




<div>  <div> Public Works and Government Services Canada </div> </div>		Travaux publics et Services gouvernementaux Canada		Document No.21501-155374/A		Part - Partie 1 of - de 2 See Part 2 for Clauses and Conditions Voir Partie 2 pour Clauses et Conditions	
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	Del. Offered Liv. offerte
1	Food - Miscellaneous Groceries	21501	21501	1	Each	\$	See Herein

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## MISCELLANEOUS GROCERIES, CSC ALBERTA, SASKATCHEWAN, MANITOBA

### 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   |
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|        | 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;  |
|        | 6, 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

For the supply and delivery of Miscellaneous Groceries for the Correctional Services Canada (CSC) Institutions located in Alberta, Saskatchewan and Manitoba, as required during the period of the Standing Offer. The requirement is divided into the following eleven (11) locations:

1. Bowden Institution, Innisfail, Alberta;
2. Drumheller Institution, Drumheller, Alberta;
3. Edmonton Institution, Edmonton, Alberta;
4. Edmonton Institution for Women, Edmonton, Alberta;
5. Grande Cache Institution, Grande Cache, Alberta;
6. Pê Sâkâstêw Centre, Maskwacis, Alberta;
7. Okimaw Ochi Healing Lodge, Maple Creek, Saskatchewan;
8. Regional Psychiatric Centre, Saskatoon, Saskatchewan;
9. Saskatchewan Penitentiary, Prince Albert, Saskatchewan;
10. Willow Cree Healing Lodge, Duck Lake, Saskatchewan; and
11. Stony Mountain Institution, Winnipeg, Manitoba

The period of the standing offer will be for two (2) years from date of issuance of the Standing Offer. Refreshing of pricing will then be permitted to the Standing Offer Holder(s) on a six (6) months basis.

Up to 11 Standing Offers could be issued under this procurement process. If an Offeror is being recommended for issuance of a Standing Offer for more than one location, only one Standing Offer will be issued to this supplier for those locations.

Offerors must submit a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2006.

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).

### **3. Debriefings**

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

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

The 2006 (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.

#### 1.1 SACC Manual Clauses

M0019T	Firm Price and/or Rates	2007-05-25
C0008T	Price Support - Non-competitive Bid (for refreshes only)	2007-05-25

### 2. Submission of Offers

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

Once your offer has been submitted as per the Offer Preparation Instructions under Part 3, a copy of the Basis of Payment (Excel file) should be sent, by e-mail, to the following address:

**WST.CAL-FOOD@pwgsc-tpsgc.gc.ca**

### 3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) 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 question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

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#### **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 Alberta.

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.



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## 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 the following address:  
**WST.CAL-FOOD@pwgsc-tpsgc.gc.ca**

Section II: Certifications (one hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

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

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

That list, once printed, will be submitted as a hard copy with the other required documents, before being transmitted to the above mentioned e-mail address.

### Section I: Financial Offer

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

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**Payment by Credit Card**

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

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

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

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

**Section II: Certifications**

Offerors must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

#### 1.1 Financial Evaluation

The estimated values identified under Annex "B" are for evaluation purposes only.

The total aggregate evaluated amount for each offer and per location is calculated by:

1. multiplying the unit price for each product (except line 215 & 216, water) by their weekly estimated quantity (ie. Drumheller unit price for line item #1 multiplied by estimated usages for that specific institution) and by 52 weeks; plus
2. multiplying the unit price of line item 215 & 216 by their yearly estimated quantity; plus
3. the offered wait time price under page 21, Annex "B", item "B" multiplied by an estimated one (1) wait time; and

summing all these values to determined the total evaluated offered price of the offer per location.

Pricing must be provided for a minimum of 90% of the items listed in Annex "B" - Basis of Payment (per location). Failure to provide pricing for 90% of the items will render the offer non-complaint without further consideration being given. Evaluations will be performed per location. Offeror is not obligated to provide pricing for all locations to be considered for a Standing Offer.

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 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.

Up to 11 Standing Offers could be issued under this procurement process. If an Offeror is being recommended for issuance of a Standing Offer for more than one location, only one Standing Offer will be issued to this supplier for those locations.

## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated information 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 in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly 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 and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

### 1. 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 Employment and Social Development Canada-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**

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

#### **2. Security Requirement**

There is no security requirement applicable to this Standing Offer.

