

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

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

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

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

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

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

Comments - Commentaires

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

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

Title - Sujet Bread and Bakery Products	
Solicitation No. - N° de l'invitation 21401-140005/A	Date 2014-09-12
Client Reference No. - N° de référence du client 21401-14-0005	GETS Ref. No. - N° de réf. de SEAG PW-\$KIN-900-6419
File No. - N° de dossier KIN-4-42038 (900)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-10-27	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Emmons, Chris	Buyer Id - Id de l'acheteur kin900
Telephone No. - N° de téléphone (613)545-8083 ()	FAX No. - N° de FAX (613)545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CORRECTIONAL SERVICE OF CANADA 443 UNION STREET P.O. BOX 1174 KINGSTON Ontario K7L4Y8 Canada	
Security - Sécurité 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

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

Solicitation No. - N° de l'invitation

21401-140005/A

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-4-42038

Buyer ID - Id de l'acheteur

kin900

CCC No./N° CCC - FMS No/ N° VME

21401-14-0005

TABLE OF CONTENTS

Bread and Bakery Products, Correctional Services Canada

1. Introduction
2. Summary
3. Debriefings

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
4. Applicable Laws

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Certifications Required Precedent to Issuance of a Standing Offer

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Identified Users
7. Call-up Procedures
8. Call-up Instrument
9. Limitation of Call-ups
10. Priority of Documents
11. Certifications
12. Applicable Laws

B. RESULTING CONTRACT CLAUSES

1. Requirement
2. Standard Clauses and Conditions
3. Term of Contract
4. Payment
5. Invoicing Instructions
6. *SACC Manual* Clauses

- Annex A - Requirement
- Annex B - Basis of Payment (Electronic Attachment)
- Annex C - Standing Offer Reporting Form
- Annex D - Destination and Invoice Addresses

Bread and Bakery Products, Correctional Services Canada

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; |
| Part 6 | 6A, Standing Offer, and 6B, Resulting Contract Clauses:

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

6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Requirement the Basis of Payment, the Federal Contractors Program for Employment Equity - Certification and any other annexes

2. Summary

(i) Requirement

Correctional Service Canada has the requirement to establish up to three (3) Regional Individual Standing Offers for the provision of Bread and Bakery products on an 'as and when' requested basis for:

- Kingston and area (including Warkworth Institution located in Campbellford)
- Gravenhurst area (Beaver Creek Minimum and Medium Institutions)
- Kitchener (Grand Valley Institution)

(ii) The period for placing call-ups against the Standing Offer shall be from 1 November 2014 – 31 October 2015

(iii) Estimated dollar value for the period of the Standing Offer is \$465,571.54

- (iv). Offerors must submit a list of names , or other related information as needed, pursuant to section 01 of Standard Instructions 2006 and 2007.
- (v) Trade Agreements and Posting Time: Requirement is subject to WTO-AGP,NAFTA, AIT , Canada-Peru FTA, Canada-Columbia FTA and Canada-Chile FTA and will be posted on MERX for 40 days.

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 (2014-06-26) 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](#)

5. Specifications

A copy of the specification referred to in the bid solicitation is available and may be purchased from:

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

Telephone: (819) 956-0425
Fax: (819) 956-5644
E-mail: ncr.cgsb-ongc@pwgsc.gc.ca
CGSB Website: <http://www.pwgsc.gc.ca/cgsb/home/index-e.html>.

Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: ninety (90) days

2. Submission of Offers

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

3. Enquiries - Request for Standing Offers

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

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

4. Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Financial Offer one (1) hard copy and one (1) soft copy, Excel file, by e-mail to **kingston.procurement@pwgsc.gc.ca**

Section II: Certifications (one (1) hard copy)

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

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

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

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

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

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

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

Section I: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Annex B-1 - Working Documents (Excel File)

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

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

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

Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____

Master Card _____

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

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

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

Section II: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

The Offeror must complete and submit with its offer, Annex "B" - Basis of Payment, in Canadian funds. Pricing must be provided for all line items as listed.

Offers must not contain any alteration to the preprinted or pre-typed sections of the Basis of Payment form, or any condition or qualification placed upon the offer.

1.1.2 Pack of Unit Size

If a requested size is no longer available, it is up to the offeror to contact the Standing Offer Authority no later than seven (7) calendar days prior to the closing date with a proposed alternative size.

Where changes to pack or unit size are proposed the following must be met:

- a. The proposed change is necessary because the original pack size specified is unavailable in the industry; and
- b. The new proposed size reflects the next size up or down (from the original size specified) that is available in the industry; and /or
- c. There is a less than 15% difference between the original size specified and the proposed alternative size.

