



RETURN BIDS TO :
RETOURNER LES SOUMISSIONS À :
Bid Receiving - Réception des soumissions:

Contracting & Materiel Services
Regional Headquarters – Prairies
3427 Faithfull Avenue
SASKATOON, SK S7K 8H6

Attn: Janet Nelson

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal to: Correctional Service Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

Proposition à: Service Correctionnel du Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments — Commentaires :

“THIS DOCUMENT DOES NOT CONTAIN A SECURITY REQUIREMENT” «LE PRÉSENT DOCUMENT NE COMPORTE AUCUNE EXIGENCE RELATIVE À LA SÉCURITÉ. »

Vendor/Firm Name and Address —
Raison sociale et adresse du fournisseur/de
l'entrepreneur :

Telephone # — N° de Téléphone :

Fax # — No de télécopieur :

Email / Courriel : _____

GST # or SIN or Business # — N° de TPS
ou NAS ou N° d'entreprise :

Title — Sujet: Food Premises Sanitation Inspection Services	
Solicitation No. — N° de l'invitation	Date:
50100-17-2438107	2016-11-03
Client Reference No. — N° de Référence du Client	
GETS Reference No. — N° de Référence de SEAG	
Solicitation Closes — L'invitation prend fin	
at /à : 2:00 PM	
on / le : 2017-01-03	
F.O.B. — F.A.B.	
Plant – Usine:	Destination: Other-Autre:
REGIONAL HEADQUARTERS - SASKATOON	
Address Enquiries to — Soumettre toutes questions à:	
501Contracts@csc-scc.gc.ca	
Telephone No. – N° de téléphone:	Fax No. – N° de télécopieur:
306-659-9252	306-659-9317
Destination of Goods, Services and Construction: Destination des biens, services et construction:	
Federal Correctional Institutions within the Prairie Region	
Instructions: See Herein Instructions : Voir aux présentes	
Delivery Required — Livraison exigée : See herein	Delivery Offered – Livraison proposée : Voir aux présentes
Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur	

Name / Nom	Title / Titre

Signature	Date

(Sign and return cover page with bid proposal / Signer et retourner la page de couverture avec la proposition)	



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Statement of Work
2. Revision of Departmental Name
3. Debriefings
4. Trade Agreements (if applicable)
5. Procurement Ombudsman

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries, Bid Solicitation
5. Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions
2. Section I: Technical Bid
3. Section II: Financial Bid
4. Section III: Certifications

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection
3. Security Requirement

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

1. Certifications Required with the Bid
2. Certifications Precedent to Contract Award and Additional Information

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications and Additional Information
9. Applicable Laws
10. Priority of Documents
11. Termination on Thirty Days Notice
12. Insurance
13. Ownership Control
14. Closure of Government Facilities



15. Tuberculosis Testing
16. Compliance with CSC Policies
17. Health and Labour Conditions
18. Identification Protocol Responsibilities
19. Dispute Resolution Services
20. Contract Administration
21. Privacy
22. Proactive Disclosure of Contracts with Former Public Servants
23. Information Guide for Contractors
24. Government Site Regulations

List of Annexes:

- Annex A – Statement of Work
- Annex B – Proposed Basis of Payment
- Annex C – Schedule 1
- Annex D – Schedule 2
- Annex E – Schedule 3
- Annex F – Evaluation Criteria



PART 1 - GENERAL INFORMATION

1. Statement of Work

The Work to be performed is detailed under Article 2 of Part 6 of the resulting contract clauses.

2. Revision of Departmental Name

As this bid solicitation is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, must be interpreted as a reference to CSC or its Minister.

3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

4. Trade Agreements

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

5. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 2016-04-04 Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation.

2. Submission of Bids

Bids must be submitted only to the Correctional Service of Canada (CSC) by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile or email to CSC will not be accepted.

3. Former Public Servants

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.



"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.



4. Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) business days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders 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 the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

5. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province the work will be completed in.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 bidders.



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

CSC requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid: **three (3) hard copies**

Section II: Financial Bid: **one (1) hard copy**

Section III: Certifications: **one (1) hard copy**

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Bidders are requested to submit their Financial Bid in an envelope separate from their technical proposal.

CSC requests that bidders follow the format instructions described below in the preparation of their bid:

- i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
- ii. use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- i. use 8.5 x 11 inch (206 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- ii. 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, duo tangs or binders.

2. Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the work.

3. Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment detailed in Annex B - Proposed Basis of Payment. The total amount of Applicable Taxes must be shown separately.

See Annex B – Proposed Basis of Payment for the Pricing Schedule format.



3.1 Exchange Rate Fluctuation

SACC Manual clause C3011T 2013-11-06 Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

4. Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of CSC will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Proposals will be evaluated to determine if they meet all mandatory requirements outlined in **Annex F – Evaluation Criteria**. Proposals not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

1.2 Financial Evaluation

Proposals containing a financial bid other than the one requested at **Article 3. Section II: Financial Bid** of **PART 3 – BID PREPARATION INSTRUCTIONS** will be declared non-compliant.

2. Basis of Selection

SACC Manual Clause A0031T (2010-08-16) A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

3. Security Requirement

NO SECURITY REQUIREMENT EXISTS.

INSTITUTIONAL ACCESS REQUIREMENTS

NIL security screening required as there is no access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the institution/site as and where required by Correctional Service Canada personnel or those authorized by CSC on its behalf. CSC has developed very stringent internal policies to ensure that the security of institutional operations is not compromised.

Contractor personnel shall submit to a local verification of identity/information through an authorized use of the Canadian Police Information Centre (CPIC) and must adhere to institutional requirements for the conduct of searches by Correctional Service Canada, prior to admittance to the institution/site. Correctional Service Canada reserves the right to deny access to any institution/site or part thereof of any Contractor personnel, at any time.



PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidders' certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. Certification Required with the Bid

Bidders must submit the following duly completed certification as part of their bid.

1.1 Integrity Provisions – Declaration of Convicted Offenses

- A) Subject to subsection B, by submitting a bid in response to this bid solicitation, the Bidder certifies that:
- i. it has read and understands the Ineligibility and Suspension Policy;
 - ii. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - iii. it is aware that Canada may request additional information, certifications, and validations from the Bidder or a third party for purposes of making a determination of ineligibility or suspension;
 - iv. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offenses in the Policy;
 - v. none of the domestic criminal offenses, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and proposed first tier subcontractors; and
 - vi. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- B) Where a Bidder is unable to provide any of the certifications required by subsection A, it must submit with its bid the completed Integrity Declaration Form (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>). Bidders must submit this form to Correctional Service of Canada with their bid.

2. Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder 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 bid non-responsive.

2.1 Integrity Provisions – Required documentation

List of names: all Bidders, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:

- i. Bidders that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii. Bidders bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- iii. Bidders that are a partnership do not need to provide a list of names.

List of Names:

OR

- The Bidder is a partnership

During the evaluation of bids, the Bidder must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the bid.

2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga = 1.229006812.1158694905.1413548969)" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga = 1.229006812.1158694905.1413548969) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga = 1.229006812.1158694905.1413548969).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga = 1.229006812.1158694905.1413548969)" list at the time of contract award.

2.3 Status and Availability of Resources

SACC Manual clause A3005T 2010-08-16 Status and Availability of Resources

2.5 Language Requirements - English

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.



2.6 Education and Experience

SACC Manual clause A3010T 2010-08-16 Education and Experience

2.7 Certification:

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.



PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1. Site Security Requirement

NIL security screening is required as there is no access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the institution / site as and where required by Correctional Service Canada personnel or those authorized by CSC to do so on its behalf.

Contractor personnel shall submit to a Canadian Police Information Centre (CPIC) verification of identity / information by CSC, and must adhere to institutional requirements for the conduct of searches prior to admittance to the institution / site. CSC reserves the right to deny access to any institution / site or part thereof by any Contractor personnel, at any time.

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

As this Contract is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

3.1 General Conditions

2010C 2016-04-04 General Conditions - Services (Medium Complexity), apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from 2017-04-01 to 2020-03-31

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Janet Nelson
Title: Procurement Officer
Correctional Service Canada
Branch/Directorate: Regional Headquarters
Telephone: (306) 659-9252



E-mail address: 501Contracts@csc-scc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is:

Name:
Title:
Branch/Directorate:
Telephone:
E-mail address:

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

The Authorized Contractor's Representative is:

Name: _____
Title: _____
Company: _____
Address: _____

Telephone: _____ - _____
Facsimile: _____ - _____
E-mail address: _____

6. Payment

6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price "in Annex B". Customs duties are "excluded" 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.

