

## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**

**Room 1650, 635 8th Ave. S.W.**

## Calgary

## Alberta

**T2P 3M3**

## 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

This document contains a security requirement.

**Vendor/Firm Name and Address**

**Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada/Travaux  
publics et Services gouvernementaux Canada  
Room 1650, 635 8th Ave. S.W.

Calgary

Alberta

T2P 3M3

<b>Title - Sujet</b> Fresh Bakery	
<b>Solicitation No. - N° de l'invitation</b> W0142-16X035/B	<b>Date</b> 2015-12-21
<b>Client Reference No. - N° de référence du client</b> W0142-16X035	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$CAL-134-6401
<b>File No. - N° de dossier</b> CAL-5-38074 (134)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-01-07</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Standard Time MST
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Kuzyshyn, Oksana M.	<b>Buyer Id - Id de l'acheteur</b> cal134
<b>Telephone No. - N° de téléphone</b> (403)613-3037 ( )	<b>FAX No. - N° de FAX</b> (403)292-5786
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> BASE COMMANDER CANADIAN FORCES BASE SUFFIELD ATTENTION CMTT, BLDG 322 RALSTON AB T0J 2N0	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Vendor/Firm Name and Address</b> <b>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</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

### FQS-34 Bread and Baked Products

#### Description:

**Bread:** A stable food prepared by cooking dough made with flour and water and other ingredients dependent upon the type of bread. Loaves of bread procured shall be sweet and wholesome, well risen and well baked with even bloom. They shall be free from burned crust and be uniform in size. The crumb shall be a good even texture and the bread shall be free from dough spots, lumps or indication of mould or rope.

Table 1.0 Types of Bread

Type	Description	Requirements
White Bread	Made by baking a yeast-leavened dough prepared with flour and water and may contain: salt; shortening, lard, butter or margarine; milk or milk product; whole egg, egg-white; egg-yolk, (fresh, dried, or frozen); a sweetening agent; and other ingredients indicated in <a href="#">Food and Drug Regulation Division 13 B.13.021</a> . White bread shall be white and creamy in colour and free of grayness.	Must comply with <a href="#">Food and Drug Regulation Division 13 B.13.021</a> . The minimum guaranteed shelf life after delivery shall be 72 hours. Shall not weigh less than 450 grams unless otherwise specified.
Enriched White Bread	Made from dough in which enriched flour is the only wheat flour used and contains ingredients of the type and amounts indicated in the <a href="#">Food And Drug Regulations Division 13 B.13.022</a> . Enriched white bread shall be white and creamy in colour and free of grayness.	Must comply with <a href="#">Food and Drug Regulation Division 13 B.13.022</a> . The minimum guaranteed shelf life after delivery shall be 72 hours. Shall not weigh less than 450 grams unless otherwise specified.
Whole Wheat Bread	Made from dough of which the named percentage of the flour used shall be whole wheat flour and shall contain not less than 60 per cent whole wheat in relation to the total flour used and contains ingredients of the type and amounts indicated in the <a href="#">Food And Drug Regulations Division 13 B.13.026</a> .	Must comply with <a href="#">Food and Drug Regulation Division 13 B.13.026</a> . The minimum guaranteed shelf life after delivery shall be 72 hours. Shall not weigh less than 450 grams unless otherwise specified.
Brown Bread	Bread coloured by the use of whole wheat flour, graham flour, bran, molasses or caramel.	Must comply with <a href="#">Food and Drug Regulation Division 13 B.13.027</a> . The minimum guaranteed shelf life after

		delivery shall be 72 hours. Shall not weigh less than 450 grams unless otherwise specified.
Raisin Bread	Bread that contains for each 100 parts by weight of flour used not less than 50 parts by weight of seeded or seedless raisins, or raisins and currants of which not less than 35 parts shall be raisins and may contain spices or peel.	Must comply with <a href="#">Food and Drug Regulation Division 13 B.13.025</a> . The minimum guaranteed shelf life after delivery shall be 72 hours. Shall not weigh less than 450 grams unless otherwise specified.

**Description:**

**Specialty Breads:**

Bread containing ingredients that are either not permitted in the general standard for bread (such as fruits, nuts, seeds and flavours) or other ingredients (mostly various flours, meals and starches) that are permitted in greater amounts than in the general standard.