Any changes to the product pack and or size will be made by the Standing Offer Authority through an amendment to the Request for Standing Offer document. The offeror cannot substitute sizes in their offer that have not been approved. No Name" products will not be accepted.

1.1.3 No Substitutions

Where products/manufacturers names are shown, substitutions will not be allowed unless the product has been discontinued by the manufacturer. Bidders must provide a note from the Manufacturer stating that item(s) have been discontinued. Substitutions may only then be proposed but may not be considered acceptable by CSC. Nationally recognized brands must be offered and supplied for all other items not specifying a brand name

1.2 Financial Evaluation

1.2.1 Financial Evaluation Criteria

Offerors may submit offers for all or any of the geographic areas listed in Annex "B" Basis of Payment.

The geographical areas in Pricing Basis "B.1", "B.2" or "B.3" will be evaluated individually.

The extended price for the geographic area will be calculated by multiplying the estimated usage values by the Offerors corresponding unit price. The evaluated price for a geographic area is the aggregate of all the extended prices for all pricing periods for the geographic area.

2. Basis of Selection

- 2.1 The compliant offer with the lowest evaluated price for the geographic area(s) will be recommended for issuance of a Standing Offer for the applicable geographic area(s) upon compliance with the conditions stated in Part 5.
- 2.2 Canada intends to issue the Standing Offer(s) to the compliant Offeror(s) with the Low Aggregate Value for each Pricing Basis.

- 2.3 If an Offeror is recommended for Standing Offers for more than one geographic area, those applicable geographic areas will be combined into one Standing Offer.

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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada-Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

2. Security Requirements

There is no security requirement applicable to this Standing Offer.

3. Standard Clauses and Conditions

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 Offer Reporting

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

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

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

The data must be submitted to the Standing Offer Authority no later than 10 calendar days after the end of the reporting period.

4. Term of Standing Offer

4.1 Period of the Standing Offer

1 November 2014 – 31 October 2015

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Chris Emmons

Supply Officer

Public Works and Government Services Canada

Acquisitions Branch

86 Clarence St., 2nd Floor

Kingston, Ontario, K7L 1X3

Telephone: 613-545-8083

Facsimile: 613-545-8067

E-mail address: chris.emmons@pwgsc.gc.ca

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

5.2 Project Authority

The Project Authority for the Standing Offer is:

The Project Authority 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.

Name: _____

Title: _____

Address: _____

Telephone Number: _____

Facsimile Number: _____

E-mail: _____

5.3 Offeror's Representative - Offeror to complete with bid.

Name: _____

Title: _____

Address: _____

Telephone Number: _____

Facsimile Number: _____

E-mail: _____

6. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are:
Correctional Service Canada, Ontario Region Institutions as detailed in Annex "D".

7. Call-up Procedures

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

8. Call-up Instrument

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

9. Limitation of Call-ups

The call-up limitation for this requirement is \$10,000.00.

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 _____ (to be completed by PWGSC at time of issuance)

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 by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer

12. Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2029 (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 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

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

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

4.2 Limitation of Price

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

4.3 Method of Payment

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

4.4 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

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

The following must be followed when submitting invoices:

- a. The invoices must be in sequence with the table in Annex B - Basis of Payment, showing the item number, description, unit of issue, quantity, unit price, extended price, subtotal, HST and total.
 - b. The invoice must identify the call-up number
 - c. The invoice must identify the consignee address where the goods were delivered
 - d. Each call-up and consignee point must be invoiced separately
2. Invoices must be distributed as follows:
- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract

6. Insurance

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

ANNEX "A" REQUIREMENT

General requirements for all locations:

The Contractor must be able to make deliveries 5 days a week, Monday to Friday, not including weekends or Statutory Holidays.

Current Wholesaler Published Price List are to be supplied to the identified departments upon request.

Standards:

All bread and bread products shall comply with the following Canadian Government Specifications Board (CGSB) where indicated in Annex "B" and outlined below and available <http://www.tpsgc-pwgsc.gc.ca/cgsb/pubs/catalogue/notice-e.html>

a)	32.1M	Bread, White Enriched White & Whole Wheat Bread	December 87
b)	32.2M	Bread, Fruit and Raisin	June 88
c)	32.3M	Rye Bread	April 88
d)	32.4M	Bread Rolls	June 88

Preparation for Delivery: Unless otherwise specified by the Call-up authority, the bread or rolls must be wrapped according to normal commercial practice.

The bread must be delivered in clean, sanitary cartons or trays. Delivery bread flats must be made of 100% plastic. CSC cannot accept metal bread flats due to Institutional security reasons.