6.2 Limitation of Expenditure

- 1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ .Customs duties are "excluded" and Applicable Taxes are extra.



2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.3 Terms of Payment – Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

6. SACC Manual Clauses

SACC Manual clause A9117C 2007-11-30, T1204 - Direct Request by Customer Department
SACC Manual clause C0710C 2007-11-30, Time and Contract Price Verification
SACC Manual clause C0705C 2010-01-11, Discretionary Audit

6.5 Travel and Living Expenses

There are no travel and living expenses associated with the Contract.

7. 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: The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.



8. Certifications and Additional Information

8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province the work will be completed in.

10. 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 Articles of Agreement;
- (b) the General Conditions 2010C 2016-04-04
- (c) Annex A Statement of Work
- (d) Annex B Basis of Payment
- (e) Annex C Schedule I Site Information
- (f) Annex D Schedule II – Definitions
- (g) Annex E Schedule III Summary and Report
- (h) Annex F Evaluation Criteria

11. Termination on Thirty Days Notice

11.1 Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

11.2 In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

12. Insurance

SACC Manual clause G1005C 2016-01-28 Insurance

13. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- (a) The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).



- (b) The Contractor shall advise the Minister of any change in ownership control for the duration of the contract.
- (c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.
- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

14. Closure of Government Facilities

- 14.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.
- 14.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

15. Tuberculosis Testing

- 15.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.
- 15.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.
- 15.3 All costs related to such testing will be at the sole expense of the Contractor.

16. Compliance with CSC Policies

- 16.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.
- 16.2 Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.
- 16.3 Details on existing CSC policies can be found at: www.csc-scc.gc.ca or any other CSC web page designated for such purpose.



17. Health and Labour Conditions

17.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.

17.2 The Contractor shall comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.

17.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.

17.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

18. Identification Protocol Responsibilities

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

18.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;

18.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;

18.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and

18.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

19. Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties for both the process and to bear the cost of such process, assist in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or applicable of a term and condition of this contract. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.



20. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the contractor respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and the application of the terms and conditions and the scope of work of this contract are not in dispute. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

21. Privacy

21.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor shall keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and shall not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

21.2 All such personal information is the property of Canada, and the Contractor shall have no right in or to that information. The Contractor shall deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor shall have no right to retain that information in any form and shall ensure that no record of the personal information remains in the Contractor's possession.

22. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

23. Information Guide for Contractors

Prior to the commencement of any work, the Contractor certifies that its employees, or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC "Information Guide for Contractors" website: www.bit.do/CSC-EN.

24. Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.



ANNEX A – Statement of Work

1. Background:

The Correctional Service of Canada (CSC) is the federal government agency responsible for administering sentences of a term of two years or more, as imposed by the courts. CSC is responsible for managing institutions of various security levels and supervising inmates under conditional release in the community.

The Mission of the Correctional Service of Canada is as follows: “The Correctional Service of Canada (CSC), as part of the criminal justice system and respecting the rule of law, contributes to public safety by actively encouraging and assisting inmates to become law-abiding citizens, while exercising reasonable, safe, secure and humane control”.

In accordance with the Corrections and Conditional Release Act and Commissioner’s Directive, the Correctional Service of Canada requires each Institution to ensure that the health needs of inmates are identified and that services/programs are developed and maintained to meet those needs. Food Premises Sanitation Inspection services are necessary to ensure the health and well being of the inmates.

The Prairie Region includes the following work locations: Bowden Institution; Drumheller Institution; Edmonton Institution; Edmonton Institution for Women; Grande Cache Institution; Grierson Centre and Stan Daniels; Okimaw Ohci Healing Lodge; PêSâkâstêw Centre; Regional Psychiatric Centre; Riverbend Institution; Rockwood Institution; Saskatchewan Penitentiary; Stony Mountain Institution; and Willow Cree Healing Lodge. Locations of sites are indicated in Schedule I. Inspections will be required at each location a minimum of once per year. Travel will be required.

2. Objective:

The purpose of this document is to request a proposal to provide Health Inspection services for Food Services in Federal Correctional facilities located within the Prairie Region. This service will primarily involve Food Safety and Sanitation: Inspecting the receiving and storage areas, food handling, preparation, and service, dining areas, dishwashing, waste disposal and Food Services staff washrooms and changing rooms.

