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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:**

- Annex A -        Statement of Work
- Annex B -        Basis of Payment - Pricing Sheets - List of Products
- Annex C -        Information to Suppliers
- Annex D -        Schedule of Tender Closing Dates and Pages 1 of each Tender closing date

### **2. Summary**

Request for Regional Individual Standing Offer (RISO) for the supply and delivery of **Miscellaneous Groceries in Bulk Packages** to Correctional Services Canada's (CSC) Institutions in Renous and Dorchester New Brunswick and in Springhill Nova Scotia for the period from **01 August, 2014 to 31 July, 2015** inclusive, **divided into two (2) rebid periods.**

**NOTE:** Offers must be submitted for each period as per the schedule in Annex "D". Offerors may bid on any period of their choice.

Page 1 of each Request for Standing Offers, as per the Schedule of Tender Closing Dates, are included in Annex "D" with each individual closing dates. **Only the page 1 for the current closing date should be submitted.**

***The Standing Offer Periods will be as follows:***

**01 August 2014 to 31 January 2015; and 01 February 2015 to 31 July April 2015;**

*The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT) and Canada-Peru/Canada-Colombia/Canada-Panama Free Trade Agreements.*

**3. Security Requirement**

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

**4. Debriefings**

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

**PART 2 - OFFEROR INSTRUCTIONS**

**1. Standard Instructions, Clauses and Conditions**

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The **2006 (2014/03/01)** 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: one hundred twenty (120) days

**1.1 SACC Manual Clauses**

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
C9000T	Pricing	2010/08/16

**2. Submission of Offers**

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit **by the date, time and place indicated on page 1 of the Request for Standing Offers.**

Due to the nature of the Request for Standing Offers, transmission of offers **by electronic mail to PWGSC will not be accepted.**

### **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 **New Brunswick.**

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 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) (<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: Financial Offer**

Offerors must submit their financial offer in accordance with **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 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.

**Prices - Items**

Offeror **must submit firm prices for all items listed at Annex B.**

**1.2 Financial Evaluation**

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
M0220T	Evaluation of Price	2013/04/25

## **2. Basis of Selection**

### **2.1 Basis of Selection - Multiple Items**

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 on an aggregate basis”** 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 Integrity Provisions – Associated Information**

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in **Section 01 Integrity Provisions** - Offer of Standard Instructions 2006. The associated information required within the Integrity Provisions 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\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/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"

#### 2. Security Requirement

2.1 On receipt of a Standing Offer, the Supplier must provide a list of its drivers to the Institutions of Correctional Services Canada in order for the drivers to be cleared by a Canadian Police Information Center (CPIC) Security check before deliveries can be made to the various Institutions.

The Suppliers must replace drivers that cannot be admitted to a CSC Institution for failure to meet these security requirements.

#### 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 (2014/03/01) General Conditions - Standing Offers - Goods or Services**, apply to and form part of the Standing Offer.

##### 3.2 Standing Offers Reporting

###### Periodic Usage Reports - Standing Offer

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

The Offeror must provide this data in accordance with the reporting requirements detailed below. 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 **for each standing offer period** to the Standing Offer Authority.

The data must be submitted to the Standing Offer Authority no later than 30 calendar days after the end of the reporting period.

#### **4. Term of Standing Offer**

##### **4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from the **01 August, 2014 to 31 July, 2015** inclusive, **divided into two (2) rebid periods.**

#### **5. Authorities**

##### **5.1 Standing Offer Authority**

The Standing Offer Authority is:

**Charline MacDonald**

Certified Federal Specialist in Procurement (CFSP)  
Public Works and Government Services Canada  
Acquisitions Branch and Compensation Services  
1045 Main Street, 3rd Floor  
Moncton, New Brunswick  
E1C 1H1

**Telephone: 506-851-6067**

Facsimile: 506-851-6759

**E-mail address: [charline.macdonald@pwgsc-tpsgc.gc.ca](mailto:charline.macdonald@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 will be 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 please complete & submit with the offer)**

**Placing Orders:**

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

Telephone No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

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

**Delivery follow-up:**

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

Telephone No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

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

**General Enquiries:**

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

Telephone No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

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

**6. Identified Users**

**Correctional Service Canada Institutions as follows:**

**Atlantic Institution  
13175 Route 8  
P.O. Box 102  
Renous, NB E9E 2E1**

**Dorchester Penitentiary – Medium Sector  
4902 Main Street  
Dorchester, NB E4K 2Y9**

**Dorchester Penitentiary – Minimum Sector  
4902 Main Street  
Dorchester, NB E4K 2Y9**

**Springhill Institution  
330 McGee Street  
P.O. Box 2140  
Springhill, NS B0M 1X0**

**7. Call-up Procedures**

As indicated in Annex A - Statement of Work

**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, etc.*) or an electronic version.

## **9. Limitation of Call-ups**

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

## **10. Financial Limitation**

### **Financial Limitation - Total**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$285,000.00** (Applicable Taxes included) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or two (2) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## **11. 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 (2014/03/01)**, General Conditions - Standing Offers - Goods or Services
- d) the general conditions **2010A (2014/03/01)**, General Conditions - Goods (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment - Pricing Sheets - List of Products;
- g) Annex C - Information so Suppliers
- h) Annex D - Schedule of Tender Closing Dates and Pages 1 of each Tender closing date
- i) the Offeror's offer dated \_\_\_\_\_