Table 2.0 Specialty Breads

Type of Bread	Specialty Ingredient	Minimum amount of Specialty Ingredient as % of Flour	Requirements
Graham Bread	Graham Flour	150	Must comply with <a href="#">Food and Drug Regulation Division 13 B.13.029</a> . The minimum guaranteed shelf life after delivery shall be 72 hours.
Milk Bread	Milk Solids	6	Must comply with <a href="#">Food and Drug Regulation Division 13 B.13.029</a> The minimum guaranteed shelf life after delivery shall be 72 hours.
Potato Bread	Potato	5	Must comply with <a href="#">Food and Drug Regulation Division 13 B.13.029</a> . The minimum guaranteed shelf life after delivery shall be 72 hours.
Honey Bread	Honey	5	Must comply with <a href="#">Food and Drug Regulation Division 13 B.13.029</a> , The minimum guaranteed shelf life after delivery shall be 72 hours.
Cheese Bread	Cheese	12	Must comply with <a href="#">Food and Drug Regulation Division 13 B.13.029</a> . The minimum guaranteed shelf life after delivery shall be 72 hours.
Oatmeal Bread	Oats	20	Must comply with <a href="#">Food and Drug</a>

				<u>Regulation Division 13 B.13.029.</u> The minimum guaranteed shelf life after delivery shall be 72 hours.
Cracked Wheat Bread	Cracked Wheat		20	Must comply with <u>Food and Drug Regulation Division 13 B.13.029.</u> The minimum guaranteed shelf life after delivery shall be 72 hours.
Wheat Germ Bread	Wheat Germ		2	Must comply with <u>Food and Drug Regulation Division 13 B.13.029.</u> The minimum guaranteed shelf life after delivery shall be 72 hours.
Egg Bread	Whole Egg Solids		1.5	Must comply with <u>Food and Drug Regulation Division 13 B.13.029.</u> The minimum guaranteed shelf life after delivery shall be 72 hours.
Fruit Bread or Loaf	Fruit		40	Must comply with <u>Food and Drug Regulation Division 13 B.13.029.</u> The minimum guaranteed shelf life after delivery shall be 72 hours.
Triticale Bread	Triticale Flour		20	Must comply with <u>Food and Drug Regulation Division 13 B.13.029.</u> The minimum guaranteed shelf life after delivery shall be 72 hours.
Rye Bread	Rye Flour		20	Must comply with <u>Food and Drug Regulation Division 13 B.13.029.</u> The minimum guaranteed shelf life after delivery shall be 72 hours. Shall not weigh less than 450 grams unless otherwise specified. If light rye bread is specified at least 10% of the flour shall be rye flour. If dark rye is specified at least 30% of the

				flour shall be rye.
Raisin Bread	Seedless Raisins	50		Must comply with <a href="#">Food and Drug Regulation Division 13 B.13.029</a> . The minimum guaranteed shelf life after delivery shall be 72 hours. Shall not weigh less than 450 grams unless otherwise specified.
Raisin Bread	or a mixture of Raisins Currants	35 plus – 15 (maximum)		Must comply with <a href="#">Food and Drug Regulation Division 13 B.13.029</a> . The minimum guaranteed shelf life after delivery shall be 72 hours. Shall not weigh less than 450 grams unless otherwise specified.
Bran Bread	> 2 g dietary fibre from wheat bran per serving	> 2 g dietary fibre from wheat bran per serving		Must comply with <a href="#">Food and Drug Regulation Division 13 B.13.029</a> . The minimum guaranteed shelf life after delivery shall be 72 hours.
Protein Bread	Must have a protein rating of 20 or more.	Must have a protein rating of 20 or more.		Must comply with <a href="#">Food and Drug Regulation Division 13 B.13.029</a> . The minimum guaranteed shelf life after delivery shall be 72 hours.

**Description:**

**Bread Products:**

Products made with flour and water and the addition of other ingredients dependent on the product. Salt, fat and leavening agents such as yeast and baking soda are common ingredients. Bread products may contain other ingredients, such as milk, egg, sugar, spice, fruit (such as raisins), vegetables (such as onion), nuts (such as walnuts) or seeds (such as poppy).

**Table 3.0 Bread Products**

<b>Type of Bread Product</b>	<b>Description</b>	<b>Requirements</b>
Bagel	Bagel is a bread product, traditionally shaped by hand into the form of a ring from yeasted wheat dough, roughly hand-sized. Bagels are first boiled water and then baked .Bagels have a dense, chewy, doughy interior with a browned and sometimes crisp exterior. Bagels may be topped with seeds such as poppy or sesame seeds baked on the outer crust. Bagels maybe also be made from dough types such as whole-grain or rye.	The minimum guaranteed shelf life after delivery shall be 72 hours.
English Muffins	An English muffin is a small, round, flat (or thin) type of yeast-leavened bread which is commonly served split horizontally. English muffins maybe made with white or whole-grain dough and are available in flavours such as cinnamon.	The minimum guaranteed shelf life after delivery shall be 72 hours.
Pita	Pita is a round slightly leavened pocket bread. The "pocket" in pita bread is created by steam, which puffs up the dough. As the bread cools and flattens, a pocket is left in the middle. Pita bread is either round or oval and varies in size.	The minimum guaranteed shelf life after delivery shall be 72 hour.
Tortilla	The Mexican tortilla is made from specially treated maize flour. Tortillas are also commonly made from wheat flour. The maize and wheat tortillas have different textures. The maize (corn) version is somewhat thicker and heartier in texture, while the wheat version is less easily broken due to its high gluten content, and can be made larger in circumference and thinner without breaking.	The minimum guaranteed shelf life after delivery shall be 72 hour.
Croissants	Croissants are a buttery flaky bread roll with a distinctive crescent shape. Croissants are made of yeast-leavened dough layered with butter, rolled and folded several times in succession, then rolled into a sheet, in a technique called laminating. The process results in a layered, flaky texture, similar to a puff pastry.	The minimum guaranteed shelf life after delivery shall be 72 hours.

