

**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

<b>Title - Sujet</b> Frozen Kosher Foods	
<b>Solicitation No. - N° de l'invitation</b> 21401-145333/B	<b>Date</b> 2015-10-08
<b>Client Reference No. - N° de référence du client</b> 21401-14-5333	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$KIN-710-6684
<b>File No. - N° de dossier</b> KIN-4-42056 (710)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-11-23</b>	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Dunphy, Ken	<b>Buyer Id - Id de l'acheteur</b> kin710
<b>Telephone No. - N° de téléphone</b> (613)545-8060 ( )	<b>FAX No. - N° de FAX</b> (613)545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CORRECTIONAL SERVICE OF CANADA 443 UNION STREET P.O. BOX 1174 KINGSTON Ontario K7L4Y8 Canada	
<b>Security - Sécurité</b> 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**

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

Solicitation No. - N° de l'invitation

21401-145333/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

kin710

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

21401-14-5333

File No. - N° du dossier

KIN-4-42056

CCC No./N° CCC - FMS No/ N° VME

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This bid solicitation cancels and supersedes previous bid solicitation number 21401-145333/A dated 2014-09-16 with a closing of 2014-10-27 at 14:00 EDT.

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven 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 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, 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, Destinations, and the Periodic Usage Reports for Standing Offer.

### **1.2 Summary**

- 1.2.1 Correctional Service Canada (CSC) has a requirement to establish one Regional Individual Standing Offer for the provision of certified Kosher frozen foods on an 'as and when' requested basis for the Ontario Region institutions listed in Annex "C" – Destinations.

The period for placing call-ups against the Standing Offer will be from the date of issuance to November 30, 2016.

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

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### 1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

### 1.4 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

### 2.1 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) (<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 (2015-07-03) 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, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

### 2.2 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.

### 2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 10 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

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offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

#### **2.4. 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.

#### **2.5. Canadian General Standards Board - Standards**

A copy of the Specifications referred to in section 1 and 6.1(e) Annex "A" – Requirement is available and may be purchased from:

Canadian General Standards Board Sales Centre  
Place du Portage, Phase 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>

### **PART 3 - OFFER PREPARATION INSTRUCTIONS**

#### **3.1. Offer Preparation Instructions**

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

Section I: Financial Offer (one hard copy)

Section II: Certifications (one hard 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 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.

### **Section I: Financial Offer**

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

- 3.1.1 Pricing in the financial offer must be in Canadian funds and must be provided for all line items listed in Annex "B" – Basis of Payment.
- 3.1.2 Subject to any amendments made in accordance with section 3.2, offers must not contain any alteration to the preprinted or pre-typed sections of the Annex "B" – Basis of Payment.

### **3.2 Requested Size of Miscellaneous Items**

- 3.2.1 If the Offeror is unable to submit an offer for miscellaneous items in their requested size as listed in Annex "B" – Basis of Payment, the Offeror must contact the Standing Offer Authority no later than seven (7) calendar days prior to the closing date of the Request for Standing Offer (RFSO) to propose an alternative size.
- 3.2.2 The Standing Offer Authority will only accept the alternative size if the following conditions are met:
  - (a) The requested size for a miscellaneous item listed in Annex "B" – Basis of Payment is not available in the industry;
  - (b) the proposed alternative size reflects the next size up or down (from the requested size specified in Annex "B") that is available in the industry; and
  - (c) there is a less than 10% difference between the requested size specified in Annex "B" and the proposed alternative size.
- 3.2.3 Any authorized changes to the requested size listed in Annex "B" – Basis of Payment will be made by the Standing Offer Authority through an amendment to the Request for Standing Offer document.
- 3.2.4 The Offeror cannot submit sizes in their offer that are different from the requested size listed in Annex "B" – Basis of Payment without prior approval from the Standing Offer Authority.

### **3.3 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:

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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

### 4.1 Evaluation Procedures

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

#### 4.1.1 Financial Evaluation

4.1.1.1 SACC Manual Clause [M0220T](#) (2013-04-25), Evaluation of Price

4.1.1.2 Financial offers will be evaluated in accordance with any amendment authorized by the Standing Offer Authority under section 3.2 of the Request for Standing Offer.