## **12. Certifications**

### **12.1 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.

### **13. 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 **New Brunswick**.

## **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 (2014/03/01)**, General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

**Section 16**, Interest on Overdue Accounts, of **2010A (2014/03/01)** General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

#### **2.2 SACC Manual Clauses**

##### **2.2.1 Inspection and Stamping**

The Contractor must ensure that inspectors from the Canadian Food Inspection Agency (CFIA) have inspected all meat and meat products, poultry and poultry products, lard, shortening and margarine containing animal fats, and soups containing ingredients of animal origin, and have stamped those products "CFIA inspected for CG" before shipment.

The Contractor must arrange for all such products to be delivered to the consignee either from an establishment registered in accordance with the Meat Inspection Act, 1985, c. 25 (1st Supp.) and the regulations made under that Act, or from a food distributor that purchased the products from such an establishment. Canada will not accept products that have not been stamped by the CFIA.

The Contractor must not permit any food distributor to alter or further process any meats or other products that have been inspected by inspectors from the CFIA.

### **2.2.2 Delivery of Fresh Chilled or Frozen Products**

Fresh chilled or frozen products must be delivered in accordance with Canadian Food Inspection Agency requirements stipulating that frozen products must be maintained at -18o C or lower, and fresh chilled products between 4o C and 1o C until delivery. All fresh chilled or frozen products must be delivered in refrigerated vehicles and show no evidence of deterioration. Frozen products must not have been frozen for longer than 90 days since the date of processing in the fresh state.

### **2.2.3 Delivery and Unloading**

1. Delivery trucks must be equipped with an unloading device which will permit unloading at sites with no hydraulic, stationary or other type of unloading facility.
2. When making deliveries, sufficient personnel must be provided to permit unloading of any type of vehicle without the assistance of federal government personnel
3. At some sites, the delivery truck must be unloaded while parked at the curb. When material is placed on the sidewalk, it must be placed in proximity to the designated entrance so as to be readily accessible to transport by mechanical handling equipment utilized by site personnel.

### **2.2.4 Type of Transport**

Delivery must be made in refrigerated transport. The acceptable temperature range is from 1.5° C to 4° C or (35° F to 40° F).

## **3. Term of Contract**

### **3.1 Delivery Date**

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

## **4. Basis of Payment**

### **4.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid **a firm unit price**, as specified in **Annex B the Basis of Payment**. 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

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
H1000C	Single Payment	2008/05/12

## 4.3 Payment by Credit Card

The following credit card is accepted: \_\_\_\_\_.

**OR**

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 **and as per Annex A, the Statement of Work**. Invoices cannot be submitted until all work identified in the invoice is completed.

## 6. SACC Manual Clauses

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
A9068C	Government Site Regulations	2011/05/16
B7500C	Excess Goods	2006/06/16
G1005C	Insurance	2008/05/12

## 7. Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

## 8. Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:

- (a) Delivered Duty Paid (DDP) **Dorchester, New Brunswick and Springhill and Truro both in Nova Scotia** Incoterms 2000 for shipments from a commercial contractor.

***Annex “A”***

***Miscellaneous Groceries***

***Bulk Packages***

***“STATEMENT OF WORK”***

**Correctional Service of Canada (CSC)**

**Delivery MUST be provided to the following Institutions:**

**Atlantic Institution - Renous, New Brunswick  
Dorchester Penitentiary – Medium Sector - Dorchester, New Brunswick  
Dorchester Penitentiary – Minimum Sector - Dorchester, New Brunswick  
Springhill Institution - Springhill, Nova Scotia**

**Period of Standing Offer**

**01 August 2014 to 31 July 2015**

**Divided into two (2) rebid periods**

The offeror **MUST** provide a price for **EACH item** and must be **able to supply 100% of the items** on the attached «Foodlist» in Annex "B".

## **FOOD SUPPLY AND DELIVERY TO ALL INSTITUTIONS LISTED HEREIN**

### **REQUIREMENT**

To supply and deliver **miscellaneous grocery products in bulk packages** on an "as and when requested" basis to the Institutions of Correctional Service Canada located in Renous and Dorchester New Brunswick and in Springhill Nova Scotia as specified.