Type of Bread Product	Description	Requirements
Bread Rolls	Bread rolls are yeast leavened bread products that are available in various sizes and shapes.	Bread rolls shall keep sweet, sound and palatable for 72 hours after delivery, with the exception of hard dinner rolls, which shall keep sound and palatable for 48 hours after delivery.
White rolls		Made from enriched white flour meeting the specifications in the <a href="#">Food and Drug Regulations, Division 13 B13.001</a> . White rolls shall be white to creamy in colour and free from grayness.
Enriched white rolls		Shall meet the requirements for white rolls and contain, for each 100 parts of flour used, not less than 2 parts by mass of skim milk solids, or 4 parts by mass of dried whey powder.
Whole Wheat rolls		Shall be made from a blend in which not less than 60 % of the flour shall be good quality whole wheat flour.
Hard dinner rolls		Shall be baked to a hard crusty finish on the complete surface and shall be of the size and shape specified.
Soft dinner rolls		Shall be made from dough that contains, for each part of flour, not less than 2 parts by mass of sugar or dextrose and not less than 2 parts by mass of shortening or lard. The crust shall be soft to the touch. The rolls shall be of the mass, size and shape specified.
Hot dog rolls		Shall meet the same requirements as soft dinner rolls except that they shall be of the shape required for hot dogs and shall be at least 150mm long.
Hamburger rolls		Shall meet the same requirements as soft dinner rolls except that they shall be of a flattened round shape required for hamburgers and shall have a diameter on not less than 75 mm unless otherwise specified. The crust on top shall be soft to the touch.



All bread, specialty breads and bread products procured in Canada:

- must be of the type and pack size specified;
- must have a shelf life as specified in Tables 1.0, 2.0 and 3.0;
- bread and specialty bread must be drawn from the oven not less than 12 hours or more than 24 hours before delivery;
- must not have been previously frozen unless otherwise specified;
- must meet the requirements as indicated in Tables 1.0, 2.0 and 3.0 when appropriate, unless otherwise specified;
- must comply with relevant sections of Acts and Regulations listed under [Canada Food and Drugs Act](#), [Food and Drug Regulations](#), [Canada Agricultural Products Act and Related Regulations](#), [Canadian Food Inspection Agency Act](#), [Canada Grain Act](#), and [Canada Grain Regulations under the Act](#);
- must comply with fundamental principle related to Health and Safety listed under [Canada Agricultural Products Act - Processed Products Regulations](#);
- must comply with the relevant sections listed under [Canadian Food Inspection Agency - Food Safety](#);
- must comply with all requirement listed under [Canadian Grain Commission](#);
- must comply with food additive regulations listed under [Food and Drug Regulations - Division 16](#);
- must comply with food packaging and labelling requirements listed under [Consumer Packaging and Labelling Act](#), and [Consumer Packaging and Labelling Regulations](#);
- must comply with the relevant sections listed under, [Canadian Food Inspection Agency - Guide to Food Labelling and Advertising](#) and [Canadian Food Inspection Agency - Chapter 9 - Supplementary Information on Specific Products](#);
- must be prepared and handled in accordance with essential principles of food hygiene applicable throughout the food chain (including primary production through to the final consumer), ensuring that food is safe and suitable for human consumption listed under - [Recommended International Code of Practice - General Principles of Food Hygiene - CODEX ALIMENTARIUS](#), including Annex on Hazard Analysis and Critical Control Point (HACCP) system and guidelines; and
- must comply with any microbiological criteria established in accordance with the Principles for the Establishment and Application of Microbiological Criteria for Foods (CAC/GL 21-1997).

