event of emergency service the Contractor agrees to respond on site with service personnel within four (4) hours of Call-up. Should the equipment breakdown and require to be removed for repairs, the Contractor agrees to provide a replacement dispenser.

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

### **EQUIPMENT REQUIERMENTS: COOLED**

3x Complete self contained fountain

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five Flavor Soda Dispenser

Completely Pre-Assembled Ready To Install

Built-in Cold Plate / Ice Bin

Fast Flow Electronic Valves

(5) Syrup Pumps

Carbonator

Complete Set of CO<sub>2</sub> Regulators

1X Routledge Hall requires

Bib hook up,

Complete Set of CO<sub>2</sub> Regulators

All defective equipment must be replaced and installed within 48 hrs of notice.

3. The Contractor will be held responsible for any damages to any DND Properties resulting from any defective equipment.

### **On-site Training**

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

Location of the Deliveries

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

#### **Routledge Hall:**

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

Contact: Procurement Manager

Contact Number: (613) 541-5010 ext 4233

Fax Number: (613)541-4181

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

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

Contact: Procurement Manager

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Contact Number: (613) 541-5010 ext 4232

Fax Number: (613)541-4181

Royal Military Collage:

Billing and Shipping Address: RMC CDH, 22 Amiens Ave, PO BOX 17000 STN FORCES, Kingston Ontario

K7K 7B4

Contact: RMC Ration Procurement Manager

Contact name: (613)541-6000 ext 6802

Fax: (613)-540-8073

Fort Frontenac Officer's Mess:

Shipping and billing Address: Fort Frontenac Officer's Mess

1Ontario ST, Kingston, On, K7K 7B4

Contact: IC Ration

Contact Number: (613) 541-5010 ext 5963

Fax: (613) 541-5830

JSR

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

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

Contact name: Chief Cook

Contact number: (613)541-5010 ext 4067

Fax: (613)541-4367

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

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**SOFT DRINKS**  
**Annex A.2**  
**Wing Food Services**  
**CFB TRENTON, ASTRA, ONTARIO**

**Requirement:**

For the supply of Post Mix Soft Drink Beverages as detailed herein to the Department of National Defence at CFB Trenton, Astra Ontario on an “as and when ordered” basis during the period from 01 April 2014 to 31 March 2015 with an option for a further one (1) year period.

The terms of the Canadian Content Policy & Certification, as detailed in Appendix “A” attached hereto, apply to the procurement.

Should the Standing Offer be authorized for use beyond the initial period, the Offeror hereby offers to provide the goods/services herein for an additional 1 year period from 01 April 2015 to 31 March 2016 under the same conditions and at the rates/prices specified herein or at the rates/prices calculated in accordance with the formula specified herein.

**Equipment and Services Required:**

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1. The Contractor shall supply three (3) fountain machines for dispensing of beverage, **having ice dispensing capabilities**. These machines shall be new and unused and installed by the Contractor. One of these machines shall be installed in the Yukon Galley Kitchen, Food Court and the other two in the Cadet Dining Hall of the Yukon Galley Kitchen 75 Yukon St.
  2. The soft drink dispensers shall have 5 taps and a separate tap water dispenser.
  3. The Contractor shall be responsible for all maintenance and servicing of equipment. The Consignee's staff shall provide cleaning of machines, as required.
  4. Servicing shall be provided within 6 hours after the Contractor has been notified of a problem.
  5. The Contractor shall provide a maintenance schedule with his bid.
  6. Should equipment require replacing, replacement equipment shall be received and installed within 24 hours of notice.
  7. The Contractor shall provide a written report to the Yukon Galley Manager, after each visit for servicing and/or maintenance.
  8. Initial installation and/or replacement of equipment shall be scheduled with the Yukon Galley Manager in such a manner as to cause the least amount of downtime to the kitchen.
  9. The Contractor shall provide a trained company representative to instruct and demonstrate the proper maintenance and cleaning of all machines to supervisors and staff. This training should be completed two (2) times per year, at the discretion of the Yukon Galley Manager, to accommodate new and returning staff.
  10. The Consignee acknowledges financial responsibility for loss or damage to equipment with the exception of those items normally covered under warranty and/or due to normal wear and tear.