The offeror **MUST ensure 100 % compliance** to this Annex "A" and the attached «List of Products» in Annex "B". Any deviations **MUST be approved** by the Standing Offer Authority at Public Works and Government Services Canada (PWGSC), **in writing, PRIOR to bid closing**. Failure to do so will render your bid non compliant and it will be rejected.

The offeror is to bid on the on the «individual package sizes» as close as possible to the sizes requested. If you offer a size "much larger or smaller" than the "size requested", it MUST be approved by the Standing Offer Authority, **in writing, PRIOR to bid closing**.

Please note that for all items where the Unit of Issue is indicated as "case" suppliers MUST quote on a per case basis. Bidders who submit prices using any other Unit of Issue will not be evaluated further. In addition, the Offeror (successful bidder) must invoice on a per case basis for all items where the Unit of Issue is indicated as "case".

### **DATE OF COMMENCEMENT**

**Standing Offer Periods will be as follows:**

From **01 August 2014 to 31 January 2015** and from 01 **February 2015 to 31 July 2015**

### **SCOPE OF SERVICES**

To provide food commodities at specified times and locations within each individual institution to meet the particulars of the standing offer.

The requirement will take the form of a standing offer for all food provisions encompassing the following commodities:

***Miscellaneous Grocery Products – BULK Packages;***

## PRICING

**All shipping charges must be included in the quoted prices.** If the client requests an item, which is not specified herein, your price is to be in accordance with the lowest prices charged to your most favoured customer for like quality and quantity of product on the date of delivery.

## DISCREPANCIES AND SUBSTITUTIONS

No items shall be substituted unless the substitution is authorized on the call-up document by the Project Authority/Food Services Officer.

### ***Sizes, Product Types and Brand Names:***

It is a condition that no pack size, case size, product type, price be changed after award of the standing offer UNLESS it is changed by the manufacturer or discontinued by its manufacturer. You will therefore have to notify the Standing Offer Authority at PWGSC of the change.

**NOTE:** Changes will only take effect when the Standing Offer Authority at PWGSC has accepted the change.

If a product becomes temporarily unavailable for a short period of time DUE to Manufacturing Problems only, you are to supply a product of equal value (if available) ONLY if acceptable by the Food Services Officer (FSO) or his representative. You will be required to provide the reason(s) for the temporary unavailability of the product and you will be responsible to notify the FSO or his representative as soon as the original product brand is made available again.

## CALL-UP PROCEDURES

All orders MUST be placed in writing. Suppliers must be able to receive orders by facsimile and/or email.

**All call-ups MUST be placed no later than by 11h00 two (2) business days prior to the expected day of delivery.**

Institution Personnel will be able to make ***MINOR amendments*** to the original order up until 11h00 one (1) business day prior to the expected day of delivery.

## ORDER CONFIRMATION OF AVAILABILITY

Availability of items MUST be confirmed within (4) hours of order being placed by the ordering institution. At time of a call-up, if a product is not available, you are to advise the requesting Food Services Officer from the Institution, or his delegated representative of the **unavailability of the product within (4) hours.**

Items that are not available are NOT to be back ordered.

Items are NOT to be short shipped when the entire quantity ordered is not available. All items ordered MUST be processed on a FILL or KILL BASIS.

The Food Services Officer, or his representative, is the only approving authority for substitutions, if acceptable.

## **FOOD DELIVERIES**

Only one (1) delivery is to be made per order.

Deliveries **MUST** be provided as requested.

Deliveries are to be made direct to a specified location at the Institution as indicated herein.

All products must be delivered in its original box or case.

Any damaged, stressed, opened, or repackaged products will not be accepted and will be returned to the supplier at the supplier's expense.

If products must be returned due to non-compliance, **COST** to return these products will be the responsibility of the supplier

The supplier shall bear all risks of loss or damage to the goods until such time as they have been delivered to the requesting unit.

All security policies must be adhered to for deliveries on institutional grounds.

It is recommended that delivery personnel should be covered by Worker's Compensation (WSIB) or similar program.

If the supplier, which is awarded the standing offer, chooses to contract out the Transportation Part of the standing offer, the supplier will be responsible for the Performance of that contractor.

## **EMERGENCY DELIVERIES:**

### **LOCK DOWN Emergency Deliveries:**

**Orders MUST be delivered within 24 hours** notice, during regular business days only, for Emergency Deliveries due to a **LOCK DOWN**.

### **Other Emergency Deliveries:**

In the event an order **CANNOT** be delivered as scheduled due to Weather Conditions, One Day Labour Disruptions (strike) etc the supplier will be required to make delivery the following business day and **NO LATER** than the second business following the original scheduled delivery day.

Where a Labour Disruption (strike) would last for more than one day or two, other delivery arrangements will be made, accordingly, by management at the Institution.

## **DELIVERY REQUIREMENTS for Each Individual Institution**

### **Atlantic Institution (AI)- Renous, N.B.**

Atlantic Institution will require **one (1) delivery per week**

AI will accept deliveries everyday from **Monday to Friday** from **8h00 until 11h00** and between **13h00 and 15h00** (deliveries are to be completed by 11h00 and 15h00).

For Emergency Deliveries only, Atlantic Institution will accept deliveries as per their regular delivery hours but up until 16h00 (delivery completed), if required, with prior arrangements.

### **Location of Delivery - Mandatory Requirement:**

All deliveries to Atlantic Institution must be made to the loading docks and are to be received by Central Receiving.

### **Dorchester Penitentiary (DP) – Medium and Minimum Sectors - Dorchester NB**

Dorchester Penitentiary- Medium Sector will require **one (1) delivery per week**  
Dorchester Penitentiary – Minimum Sector will require **one (1) delivery per week**

Dorchester Penitentiary will accept deliveries everyday from **Monday to Friday** from **8h00 until 11h00** and between **13h00 and 15h00** (deliveries are to be completed by 11h00 and 15h00).

For Emergency Deliveries only, Dorchester Penitentiary will accept delivery as per their regular hours of delivery.

### **Location of Delivery - Mandatory Requirement:**

All deliveries to Dorchester Penitentiary MUST be made to the building indicated as «Procurement & Stores».

### **Springhill Institution (SI) - Springhill, N.S.**

Springhill Institution will require **one (1) delivery per week**.

SI will accept deliveries everyday from **Monday to Friday** from **8h00 until 11h00** and between **13h00 and 15h00** (deliveries are to be completed by 11h00 and 15h00).

Emergency Deliveries only will be accepted during the same hours as regular deliveries.

### **Location of Delivery - Mandatory Requirement:**

All deliveries to Springhill Institution MUST be made directly to the Back Door of the Kitchen. The truck MUST ALWAYS be capable to go directly to the Kitchen's Back Door.

**NOTE:**

**The day of delivery is to be determined between a representative from each Institution and the Successful Bidder PRIOR to the date of commencement of the standing offer.**

There MUST be NO liquor and NO cigarettes in the delivery trucks at any time for each of the Institutions.

Deliveries WILL NOT be accepted at any other location on the premises of the Institutions.

**REQUIREMENTS PERTAINING TO INVOICING**

A computerized or typed purchase invoice **one (1) copy only** must be provided to the client at the time of each delivery.

No Hand Written Invoices will be accepted.

If and when corrections to an invoice are made, you MUST reprint a corrected copy to be supplied at time of delivery.

No hand written corrections on invoices will be accepted.

The client's delivery representative will verify with the supplier's representative that all items shipped have been received using a copy of the invoice provided by the contractor and with a copy from the ordering personnel.

The supplier must only charge for the items delivered and accepted. The supplier is to ensure that a request for credit receipt is issued at the time of delivery for all items that are not accepted by client's representative at time of delivery. The supplier agrees to provide the client with a detailed credit receipt within (7) working days from delivery for all items that the client and supplier agree that was damaged prior to delivery. There shall be no items shorted as all orders are on a Fill or Kill Basis. Invoices will not be forwarded for payment until the Supplier provides the Client with approved credit receipt. The supplier must ensure that all Invoices reflect correct pricing effective at the time of ordering. All invoices will be calculated in Canadian dollars.

**Invoices MUST contain the following information:**

1. Purchase Order Number
2. Attention: Name of Requesting Site
3. Complete Mailing Address
4. Invoice Control Number
5. Delivery Date

## **TYPE OF TRANSPORT**

Delivery of chilled, frozen food commodities will be made in climate controlled transport unless the consignee instructs otherwise.

The vehicles utilized for the transportation of food products must be considered as an extension of the company premises. As such, it is important that the environment it presents does not put at risk the integrity of the food products contained therein. The vehicle must act as the interim storage facility from the company to the point of destination.

The construction, maintenance, sanitation and refrigeration standards in addition to the handling practices must equate as closely, as is reasonably possible, to the standards required of a well-operated Canadian commercial grocer.

## **PALLETISING**

All food items **MUST** be shipped to the specified delivery point on shrunk or stretch wrapped pallets not higher than 180 CM in height.

Orders **MUST** be separated by individual units/kitchens and clearly identified with the name of the requesting unit/kitchen on at least (2) sides.

***Food items MUST be palletized in segregated commodities of:***

***Dry Goods;  
Chilled; and  
Frozen***

Food items **MUST** be palletized in such a way as to ensure the heaviest items are on the bottom of the pallet.

Pallets **MUST** to be loaded in such a way as to allow easy access for off loading with forklifts.

