

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC / Réception des
soumissions - TPSGC
11 Laurier St./ 11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal To: Public Works and Government
Services Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux: Travaux Publics et Services
Gouvernementaux Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Milk Dispensers	
Solicitation No. - N° de l'invitation 21120-155293/A	Date 2014-06-27
Client Reference No. - N° de référence du client 21120-155293	
GETS Reference No. - N° de référence de SEAG PW-\$\$PR-757-65311	
File No. - N° de dossier pr757.21120-155293	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-08-08	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Papineau (PR Div.), Alain	Buyer Id - Id de l'acheteur pr757
Telephone No. - N° de téléphone (819) 956-0389 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Clothing and Textiles Division / Division des vêtements et des textiles
11 Laurier St./ 11, rue Laurier
6A2, Place du Portage
Gatineau, Québec K1A 0S5

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



Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - 1	Please refer to Annex "E"	21120	CORRECTIONAL SERVICE OF CANADA 340 LAURIER AVE W. ATT: Donna Townsend OTTAWA Ontario K1P0P9 Canada

Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Destination	Unit Price/Prix unitaire FOB/FAM	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Single Unit Milk Dispensers	D - 1	21120	48	Each	\$	XXXXXXXXXXXXXX		See Herein	
2	Double Unit Milk Dispensers	D - 1	21120	24	Each	\$	XXXXXXXXXXXXXX		See Herein	

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Requirement
3. Debriefings
4. Trade Agreements

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Certifications Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Requirement
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Applicable Laws
9. Priority of Documents
10. SACC Manual Clauses
11. Delivery Instructions

PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

2. Requirement

The Department of Correctional Services Canada has a requirement for Milks Dispensers as described in Annex A..

2.1 Delivery Requirement

All firm deliverables should be completed 90 days on or after Contract Award date

3. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

4. Trade Agreements

"The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions. Manual issued by Public Works and Government Services Canada:
<https://buyandsell.gc.ca/policy-and-guidelines//standard-acquisition-clauses-and-conditions-manual/all>

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2014-06-26) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 4.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2. Submission of Bids

Bids 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 bid solicitation.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered. Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders 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 the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders must provide their bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation;

Section I: Technical Bid

Solicitation No. - N° de l'invitation

21120-155293/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pr757

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

21120-155293

File No. - N° du dossier

pr75721120-155293

CCC No./N° CCC - FMS No/ N° VME

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

Contractor's Representative

The following information must be provided:

Name/Telephone _____

Plant Address/Postal Code: _____

E-Mail Address (for all appropriate personnel): _____

Payments

In their submission to the RFP, the bidders must indicate the company's mailing address where payment will be mailed should they be awarded a contract. This address must be included in the contract.

Invoice payments: Remit Payment to (complete address):

Section II: Financial Bid

Bidders must submit their financial in the line items (1 thru 6). The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, if applicable.

1.1 SACC Manual Clauses

C3011T (2010-01-11), Exchange Rate Fluctuation

B1000T (2007-11-30) Condition of Material

B3000T (2006-06-16) Equivalent Product

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

The Bidder must comply with all technical requirements and all terms and conditions specified in this bid solicitation.

1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included as included in Annex D.

2. Basis of Selection

2.1 Basis of Selection - Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria under each Nato Stock Number to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

Solicitation No. - N° de l'invitation

21120-155293/A

Amd. No. - N° de la modif.

File No. - N° du dossier

pr75721120-155293

Buyer ID - Id de l'acheteur

pr757

CCC No./N° CCC - FMS No/ N° VME

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Requirement

The Contractor must provide the items in accordance with the Line Items and Annex A.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada.

3.1 General Conditions

2010A (2014-06-26) General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

4. Term of Contract

4.1 Delivery Date

All firm deliverables should be completed 90 days on or after Contract Award date

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Alain Papineau
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Commercial and Consumer Products Directorate
6B3, Phase III, Place du Portage
11 Laurier Street
Gatineau, Quebec K1A 0S5
Telephone: (819) 956-0389
Facsimile: (819) 956-7356
E-mail address: alain.papineau@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Procurement Authority

The Procurement Authority for the Contract is:

Name: *(to be completed at contract award)*

Title: _____

Department: _____

Address: _____

Telephone : _____

Facsimile _____

5.3 Contractor's Representative

Name: _____

Telephone: _____

Facsimile: _____

E-mail: _____

6. Payment

6.1 Basis of Payment - Firm Price or Firm Lot Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ *(to be inserted at contract award)*. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

6.2 Limitation of Price

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

6.3 Method of Payments

SACC Manual Clause H1001C (2008-05-12), Multiple Payments

6.4 SACC Manual Clauses

C2000C (2007-11-30) Taxes - Foreign-based Contractor *(if applicable)*

7. 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.