All bread, specialty breads and bread products procured outside Canada:

- must only be procured from countries that meet federal acts and regulations govern the importation of food under Canadian Food Inspection Agency - Guide to Importing Food Commercially;
- must be of the type and pack size specified;
- must have a shelf life as specified in Tables 1.0, 2.0 and 3.0;
- must not have been previously frozen;
- must meet the requirements as indicated in Tables 1.0, 2.0 and 3.0 when appropriate, unless otherwise specified;
- must comply with relevant sections of Acts and Regulations (or the equivalent in the country where procured) listed under [Canada Food and Drugs Act](#), [Food and Drug Regulations](#), [Canada Agricultural Products Act and Related Regulations](#), [Canadian Food Inspection Agency Act](#), [Canada Grain Act](#), and [Canada Grain Regulations under the Act](#);
- must comply with fundamental principle related to Health and Safety listed under [Canada Agricultural Products Act - Processed Products Regulations](#);
- must comply with the relevant sections listed under [Canadian Food Inspection Agency - Food Safety](#), and [Agriculture and Agri - Food Canada](#);
- must comply with all requirement listed (or the equivalent in the country where procured) under [Canadian Grain Commission](#);
- must comply with food additive regulations listed under [Food and Drug Regulations - Division 16](#); and/or
- must comply with food additive classes listed under [General Standard for Food Additives \(Codex Stan 192-1995\)](#);
- must comply with food packaging and labelling requirements listed under [Consumer Packaging and Labelling Act](#), and/or [Consumer Packaging and Labelling Regulations](#);
- must comply with the relevant sections listed under, [Canadian Food Inspection Agency - Guide to Food Labelling and Advertising](#) and [Canadian Food Inspection Agency - Chapter 9 - Supplementary Information on Specific Products](#); and/or,
- must comply with all the requirement listed under [General Standard for the Labelling of Prepackaged Foods \(Codex Stan 1-1985\)](#);
- must be prepared and handled in accordance with essential principles of food hygiene applicable throughout the food chain (including primary production through to the final consumer), ensuring that food is safe and suitable for human consumption listed under - [Recommended International Code of Practice - General Principles of Food Hygiene - CODEX ALIMENTARIUS](#), including Annex on Hazard Analysis and Critical Control Point (HACCP) system and guidelines;
- must comply with others relevant Codes of Hygienic Practice and Codes of Practice recommended by the Codex Alimentarius Commission relevant to bread;
- must comply with all the requirement listed under [Guidelines for the Use of Flavours \(Codex CAC/GL 66-2008\)](#); and

- meet all requirements of applicable local food legislation whenever those requirements are stricter. All bread must be obtained by sources approved by the applicable local and international laws, regulations, procedures and requirements.

**Size:**

The usual retail and commercial standard size available in the market applicable for fresh bread and baked products unless otherwise specified.

**Packaging:**

Fresh bread and baked products shall be packaged in normal retail and commercial packaging, packing, labelling and marking which safeguard the hygienic, nutritional, technological and organoleptic qualities of the food. Packaging material must be made of substances which are safe and suitable for their intended use and does not impart any toxic substance or undesirable odour or flavour to the product.

**Storage and Distribution:**

All products must be delivered in clean, sanitary vehicles and in cartons, packages or trays that protects the product from dust and contamination in transit.

**Applicable Regulations and Resources for Bread and Baked Products**

[Canada Food and Drugs Act](#)

[Food and Drug Regulations under the Act](#)

[Food and Drug Regulation Division 13](#)

[Canada Agricultural Products Act](#)

[Canada Agricultural Products Act - Processed Products Regulations](#)

[Agriculture and Agri-Food Canada - The Canadian Bread and Bakery Industry](#)

[Canadian Food Inspection Agency Act](#)

[Canadian Food Inspection Agency - Food Safety](#)

[Food and Drug Regulations - Division 16](#)

[Canadian Food Inspection Agency - Chapter 9 - Supplementary Information on Specific Products- 9.8](#)

[Canadian Food Inspection Agency - Guide to Food Labelling and Advertising](#)

[Canadian Food Inspection Agency - Guide to Food Labelling and Advertising - Chapter 9 - Supplementary Information on Specific Products](#)

[Specific Products](#)

[Consumer Packaging and Labelling Act](#)

[Consumer Packaging and Labelling Regulations under the Act](#)

[Canada Grain Act](#)

[Canada Grain Regulations under the Act](#)

[Canadian Grain Commission](#)

[Recommended International Code of Practice- General Principles of Food Hygiene \(Codex Alimentarius - CAC/RCP 1969\)](#)

[General Standard for the Labelling of Prepackaged Foods \(Codex Stan 1-1985\)](#)

[General Standard for Food Additives \(Codex Stan 192-1995\)](#)

[Guidelines for the Use of Flavours \(Codex CAC/GL 66-2008\)](#)

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 SECURITY REQUIREMENTS .....	4
1.4 DEBRIEFINGS .....	4
<b>PART 2 - OFFEROR INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF OFFERS .....	4
2.3 ENQUIRIES - REQUEST FOR STANDING OFFERS .....	5
2.4 APPLICABLE LAWS.....	5
<b>PART 3 - OFFER PREPARATION INSTRUCTIONS.....</b>	<b>5</b>
3.1. OFFER PREPARATION INSTRUCTIONS.....	5
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>6</b>
4.1 EVALUATION PROCEDURES.....	6
4.2 BASIS OF SELECTION.....	7
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>7</b>
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER .....	8
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION	8
<b>PART 6 - SECURITY REQUIREMENTS.....</b>	<b>9</b>
6.1 SECURITY REQUIREMENTS .....	9
<b>PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES .....</b>	<b>9</b>
<b>A. STANDING OFFER .....</b>	<b>9</b>
7.1 OFFER.....	9
7.2 SECURITY REQUIREMENTS .....	9
7.3 STANDARD CLAUSES AND CONDITIONS.....	10
7.4 TERM OF STANDING OFFER .....	11
7.5. AUTHORITIES .....	11
7.6 IDENTIFIED USERS.....	12
7.7 CALL-UP INSTRUMENT .....	12
7.8 LIMITATION OF CALL-UPS .....	12
7.9 PRIORITY OF DOCUMENTS .....	12
7.10 CERTIFICATIONS .....	12
7.11 SACC MANUAL CLAUSES .....	13
7.12 APPLICABLE LAWS.....	13
<b>B. RESULTING CONTRACT CLAUSES .....</b>	<b>13</b>
7.1 REQUIREMENT .....	13
7.2 STANDARD CLAUSES AND CONDITIONS.....	13
7.3 TERM OF CONTRACT .....	13
7.4 PAYMENT .....	14
7.5 INVOICING INSTRUCTIONS .....	14
7.6 INSURANCE .....	14

Solicitation No. - N° de l'invitation  
W0142-16X035/A  
Client Ref. No. - N° de réf. du client  
W0142-16X035

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-5-38074

Buyer ID - Id de l'acheteur  
CAL - 127  
CCC No./N° CCC - FMS No./N° VME

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7.7	SACC MANUAL CLAUSES .....	14
7.8	INSPECTION AND ACCEPTANCE .....	14
7.9	PRICE ADJUSTMENT - MILK .....	15
7.10	PRICE ADJUSTMENT – BUTTER .....	15
<b>ANNEX “A”</b>	.....	<b>16</b>
	REQUIREMENT .....	16
<b>ANNEX “B”</b>	.....	<b>19</b>
	BASIS OF PAYMENT .....	19
<b>ANNEX “C”</b>	.....	<b>20</b>
	BREAD AND BAKED PRODUCTS SPECIFICATIONS .....	20
<b>ANNEX “D”</b>	.....	<b>20</b>
	SECURITY REQUIREMENT .....	20
<b>ANNEX “E”</b>	.....	<b>21</b>
	STANDING OFFER USAGE REPORTS .....	21

## **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 Requirements: includes specific requirements that must be addressed by Offerors; and   |
| Part 7 | 7A, Standing Offer, and 6B, Resulting Contract Clauses:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>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, and any other annexes.

### **1.2 Summary**

(i) To establish a Regional Individual Standing Offer (RISO) for the supply and delivery of "Fresh Bakery", as required, during the period of the Standing Offer, for the Department of National Defence (DND), Canadian Forces Base (CFB) Suffield, Ralston, Alberta.

(ii) Client Department: The department of National Defence, CFB Suffield, Ralston Alberta.

(iii) The Standing Offer period will be for one (1) year from date of issuance, with two (2) additional - one (1) year option periods.

Price adjustments for milk, and butter will be made at the time of call-up provided sufficient notice is given to the Contracting authority. Justification must be obtained to warrant any updates to the prices. It will be to the Contracting Authority's discretion on what is considered acceptable lead-time on the notices from Standing Offer Holders, and the price adjustment effective dates.

**1.2.2** "The requirement is subject to the provisions of the Agreement on Internal Trade (AIT)."

**1.2.3** "The requirement is subject to a preference for Canadian goods and/or services."

### 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. For more information on personnel and organization security screening or security clauses, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### 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: 180 days

#### 2.1.1 SACC Manual Clauses

B3000T	Equivalent Products	2006-06-16
M0019T	Firm Price and/or Rates	2007-05-25

### 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.

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

**[WST.CAL-FOOD@pwgsc-tpsgc.gc.ca](mailto:WST.CAL-FOOD@pwgsc-tpsgc.gc.ca)**

#### 2.2.1 Prices – Items (M0066T), 2007-05-25



Offerors must submit firm prices for all items listed in Annex "B".

### **2.3 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

### **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 Alberta.

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

## **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: Technical Offer (1 hard copy hard copy) (and 1 soft copy by e-mail, to the following address: **WST.CAL-FOOD@pwgsc-tpsgc.gc.ca**).

Section II: Financial Offer (1 hard copy)

Section III: Certifications (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>). 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: Technical Offer**

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: 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.

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

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

That list, once printed, must be submitted as a hard copy with the other required documents, before being transmitted to **WST.CAL-FOOD@pwgsc-tpsgc.gc.ca**.

#### **3.1.1 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.

#### **3.1.2 Exchange Rate Fluctuation**

**C3011T** (2013-11-06), Exchange Rate Fluctuation

#### **Section III: 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 technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are two or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

See Annex "A"

#### **4.1.2 Financial Evaluation**

In Annex "B", Basis of Payment, offerors must:

Provide prices for a minimum of 40 of the 45 line items on the product list. Failure to provide a minimum of 40 line items will render the offer non-compliant without further consideration being given.

##### **4.1.2.1** The total overall Offer price will be calculated as follows:

- i. Multiplying the unit price for each product by their Total Estimated Annual Usage; and adding the following
- ii. Total price for all three (3) three years to determine the total aggregate price of the offer.

SACC Manual Clause **M0220T** (2013-04-25), Evaluation of Price

#### **4.2 Basis of Selection**

##### **4.2.1 Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

### **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Offerors must provide the required certifications and additional 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 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 will render the offer non-responsive, 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) (<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 the Issuance of a Standing Offer and Additional Information**

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below 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_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada-Labour's](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.

### **5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer**

#### **5.2.3.1 Canadian Content Certification**

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the good(s) offered are Canadian goods, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the offer will result in the good(s) offered being treated as non-Canadian goods.

**The Offeror certifies that:**

- ( ) a minimum of 80 percent of the total price for the offer consist of Canadian goods as defined in paragraph 1 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#)(9), Example 2, of the Supply Manual.

**5.2.3.1.1** SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition

## **PART 6 - SECURITY REQUIREMENTS**

### **6.1 Security Requirements**

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) 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;
  - (c) 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.
3. For additional information on security requirements, Offerors should refer to the [Industrial Security Program \(ISP\)](#) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

## **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 following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Standing Offer.

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**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:  
PWGSC FILE: W0142-16X035**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
  - (b) Industrial Security Manual (Latest Edition)

**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 (2015-09-03) 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 "E". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report. The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

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

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

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## **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 for one year from date of issuance.

### **7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two, one (1) year periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority

## **7.5. Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Jane Ray, Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch, Western Region  
Suite 1650, 635 8<sup>th</sup> Ave SW  
Calgary AB T2P 3M3

Telephone: 403-292-5318  
Facsimile: 403-292-5786  
Email: Jane.ray@pwgsc-tpsgc.gc.ca

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

### **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**

To be completed by Offeror)

#### **General Enquiries:**

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

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

Solicitation No. - N° de l'invitation  
W0142-16X035/A  
Client Ref. No. - N° de réf. du client  
W0142-16X035

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-5-38074

Buyer ID - Id de l'acheteur  
CAL - 127  
CCC No./N° CCC - FMS No./N° VME

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

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

**Delivery Follow-up:**

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

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

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

**7.6 Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: Canadian Forces Base (CFB) Suffield, Ralston, Alberta.

**7.7 Call-up Instrument**

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

**7.8 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (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 (2015-09-03), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2015-09-03), General Condition -Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Bread and Baked Products Description;
- h) Annex D, Security Requirements Check List;
- i) Annex E, Standing Offer Usage Report;
- j) 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 additional 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 additional 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 SACC Manual Clauses**

M3060C Canadian Content Certification 2008-05-12

## **7.12 Applicable Laws**

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

## **B. RESULTING CONTRACT CLAUSES**

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

### **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**

2010A (2015-09-03), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of 2010 A (General Conditions – Good (Medium Complexity) (2015-09-03) will not apply to payments made by credit cards.

### **7.3 Term of Contract**

#### **7.3.1 Delivery Date**

Delivery must be completed in accordance with the 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 Contract, the Contractor will be paid firm unit prices as specified in Annex B, Basis of Payment for a cost of \$ To be determined at time of call-up. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### **7.4.2 SACC Manual Clauses**

H1000C Single Payment 2008-05-12

### **7.4.3 Payment by Credit Card**

The following credit cards are accepted: TBD and TBD.

## **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.
2. Invoices must be distributed as follows:
  - a. The original and two (2) copies must be forwarded to the address shown on page 1 of the Contract for certification and payment. Hand written notices will not be accepted.
  - 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

## **7.7 SACC Manual Clauses**

A9062C	Canadian Forces Site Regulations	2011-05-16
B7500C	Excess Goods	2006-06-16
D0014C	Delivery of Fresh Chilled or Frozen Products	2007-11-30
D0018C	Delivery and Unloading	2007-11-30
D3004C	Type of Transport	2007-11-30

## **7.8 Inspection and Acceptance**

The project authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

## **7.9 Price Adjustment - Milk**

The prices detailed in the Contract are subject to adjustment to reflect the actual minimum wholesale prices for milk established by the provincial milk marketing board. A copy of the Contractor's notification of price adjustment from the provincial milk marketing board must be provided to the Contracting Authority.