4.1.1.3 The estimated usage set out in Annex "B" – Basis of Payment is for the sole purpose of establishing an evaluation tool and are based only on best estimates. They may not reflect the actual usage and do not represent any commitment on the part of Canada.

4.1.1.4 The evaluated price is the sum of all extended prices.

4.1.1.5 Extended prices will be determined by multiplying the Offeror's unit price by the total estimated usage set out in Annex "B"

### 4.2 Basis of Selection

4.2.1 SACC Manual Clause [M0069T](#) (2007-05-25), Basis of Selection

## 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.

## 5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

### 5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Offeror must provide with its offer, a completed Declaration Form (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

## 5.2 Certifications Precedent to Issuance of a Standing Offer and Additional Information

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to comply with the request of the Standing Offer Authority and to provide the certifications within the time frame provided will render the offer non-responsive.

### 5.2.1 Integrity Provisions – List of Names

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

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

## **PART 6 – SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (b) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

## **PART 7 – STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

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

#### **7.2 Security Requirements**

**7.2.1** The Offeror must comply with the following security requirement before the issuance of a Standing Offer:

- (a) the Offeror must provide a list of drivers and delivery personnel requiring access to the institutions for the delivery of Certified Kosher Frozen Food to the Standing Offer Authority;
- (b) the Offeror's drivers and delivery personnel requiring access to the Institutions must submit to a local verification of identity and information in the form of a criminal record check through an authorized Canadian Police Information Centre (CPIC); and
- (c) the Offeror must obtain and provide the Project Authority with a clear criminal record check for each of its drivers and delivery personnel by contacting the following authorized CPIC agent, or the authorized representative(s) at each Institution's location:

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

**7.2.2** Canada reserves the right to deny access to the Contractor's drivers or delivery personnel] who have not obtained a clear criminal record check through an authorized CPIC.

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### 7.3 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 7.3.1 General Conditions

2005 (2015-07-03) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### 7.3.2 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 "D". 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.

(a) 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.

(b) The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

### 7.4 Term of Standing Offer

#### 7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the date of issuance to November 30, 2016.

### 7.5 Authorities

#### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Ken Dunphy  
Title: Supply Team Leader  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Ontario Region  
Address: 86 Clarence St. 2nd floor  
Telephone: (613) 545-8060

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Facsimile: (613) 545-8067  
E-mail address: Ken.Dunphy@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.

### 7.5.2 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.

### 7.5.3 Offeror's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: CSC, Ontario Region Institutions specified in Annex "C" – Destinations.

### 7.7 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, or electronic document acceptable to the Project Authority.

### 7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (Applicable Taxes included).

### 7.9 Priority of Documents

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

- (a) the call up against the Standing Offer, including any annexes;
- (b) the articles of the Standing Offer;
- (c) the general conditions 2005 (2015-07-03), General Conditions - Standing Offers - Goods or Services
- (d) the general conditions 2029 (2015-07-03), General Conditions – Goods or Services (Low Dollar Value);
- (e) Annex "A" – Requirement;

- 
- (f) Annex "B" – Basis of Payment;  
(g) Annex "C" – Destinations;  
(h) the Offeror's offer dated \_\_\_\_\_.

## 7.10 Certifications

### 7.10.1 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.

### 7.11 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.

### 7.1 Requirement

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

### 7.2 Standard Clauses and Conditions

#### 7.2.1 General Conditions

[2029](#) (2015-07-03), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

Section 12 Interest on Overdue Accounts, of [2029](#) (2015-07-03), General Conditions - Goods or Services (Low Dollar Value) will not apply to payments made by credit cards.