2. Invoices must be distributed as follows:

(a) One (1) copy must be forwarded to the following address :

Correctional Services Canada - Food and Technical Services
340 Laurier Avenue West
Ottawa, Ontario
K1P 0P3
Att: Donna Townsend

- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
- (c) The original and one (1) copy must be forwarded to the consignee for certification and payment.

8. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

9. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 2010A (2014-06-26), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Statement of Requirement and Pricing Basis
- (d) the Contractor's bid dated (*to be completed at award of contract*)

10. SACC Manual clause

D9002C	2007-11-30	Incomplete Assemblies
D6010C	2007-11-30	Palletization
G1005C	2008- 05-12	Insurance
D5545C	2010- 08-16	ISO 9001:2008 - Quality Management Systems - Requirements

11. Shipping Instructions - Delivery at Destination

1. The Contractor must ship the goods prepaid DDP / FOB- Delivered Duty Paid to various delivery points throughout Canada (ref: Annex E). Unless otherwise directed, delivery must be made by the most economical means. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and taxes.

ANNEX "A "
STATEMENT OF REQUIREMENT

Refrigerated Milk Dispensers

Correctional Services Canada (CSC) has a requirement for forty-eight (48) Single Valve and twenty-four (24) Double Valve Refrigerated Milk Dispensers to support the National Beverage program for Blended Milk Powder as part of the National Food Service Modernization Program.

1. General

The unit must be free-standing counter-mounted type bulk Refrigerated Milk Dispenser.

2. Configuration

- a) The units must be a Single Valve refrigerated milk dispenser that must accommodate a maximum one (1) 20L (6 gal) milk bag and crate configuration or one (1) Stainless Steel Milk Can.
- b) The Double Valve refrigerated milk dispenser must accommodate a maximum two (2) 20L (6 gal) milk bags and crates configuration or two (2) Stainless Steel Milk Cans and must hold milk to stay at a constant chilled temperature in this unit.

The dispenser must include reusable plastic milk crates for the milk bags.

3. Overall Dimensions

- a) Single Unit – Maximum 15 1/2" L X 17 1/8" X 39 1/2" H (393.7mm x 435mm x 1003mm)
- b) Double Unit -Maximum 26 1/2" L X 17 1/8" D X 39 1/2" H (673mm x 435mm x 1003mm)

4. Capacity

- a) The Single Valve dispenser must hold a minimum of one (1) milk bag with a minimum of three (3), and maximum of six (6) gallon (11.356 L, 22.172 L) bags of milk or a three (3) or five (5) gallon Stainless Steel Milk Can.
- b) The Double Valve dispenser must hold a minimum of two (2) bags of milk with a minimum of three (3), and a maximum of six (6) gallon (11.356 L, 22.172 L) bags or two (2) of three (3) or five (5) gallon Stainless Steel Milk Cans.

5. Electrical

Power requirement: must be 115v/60HZ/1 phase, 1/10 HP compressor, 1.3 amps.

6. Material and Construction

- Polished and welded stainless steel exterior and interior.
- Dispenser must come with security features that allow for securing milk dispenser legs to counter top.
- All equipment must have security modification capabilities of adding locking devices to secure product, prevent unauthorized access and be adaptable to be secured to counter tops. Security screws must replace regular screws to be tamper proof.

7. Door

Located in cabinet front, stainless steel, heavy duty door hinges and removable door gasket.

8. Refrigeration

Self-contained, using environmentally friendly (CFC free) refrigerant. (e.g. hermetically sealed system, R-134a refrigerant) and must pass the Environmental Federal Halocarbon Management System.

9. Temperature Range

34°F -39°F (1°C-4°C).

10. Control

Adjustable temperature control and temperature indicator on door.

11. Drip tray

Stainless steel drip tray with security fasteners and an anti-splash grid.

12. Valve

Spring loaded lift valves for drip less and gravity fed operation and for optimum sanitation.

13. Faucet

One faucet per bag, stainless steel, removable (security fasteners), drip-proof faucets.

14. Operation

Hands-free operation.

15. Certification

Underwriters Laboratories (UL) and NSF International certified.

16. Delivery and Locations

Refer to Annex "E"

17. Warranty and Repair Service

- Minimum two (2) year warranty for parts and labor on all hardware, accessories and electrical components.
- Minimum five (5) year warranty on compressor
- During the warranty period, the factory must provide, through its service network, a customer response time of no less than 6 hours and ensure a service representative is on site within 24 hours of initial call.

