

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

Title - Sujet RISO - Groceries Retail Packs - CSC		
Solicitation No. - N° de l'invitation 21201-163260/01/A		Date 2015-07-03
Client Reference No. - N° de référence du client 21201-163260		Amendment No. - N° modif. 004
File No. - N° de dossier MCT-5-38006 (015)	CCC No./N° CCC - FMS No./N° VME	
GETS Reference No. - N° de référence de SEAG PW-\$MCT-015-5007		
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale		2015-05-06
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-12-09		Time Zone Fuseau horaire Atlantic Standard Time AST
Address Enquiries to: - Adresser toutes questions à: Drisdelle, Charlotte J.		Buyer Id - Id de l'acheteur mct015
Telephone No. - N° de téléphone (506) 851-6948 ()	FAX No. - N° de FAX (506) 851-6759	
Delivery Required - Livraison exigée		
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:		
Security - Sécurité 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

Acknowledgement copy required Accusé de réception requis	Yes - Oui <input type="checkbox"/>	No - Non <input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
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)		
For the Minister - Pour le Ministre		

Solicitation Amendment No. 004**Title: RISO - Miscellaneous Groceries «RETAIL Packs» - CSC Institutions*****This solicitation is hereby amended to:***(1) Reference: **Annex “A” - Requirement****DELETE** Annex “A” submitted with Amendment No. 003**INSERT** Annex “A” revised July 3, 2015

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 above address 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:

Name: Charlotte Drisdelle

Telephone No: (506) 851-6948

Facsimile No: (506-851-6759

Email: charlotte.drisdelle@pwgsc-tpsgc.gc.ca

Miscellaneous Groceries

RETAIL Size Packages

“REQUIREMENT”

Correctional Service Canada (CSC)

Delivery MUST be provided to the following Institutions:

Dorchester Penitentiary – Minimum Sector - Dorchester, New Brunswick

Springhill Institution - Springhill, Nova Scotia

Nova Institution - Truro, Nova Scotia

FOOD SUPPLY AND DELIVERY TO ALL INSTITUTIONS LISTED HEREIN

REQUIREMENT

To supply and deliver Miscellaneous **Grocery Products in Retail Packages** on an “as and when requested” basis to the Institutions of Correctional Service Canada located in Dorchester New Brunswick, and Springhill and Truro in Nova Scotia as specified.

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

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

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

SCOPE OF SERVICES

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

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

Miscellaneous Grocery Products - «Retail Packages» only

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 by facsimile and/or Email.

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

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

ORDER CONFIRMATION OF AVAILABILITY

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

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

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

DISCREPANCIES AND SUBSTITUTIONS

No items shall be substituted unless the substitution is authorized on the call-up document by the Food Services 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 Food Services Officer (FSO) or his representative. The supplier will be responsible to notify the FSO or his representative as soon as the original product brand is made available again.

FOOD 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.

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

Other Emergency Deliveries:

Orders should 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 should be able to make delivery the following business day and NO LATER than the second business day 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

Dorchester Penitentiary (DP) – Minimum Sector - Dorchester NB

Dorchester Penitentiary – Minimum Sector requires **two (2) deliveries per week**

Deliveries will be accepted from **Monday to Friday**. Goods must be delivered between **8h00 until 11h00** and between **13h00 and 16h00** (deliveries **must be completed by 11h00 and 16h00**).

Emergency Deliveries will be accepted as per their regular hours of delivery.

Location of Delivery - Mandatory Requirement:

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

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

Springhill Institution requires **one (1) delivery per week**.

Deliveries will be accepted from **Monday to Friday**. Goods must be delivered between **8h00 until 11h00** and between **13h00 and 16h00** (deliveries **must be completed by 11h00 and 16h00**).

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

Location of Delivery - Mandatory Requirement:

Deliveries to SI can be made directly to the warehouse. The truck should be capable to go directly to the Kitchen's Back Door.

Nova Institution (NI) - Truro, N.S.

Nova Institution requires **one (1) delivery per week**. Delivery Days **MUST be on Tuesdays** only.

Deliveries must be on **Mondays or Tuesdays** only.

Deliveries scheduled for **Mondays** must be delivered between **13h00 to 16h00 only**.
(delivery must be completed by 16h00)

Deliveries scheduled for **Tuesdays** must be delivered between **8h00 until 12h00** and **13h00 to 16h00**
(deliveries **must be completed by 12h00 and 16h00**).

Emergency Deliveries: To be determined by the Food Services Officer when order is placed.

Location of Delivery - Mandatory Requirement:

All deliveries to NI **MUST** be made at the BACK DOOR of the building called «**Food Services/Stores Area**» **situated inside institutional grounds**.

NOTE:

The day(s) of delivery, for the duration of the standing offer, will be determined between a Representative from each Institution and the Successful Bidder at award of the standing offer prior to the date of commencement **except for Nova Institution**.

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** SHOULD be provided to the client at the time of each delivery.

Hand Written Invoices will be accepted. **Hand written invoices MUST be printed clearly.**

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

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

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

Invoices MUST contain the following information:

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

TYPE OF TRANSPORT

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

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

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

PALLETISING

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

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

Food items should be but not mandatory 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 of the Canadian General Standards Board – Standards is available and may be purchased from:

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

Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)
Fax: (819) 956-5644
E-mail: ncr.cgsb-ongc@pwgsc.gc.ca

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

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

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

Vendor's Performance:

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

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

- a. Ability to PROVIDE items and quantities ordered;
- b. Ability to COMMUNICATE unavailability of products ordered within required time frame (4 hours);
- c. Ability to provide products as per sizes requested at quoted prices;
- d. Ability to deliver within required time frame AND the necessary location required at the site;
- e. Ability to provide required quality service and products at all time;

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

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

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

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

Signature of Authorized Representative