#### 7.2.2 SACC Manual Clauses

[B3003C](#) (2007-05-25), Grades of Meat  
[D0014C](#) (2007-11-30), Delivery of Fresh Chilled or Frozen  
[D5311C](#) (2007-11-30), Right of Access and Inspection of Meat  
[B7500C](#) (2006-06-16) Excess Goods

### 7.3 Term of Contract

#### 7.3.1 Delivery Date

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Delivery must be made within 5 working days from the receipt of a call-up against the Standing Offer.

## **7.4 Payment**

### **7.4.1 Basis of Payment**

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

### **7.4.2 Limitation of Price**

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

### **7.4.3 Method of Payment**

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

### **7.4.4 Payment by Credit Card**

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

## **7.5 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.

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.

## **7.6 Insurance**

SACC Manual clause [G1005C](#) (2008-05-12) Insurance

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## ANNEX "A"

### REQUIREMENT

#### 1. Definition

Unless the context clearly requires otherwise, the capitalized terms used in this annex must have the definitions assigned to them in the Contract or in this annex. These definitions apply equally to both the singular and plural forms of the terms defined, and words of any gender include each other gender when appropriate.

**Certified Kosher Frozen Food** means frozen food that complies with the dietary requirement of Jewish Law that is certified. Certified means that a food is processed in accordance with the requirements of the Kashruth made by a Rabbi or Rabbinical organization and bears the Kosher Symbol. The Certified Kosher Frozen Food to be delivered under a call-up against the Standing Offer is listed in Annex "B" – Basis of Payment;

**Dinner** means a meal that contains 200-250g of starch, 90-110g of meat, and 200-250g of vegetables; and

**Institution** means a Correctional Services of Canada (CSC) institution listed in Annex "C" – Destinations;

**Kosher Symbol** means a symbol identified by an appropriate Rabbi or Rabbinical organization;

**Lunch** means a meal that contains 200-250g of starch, 70g of meat, and 200-250g of vegetables; and

**Specifications** means Canadian General Standards Board - Standards.

#### 2. Introduction

CSC (Ontario Region) has a requirement for Certified Kosher Frozen Food listed in Annex "B" – Basis of Payment for the Ontario Region Institutions.

#### 3. Scope of Work

##### 3.1 Certified Kosher Frozen Food

3.1.1 The Contractor must deliver the following Certified Kosher Frozen Food to the Institutions, in accordance with any call-ups made against the Standing Offer:

- (a) Lunch that are low sodium and low fat, and all sauces that would normally accompany the meal;
- (b) Dinner that are low sodium and low fat, and all sauces that would normally accompany the meal; and
- (c) other miscellaneous Certified Kosher Frozen Food.

- 
- 3.1.2 Each Lunch or Dinner must only contain Certified Kosher Frozen Food.
- 3.1.3 The low fat Certified Kosher Frozen Food must contain less than 30% of the total calories from fat with less than 10% of calories from saturated fats.
- 3.1.4 The low sodium Certified Kosher Frozen Food must contain:
- (a) 140mg of sodium or less per serving of 100g; or
  - (b) 50% less sodium than regular products.
- 3.1.5 The Contractor must deliver the Certified Kosher Frozen Food fully cooked, ready to be heated and served.

## **3.2 Packaging**

- 3.2.1 Each Lunch and Dinner must be packaged in a container that is:
- (a) not made from glass;
  - (b) double-sealed with two separate layers of kosher wrapping, and wrapped with the Contractor's kosher approved stamped tape around the entire container outside of the two separate layers of kosher wrapping to ensure a tamper-proof meal. Both ends of the Contractor's kosher approved stamped tape must meet at the top of the container and be stamped. (Tape is not considered part of the double sealed requirement but as an anti-tampering mechanism); and
  - (c) travel worthy and that will remained sealed upon delivery.
- 3.2.2 All seals must be intact for each Lunch and Dinner to be accepted.
- 3.2.3 Each Lunch and Dinner must be packaged in such a manner that the face shown indicates the contents, quantity, etc.
- 3.2.4 All Certified Kosher Frozen Food must be delivered in a package bearing the Kosher Symbol.

## **4. Timeline**

The Contractor must deliver the Certified Kosher Frozen Food requested through a call-up against the Standing Offer within 5 working days from the issuance of the call-up.