The Contract will be amended to reflect the actual price of the adjustment at time of call-up. The Contractor must not invoice at prices other than those specified in the Contract

## **7.10 Price Adjustment – Butter**

The prices detailed in the Contract are subject to upward or downward adjustment to allow for any increase or decrease in the support prices for butter established by the Canadian Dairy Commission. A copy of the Contractor's notification of price increase or decrease from the Canadian Dairy Commission must be provided to the Contracting Authority.

The Contract will be amended to reflect the actual price of the increase or decrease at time of call-up. The Contractor must not invoice at prices other than those specified in the Contract.

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## **ANNEX "A"**

### **REQUIREMENT**

To establish a Regional Individual Standing Offer (RISO) for the supply and delivery of "Fresh Bakery", as required, during the period of the Standing Offer, for the Department of National Defence (DND), Canadian Forces Base (CFB) Suffield, Ralston, Alberta.

The Standing Offer period will be for one (1) year from date of issuance, with two (2) additional - one (1) year option periods.

Price adjustments for milk, and butter will be made at the time of call-up provided sufficient notice is given to the Contracting authority. Justification must be obtained to warrant any updates to the prices. It will be to the Contracting Authority's discretion on what is considered acceptable lead-time on the notices from Standing Offer Holders, and the price adjustment effective dates.

The Contractor shall during a period of standing offer, perform and complete with care, skill, diligence, and efficiency the work described in this standing offer.

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

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

#### **Mandatory Requirements**

1. The "Canadian Government Standards Board specifications" will be used as reference for quality control. All food items must be in accordance with –CF Food Quality Specifications FQS-34 Bread Cereal and Baked Products (Annex "D"), and meet the Canadian Food Inspection Agency (CFIA) standards in preparation.
2. Government-inspected and/or graded foods will have the appropriate stamp indicating such inspection and/or grading has been carried out.
3. All food item products must be processed in a federally inspected plant and the Contractor's preparation facility must meet the CFIA standards.
4. DND reserves the right to inspect the Contractor's facility during the Standing Offer period for the purpose of quality assurance and to ensure the facility meets the standards expected of a CFIA approved supplier.

#### **Quality Assurance**

1. All products must be of recent production. 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.
2. All fresh items must arrive in good order with a best before date of a minimum of 7 days to expiry at time of delivery. Must be fresh and not frozen.
3. Fresh bread and baked products shall be packaged in normal retail and commercial packaging, packing, labelling and marking which safeguard the hygienic, nutritional, technological and organoleptic

qualities of the food. Packaging material must be made of substances which are safe and suitable for their intended use and does not impart any toxic substance or undesirable odour or flavour to the product.

4. Final inspection and acceptance of the food product will rest solely with the Call-up Authority or his or her representatives at the point of delivery. All products supplied must be free of signs of deterioration, spoilage, filth, or damage by rodents or insects. The Call-up Authority or his or her representative will have the right to reject products at the time of delivery and the supplier will remove unacceptable products immediately.

#### **Availability and Substitutions**

1. Most orders will be during peak time frames, from 1 April to 30 October yearly.
2. Potential shortfalls in providing the identified food items in a call-up must be immediately brought to the attention of the Project Authority.
3. Substitutions will not be accepted without the prior approval of Project Authority, who is the only approving authority for substitutions and call-up amendments.
4. Any additional cost incurred to substitute a food item rests fully at the Standing Offer Holder's expense. Substitute food items will be invoiced at the same price as the item it is substituting, as per Annex B, Basis of Payment.

#### **Rejects and Shortfalls**

1. The Contractor agrees, upon notification of rejected products and or shortage of food products, to replace all shortage and rejected items within 24 hours. Any additional expenses including delivery costs incurred to replace all shortage or rejected items rests fully at the Contractor's expense.

#### **Call-up and Order Confirmation**

1. When groceries are required, DND will submit a Unitrak Purchase Order and/or PWGSC 942 Call-up Against a Standing Offer form via fax or hard copy to the Standing Offer Holder. All call-ups will be placed a minimum of 24 to 48 hours prior to the expected day of delivery. Food deliveries may include weekends or statutory holidays.
2. The Contractor must respond within 2 to 4 hours of receipt of a PWGSC 942 Call-up Against a Standing Offer to confirm receipt, via return fax.
3. DND reserves the right to amend a call-up, up to 24 hours before the delivery is required.