3. Scope:

The contractor shall provide Inspection services on an as requested basis, utilizing the Correctional Service Canada policies and guidelines with respect to food services: Standard Operating Practices (SOP) [880-1 Food Services - Central Feeding \(2000-02-21\)](#) ; SOP [880-2 Food Services - Small Group Meal Preparation \(SGMP\)](#). (<http://www.csc-scc.gc.ca/text/plcy/tocsop-eng.shtml>).

****It must be noted that in the fall of 2016, new guidelines to the Standing Operating Practices will be introduced with documents as follows:***

1. *GL 880-1 Food Services Program*
2. *GL 880-2 Nutrition Management Program*
3. *GL 880-3 Religious Diets*
4. *GL 880-4 Diets of Conscience*



This will include the following responsibilities:

- A. Conduct Food Premises Sanitation Inspection services for Food Services Facilities (receiving and storage areas, food handling, preparation and service, dining areas, dishwashing, waste disposal and kitchen staff washrooms and changing rooms) at a frequency of no less than once per fiscal year, using the CSC Food Premises Sanitation Inspection Report and Inspection Summary provided at Schedule III. More than one inspection per year will be at the request of the Institution, or the Regional Project Authority.

Please note the Food Premise Sanitation Inspection Report indicated in Schedule III may change to reflect the specific requirements of a Production Kitchen. Revised copies will be provided.

- B. Work with AWMS at each site to establish a mutual agreement regarding the annual kitchen inspection schedule. The annual schedule is to be coordinated in clustered groups of sites that are in close proximity to allow cost savings in regards to travel time and expenses. The following is an example of what an annual kitchen inspection schedule may look like:

April 14	8:00 AM	RPC
April 14	2:00 PM	WCHL
April 15	8:00 AM	SK Penn
April 15	11:00 AM	SK Penn Minimum
May 5	8:00 AM	Grande Cache
May 6	8:00 AM	Edmonton Institution
May 6	11:00 AM	EIFW
May 6	2:00 PM	Grierson Institution
May 7	10:00 AM	Pê Sâkâstêw
May 8	8:00 AM	Bowden
May 8	10:00 AM	Bowden Annex
May 8	2:00 PM	Bowden production Center
May 9	10:00 AM	Drumheller
May 10	11:00 AM	OOHL
June 20	9:00 AM	Stony Mountain
June 20	12:00 PM	Stony Mountain Minimum

Schedule to be developed within 30 days of contract award and within 30 days of each anniversary date and shared with the Regional Project Officer. Following the provision of the set schedule, initial inspections are to be completed within 150 days. Subsequent annual inspections are to be completed on or around anniversary dates, unless otherwise requested by the Regional Project Authority.

- C. Identify public health hazards, and report deficiencies that are not compliant with Correctional Service Canada policies and guidelines with respect to food services
- D. Inspect Food Services facilities as defined in Schedule II: Central Kitchen, Common Kitchen (Small Group Meal Preparation), and Receipt and Sale areas.
- E. Conduct inspection debriefing with person in charge immediately after the inspection.
- F. Presentation of the completed Food Premises Sanitation Inspection Report outlining the results of the inspection and the recommended required corrective action to be delivered within ten (10) working days after completion of inspection to the following:
 - AWMS (Assistant Warden Management Services) at the institution,
 - Project Authority - Regional Food Services Manager.
- G. Providing **Consultation and advice regarding food safety on an as-needed basis or as requested, up to 10 hours per year.**



Work will be performed during regular working hours (Monday to Friday, between 8h00 and 16h00).

4 Reporting Requirements

Presentation of the completed Food Premises Sanitation Inspection Report outlining the results of the inspection and the recommended required corrective action to be delivered within ten (10) working days after completion of inspection to the following:

- AWMS (Assistant Warden Management Services) at the institution,
- Project Authority - Regional Food Services Manager

5 Language requirements

The Contractor shall perform all of the work under the contract in English.

6 Security Level

CPIC requirement! Contractor will always be escorted by CSC Staff.

7 Work Location

All of the work is to be carried out in the Prairie Region.

8 Travel

All travel to be included in the all inclusive price per site.