The supplier is responsible for the off loading of all food items.

## **PRODUCTS**

All packaging and labeling must be in accordance with CGSB Standards and CFIA regulations. Individual packaging and labeling of product must indicate "Best Before" date on packaging.

## **EXPIRY DATES:**

**STANDARDS:** All packaged foods shall comply with the relevant portions of the following Acts and Regulations:

- a) The Food and Drug Acts and Regulations;
- b) Canada Agriculture Products Standards Acts
- c) Canadian General Standards Board

d) CFIA Inspection Standards

#### **QUALITY ASSURANCE**

Frozen food products must be delivered individually quick-frozen with an internal temperature of not greater than minus eighteen degrees Celsius.

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 on a conspicuous location and any conditions affecting the product shelf life must be clearly stated at the time of ordering.

Products having outdated Best Before Dates WILL be returned to the supplier at the supplier's cost.

The "**Canadian General Standards Boards specifications**" will be used as reference for quality control.

A copy of the Canadian General Standards Board - Standards is available and may be purchased from:

Canadian General Standards Board Sales Centre  
Place du Portage III, 6B1  
11 Laurier Street  
Gatineau, Quebec

Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)

Fax: (819) 956-5644

E-mail: ncr.cgsb-ongc@pwgsc.gc.ca

CGSB Website: <http://www.pwgsc.gc.ca/cgsb/home/index-e.html>.

Final inspection and acceptance of the food product will rest solely with the consignee (client) at the point of delivery. All products supplied shall be free of signs of deterioration, spoilage, filth, or damage by rodents or insects. The client will have the right to reject products at the time of delivery and the supplier will remove unacceptable products immediately.

CSC representatives may perform quality assurance inspections at the supplier facilities as required.

#### **Vendor's Performance:**

The vendor's performance will be monitored by the Food Services Officer or his designated representative at each individual Institution.

**«Performance Factors» will include, but NOT limited to:**

- a. Ability to PROVIDE items and quantities ordered;
- b. Ability to COMMUNICATE unavailability of products ordered within required time frame (4 hours);
- c. Ability to provide products as per sizes requested at quoted prices;

- d. Ability to deliver within required time frame AND the necessary location required at the site;
- e. Ability to provide required quality service and products at all time;

If, at any time, the performance is NOT satisfactory, documentation will be forwarded to Public Works and Government Services Canada.

High quality product and service as defined in «*Canadian General Standards Board Specifications*» (CGSB) will be required during the period of this standing offer. Failure to provide the level of quality of goods and services as defined herein OR non compliance with Annex "B" - the «Foodlist» more than five (5) times over the period of the standing offer will result in the following:

1. Initial notice of failure to provide the level of service required quality products or correct product size etc....
2. A second, third & fourth incident will result in a written notification requesting corrective action; and
3. For a fifth incident, the vendor will be advised that their standing offer has been set-aside and no further call-ups will be processed.

**PLEASE SIGN BELOW AS CONFIRMATION THAT YOU AGREE TO ADHERE TO ALL THE MENTIONED MANDATORY REQUIREMENTS STATED HEREIN.**

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**Signature of Authorized Representative**

## ANNEX "C" INFORMATION

Tender closing at the office of:

Bid Receiving  
Public Works and Government Services Canada (PWGSC)  
1045 Main Street, 3rd Floor  
Moncton, New Brunswick  
E1C 1H1

Or by facsimile at: (506) 851-6759

Here is some information that might be of use:

**1) Government Electronic Tendering Service (GETS):**

<https://buyandsell.gc.ca/procurement-data/tenders>

You must use the LATEST **PUBLISHED VERSION OF THE DOCUMENT**.

Any changes to the Requirement, the List of Products at Annex "B" or to a Tender Closing Date at Annex "D" will be provided by publishing an Amendment to the Solicitation on **GETS**.

**2) Transmission of offers:**

For your Offer to be considered, it must be transmitted by **FACSIMILE** or by **MAIL**.

**3) Request for evaluation results:**

By email to the Supply Officer's email address. They will be sent to you by PDF format.

Please note that you will have to identify the **File Title, Client's Reference Number**, the **client department's name** as well as the **period for which your request applies**.