#### **3. Standard Clauses and Conditions**

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

##### **3.1 General Conditions**

2005 (2014-06-26) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### **3.2 Standing Offers 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, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "C". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report. The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31;  
4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than five (5) 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 TBD to TBD (for a period of two years from date of issuance).

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## 5. Authorities

### 5.1 Standing Offer Authority

The Standing Offer Authority is:

Nicole Levesque-Welch  
Supply Specialist

Telephone: 403-292-4716  
Facsimile: 403-292-5786  
Email: nicole.levesque-welch@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### 5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 5.3 Offeror's Representative (To be completed by Offeror)

#### General Enquiries:

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

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

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

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

#### Delivery Follow-up:

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

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

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

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

## 6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Correctional Services Canada, Alberta, Saskatchewan and Manitoba.

## 7. Call-up Instrument

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

## 8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$20,000.00 (Applicable Taxes included).

## 9. Financial Limitation - Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$TBD (Applicable Taxes excluded) 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 3 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.

## 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 (2014-06-26) General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2029 (2014-06-26), General Conditions - Goods or Services (Low Dollar Value);
- e) Annex "A", Requirement;
- f) Annex "B", Basis of Payment;
- g) the Offeror's offer dated TBD.

## 11. Certifications

### 11.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made

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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 Alberta.



## 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 (2014-06-26), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

Section 12, Interest on Overdue Accounts, of 2029 (2014-06-26), General Conditions - Goods or Services (Low Dollar Value) will not apply to payments made by credit cards.

### 3. Term of Contract

#### 3.1 Delivery Date

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

### 4. Payment

#### 4.1 Basis of Payment - Firm Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B, Basis of Payment for a cost of \$ To be determined at time of call-up. 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 SACC Manual Clauses

C2000C	Taxes - Foreign-based Contractor	2007-11-30
H1000C	Single Payment	2008-05-12

#### 4.3 Payment by Credit Card (if offered by Offeror)

The following credit cards are accepted: TBD and TBD.

## 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.

Each invoice must be supported by:

- (a) The address shown on page 1 of the Contract/Call-up document;
- (b) Call up number;
- (c) Suppliers' Invoice Control Number; and
- (d) Delivery date

2. Invoices must be distributed as follows:

- (a) A bill of lading, a computerized purchase invoice and three (3) copies (one original and two copies) must be provided to the consignee at the time of each delivery for certification and payment. Hand written invoices will not be accepted.

## 6. Insurance

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

## 7. SACC Manual Clauses

A9068C	Government Site Regulations	2011-05-16
B7500C	Excess Goods	2006-06-16
D0014C	Delivery of Fresh Chilled or Frozen Products	2007-11-30
D0018C	Delivery and Unloading	2007-11-30
D3004C	Type of Transport	2007-11-30
D5328C	Inspection and Acceptance	2007-11-30

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**ANNEX "A"****REQUIREMENT**

**Title:** Miscellaneous Groceries, CSC Alberta, Saskatchewan and Manitoba

**Objective:**

For the supply and delivery of Miscellaneous Groceries for the Correctional Services Canada (CSC) Institutions located in Alberta, Saskatchewan and Manitoba, as required during the period of the Standing Offer. The requirement is divided into the following eleven (11) locations:

1. Bowden Institution, Innisfail, Alberta;
2. Drumheller Institution, Drumheller, Alberta;
3. Edmonton Institution, Edmonton, Alberta;
4. Edmonton Institution for Women, Edmonton, Alberta;
5. Grande Cache Institution, Grande Cache, Alberta;
6. Pê Sâkâstêw Centre, Maskwacis, Alberta;
7. Okimaw Ochi Healing Lodge, Maple Creek, Saskatchewan;
8. Regional Psychiatric Centre, Saskatoon, Saskatchewan;
9. Saskatchewan Penitentiary, Prince Albert, Saskatchewan;
10. Willow Cree Healing Lodge, Duck Lake, Saskatchewan; and
11. Stony Mountain Institution, Winnipeg, Manitoba

The period of the standing offer will be for two (2) years from date of issuance of the Standing Offer. Refreshing of pricing will then be permitted to the Standing Offer Holder(s) on a six (6) months basis.