ANNEX B – Proposed Basis of Payment

1.0 Contract Period

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this contract.

For the provision of services as described in Annex A – Statement of Work, the Contractor shall be paid the all inclusive firm rates below in the performance of this Contract, HST or GST extra.

An all-inclusive rate for the contract year and the option year for the services herein described.

	Column A	Column B	Column C	Column D	Column E	Column F
Facility / Operation	All inclusive Annual Site Inspection Cost Award Date to March 31, 2018	All Inclusive Additional Site Inspection Cost Award Date of March 31, 2018	All Inclusive Annual Site Inspection Cost April 1, 2018 to March 31, 2019	All Inclusive Additional Site Inspection Cost April 1, 2018 to March 31, 2019	All Inclusive Annual Site Inspection Cost April 1, 2019 to March 31, 2020	All Inclusive Additional Site Inspection Cost April 1, 2019 to March 31, 2020
Alberta						
Bowden Institution						
Drumheller Institution						
Edmonton Institution						
Edmonton Institution For Women (EIFW)						
Grierson Institution/Stan Daniels						
Pe Sâkâstêw Centre						
Grande Cache Institution						
TOTAL						
Saskatchewan						
Riverbend Institution						
Saskatchewan Penitentiary						
Willow Cree Healing Lodge						
Regional Psychiatric Centre						
Okimaw Ohci Healing Lodge						
TOTAL						



Manitoba						
Stony Mountain Minimum						
Stony Mountain Institution						
TOTAL						
GRAND TOTAL						

A fee will be charged as per site inspection visit as outlined in Schedule III, the term « Annual » will refer to a site specific Food Services facility inspection that will be done April 1 to March 31 as per an agreed upon coordinated schedule to reduce cost.

The term “additional” will refer to a site specific Food Services inspection that is in excess of once a year, and will be upon request of the site or Project Officer.

The term “all inclusive” will refer to any and all costs involved in executing the contract, including (But not limited to) living allowances, all travel, meals, incidentals and other expenses.

2.0 HST or GST

1. All prices and amounts of money in the contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
2. The estimated GST or HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of GST or HST paid or due.



ANNEX C - SCHEDULE I – Site Information

Site Address	Security Level	Institution Bed Capacity (Subject to Change)	Feeding Style	Phone Number	Contact Name / Position Title AWMS FSM
Project Authority Correctional Service of Canada – Regional Headquarters – Prairies 3427 Faithfull Avenue Saskatoon, SK S7K 8H6				306-659-9410	Andy Boudreau Regional Food Services Manager
Bowden Institution P.O. Box 6000 Innisfail, Alberta T4G 1V1	Minimum / Medium	130 / 540	SGMP (Annex) and Cafeteria and Food Production Center	403-227-7346	Dan Spiller A/AWMS Bowden Inst. Wayne Crashley FSM Production Center Gallagher Keough FSM
Production Centre P.O. Box 6000 Innisfail, Alberta T4G 1V1			Regional Production Centre	403-227-3391 Ext 1267	Andy Boudreau RFSM Gallagher Keough FSM
Drumheller Institution P.O. Box 3000 Drumheller, Alberta T0J 0Y0	Minimum / Medium	68 / 525	SGMP (Annex) and Cafeteria	403-820-5101	Maureen Quintal A/AWMS Selena Chayer (A) FSM
Edmonton Institution 21611 Meridian Street P.O. Box2290 Edmonton, Alberta T5J 3H7	Maximum Security	306	Satellite Feeding	780-472-6052	April Michel A/ AWMS Kevin Jean FSM
Edmonton Institution. For Women 11151 178 th Street Edmonton, Alberta T5S 2H9	Multi Level	96/31	SGMP and Satellite Feeding	780-495-3377	John Croucher AWMS Kerry Journault FSM
Grande Cache Institution Bag 4000 Grande Cache, Alberta T0E 0Y0	Medium	368	Cafeteria	780-827-4200	Bill McCormick AWMS Dan Ball A/FSM
Grierson Institution 9530-101 Avenue Basement Edmonton, AB T5H 0B3 <i>Note – Kitchen/Cafeteria is in Stan Daniels Building located on the same property</i>	Minimum	29	Cafeteria	780-495-4803	Justin Rutten Executive Director