## **5. Stock out**

The Contractor must notify the Institution within forty eight hours of a call-up if the Contractor is out of stock for a specific Certified Kosher Frozen Food.

## **6. Laws and Regulations**

- 6.1 The Contractor must perform the Work in accordance with:
- (a) applicable municipal health units' by-laws and regulations;
  - (b) applicable laws and regulations of the Ontario Ministry of Agriculture;
  - (c) applicable laws and regulations of the Canadian Food Inspection Agency (CFIA); and
  - (d) without limiting the generality of the foregoing, the Ontario Regulations 31/05 – Meat issued under the Food Safety and Quality Act, 2001, S.O. 2001, c. 20. in its

current version: [http://www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_050031\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_050031_e.htm)

(e) Canadian General Standards Board – Standards  
<http://www.pwgsc.gc.ca/cgsb/home/index-e.html>

## **7. Delivery**

- 7.1 The Contractor must provide a delivery slip for each delivery.
- 7.2 The Contractor must issue a credit note to cover discrepancies on delivery.
- 7.3 The Certified Kosher Forzen Food must be delivered to the Identified User in good condition with no signs of deterioration and all seals must be intact to be accepted.

PROTECTED – SOLICITOR-CLIENT PRIVILEGE JUNE 26, 2015  
 Solicitation No. - N° de l'invitation  
 21401-145333/B  
 Client Ref. No. - N° de réf. du client  
 21401-145333

Buyer ID - Id de l'acheteur  
 KIN710  
 CCC No./N° CCC - FIMS No./N° VME  
 KIN-442056

**ANNEX "B"**

**BASIS OF PAYMENT**

ITEM	DESCRIPTION	ESTIMATED USAGES										TOTAL	UNIT PRICE	
		UNIT	MI	BI	CBI MED	CBI MIN	BCI MED	BCI MIN	J1 MED	J1 MIN	WI			
<b>FROZEN DINNER (All Frozen Meals Must Be Low in Sodium &amp; be low fat Variety)</b>														
1	Broiled Chicken	EA	140	150	360	50	200	160	0	290	0	1350		
2	Roast Chicken	EA	870	0	0	50	100	40	182	140	0	1382		
3	Chicken Cacciatore	EA	140	150	360	50	200	90	182	290	0	1462		
4	Pineapple Chicken	EA	870	0	360	50	100	40	182	140	0	1742		
5	Southern Fried Chicken	EA	730	0	0	50	0	0	0	0	500	1280		
6	Chicken L'Orange	EA	730	0	0	50	0	0	0	0	0	780		
7	Pepper Steak	EA	140	150	360	50	300	50	182	290	500	2022		
8	Cabbage Rolls	EA	500	0	360	50	100	70	0	140	500	1720		
9	Corn Beef	EA	870	150	0	50	300	50	0	290	0	1710		
10	Breaded Veal	EA	0	150	0	50	0	0	182	0	500	882		
11	Roast Beef	EA	870	150	360	50	100	80	182	150	500	2442		
12	Beef Stroganoff	EA	0	150	360	50	300	50	0	290	0	1200		





PROTECTED – SOLICITOR-CLIENT PRIVILEGE JUNE 26, 2015  
 Solicitation No. - N° de l'invitation  
 21401-145333/B  
 Client Ref. No. - N° de réf. du client  
 21401-145333

Buyer ID - Id de l'acheteur  
 KIN710  
 CCC No./N° CCC - FIMS No./N° VME  
 KIN-442056