Up to 11 Standing Offers could be issued under this procurement process. If an Offeror is being recommended for issuance of a Standing Offer for more than one location, only one Standing Offer will be issued to this supplier for those locations.

At all times, the Contractor must ensure that 90 % off all the food items listed at Annex "B" are available for regular purchase.

The Standing Offer Holder can accept or decline call-up items not listed at Annex "B", Basis of Payment. Non-listed items will be priced in accordance with Annex "B", Basis of Payment.

**Lead Time:**

- Minimum lead time for orders will be 48 hours.
- Minimum lead time for order cancellations will be 24 hours.

**Delivery addresses and hours:**

<b>DELIVERY CSC - (Alberta)</b>	
<b>Delivery addresses</b>	<b>Delivery hours and details</b>
<b>1. Bowden Institution</b> Queen Elizabeth II Highway South Innisfail, Alberta T4G 1V1	Monday to Friday, between 8:00-11:00 and 13:00-15:00.
<b>2. Drumheller Institution</b> Highway #9 South PO Box 3000 Drumheller, Alberta T0J 0Y0	Monday to Friday, between 8:00-11:00 and 13:00-15:00.
<b>3. Edmonton Institution</b> 21611 Meridian Street PO Box 2290 Edmonton, Alberta T5J 3H7	Monday to Friday, between 8:00-11:00 and 13:00-15:00.
<b>4. Edmonton Institution for Women</b> 11151-178th Street Edmonton, Alberta T5S 2H9	Monday to Friday, between 8:00-11:00 and 13:00-15:00.
<b>5. Grande Cache Institution</b> Hoppe Avenue Bag 4000 Grande Cache, Alberta T0E 0Y0	Monday to Friday, between 8:00-11:00 and 13:00-15:00.
<b>6. Pê Sâkâstêw Centre</b> Highway #2A P.O. Box 1500 Hobbema, Alberta T0C 1N0	Monday to Friday, between 8:00-11:00 and 13:00-15:00.

<b>DELIVERY CSC - (Saskatchewan)</b>	
<b>Delivery addresses</b>	<b>Delivery hours and details</b>
<b>7. Okimaw Ochi Healing Lodge</b> PO Box 1929 Maple Creek, Saskatchewan S0N 1N0	Monday to Friday, between 8:00-11:00 and 13:00-15:00.
<b>8. Regional Psychiatric Centre</b> 2520 Central Avenue North PO Box 9243 Saskatoon, Saskatchewan S7K 3X5	Monday to Friday, between 8:00-11:00 and 13:00-15:00.
<b>9. Saskatchewan Penitentiary</b> 15 Street West PO Box 160 Prince Albert, Saskatchewan S6V 5R6	Monday to Friday, between 8:00-11:00 and 13:00-15:00.
<b>10. Willow Cree Healing Lodge</b> PO Box 520 Duck Lake, Saskatchewan S0K 1J0	Monday to Friday, between 8:00-11:00 and 13:00-15:00.

<b>DELIVERY CSC - (Manitoba)</b>	
<b>Delivery addresses</b>	<b>Delivery hours and details</b>
<b>11. Stony Mountain Institution</b> Highway #7 PO Box 4500 Winnipeg, Manitoba R3C 3W8	Monday to Friday, between 8:00-11:00 and 13:00-15:00.

**Special instructions:**

1. The supplier must ensure that his staff members carry a proof of identity at all times, or they will be denied access to the site.
2. All deliveries must be individually palletized for the destination site and ready for immediate drop off. Sorting of mixed pallets at the destination is prohibited. Products not properly separated and/or palletized will be rejected. Correctional Service of Canada equipment must not be utilized to make deliveries. All equipment, including pallet jacks etc., required to make deliveries must be provided by the supplier.
3. The price of the offer must be FOB destination and include all ecology fees, deposits, delivery charges, off-loading and fuel charges. Additional surcharges will not be accepted.
4. Substitutions will not be accepted without the prior approval of the designated Food Services Representative and price must be the same as the substituted item.