### **Ordering Procedures:**

1. All orders shall be confirmed as to availability, by the Contractor to the ordering office, no later than 2 hours after transmission of a fax request.
2. No backorders will be accepted unless arranged in advance with the ordering clerk.
3. Deliveries shall be made direct to Yukon Galley Kitchen 75 Yukon St. Astra, Ont.

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4. There shall be no additional delivery charge.
  4. Deliveries shall be made from Monday to Friday between the hours of 0730 and 1400.
  5. Deliveries shall be made no later than 3 days after receipt of order.

**ANNEX "B" PRICING BASIS "B.1 CFB Kingston"**

Year 1: 01 April 2014 - 31 March 2015

Option Year: 01 April 2015 - 31 March 2016

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

**For the supply of Post mix Soft Drink Beverages as detailed herein to the Department of National Defense at CFB KINGSTON Ontario on an "as and when ordered" basis.**

**Year 1 01 April 2014 - 31 March 2015**

Coke, Pepsi or Generic Product:

#	Items	Size	Forecast (1 Year)	Reconst. Ratio	Cost per bag	Reconst. Cost per litre
1	Cola	20L BIB	260			
2	Diet Cole, Diet Cola	10L BIB	140			
3	7-Up or Sprite	20L BIB	100			
4	Root Beer	20L BIB	100			

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5	Ginger Ale	20L BIB	80
6	Citrus drink (Montain Dew style)	20L BIB	80
7	Orange	20L BIB	80
8	Club Soda	20L BIB	40
9	CO2	50LB	

Sports drinks:

The winning bid will provide a list of available sports carried compatible with a post mix system,  
A selection of three will be used.

1. 10L  
BIB
2. 10L  
BIB
3. 10L  
BIB

**Option Year 01 April 2015 - 31 March 2016**

#	Items	Size	Forecast (1 Year)	Reconst. Ratio	Cost per bag	Reconst. Cost per litre
1	Cola	20L BIB	260			

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2	Diet Cole, Diet Cola	10L BIB	140
3	7-Up or Sprite	20L BIB	100
4	Root Beer	20L BIB	100
5	Ginger Ale	20L BIB	80
6	Citrus drink (Montain Dew style)	20L BIB	80
7	Orange	20L BIB	80
8	Club Soda	20L BIB	40
9	CO2	50LB	

Sports drinks:

The winning bid will provide a list of available sports carried compatible with a post mix system,  
A selection of three will be used.

1. 10L  
BIB
2. 10L  
BIB
3. 10L  
BIB

**Basis of Payment: B.2 CFB Trenton**

**1 APRIL 2014 TO 31 MARCH 2015**

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<i>Item Number</i>	<i>Item Description</i>	<i>Size</i>	<i>Estimate d Qty (per yr)</i>	<i>Reconstituted Ratio</i>	<i>Cost per Case</i>	<i>Reconstituted Cost per Litre (end yield)</i>
1	Pepsi or Coke	20 L	180 CS	5/1		
2	Diet Pepsi or Diet Coke	20 L	120 CS	5/1		
3	7-Up or Sprite	20 L	75 CS	5/1		
4	Root Beer	20 L	75 CS	5/1		
5	Iced Tea	20 L	80 CS	5/1		
6	CO2 Tanks	20 lb	120 EA			

## CFB Trenton

### OPTION YEAR – 1 APRIL 2015 TO 31 MARCH 2016

<i>Item Number</i>	<i>Item Description</i>	<i>Size</i>	<i>Estimate d Qty (per yr)</i>	<i>Reconstituted Ratio</i>	<i>Cost per Case</i>	<i>Reconstituted Cost per Litre (end yield)</i>
1	Pepsi or Coke	20 L	180 CS	5/1		
2	Diet Pepsi or Diet Coke	20 L	120 CS	5/1		
3	7-Up or Sprite	20 L	75 CS	5/1		
4	Root Beer	20 L	75 CS	5/1		
5	Iced Tea	20 L	80 CS	5/1		
6	CO2 Tanks	20 lb	120 EA			