

**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

**Revision to a Request for a Standing Offer**

**Révision à une demande d'offre à commandes**

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

**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> RISO-Springhill Canteen dairy/froze	
<b>Solicitation No. - N° de l'invitation</b> 21201-165840/A	<b>Date</b> 2015-06-05
<b>Client Reference No. - N° de référence du client</b> 21201-165840	<b>Amendment No. - N° modif.</b> 001
<b>File No. - N° de dossier</b> MCT-5-38020 (015)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MCT-015-5021	
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale 2015-05-26	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-06-15</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Drisdelle, Charlotte J.	<b>Buyer Id - Id de l'acheteur</b> mct015
<b>Telephone No. - N° de téléphone</b> (506) 851-6948 ( )	<b>FAX No. - N° de FAX</b> (506) 851-6759
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b>	<b>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

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## **Solicitation Amendment No. 001**

**Title: Inmates Canteens Dairy Products & Frozen Foods CSC Springhill Institution in NS**

*This solicitation is hereby amended to:*

(1) Reference: **Annex “A” - Requirement**

**DELETE** the current Annex “A”;; and

**INSERT** the revised Annex “A” instead:

**AND:**

(2) Reference: **Annex “B” - Basis of Payment - List of Products**

**DELETE** the current Annex “B”;; and

**INSERT** the revised Annex “B” instead:

**A copy should be obtained by contacting the Standing Offer authority.**

If your bid has already been forwarded and you wish to revise same, this revision should be sent either in a sealed envelope and mailed to the address below **or by facsimile (506) 851-6759** and reach the undersigned before the appropriate closing date. The solicitation number and the closing date are to be shown on the outside of the sealed envelope or on the facsimile transmission.

All other terms and conditions of the solicitation document remain unchanged remain unchanged.

All enquiries concerning this amendment are to be forwarded to:

Charlotte Drisdelle

Supply Officer / Agente d'approvisionnement

Phone / Téléphone - (506) 851-6948 Facsimile / télécopieur - (506) 851-6759

Email: [charlotte.drisdelle@pwgsc-tpsgc.gc.ca](mailto:charlotte.drisdelle@pwgsc-tpsgc.gc.ca)

Public Works & Government Services Canada /

Travaux publics et Services gouvernementaux Canada

1045 Main Street Unit 108 / 1045, rue Main Unité 108

Lobby C, 3rd Floor / Foyer C, 3ième étage

Moncton, NB / Moncton (N.-B.) E1C 1H1

***“REQUIREMENT”***

***Canteen Items - Dairy Products & Frozen Foods***

***For the Inmates' Canteen at Correctional Service  
Canada's Springhill Institution***

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

**Springhill Institution – Springhill, Nova Scotia**

**CANTEEN ITEMS - SUPPLY AND DELIVERY TO ALL INSTITUTIONS LISTED HEREIN**

**REQUIREMENT**

To supply and deliver **Dairy Products & Frozen Foods - Canteen Items** to the Inmates' Canteen at Correctional Service Canada's **Springhill Institution located in Springhill Nova Scotia**, as specified, for the period from **01 July, 2014 to 30 June, 2015**.

**Please bid on all items you are able to supply regardless of whether you can only bid on one or more items.** Standing Offer(s) will be awarded to the lowest price "per item" or "group of items" **ONLY if substantial savings** can be accomplished.

You must supply the Brands, Flavours, Types of Products and Packaging as listed on Annex "B" unless substitutions are approved by the Standing Offer Authority, in writing, **PRIOR to bid closing!**

You must bid on the brand requested for items where a specific brand is indicated. Where a specific brand name is not requested, you are to bid on generic brands to have the lowest price possible as these items are purchased solely by inmates.

You are to bid on pack sizes as close to sizes requested as possible as these items are purchased solely by the inmates at their canteens. A pack size offered much larger than is requested will not be accepted, therefore the item will be awarded to the next lowest bidder.

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".

**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.

**CALL-UP PROCEDURES**

All orders will be placed in writing. Suppliers **MUST** be able to receive orders by facsimile, Email and by telephone if required.

**Call-Ups will be every (2) weeks and deliveries must be provided within one (1) week of ordering.**

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**

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 Canteen Officer, or his representative, is the only approving authority for substitutions, if acceptable.

#### **DISCREPANCIES AND SUBSTITUTIONS**

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

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

It is a condition that no pack size, case size, product type, brand or price be changed after award of the standing offer UNLESS the changes are from the manufacturer or if a product is 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, you may supply a product of equal value (if available) if acceptable by the Canteen Officer (CO) or his representative. The supplier will be responsible to notify the CO or his representative as soon as the original product brand is made available again.

#### **DELIVERY INSTRUCTIONS:**

Only one 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.

## Annex « A » - **Amendment No. 001**

The contractor 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:**

Orders **MUST be delivered within 24 hours notice**, excluding Sundays & Statutory Holidays only, for Emergency Deliveries due to a **LOCK DOWN**.

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**

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

Deliveries are accepted from **Monday to Friday**. Goods must be delivered between **8h00 until 11h00** and between **13h00 and 15h00** (deliveries must be completed by 11h00 and 15h00).

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

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

All deliveries to SI **MUST** be made directly to the warehouse. The truck(s) **MUST ALWAYS** be capable to go directly where the deliveries will be requested/required to go.