**Quality Standard and Assurance Requirements:**

1. All products must adhere to the following Acts and their regulations:  
 Agriculture & Agri-Foods Administrative Monetary Penalty Act  
 Canada Agriculture Products Act  
 Canadian Food Agency Inspection Act  
 Consumer Packaging and Handling Act (as it relates to food)  
 Food and Drug Act (as it relates to food)
2. All products offered must be in accordance with the Canadian General Standards Board (CGSB) Standards, current editions.
3. The Canadian General Standards Board Specifications, most current edition, will be used as a reference for quality control.

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

CGSB  
 Canadian General Standards Board  
 Gatineau, Canada  
 K1A 1G6

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

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

4. "Canada No. 1, Canada Grade "A", and/or Choice" is the minimum acceptable grade for products falling under the grading guideline.
5. All products must be of recent production and have the latest production date available, the shelf life or best before date must be clearly indicated in a conspicuous location and any conditions affecting

the product shelf life must be clearly stated at the time of ordering. The shelf life or best before date must be clearly indicated and any conditions affecting the product shelf life must be clearly stated at the time of ordering.

6. Final inspection and acceptance of the food product will rest solely with the CSC food representative at the point of delivery. All products supplied must be free of signs of deterioration, spoilage, dirt, or damage by rodents or insects. The CSC food representative shall have the right to reject products at the time of delivery and the Offeror will remove unacceptable products immediately off site.
7. Any products not meeting the Quality Standard and Assurance Requirements will be returned (opened or unopened) to the Offeror at the Offeror's expense.

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**ANNEX "B"****BASIS OF PAYMENT**

F.O.B. destination (locations specified in Annex "A"), including all ecology fees, deposits, delivery, offloading and fuel charges, Canadian customs duties and excise tax included. Additional surcharges will not be accepted. All delivery cost, including environmental and recycling fees, must be included in the unit price.

Pricing must be provided for a minimum of 90% of all items per location listed in Annex "B" - Basis of Payment. Failure to provide pricing for a minimum of 90% of the items will render the offer non-complaint without further consideration being given. Offerors are not required to provide pricing for all locations to be deemed compliant for a location.

Pricing is to remain valid from date of issuance of Standing Offer for a period of six (6) months. This period is in addition to the bid validity period identified under Part 2, article 1. Standard Instructions, Clauses and Conditions. Refreshing of pricing will then be permitted to the Standing Offer Holder(s) on a 6 months basis.

For the purpose of the financial evaluation, any variance in offered formats between offers will be calculated based on the "price per unit of measurement". To ensure bids are evaluated fairly, the evaluation team will perform the conversion, not the offeror.

**A. Miscellaneous Groceries product list:**

1. See attached Excel Spreadsheet.

**B. Wait time charge:**

1. After a 2-hour wait, the supplier will be paid a fee of \$\_\_\_\_\_ (to be completed by Offeror) per additional hour (on a pro-rated basis). This charge is to be invoiced as a separate line item and will not be considered as part of any bid evaluation.

**C. Additional/non-listed Items:**

1. If the Call-up Authority requests an item, which is not specified above, the Standing Offer Holder's price is to be in accordance with their published price list, less a discount of: \_\_\_\_\_%.

Solicitation No. - N° de l'invitation

21501-155374/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cal097

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

21501-155374

File No. - N° du dossier

CAL-4-37024

CCC No./N° CCC - FMS No/ N° VME

**ANNEX "C"****STANDING OFFER USAGE REPORTS**

Return to:

Public Works and Government Services Canada

Acquisitions Branch

Facsimile: (403) 292-5786

Email: wst-pa-cal@pwgsc-tpsgc.gc.ca

**Quarterly Usage Report Schedule:**

( ) 1st quarter: April 1 to June 30; ( ) 2nd quarter: July 1 to September 30;  
 ( ) 3rd quarter: October 1 to December 31; ( ) 4th quarter: January 1 to March 31.

SUPPLIER:

STANDING OFFER NO:

21501-155374

DEPARTMENT OR AGENCY:

Correctional Services, CSC Alberta, Saskatchewan and  
Manitoba

Item No.	Call-Up/contract No. Description	Value of the Call-Up/Contract (GST/HST excluded)
(A) Total Dollar Value Call-ups for this reporting period:		
(B) Accumulated Call-Up totals to date:		
(A+B) Total Accumulated Call-Ups:		

**NIL REPORT:** We have not done any business with the federal government for this period [ ]

PREPARED BY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_