Okimaw Ohci Healing Lodge Box 1929 Maple Creek, SK S0N 1N0	Minimum / Medium	33	SGMP	306-662-4746	Leea Goebel (A) AWMS Judy Gowen FSM
Pe Sâkâstêw Centre P. O. Box 1500, Hobbema, AB T0C 1N0	Minimum	59	SGMP	780-585-5002	Kerry Yellowbird AWMS Rosalyn Swampy
Regional Psychiatric Centre 2520 Central Ave, Saskatoon, SK S7K 3X5	Multi Level	184	Satellite Feeding	306-975-5400	Tim Krause AWMS Derek Daoust FSM
Sask Pen Minimum 15 th Street West, P.O. Box 850 Prince Albert, Saskatchewan S6V 5S4	Minimum	153	SGMP	306-765-8230	Tyler Helm AWMS Serge Kadziolka FSM
Stony Mountain Minimum P.O. Box 72 Stony Mountain, Manitoba ROC 3A0 (note- site location – Stony Mountain)	Minimum	165	SGMP	204-344-5777	Guy Langlois AWMS Jack Anderson FSM
Saskatchewan Penitentiary 15 th Street West P.O. Box 160 Prince Albert, Saskatchewan S6V 5R6	Multi Level	708	Cafeteria Satellite Feeding	306-765-8110	Tyler Helm AWMS Joey Duong FSM
Stony Mountain Institution P.O. Box 4500 Winnipeg, Manitoba R3C 3W8	Medium	591	Satellite Feeding	204-344-5111 ext. 5221	Guy Langlois AWMS Ron Brown FSM
Willow Cree Healing Lodge Box 520 Duck Lake, SK S0K 1J0	Minimum	38	SGMP	306- 467-1203	Yvonne Ananas AWMS Ben Ballentyne FSM

- AWMS - Assistant Warden Management Service
- RFSM – Regional Food Services Manager
- FSM – Food Service Manager
- Cafeteria – Inmate and Staff Dining Halls
- Satellite Feeding - Meal carts and delivered trays to living units
- SGMP - Small Group Meal Preparation
- Bed Capacity - Population subject to change
- Multi Level - refers to Minimum, Medium, and Maximum security levels in the same facility



Service correctionnel
Canada / Service correctionnel
Canada



Correctional Service Canada Prairies Region





ANNEX D - SCHEDULE II - Definitions

Central Kitchen

Central Kitchen is the main institutional kitchen. This is where the meals are prepared for the entire facility.

Central Feeding

Meals are prepared in a central kitchen and delivered in one or more of the following ways:

- **Cafeteria Style** -The two types of cafeteria service are open line and closed line. In open line service, inmates are allowed to see what the server is placing on their trays. In close line service, inmates are not able to see the servers and the tray is provided through a hole in the wall at the end of the serving line.
- **Satellite Meal Delivery**
The following types of satellite meal delivery are currently being used within CSC correctional facilities:
 - Hot and cold bulk food carts: food is sent in bulk from the kitchen to range serveries where meals are assembled and distributed to the inmates.
 - Tray service carts: food is portioned onto individual trays, placed in carts with active (heater/refrigeration units) or passive (insulation) temperature control mechanisms to retain the appropriate serving temperatures.

Production Kitchen

Kettle cooked menu items are prepared through cook/chill technology and delivered weekly to 3 institutions for approximately 1400 inmates.

SGMP (Small Group Meal Preparation)

This type of food preparation is usually located at sites with a capacity of 150 or less. These sites are commonly known as Minimum Security Institutions, Annexes, and Healing Lodges. They consist of housing units that are 4-10 beds. Each house has a kitchen and goods are sold to the houses from a receipt and sale goods area. These sites have a common kitchen that is used for large meal preparation for special events and may be used for training purposes. The following areas would be inspected on an annual basis:

Receipt and sale of goods area
Common Kitchen



ANNEX E - SCHEDULE III- Summary and Report

INSPECTION SUMMARY

FACILITY:
INSPECTION DATE:
CONTACT:

Compliant

Non-Compliant

Re-inspection Recommended

ITEM #	CRITICAL DEFICIENCY

ITEM #	GENERAL DEFICIENCY

ITEM #	COMMENTS



FOOD PREMISES SANITATION INSPECTION REPORT

Name of Establishment		Food Service Manager's Name
Address		
Areas Inspected <input type="checkbox"/> Main Kitchen <input type="checkbox"/> Satellite Kitchens/Services <input type="checkbox"/> Cafeteria <input type="checkbox"/> SGMP <input type="checkbox"/> Other		
Date of Inspection	Time	Performed By

<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Critical requirements requiring action: <input type="checkbox"/> Other requirements requiring action:
-------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

FRFSC= Food Retail and Food Services Code

C= Compliant

NC= Non-Compliant

*** = Critical requirements**

NOTE: All critical requirements (*) must be satisfied for the Food establishment to be deemed Compliant



REQUIREMENTS		C	NC
A. CONSTRUCTION/DESIGN			
1	Floors, walls and ceiling are well constructed, non-absorbent, easily cleanable, in good repair and no signs of wear and tear. (Ref: Section 2.3 and 2.4 FRFSC)		
2	Floor drains are well maintained, meets plumbing codes, equipped with backflow preventers, no cross-connections, cleaned on a regular basis. (Ref: Section 2.4.2 (a) sub section (v) ; Section 2.5 FRFSC)		
3	Premises have sufficient lighting, equipped with light covers, easily cleanable and in good repair. (Ref: Section 2.7 FRFSC)		
4	There is adequate ventilation to keep rooms free of excessive heat, steam, condensation, vapours, odours, smoke and fumes. (Ref: Section 2.8 FRFSC)		
5	Mechanical ventilation is of sufficient capacity to prevent grease or condensation from collecting on walls and ceiling, filters can be removed and are easily cleanable and so constructed to prevent grease from dripping onto food, food contact equipment or surfaces, utensils and linens. (Ref: Section 2.8 FRFSC)		
6	Mechanical ventilation installed in accordance with National Building Code. (Ref: Section 2.8 FRFSC)		
7	Water from an approved source that meets GCDWQ and/or Prov/Terr. (Ref: Section 2.10 FRFSC) *		
8	Sufficient hot and cold running water with adequate pressure to meet peak demands. (Ref: Section 2.10 FRFSC) *		
9	Premises provided with an approved sewage disposal. (Ref: Section 2.11 FRFSC)		
10	Washrooms (Ref: Section 2.15 FRFSC)		



	REQUIREMENTS	C	NC
B. PERSONNEL HYGIENE			
11	Uniforms/outer garments clean. (Ref: Section 5.2 FRFSC)		
12	Adequate hand washing facilities provided. (Ref: Section 2.14 FRFSC)		
13	Hand washing signs conspicuously posted. (Ref: Section 2.14 FRFSC)		
14	Proper hand washing procedures followed by all food handlers (Ref: Section 5.6 FRFSC) *		
15	No smoking in food preparation area or while serving the food. (Ref: Section 5.5 FRFSC)		
16	Proper wound and infection control. (Ref: Section 5.8 and 5.9 FRFSC).*		
C. FOOD STORAGE			
17	Surfaces clean, tidy and well maintained..		
18	Raw, cooked or ready to eat foods are stored separately. (Ref: Section 3.5.1 FRFSC) *		
19	Food items protected against contamination. (Ref. section 3.5.1 & 3.5.2 FRFSC)		
20	Food stored at least 15 cm (6 in.) off the floor on racks, shelves or pallets and durable, easily cleaned and are kept in good repair and so located to facilitate easy cleaning under and behind. (Ref. section 2.9 FRFSC)		
21	Where required food items date-marked (FIFO). (Ref: Section 3.7.4 FRFSC)		
22	Adequate mechanical refrigeration provided for storage of Potentially Hazardous Foods. (Ref: Section 3.3.3 FRFSC) *		
23	Time/temperature of raw animal foods controlled. (Ref: Appendix B, FRFSC) *		
24	Adequate temperature control for hot and cold foods. (Ref: Section 3.3- 3.3.12 FRFSC)*		
25	Thawing carried out in an approved manner.(Ref: Section 3.3.2 FRFSC)*		