### General Address for the Supply Officer:

**4) For any questions concerning Food Procurement files, you may contact the following person:**

**Charline MacDonald**  
A/Supply Officer / Agente d'approvisionnement, p.i.  
Phone number / Téléphone: 506-851-6067  
Facsimile number / No de télécopieur: 506-851-6759  
Email / Courriel: [charline.macdonald@pwgsc-tpsgc.gc.ca](mailto:charline.macdonald@pwgsc-tpsgc.gc.ca)

## ANNEX "D" - Schedule of Tender Closing Dates

**PWGSC Buyer and ID:** Charline MacDonald (MCT014)  
**Client Reference no.** 21201-153349  
**Subject:** Grocery Products - Bulk Packages  
**For the following consignee:** Correctional Service Canada  
Institutions located in Renous and Dorchester, New Brunswick and  
Springhill, Nova Scotia

### Schedule of Tender Closing Dates

Period Identification N°	Two (2) Periods of Six (6) Months Each	Closing Date
21201-153349/ 01/ A	01 August 2014 - 31 January 2015	07 July 2014
21201-153349/ 02/ A	01 February 2015 to 31 July 2015	05 December 2014



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

PWGSC/TPSGC Acquisitions  
1045 Main Street  
1st Floor, Lobby C  
Unit 108  
Moncton, NB E1C 1H1  
Bid Fax: (506) 851-6759

**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**  
NB / PEI Division - Moncton Acquisitions Office  
1045 Main Street  
1st Floor, Lobby C  
Unit 108  
Moncton, NB E1C 1H1

<b>Title - Sujet</b> Misc. Groceries - Bulk Packages	
<b>Solicitation No. - N° de l'invitation</b> 21201-153349/01/A	<b>Date</b> 2014-05-26
<b>Client Reference No. - N° de référence du client</b> 21201-153349	<b>GETS Ref. No. - N° de réf. de SEAG</b>
<b>File No. - N° de dossier</b> MCT-4-37019 (014)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-07-07</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> MacDonald, Charline	<b>Buyer Id - Id de l'acheteur</b> mct014
<b>Telephone No. - N° de téléphone</b> (506)851-6067 ( )	<b>FAX No. - N° de FAX</b> (506)851-6759
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CORRECTIONAL SERVICE OF CANADA CSC Institutions located in Renous & Dorchester in New Brunswick and in Springhill Nova Scotia 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</b> <b>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</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



**File No / No de dossier: 21201-15 3349 Annex "B"**  
**Title / Titre: Grocery Products - Bulk Packages / Produits d'Épicerie - formats en vrac**

Vendor Name: Period:										
Item	Estimated Quantity for 6 months	Unit of Issue	DESCRIPTION	Brand offered	Pack & Case Size required (approximate)	Pack & Case size offered	Product Code	Price		
1	190	bag	Flour, All Purpose, Bulk		1 x 20 kg					per bag
2	8	bag	Corneal, Bulk		1 x 10 - 25 kg					per bag
3	18	case	Natural Bran no substitute Quaker or Equivalent Brand		12 x 300g					per case
4	173	bag	Sugar, White, Bulk		1 x 20 kg					per bag
5	408	case	Sugar, White, Individual Portions		2000 x 3.5g approx					per case
6	62	bag	Sugar, Icing, Bulk		1 x 20 kg					per bag
7	12	case	Sugar, Icing		20 x 1 kg					per case
8	183	bag	Sugar, Brown, Bulk		1 x 20 kg					per bag
9	200	case	Sugar, Brown, Individual Portions		1000 x 3.5g approx					per case
10	198	case	Splenda Individual Portions no substitute		2000 ind					per case

11	18	bag	Salt, Table, Bulk			1 x 20 kg					per bag
12	134	case	Salt, Individual Portions			6000's					per case
13	30	box	Pure Black Pepper, No Substitute, Bulk			2.25 kg - 11.34 kg max					per box
14	134	case	Pepper, Black, Individual Portions			6000 ind					per case
15	9	case	Browning & Seasoning Sauce no substitute Kitchen Bouquet or Equivalent								per case
16	6	box	Shortening, Vegetable, Bulk, in 20 kg CUBES no substitute			1 x 20 kg					per box
17	2	case	Shortening, Vegetable, no substitute			36 x 454g /1 Lb					per case
18	154	pail	All Vegetable Oil or Canola Oil, Bulk, no substitute			1 x 16 L					per pail
19	8	case	Baking Soda			24 x 500 g					per case
20	10	pkg	Baking Powder, Bulk			1 - 4 x 5 kg					per pkg
21	22	case or box	Cornstarch			6 - 12 x 1 kg or 1 x 20 kg box					case or or per box
22	8	box	Dates, Whole, Pitted, Bulk no substitute			1 x 6 - 10 kg					per box
23	21	box	Prunes, Dried, Pitted, Bulk no substitute			1 x 8 - 11.34 kg					per box
24	8	box	Raisins, Bulk			1 x 12.5 kg					per box