## Annex « A » - **Amendment No. 001**

### **NOTE:**

The day of delivery, for the duration of the standing offer, will be determined between the Canteen Officer from each Institution and the Successful Bidder at award of the standing offer prior to the date of commencement.

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/canteens and clearly identified with the name of the requesting unit/kitchen/canteen on at least (2) sides.

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

***Dry goods;  
Chilled products; and  
Frozen Foods***

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

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 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](mailto: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.

## Annex « A » - **Amendment No. 001**

### **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;**
- f. When units are broken open inside a case, the Canteens **MUST** receive a credit for the amount of damaged/broken/open units immediately upon advising the supplier of the problem. They cannot keep them in their warehouse until they have a case full of these individual units. The warehouse may lose the units, also the drivers sometimes won't pick up the damaged goods if they don't have a pick up slip from the supplier advising to pick up.

High quality product and service as defined in **«Canadian General Standards Board Specifications»** (CGSB) will be required during the period of this standing offer.

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

**Failure to provide the quantity of goods as ordered or the level service and quality of goods** 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, quantity & 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 **the product in question will be awarded to the next lowest bidder** and/or 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**

Public Works and Government Services Canada  
Travaux publics et Services gouvernementaux Canada

File No / No de dossier: **21201-16 5840 Annex B Amd No. 001** Canteen - Springhill Institution / Cantine - Établissement Springhill  
Title / Titre: **Canteen Items - Dairy Products & Frozen Foods** / Articles de cantines - Produits laitiers et aliments congelés

<b>Vendor Name / Nom du fournisseur:</b>										
<b>Period / Période: 2015 - 2016</b>										
Item	Estimated Yearly Quantity	Unit of Issue	DESCRIPTION	Brand offered	Sizes requested	Sizes offered	Product No.	Price		
			<b>NOTE:</b> Deviations of 20% (+/-) for individual unit sizes will be accepted for items where no maximum acceptable size is indicated. Deviations greater than 20% <b>MUST</b> be approved in writing, by the Standing Offer Authority, <b>PRIOR</b> to bid closing.							
<b>1</b>	208	case	Ellios Supreme Pizza microwaveable ELLIOS Supreme only by McCain No Substitute		24 x 170g				PER	case
<b>2</b>	52	case	Pizza Pockets, Deluxe, microwaveable, <b>MUST</b> be individually wrapped by McCain No Substitute		24 x 100 g				PER	case
<b>3</b>	78	case	McCain Five Minute SuperQuick 5 minute fries No Substitute		12 x 650g				PER	case
<b>4</b>	104	case	Chicken Burgers, Breaded, Par-Fried, White/Dark Meat, Frozen Country Morning only No Substitute		6 x 1 kg				PER	case

Item	Estimated Yearly Quantity	Unit of Issue	DESCRIPTION	Brand offered	Sizes requested	Sizes offered	Product No.	Price
5	26	case	Flamingo Honey Garlic Chicken Wings, Fully Cooked, Frozen by Flamingo no substitute		12 box per case			PER case
6	26	case	Flamingo Chicken Wings, Buffalo by Flamingo only no substitute		12 box per case			PER case
7	26	case	Cream Cheese SPREAD, original		12 x 250g			PER case
8	26	case	Cream Cheese SPREAD, strawberry		12 x 250g			PER case
9	26	case	Cream Cheese SPREAD, Herb & Garlic		12 x 250g			PER case
10	12	case	Whipped Butter Cups, Individual Portions no substitute		300's			PER case
11	156	case	Cheese, Cheddar, Medium No substitute		12 - 24 x 200g - 300g maximum package size			PER case
12	104	case	Mozzarella Cheese		12 - 24 x 200g - 300g maximum package size			PER case
13	26	case	Cheese Slices		12 - 16 x 250g - 500g maximum package size			PER case
14	78	case	Pillsbury Toaster Strudels, Strawberry, Blueberry and Apple		12 x 326g			PER case
15	2808	case	Ice Cream, assorted flavours		1 Litre no substitute			PER each

Item	Estimated Yearly Quantity	Unit of Issue	DESCRIPTION	Brand offered	Sizes requested	Sizes offered	Product No.	Price
16	52	box	Drumsticks, Vanilla		12's - 24's			PER box
17	52	box	Drumsticks, Caramel		12's - 24's			PER box
18	104	box	SNACK'n a HALF by Popsicle brand distributed by Scotsburn No substitute		24's			PER box
19	104	box	Fudgsickles		24's			per box
20	1092	each	Yogurt, regular, assorted flavors		650g - 750g no substitute			per each
21			Miscellaneous items not listed herein at wholesale price less a _____% discount or at cost price plus a _____% markup.					
22			Cost of Deposit if applicable					per each
		each	Supplier MUST quote on Brand requested at items where a specific Brand is indicated.					
			Where a specific brand is not requested suppliers may offer a generic brand to have the lowest price possible as these items are purchased solely by inmates.					
			All products must be delivered in its original case or box.					

Item	Estimated Yearly Quantity	Unit of Issue	DESCRIPTION	Brand offered	Sizes requested	Sizes offered	Product No.	Price
			<b>No handwritten Pricing Sheets will be accepted.</b> Prices must be submitted with this Annex "B". A copy in Excel format can be obtained by contacting the Supply Officer at PWGSC.					
			If this Annex "B" is reproduced, it must reflect all columns and all the items must remain listed in the same numerical order as listed herein. If this Annex is reproduced, it must be done in compliance as indicated herein.					