Items for this Requirement must be supplied in the type, classes, and styles, specified by the Call-up authority

Delivery Slips must be provided to each delivery point. The Contractor must issue a Credit Note to cover discrepancies on delivery.

All orders will be placed by the Foods Officer or the designated representative a minimum two (2) working days prior to delivery date. The Identified User will phone in cancellations and increases to the Contractor within twenty-four (24) hours prior to delivery. Other arrangements pertaining to the placement and cancellation of orders found to be acceptable to the Contractor will be considered by the Call-up authority, however, such alternate arrangements are not to be implemented by the Contractor without prior consent in writing by the Call-up authority.

The Call-up authority is to be advised within one (1) working day prior to delivery of any delays and before backordering. Only back orders approved by the Identified Department will be accepted. Approved back orders are to be noted on packing slips. Items not received within the required time shall be subject to cancellation.

The Contractor must provide product codes upon request to the Call-up authority.

On receipt of a Standing Offer, the Supplier must provide a list of its drivers to Correctional Service of Canada in order for the drivers to be cleared by a CPIC Security check before deliveries can be made to the various Institutions.

The Contractor must replace drivers that cannot be admitted to a CSC Institution for failure of meeting the security requirements. For CSC CPIC checks, the contact is:

Tom Tinney
Telephone (613) 545-8266
Facsimile (613) 536-4571
Email tinneytj@csc-scc.gc.ca

Prior to admittance to the Institution, the Contractor's personnel shall submit to a local verification of identity/information in the form of a criminal record check through an authorized Canadian Police Information Centre (CPIC) agency.

Correctional Service Canada reserves the right to deny access to Contractor personnel, at anytime.

ANNEX "B" - BASIS OF PAYMENT

Pricing under Pricing Basis "A" is firm, all-inclusive Incoterms 2000 "DDP Delivered Duty Paid" unit pricing, in Canadian dollars. Harmonized Sales Tax (HST) is not to be included in the Unit price but will be shown as a separate line item on all invoices.

*Attached Electronically

ANNEX "D"

DESTINATION AND INVOICE ADDRESSES

CORRECTIONAL SERVICE CANADA

DELIVER TO:

CONSIGNEE CODE

MAIL INVOICE TO:

KINGSTON AND AREA

Collins Bay Medium Institution
c/o Frontenac Inst. Stores
1455 Bath Road
Kingston, Ontario

21440

Correctional Service Canada
Collins Bay Institution
P.O. Box 190
Kingston ON K7L 4V9

Collins Bay Minimum Institution
1455 Bath Road
Kingston, Ontario

21441

Correctional Service Canada
Frontenac Institution
P.O. Box 7500
Kingston ON K7L 5E6

Kingston Penitentiary
555 King Street West
Kingston, Ontario

21416

Correctional Service Canada
Kingston Penitentiary
P.O. Box 22
Kingston ON K7L 4V7

Millhaven Institution
Highway 33
Millhaven, Ontario

21421

Correctional Service Canada
Millhaven Institution
P.O. Box 280
Bath ON K0H 1G0

Bath Institution
Highway 33
Millhaven, Ontario

21423

Correctional Service of Canada
Bath Institution
P.O. Box 1500
Bath ON K0H 1G0

Joyceville Medium Institution
Highway 15
Joyceville, Ontario

21450

Correctional Service of Canada
Joyceville Institution
PO Box 880
Kingston ON K7L 4X9

Joyceville Minimum Institution c/o Joyceville Inst. Stores Highway 15 Joyceville, Ontario	21451	Correctional Service of Canada Pittsburgh Inst., c/o Joyceville Inst. P.O. Box 880 Kingston ON K7L 4X9
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Warkworth Institution County Road 29, off Highway 30 Warkworth, Ontario	21460	Correctional Service Canada Warkworth Institution P.O. Box 769 Campbellford ON K0L 1L0
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GRAND VALLEY INSTITUTION

Grand Valley Institution for Women 1575 Homer Watson Blvd Kitchener, Ontario N2P 2C5	21465	Grand Valley Institution for Women 1575 Homer Watson Blvd Kitchener, Ontario N2P 2C5
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BEAVER CREEK INSTITUTIONS

Beaver Creek Medium Institution C/O Beaver Creek Institution Stores Beaver Creek Drive Gravenhurst, Ontario P1P 1Y2	21422	P.O. Box 5000 Gravenhurst, Ontario P1P 1Y2
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Beaver Creek Minimum Institution Beaver Creek Drive Gravenhurst, Ontario P1P 1Y2	21443	P.O. Box 1240 Gravenhurst, Ontario P1P 1Y2
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