	REQUIREMENTS	C	NC
D. PREPARATION/HANDLING OF FOOD			
26	Food and food ingredients are from an approved source .(Ref: Section 3.2.1.1 FRFSC)*		
27	Food handler training provided and employees are aware of good hygiene practices. (Ref: Section 6.3.2 FRFSC)*		
28	Food flow is in one direction from receiving to storage to preparation to packaging/serving (Ref: Section 2.2.1FRFSC)		
29	Food contact surfaces well constructed, well maintained, washable and easy to clean. (Ref: Section 4.1.4 FRFSC)		
30	Raw fruits and vegetables thoroughly washed in potable water to remove soil and contaminants before being cut, combined with other ingredients, cooked, served, or offered for human consumption in ready-to-eat form. (Ref: Section 3.5.1 FRFSC)		
31	Outer packaging material minimized in the production area.		
E. CLEANING AND SANITATION			
32	All cleaning/sanitizing chemical agents stored separately and correctly labelled. (Ref: Section 4.4 FRFSC)		
33	Written cleaning and sanitation program in place which includes food contact and non-food contact surfaces. (Ref: Sections 4.2.1- 4.2.4 FRFSC)		
34	Adequate dishwashing method used. (Ref: Sections 4.2.6 to 4.2.8 FRFSC) *		
35	Food Contact surfaces sanitized after cleaning (Ref: Section 4.2.5 FRFSC) *		
F. GENERAL HOUSEKEEPING			
36	Covered garbage receptacles of sufficient size provided (Ref: Section 2.11 FRFSC)		
37	Garbage removed with sufficient frequency (Ref: Section 4.5.1 FRFSC)		
38	Waste bins are well maintained and cleaned regularly to minimize odours and other conditions that attract or harbour insects and rodents (Ref: Section 4.1.13 FRFSC)		



	REQUIREMENTS	C	NC
G. PEST MANAGEMENT			
39	No signs of insects, rodents, birds or other pests and a pest management program in place. (Ref: Sections 4.3.1 & 4.3.2 FRFSC) *		
40	Windows are screened, doors kept closed. (Ref: Section 2.20 FRFSC)		

	REQUIREMENTS	C	NC
I. POTABLE WATER SYSTEMS			
41	Ice storage cabinets clean and sanitary.		
42	Water to make ice or other cold liquids for consumption is from an approved source and meets GCDWQ and/or Prov/Terr. (Ref: Sections 2.10 and 3.43 FRFSC) *		
COMMENTS			
ITEM #			



Annex F - Evaluation Criteria

1.0 Technical Evaluation:

The following elements of the proposal will be evaluated and scored in accordance with the following evaluation criteria.

Mandatory Technical Criteria

2.1 Evaluation Criteria:

- 1 In addressing the mandatory, the Bidder should supplement the information supplied in response to the mandatory with details outlining the depth and extent of the relevant experience, qualifications and specialized expertise of the proposed resource(s). All claims with regard to resource experience, qualifications or expertise must be substantiated through the provision of detailed project descriptions of how, when and where the claimed experience, qualifications or expertise were gained. Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during evaluation.
- 2 Proposals should include a résumé for each of the proposed resources, which support the skills/expertise being offered. Names and telephone number of business references should be provided which can substantiate the work experience claimed. The Bidder should indicate the location in the proposed resource's résumé of supporting information to substantiate relevant experience for each mandatory.
- 3 Experience obtained after bid closing will not be considered.
- 4 For evaluation purposes,
 - (a) "where" means the name of the employer as well as the position/title held by the proposed resource;
 - (b) "when" means the start date and end date (e.g. from January, 2000 to March, 2002) of the period during which the proposed resource acquired the qualification/experience; and
 - (c) "how" means a clear description of the activities performed and the responsibilities assigned to the proposed resource under this position and during this period.
- 5 Furthermore, Bidders are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- 6 In order to facilitate evaluation of proposals, it is recommended that bidders address, in their proposal, the mandatory and rated criteria in the order in which they appear below, using the numbering outlined below.
- 7 It is imperative that the proposal address each of these criteria to demonstrate that the requirements are met.



MANDATORY TECHNICAL CRITERIA –

#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
M1	Certification by the Canadian Institute of Public Health Inspectors (CIPHI) or graduation from a recognized institution in the following fields of study: <ul style="list-style-type: none">• Occupational and Public Health• Health Sciences• Environmental Health		
M2	Minimum 3 years experience as a health inspector in a food processing plant or institutional / commercial Food Services facility.		

Bidder who meets the mandatory evaluation criteria with the lowest price will be recommended for contract award.