45	Cheese	6 oz	0	0	0	0	15	40	20	0	40	0	115	
46	Bread	12 oz	0	0	0	50	400	400	150	0	416	0	1016	
47	Honey (non glass jars)	EA 750 ml	0	0	4	5	20	20	0	6	10	0	45	
48	Frozen Vegetables, Peas, 3 oz.	3 oz	0	0	180	0	0	0	0	0	0	0	180	
49	Frozen Vegetables, Carrots, 3 oz.	3 oz	0	0	180	0	0	0	0	0	0	0	180	
50	Frozen Vegetables, Corn, 3 oz.	3 oz	0	0	180	0	0	0	0	0	0	0	180	
51	Frozen Vegetables, Mixed Vegetables, 3 oz.	3 oz	0	0	180	0	0	0	0	0	0	0	180	
52	Vacuum Packed tossed salad	10 oz	100	100	125	50	125	125	100	100	75	100	875	
53	Challah Buns - Pkg 2 per pk	13 oz	0	0	0	0	400	400	100	0	400	0	900	
54	Kosher Grape Juice	4 oz	0	0	0	0	400	400	100	0	400	0	900	
55	Chicken Breast - pkg 2 per tray	KG	0	0	0	0	100	100	20	0	60	0	180	
56	Chicken Legs - pkg 2 per tray	KG	0	0	0	0	150	150	70	0	120	0	340	
57	Chicken Whole - pkg individual	KG	0	0	0	0	30	30	30	0	40	0	100	
58	Blade Steak- pkg 1KG pieces	KG	0	0	0	0	40	40	40	0	60	0	140	
59	Ground Beef Med -	KG	0	0	0	0	50	50	50	0	80	0	180	
60	Salami- Pkg 125 gr per pk	EA	0	0	0	0	30	30	30	0	40	0	100	

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**ANNEX "C"**

**DESTINATIONS**

The items must be delivered at the following Institution(s):

**Millhaven Institution 21421**

Correctional Service Canada  
Highway 33 Millhaven Institution  
P.O. Box 280, Bath ON K0H 1G0

**Bath Institution 21423**

Correctional Service Canada  
Highway 33 Bath Institution  
P.O. Box 1500, Bath ON K0H 1G0

**Collins Bay Medium Institution 21440**

Correctional Service Canada  
c/o Frontenac Inst. Stores Collins Bay Institution  
1455 Bath Road P.O. Box 190  
Kingston ON K7L 4V9

**Collins Bay Minimum Institution 21441**

Correctional Service Canada  
1455 Bath Road Frontenac Institution  
P.O. Box 7500, Kingston ON K7L 5E6

**Beaver Creek Medium Institution 21422**

Correctional Service Canada  
C/O Beaver Creek Institution Stores  
P.O. Box 5000, Beaver Creek Drive  
Gravenhurst, Ontario P1P 1Y2

**Beaver Creek Minimum Institution 21443**

Correctional Service Canada  
Beaver Creek Drive P.O. Box 1240  
Gravenhurst, Ontario P1P 1Y2

**Joyceville Medium Institution 21450**

Correctional Service Canada  
Highway 15 Joyceville Institution  
PO Box 880, Kingston ON K7L 4X9

**Joyceville Minimum Institution 21451**

Correctional Service Canada  
c/o Joyceville Inst. Stores Pittsburgh Inst.,  
Highway 15 P.O. Box 880  
Joyceville, Ontario Kingston ON K7L 4X9

**Warkworth Institution 21460**

Correctional Service Canada  
County Road 29, off Highway 30  
Warkworth Institution  
P.O. Box 769,  
Campbellford ON K0L 1L0

**ANNEX “D”**

**PERIODIC USAGE REPORTS – STANDING OFFER**

The Contractor must submit a periodic usage report as follows:

Return to:

Public Works and Government Services Canada	(613) 545-8067	<a href="mailto:Ken.dunphy@pwgsc-tpsgc.gc.ca">Ken.dunphy@pwgsc-tpsgc.gc.ca</a>
<i>Name</i>	<i>Fax</i>	<i>E - Mail</i>

At: Public Works and Government Services Canada  
 86 Clarence St., 2<sup>nd</sup> Floor  
 Kingston, Ontario  
 K7L 1X3

**REPORT ON THE VOLUME OF BUSINESS**

CONTRACTOR:

REPORT FOR THE PERIOD ENDING:

Description of Work	Call up #	Total Billing

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

**PREPARED BY:**

NAME:

SIGNATURE:

TELEPHONE NO.: