



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

Government of Canada Building
101 - 22nd Street East, Suite 110
Saskatoon

Sask.

S7K 0E1

Bid Fax: (306) 975-5397

LETTER OF INTEREST

LETTRE D'INTÉRÊT

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 Canada/Réception
des soumissions Travaux publics et Services
gouvernementaux Canada

Government of Canada Building
101 - 22nd Street East

Suite 110

Saskatoon

Saskatche

S7K 0E1

Title - Sujet RFI - Food Procurement	
Solicitation No. - N° de l'invitation EW478-171707/A	Date 2016-10-13
Client Reference No. - N° de référence du client PWGSC EW478-171707	GETS Ref. No. - N° de réf. de SEAG PW-\$STN-201-4921
File No. - N° de dossier STN-6-39043 (201)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-03-31	
Time Zone Fuseau horaire Central Standard Time CST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Marsland, Rina	Buyer Id - Id de l'acheteur stn201
Telephone No. - N° de téléphone (306) 241-5742 ()	FAX No. - N° de FAX (306) 975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA STE 1650 635-8TH AVE S.W. CALGARY Alberta T2P3M3 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

Request for Information (RFI)

Western Region Food Procurement

1. Purpose and Nature of the Request for Information (RFI)

Public Works and Government Services Canada (PWGSC) Western Region, is undertaking a review of how it purchases food on behalf of client departments. This RFI is seeking to engage Industry in consultation regarding best practices for Food Procurement.

The objectives of this RFI are to:

- a) initiate discussions with industry on the procurement of food;
- b) understand what suppliers have to offer and leverage their expertise to develop a consistent process that achieves an effective result; and
- c) elicit feedback from industry to questions posed.

This RFI is neither a call for tender nor a Request for Proposal (RFP). No agreement or contract will be entered into based on this RFI. The issuance of this RFI is not to be considered in any way a commitment by the Government of Canada, nor as authority to potential respondents to undertake any work that could be charged to Canada. This RFI is not to be considered as a commitment to issue a subsequent solicitation or award contract(s) for the work described herein.

Although the information collected may be provided as commercial-in-confidence (and, if identified as such, will be treated accordingly by Canada), Canada may use the information to assist in drafting performance specifications (which are subject to change) and for budgetary purposes.

Respondents are encouraged to identify, in the information they share with Canada, any information that they feel is proprietary, third party or personal information. Please note that Canada may be obligated by law (e.g. in response to a request under the Access of Information and Privacy Act) to disclose proprietary or commercially-sensitive information concerning a respondent (for more information: <http://laws-lois.justice.gc.ca/eng/acts/a-1/>).

Respondents are asked to identify if their response, or any part of their response, is subject to the Controlled Goods Regulations.

Participation in this RFI is encouraged, but is not mandatory. There will be no short-listing of potential suppliers for the purposes of undertaking any future work as a result of this RFI. Similarly, participation in this RFI is not a condition or prerequisite for the participation in any potential subsequent solicitation.

Respondents will not be reimbursed for any cost incurred by participating in this RFI.

2. Background Information:

Within the Federal Government of Canada there are more than 243 contracts/standing offers for food and beverages. Three major Federal Government Departments which utilize these contracts/standing offers are the Department of National Defence, Correctional Services of Canada and the Department of Fisheries and Oceans Canada.

Over the last few years PWGSC has been working to provide a more structured approach with respect to purchasing food and beverages. The National Goods and Services Procurement Strategy for Food and

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Beverages was brought into effect in 2014 introducing the use of a standardized approach with suggested product categories and bidding periods.

You can view the resulting information from the Request for Information for the National Goods and Services Procurement Strategy for Food and Beverages at the following link:

<https://buyandsell.gc.ca/procurement-data/tender-notice/PW-14-00640952>

PWGSC solicits food and beverage requirements on behalf of Federal Government Departments when the requirement is valued greater than \$25,000 (CDN). The contract/standing offer duration can vary for each category depending on the departments' operational requirements. The categories include Dairy, Meat, Fish & Poultry, Fresh Fruit & Vegetables, Bakery Products, Frozen Products, Miscellaneous Groceries, and Beverages with Dispensers.

Each departmental requirement can be unique and although this approach has greatly assisted, there are still many challenges that are faced when purchasing food and beverages. These challenges have included national menu plans, remote locations, specific package sizes, specialty items and delivery/shipping.

PWGSC would like to continue improve the overall performance of the procurement of this commodity, including value for money spent, serving departments' operational needs, facilitating reasonable access to suppliers while efficiently using government resources to meet those requirements.

Canada is now seeking input and responses to specific questions, found at Attachment 2, from industry and suppliers of identified issues of consistency of process and outcomes as well as identified areas of opportunity that should produce better outcomes for client departments, suppliers, potential suppliers and Canadians.

Respondents are invited to provide comments included in this RFI by completing and returning Attachment 2. Respondents should explain any assumptions they make in their interpretation of the requirements.

3. Potential Work Scope:

The scope of the Western Region Food Industry engagement is to gain Industry insight into the current and future processes used by PWGSC on behalf of government departments in the Western Region, (such as, the Department of National Defence and the Correctional Service of Canada and the Department of Fisheries and Oceans Canada). The scope includes all food and beverage purchases.

The following sub-categories or cases are not specifically addressed as they are either covered under other government policies or other PWGSC national strategies:

- Hospitality Services
- Meals for persons travelling on government business
- Humanitarian aid, disaster relief or emergencies
- Comprehensive Land Claim Areas (CLCA)

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The following sub-categories or cases are not specifically addressed due to their nature and/or complexity, they do not fall within the standardized categories for food and beverage purchases:

- Water
- Combat rations
- Prepared Meals – Catering services, boxed lunches, sandwiches
- Field Operations – non static kitchens and field exercises
- Remote locations, including isolated areas
- Non-public fund purchases
- Small or Irregular requirements.

4. Schedule:

As a result of Industry response, the following activities will be carried out:

- Phase I – Request for Information (RFI) including questionnaire – October 2016;
- Phase II – Consultation with industry via Industry Sessions – November 2016;
- Phase III – Submission Deadline for the RFI – December 2016
- Phase IV – Follow-up with respondent to this RFI, as required – January 2017 to March 2017;

5. Important Notes to Respondents:

Interested Respondents may submit their responses to the PWGSC Contracting Authority, identified below, preferably via email.

Rina Marsland
Procurement Specialist, Acquisitions Branch
Western Region
Public Works and Government Services Canada | Government of Canada

101 22nd Street East
Suite 110
Saskatoon, SK S7K 0E1

WST-PA-CAL@pwgsc-tpsgc.gc.ca | Cell: 306-241-5742 | Fax: 306-975-5397

A point of contact for the Respondent should be included in the package.

Changes to the RFI may occur and will be advertised on the Government Electronic Tendering System. Canada asks Respondents to visit Buyandsell.gc.ca regularly to check for changes, if any.

6. Upcoming Engagement Sessions:

6.1 Registration Information

Industry will have the opportunity to participate in one or more of the Industry Sessions. Interested suppliers must register their representatives by electronically completing the Industry Engagement Day Registration Form in Attachment One and sending the completed electronic form as an attachment to an email to: WST-PA-CAL@pwgsc-tpsgc.gc.ca no later than **4:00 p.m. CST on November 7th, 2016.**

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Industry representatives must identify themselves by providing the following information:

- Legal corporate name;
- Corporate address;
- E-mail address; and
- Name(s) of the attending representative(s).
- Location of attendance
 - Winnipeg – November 15, 2016
 - Saskatoon – November 17, 2016
 - Edmonton – November 22, 2016
 - Calgary – November 24, 2016

6.2 Registration Confirmation

PWGSC will confirm registration or any changes to Industry Engagement Day registration requests, via email acknowledgement, to each registrant no later than **4 p.m. CST on November 9th, 2016.**

6.3 Expenses for Industry Engagement Events

Attendees are responsible for their own transportation, accommodation, meals and parking. PWGSC will not reimburse any attendee for expenses incurred in attending, participating and/or responding to any part of these industry engagement activities.

6.4 Participation in Industry Engagement Events

Participation in these Industry Engagement events is not mandatory. Failure to attend these sessions/meetings will not preclude suppliers from participating in any future procurement process.

6.5 Industry Engagement Day Logistics

Session 1:

Date: **November 15, 2016 CDT**

Location: **Winnipeg, Manitoba**

Presentation Room Location:

Canada Room, Suite 712
275 Graham Avenue
Winnipeg, MB

Time: **9 am to 12 pm (CST)**

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Session 2:

Date: November 17, 2016 CST

Location: Saskatoon, Saskatchewan

Presentation Room Location:

Meewasin Boardroom
Public Works and Government Services Canada
101 22nd Street East
Suite 110
Saskatoon, SK

Time: 1 pm to 4 pm (CST)

Session 3:

Date: November 22, 2016 MT

Location: Edmonton, Alberta

Presentation Room Location:

Room 204 Conference Centre,
Canada Place
9700 Jasper Avenue,
Edmonton, AB T5J 4C1

Time: 1 pm to 4 pm (CST)

Session 4:

Date: November 24, 2016 MT

Location: Calgary, Alberta

Presentation Room Location:

Conference Centre; Carstairs Room
Harry Hays Building
220 4th Ave SE
Calgary, AB T2G 4X3

Time: 1 pm to 4 pm (CST)

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7. Submission Deadline for the RFI:

Responses to this RFI are to be submitted to the PWGSC Contracting Authority identified above, on or before **December 16, 2016 at 2:00 pm.**

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ATTACHMENT 1 – REGISTRATION INFORMATION

REQUEST FOR INFORMATION (RFI)

PWGSC WESTERN REGION FOOD PROCUREMENT

Section A – Company Information

Company Legal Name: _____

Corporate Address: _____

Section B - Point of Contact (PoC): *(identify one of the Registrants as the PoC)*

Name: _____ Title: _____

Phone Number: _____ Email Address: _____

Section C – Registrant Information and Attendance

(Limit of 3 attendees per Industry Session)

Name	Title	Location
a)		
b)		
c)		

Please return this form, once completed, electronically to WST-PA-CAL@pwgsc-tpsgc.gc.ca

Locations:

November 15, 2016 – Winnipeg

November 17, 2016 – Saskatoon

November 22, 2016 – Edmonton

November 24, 2016 – Calgary

ATTACHMENT 2 – SUPPLIER RESPONSE

Respondents are invited and encouraged to submit answers in response to the questions listed below.

**** If more space is required, please attach additional sheets to correspond to the applicable question/s.**

- 1) Are the current price refresh/rebid periods meeting with Industry price fluctuations? If no, what are the suggested price refresh/rebid periods for each category?

Definitions:

Rebid

Whereby for each price rebid period (1 month, 3 months, 6 months) as dictated by the category, all vendors who were deemed compliant for a solicitation would submit pricing for all items listed, an evaluation of the new pricing would then identify who the Standing Offer for that category would be awarded to for the period identified.

Refresh

Whereby for each price refresh period (1 month, 3 months, 6 months) as dictated by the category, all vendor who were awarded Standing Offers would submit updated pricing for all items listed, items over a defined percentage increase would need market support for inclusion. This refreshed pricing would be in effect for the period identified.

**National Food Strategy*

Table 1: Suggested categories and pre-determined competitive bidding periods

Suggested* Category	Suggested* Standing Offer durations
Grocery, Miscellaneous <ul style="list-style-type: none">Various Frozen Products	1 year with a maximum 6 month Price Refresh** OR 6 months if feasible for government department
Meat and/or Fish and/or Poultry	1 year with maximum 3 month Price Refresh** OR 3 months if feasible for government department
Dairy (including but not limited to milk, sour cream, cottage cheese, eggs, etc.)	1 year with a maximum 6 month Price Refresh** OR 6 months if feasible for government department
Bakery Products	1 year

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Suggested* Category	Suggested* Standing Offer durations
Fruits and Vegetables (Fresh)	1 year with minimum monthly Price Refresh** OR 1 month if feasible for government department
OTHER	
Beverages with Dispensers (not including water) may consider contract vs. standing offer	3 years

- 2) From an industry viewpoint, what are the pros and cons to the following methods of procurement of food?
- Rebid – Whereby for each price rebid period (1 month, 3 months, 6 months) as dictated by the category, all vendors who were deemed compliant for a solicitation would submit pricing for all items listed, an evaluation of the new pricing would then identify who the Standing Offer for that category would be awarded to for the period identified.
 - Refresh – Whereby for each price refresh period (1 month, 3 months, 6 months) as dictated by the category, all vendor who were awarded Standing Offers would submit updated pricing for all items listed, items over a defined percentage increase would need market support for inclusion. This refreshed pricing would be in effect for the period identified.

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a. What would be required in order to obtain a volume discount? Please provide details.

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(** after location name = remote location)

Alberta:	Saskatchewan:	Manitoba:	Territories:
<input type="checkbox"/> Edmonton	<input type="checkbox"/> Regina	<input type="checkbox"/> Winnipeg	<input type="checkbox"/> Northwest Territories **
<input type="checkbox"/> Calgary	<input type="checkbox"/> Saskatoon	<input type="checkbox"/> Stony Mountain	<input type="checkbox"/> Nunavut **
<input type="checkbox"/> Cold Lake **	<input type="checkbox"/> Prince Albert	<input type="checkbox"/> Shilo **	<input type="checkbox"/> Yellowknife **
<input type="checkbox"/> Drumheller	<input type="checkbox"/> Maple Creek **	Other:	Other:
<input type="checkbox"/> Grand Cache **	<input type="checkbox"/> Dundurn **	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Wainwright **	Other:	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Medicine Hat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Bowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maskwacis**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Suffield **	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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6) Remote Area, including isolated areas

PWGSC regularly requires suppliers for food and beverages in remote/isolated areas, please refer to the locations with ** after them in the list in 5) b. Often solicitations for remote or isolated areas receive limited responses.

a. Would your company consider submitting an offer for remote or isolated areas?

If no, please explain why and what changes, additions, or factors would be necessary to the requirement for your company to consider submitting an offer.

b. When servicing more isolated areas are there changes to how your company provides service? For example do remote areas generally receive a reduced delivery schedule? Do other factors such as minimum order sizes and increased delivery costs change with such deliveries? Is there a set point at which remove delivery considerations come into effect (e.g., after a set distance from your distribution center).

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- 9) What is the Industry standard for providing price support for fluctuations in the various commodities?

- 10) We encourage you to provide us with any general comments or relative information that may assist PWGSC with these food and beverage requirements.

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Appendix A

Sample Bid Pricing Spreadsheet

See attached PDF

Food - Fruit & Vegetables, Fresh

Annex B - Basis of Payment

Department
Branch

PWGSC File number: xxx-x-xxxxx
Client Reference No: xxxxx-xxxxxx
Period number: /01
For period from:

Offerors must provide pricing in accordance with the unit requested. Should the offer format differ from the requested format, the Offeror should provide conversions to the approximate quantities. For example: Requested format = 1 case of 15 dozen eggs and the approximate quantity needed for the year is 200 cases, the total number of eggs required = 36,000 (15 x 12 x 200 = 36,000). The offer format is 1 case of 25 dozen eggs, therefore the number of cases required for the year, needs to be reduced to 120 (25 x 12 x 120 = 36,000).

Any special order and / or detailed order status items that are stocked or non-stocked items in the Offeror's warehouse requiring more than three (3) days notice to deliver must be clearly noted in this Annex "B" - Working Document - Basis of Payment.

Item no.	DESCRIPTION	APPROX. QUANTITIES FOR ONE (1) MONTH	U of M	REQUESTED FORMAT				TOTAL APPROX. AMOUNT FOR ONE (1) MONTH	Offered Format				UNIT PRICE	Offered U of M	Extended Total
				6	x	2	KG		6	X	2	KG			
EX	Example	36	CASE				KG	432	KG				\$20.00	CASE	\$720.00
1	APPLES, FLAT OF GRANNY SMITH	10	CASE	1	x	125	ct	1250	ct						\$ -
2	BANANAS	5	BOX	1	x	40	lbs	200	lbs						\$ -
3	BROCCOLI, FRESH, NO ICE	20	CASE	1	x	20	lbs	400	lbs						\$ -

Item no.	DESCRIPTION	APPROX. QUANTITIES FOR ONE (1) MONTH	U of M	REQUESTED FORMAT				TOTAL APPROX AMOUNT FOR ONE (1) MONTH	Company Name: _____					
									Product Code	Offered Format			UNIT PRICE	Offered U of M
4	CABBAGE, GREEN	3	BAG	1	x	22.7	kg	68.1	kg					\$ -

MISCELLANEOUS ITEMS:

Fresh Fruit & Vegetables not identified on Annex B can be purchased up to a maximum of (15%) fifteen percent of the total standing offer value.

The supplier offers to sell any available products other than those listed in Annex B at prices matching those of his general, seasonal and sideline catalogue and / or the price list less a discount of **OR** a mark up of: _____ %

In addition to the prices established in Annex B, the supplier can offer special discounts, such as year end sales, production surplus, special sales and promotions, etc., as long as the cost is lower than the prices listed in Annex B.

Subtotal \$ -

Firm unit price, FOB destination, GST extra (if applicable).

GST \$ -

Evaluated Total \$ -