ANNEX "B"
TECHNICAL EVALUATION CRITERIA

1. Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Milk Dispenser			
#	Mandatory Criteria	Meets	Page#
M1	Double Unit must have a double valve refrigerated milk dispenser with two (2) milk crates configuration, free-standing counter - mounted type.		
M2	Double Unit capable of accommodating two (2) - minimum three (3) to maximum six (6) gallon bags or 3 to 5 gallon metal milk cans.		
M3	Single Unit must have a single valve refrigerated milk dispenser with one (1) milk crate configuration, free-standing counter-mounted type.		
M4	Single Unit capable of accommodating one (1) – minimum three (3), to maximum six (6) gallon bags or 3 to 5 gallon metal milk cans.		
M5	Security features that allow for securing milk dispensers legs to counter top.		
M6	Stainless steel exterior and interior.		
M7	Hands-free operation		
M8	Temperature indicator on door front.		
M9	Adjustable temperature control.		
M10	Includes 2 milk crates for Double valve and 1 milk crate for Single valve for each dispenser.		
M11	Spring loaded lift valves for drip less operation and optimum sanitation.		
M12	UL and NSF certificates.		
M13	Overall Dimensions Single Double		
M14	5 year compressor and 2 year parts and labor warranty.		

**ANNEX "C"
REQUIREMENT**

Institution	Single Spigot Milk Beverage Dispenser	Double Spigot Milk Beverage Dispenser	Total
Atlantic	12	2	14
Dorchester/Penitentiary	3	3	6
Springhill	2	2	4
Atlantic Region	17	7	24
Donnacona	14	0	14
RRC	1	4	5
Archambault	0	3	3
Federal Training Centre	0	2	2
Montée Sant-François	1	1	2
La Macaza	0	1	1
Cowansville	0	2	2
Drummond	0	3	3
Quebec Region	16	16	32
Bath	0	1	1
Ontario Region	0	1	1
Regional Psychiatric Centre	13	0	13
Prairie Region	13	0	13
Kent	2	0	2
Pacific Region	2	0	2
Total	48	24	72

ANNEX "D"
BASIS OF PAYMENT

The Bidder must submit all-inclusive unit prices in Canadian Dollars. "DDP Delivered Duty Paid" to the destinations specified in Annex "C".

Harmonized Sales Tax (HST) is not to be included in the prices but will be shown as a separate line item on the invoice.

Description	Unit Price	Make and Model offered
<u>Refrigerated Milk Dispensers</u>		
1) Single Valve Dispenser		
48 Units	\$____/ea	_____
2) Double Valve Dispenser		
24 Units	\$____/ea	_____
	Total	\$____ Lot
		\$____
	HST	\$____
	Grand Total	\$____

ANNEX "E"
ADDRESS OF INSTITUTIONS

Atlantic Region:

Geographic Area	Site	Address
New Brunswick	Atlantic Institution	13175 Route 8 PO Box 102 Renous, New Brunswick E9E 2E1
	Dorchester/Penitentiary Institution	4902 Main Street Dorchester, New Brunswick E4K 2Y9
Nova Scotia	Springhill Institution	330 McGee Street PO Box 2140 Springhill, Nova Scotia B0M 1X0

Québec Region:

Geographic Area	Site	Address
Donnacona	Donnacona Institution	1537 Highway 138 Donnacona, Québec G3M 1C9
Mirabel	Regional Reception Centre	246 Montée Gagnon Sainte-Anne-des-Plaines, Québec J0N 1H0
	Archambault Institution	242 Montée Gagnon Sainte-Anne-des-Plaines, Québec J0N 1H0
	Federal Training Centre	6099 Lévesque Boulevard East Laval, Québec H7C 1P1
	Montée Saint-François Institution	600 Montée Saint-François Laval, Québec H7C 1S5
La Macaza	La Macaza Institution	321 Chemin de l'Aéroport La Macaza, Québec J0T 1R0
Eastern Township	Cowansville Institution	400 Fordyce Avenue Cowansville, Québec J2K 3G6
	Drummond Institution	2025 Jean-de-Brébeuf Blvd. Drummondville, Québec J2B 7Z6

Ontario Region:

Geographic Area	Site	Address
	Bath Institution	5775 Bath Rd. PO Box 1500 Bath, Ontario K0H 1G0

Prairie Region:

Geographic Area	Site	Address
	Regional Psychiatric Centre	2520 Central Avenue North PO Box 9243 Saskatoon, Saskatchewan S7K 3X5

Pacific Region:

Geographic Area	Site	Address
Agassiz	Kent Institution	4732 Cemetery Road PO Box 1500 Agassiz, British Columbia V0M 1A0