25	8	case	Evaporated Milk, Canned		48 x 370 ml					per case
26	51	bag	Powdered Milk		10 kg					per bag
27	24	box	Barley, Grade A, Bulk		1 x 10 kg					per box
28	90	box	Peas, Split, Yellow, Bulk no substitute		1 x 10 kg					per box
29	144	case	Syrup, (Table Syrup) Light Only No Substitute		2 - 4 x 4 L					per case
30	92	case	Syrup, (Table Syrup) Light Only No Substitute, Individual Portions		200 x 16 ml approx					per case
31	144	case	Syrup, (Table Syrup) REGULAR Only, Individual Portions No Substitute		100 x 44 ml					per
32	72	case	Syrup, (Table/Pancake Syrup), REGULAR only No Substitute		2 x 4 Litre					per
33	33	pail	Molasses, Bulk		1 x 25 kg					per pail
34	119	box	Pancake Mix, White, Add Water Only, No Substitute, Bulk		1 x 20 kg					per box
35	36	box	Pancake Mix, Buttermilk, Bulk no substitute		1 x 20 kg					per box
36	100	box	Pancake Mix, Whole Wheat or Multi Grain, Bulk No Substitute, Griffith Brand or Equivalent		1 x 10 to 25 kg					per box
37	3	case	Cheese Cake no substitute		2 x 1 kg					per case

38	120	bag	Muffin Mix, Bran Bulk			1 x 20 kg					per bag
39	24	case	Dessert Jelly Powder, Cherry			2 x 1 kg					per case
40	24	case	Dessert Jelly Powder, Lemon			2 x 1 kg					per case
41	24	case	Dessert Jelly Powder, Lime			2 x 1 kg					per case
42	24	case	Dessert Jelly Powder, Raspberry			2 x 1 kg					per case
43	24	case	Dessert Jelly Powder, Strawberry			2 x 1 kg					per case
44	24	case	Dessert Instant Pudding Powder, Banana			2 x 1 kg					per case
45	24	case	Dessert Instant Pudding Powder, Butterscotch			2 x 1 kg					per case
46	24	case	Dessert Instant Pudding Powder, Chocolate			2 x 1 kg					per case
47	6	case	Dessert Instant Pudding Powder, Coconut			2 x 1 kg					per case
48	24	case	Dessert Instant Pudding Powder, Vanilla			2 x 1 kg					per case
49	24	case	Dessert Instant Powder, Lemon			2 x 1 kg					per case
50	84	case	Vinegar, White			4 x 5 L					per case
51	24	case	Tomato Ketchup			6 x 100oz / 2.84 L					per case
52	254	case	Ketchup, Individual Portions			1000 x 7g approx					per case

53	92	case or pail	Green Relish			2 x 4 L case or 1 x 8 L pail				case per pail
54	66	case	Green Relish, Individual Portions			500 x 7g approx				per case
55	68	case	Mustard, Prepared			2 x 2.9 L - 4 L				per case
56	66	case	Mustard, Individual Portions			500 x 5.5g approx				per case
57	94	case	BBQ Sauce			2 x 3.78 to 4 L				per case
58	79	case	Soya Sauce			2 - 4 x 3.6 - 4 L				per case
59	44	case	Soya Sauce, Individual Portions			500 x 9g approx				per case
60	23	case	Pizza Sauce			6 x 100oz / 2.84 L				per case
61	148	box	Jam, Apple Raspberry, Bulk			1 x 14 kg				per box
62	48	pail	Jam, Strawberry, Bulk			1 x 14 kg				per pail
63	162	case	Jam, Strawberry, Regular, Individual Portions minimum 16ml no substitute			200 x 16ml minimum				per case
64	236	case	Jam, Strawberry, Must be Light or No Sugar Added, Individual Portions No Substitute			200 x 10ml minimum				per case
65	20	pail	Peanut Butter, must be Smooth, Bulk No Substitute			1 x 10 kg				per pail
66	248	case	Peanut Butter, must be Smooth, Individual Portions minimum 18g no substitute			200 x 18g minimum				per case

67	80	case	Peanut Butter, Smooth, Must be Light, Individual Portions minimum 18g No Substitute		200 x 18g minimum					per case
68	34	case	Kraft Miracle Whip, Mayonaise or Equivalent Product, must be Calorie Wise. No Substitute in product type; all brands will be accepted.		2 x 3.78 L approx					per case
69	133	case	Kraft Miracle Whip, Mayonaise or Equivalent Product, must be Calorie Wise and Individual Portions. No Substitute in product type, all brands will be accepted.		200 x 18 ml approx					per case
70	37	case	Salad Dressing, Catalina		2 x 3.78 - 4 L approx					per case
71	136	case	Salad Dressing, Coleslaw		2 x 3.78 - 4 L approx					per case
72	38	case	Salad Dressing, French, Must be Light or Reduced Fat no substitute		2 x 3.78 - 4 L approx					per case
73	14	case	Salad Dressing, French, Ind. Portions Must be Light or Reduced Fat no substitute		200 x 16ml approx					per case
74	16	case	Salad Dressing, Italian, Must be Light or Reduced Fat no substitute		2 x 3.78 - 4 L approx					per case
75	114	case	Salad Dressing, Italian Individual Portions, Must be Light or Reduced Fat no substitute		200 x 16 ml approx					per case
76	18	case	Salad Dressing, Ranch, Individual Portions Must be Light or Reduced Fat no substitute		200 x 16 ml approx					per case

77	25	case	Salad Dressing, Ranch, Must be Light or Reduced Fat no substitute				2 x 3.78 - 4 L approx				per case
78	72	pail	Salad Dressing, Salad Bowl or equivalent, Bulk				1 x 16 L				per pail
79	23	case	Salad Dressing, Ceasar, Must be Light or Reduced Fat no substitute				2 x 3.78 - 4 L approx				per case
80	107	case	Salad Dressing, Ceasar, Individual Portions must be Light or Reduced Fat no substitute				200 x 16 ml / 102 x 44ml approx				per case
81	96	case	Cereal, Cheerios				4 x 822g / 9 x 1000g				per case
82	27	case	Cookies, Social Tea or equivalent, must be in individually wrapped packs (sleeves) for all pack sizes				1 x 4.2 kg				per case
83	84	case	Cookies, Arrowroot or equivalent, must be in individually wrapped packs (sleeves)				1 x 3.5 kg				per case
84	37	case	Soda Biscuits, individual portion packs of 2 crackers no substitute				300 x 2's				per case
85	184	box	Pasta, Rotini (Spirals), Whole Wheat or Whole Grain, Bulk No Substitute				1 x 10 lbs				per box
86	280	box	Pasta, Spaghetti, Whole Wheat or Whole Grain, Bulk No Substitute				1 x 10 lbs				per box
87	84	box	Pasta, Fettuccine, Whole Wheat, Bulk No Substitute				1 x 10 lbs				per box
88	84	box	Pasta, Penne, Whole Wheat, Bulk No Substitute				1 x 10 lbs				per box

89	212	box	Elbow Macaroni, WHITE, Bulk no substitute		1 x 20 lbs					per box
90	22	box	Pasta, Broad, Long (lasagna), Bulk no substitute		1 x 10 lbs					per box
91	276	box	Pasta, Egg Noodles, Broad, Bulk, no substitute		1 x 10 lbs					per box
92	312	bag	Rice, Long Grain, Parboiled, Bulk No Substitutes		1 x 20 kg					per bag
93	60	case	Juice, Tetra Pack, Orange, must be 100% Juice No Substitute		30 x 200 ml approx					per case
94	410	case	Apple Juice, Suggested Brand: Fairlee or equivalent		96 x 114ml approx					per case
95	13	case	Prune Nectar		6 x 1.89 L					per case
96	234	case	Fruit, Peaches, Sliced, In Juice with No Sugar Added No Substitute		6 x 100oz / 2.84 L					per case
97	216	case	Fruit, Pear, Halves, In Juice with No Sugar Added No Substitute		6 x 100oz / 2.84 L					per case
98	216	case	Fruit, Pineapple Tidbits, In Its Own Juice No Substitute		6 x 100oz / 2.84 L					per case
99	60	case	Beets, Must be Diced or Sliced No substitute		6 x 100oz / 2.84 L					per case
100	106	case	Corn, Cream Style No Substitute		6 x 100oz / 2.84 L					per case
101	36	case	Mushrooms, Pieces & Stems, No Substitute		6 x 100oz / 2.84 L					per case

102	276	case	Tomato Puree no substitute			6 x 100oz / 2.84 L				per case
103	610	case	Tomatoes, Whole no substitute			6 x 100oz / 2.84 L				per case
104	100	case	Beans, Kidney Beans, Tinned No Substitutes			6 x 100oz / 2.84 L				per case
105	216	bag	Beans, White Navy Beans, Bulk, No Substitute			1 x 10 kg				per bag
106	70	case	Beans in Tomato Sauce No Substitutes			6 x 100oz / 2.84 L				per case
107	60	case	Tuna, Flaked, Light, in Water, Canned, No Substitute			6 x 1.88 kg				per case
108	158	case	Coffee, Instant, Regular, No Substitutes			12 x 227 g				per case
109	278	case	Instant Coffee Original Roast 1 cup envelopes No Substitute. Maxwell House or Equivalent; all brands are accepted			5 x 100 x 1.6g approx				per case
110	39	case	Tea Bags, 1 cup			1 x 1000's				per case
111	36	case	Potatoes, Instant, Mashed			6 x 5.5 Lb				per case
112	1	%	Miscellaneous items not listed herein at wholesale price less a _____% discount or at cost price plus a _____% markup.							
113	1	each	Deposit Cost for returnable bottles						\$0.10	per each
			Quantities are estimated on a (6) month period.							