---

## Food Deliveries

1. Food deliveries are to be made directly within the geographies of the Canadian Forces Base Suffield areas of responsibilities identified herein. The delivery location will be identified on each individual call-up.
2. The following delivery locations will be included in the areas of responsibility:
  - Ration Commissary- CFB Suffield, Ralston Alberta, Building 207
  - Combined Mess- CFB Suffield, Ralston Alberta, Building 436
  - Crowfoot Kitchen- CFB Suffield, Ralston Alberta, Building 241
3. Deliveries must be made between the hours of 0730 hrs. and 1200 hrs., Monday to Friday, including weekends and statutory holidays.
4. The Call-up Authority or his or her representative will meet the Standing Offer Holder to receive the food order at the delivery location identified on the individual call-up.

## Type of Transport

1. Delivery of chilled food commodities will be made in climate controlled transport unless the Call-Up Authority instructs otherwise. The acceptable temperature range is from 1.5° C to 4°C or (35° F to 40° F).
2. The vehicles utilized for the transportation of food products must be considered as an extension of the company premises. As such, the environment it presents must 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.
3. The construction, maintenance, sanitation, refrigeration, and handling practices must adhere to the standards of a well-operated Canadian commercial grocery and meet the standards of CFIA.
4. The vehicle must be a dedicated transport of food products only.

Solicitation No. - N° de l'invitation  
W0142-16X035/A  
Client Ref. No. - N° de réf. du client  
W0142-16X035

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-5-38074

Buyer ID - Id de l'acheteur  
CAL - 127  
CCC No./N° CCC - FMS No./N° VME

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## ANNEX "B"

### BASIS OF PAYMENT

*(See Attached Excel Spreadsheet for Basis of Payment)*

**Applicable taxes are to be excluded from the prices herein**  
**Applicable taxes will be added as a separate item on the invoice, if applicable.**

F.O.B. Destination: Canadian Forces Base (CFB) Suffield, Ralston, Alberta, including, but not limited to, all ecology fees, deposits, shipping and delivery, loading and offloading, and fuel charges, Canadian customs duties and excise tax included.

Offerors must bid on at least 40 of the 45 items; otherwise their offer may be treated as non-responsive.

This period is in addition to the bid validity period identified under Part 2, article 2.1, Standard Instructions, Clauses and Conditions. Refreshing of pricing will then be permitted to the Standing Offer Holder(s) as per the categories listed herein in Annex "B" above.

The estimated usage provided in Excel Spreadsheet is for evaluation purposes only and does not form part of any resulting Standing Offer.

Solicitation No. - N° de l'invitation  
W0142-16X035/A  
Client Ref. No. - N° de réf. du client  
W0142-16X035

Amd. No. - N° de la modif.  
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CAL-5-38074

Buyer ID - Id de l'acheteur  
CAL - 127  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "C"**

### **Bread and Baked Products Specifications**

***See attached PDF***

## **ANNEX "D"**

### **Security Requirement**

***See Attached PDF***



Solicitation No. - N° de l'invitation  
W0142-16X035/A  
Client Ref. No. - N° de réf. du client  
W0142-16X035

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-5-38074

Buyer ID - Id de l'acheteur  
CAL - 127  
CCC No./N° CCC - FMS No./N° VME

## ANNEX "E"

### STANDING OFFER USAGE REPORTS

Return to:

Public Works and Government Services Canada  
Acquisitions Branch  
Facsimile: (403) 292-5786  
Email: wst-pa-cal@pwgsc-tpsgc.gc.ca

#### Quarterly Usage Report Schedule:

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

SUPPLIER:

STANDING OFFER NO:

W0142-15X046

DEPARTMENT OR AGENCY:

Department of National Defence

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

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

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

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



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat W0142-16X035
Security Classification / Classification de sécurité Unclassified

SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART 1: CONTRACT INFORMATION / PARTIE 1: INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND, CFB SUFFIELD		2. Branch or Directorate / Direction générale ou Direction G4 Foods Services
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Food Services support, contractor will deliver food commodities ( Fresh bakery products) throughout the week and are requested to be available everyday of the week. This SRCL is being submitted as the contractor requires unescorted access to a Controlled Access Zone/Area.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis:		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès:		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
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Canada





Gouvernement  
of Canada

Gouvernement  
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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité:

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:

Document Number / Numéro du document:

**PART B (PERSONNEL) / SUPPLIER / PARTIE B (PERSONNEL) / FOURNISSEUR**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITE | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:

Commentaires spéciaux: This SRCL is being submitted as the contractor requires unescorted access to a Controlled Access Zone/Area

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes  
Non Oui

**PART C (SAFEGUARDS) / SUPPLIER / PARTIE C (MESURES DE PROTECTION) / FOURNISSEUR**

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes  
Non Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui

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**PARTIE (continued) / PARTIE (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ		NATO					COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIAL	TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL		COSMIC TOP SECRET	A	B	C	CONFIDENTIAL		TRÈS SECRET	
Information / Assets Renseignements / Biens Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente L'ERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

SM

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée  
« Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente L'ERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

SM

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée  
« Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec  
des pièces jointes).