



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067

**Request For a Standing Offer
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and
Government Services Canada, hereby requests a Standing Offer
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et
Services Gouvernementaux Canada, autorise par la présente,
une offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Public Works and Government Services / Travaux publics
et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

Title - Sujet BREAD	
Solicitation No. - N° de l'invitation 21401-160005/A	Date 2016-12-06
Client Reference No. - N° de référence du client 21401-16-0005	GETS Ref. No. - N° de réf. de SEAG PW-\$KIN-690-7078
File No. - N° de dossier KIN-6-46132 (690)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-01-16	
Time Zone Fuseau horaire Eastern Standard Time EST	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Rider, Kim (Buyer)	Buyer Id - Id de l'acheteur kin690
Telephone No. - N° de téléphone (613)545-8739 ()	FAX No. - N° de FAX (613)545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CORRECTIONAL SERVICE OF CANADA 443 UNION STREET P.O. BOX 1174 KINGSTON Ontario K7L4Y8 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Requirement, the Basis of Payment, Destination Addresses

1.2 Summary

1.2.1 To establish a Regional Individual Standing Offer for the provision of bread and bakery products on an 'as and when requested' basis for Correctional Service of Canada, Kingston area Institutions including Warkworth Institution in Warkworth, Ontario, Beaver Creek Minimum and Medium Institutions in Gravenhurst, Ontario, and Grand Valley Institution in Kitchener Ontario.

An Offeror can submit an offer for one location or all locations. In the case of an Offeror that is the successful Offeror of all locations, only one (1) Regional Individual Standing Offer will be issued for the period.

Period of Standing Offer process is from Issuance to 31 January 2018.

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1.2.2 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT) Chile Free Trade Agreement, Canada – Columbia Free Trade Agreement and the Canada – Peru Free Trade Agreement.

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: 120 days

2.1.1 SACC Manual Clauses

C9000T Pricing 2010-08-16

2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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

2.5. Canadian General Standards Board - Standards

A copy of the Specifications is available and may be purchased from:
Canadian General Standards Board Sales Centre
Place du Portage, Phase III, 6B1
11 Laurier Street
Gatineau, Quebec
Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)
Fax: (819) 956-5644
E-mail: ncr.cgsb-ongc@pwgsc.gc.ca
CGSB Website: <http://www.pwgsc.gc.ca/cgsb/home/index-e.html>

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

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

Section I: Financial Offer (one (1) hard copy) and one (1) soft copy on Excel as an e-mail attachment

Section II: Certifications (one (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) (<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.

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Section I: Financial Offer

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

1. Hard (Paper) Copy: One (1) hard copy **must be submitted** by the date, time and place indicated on page 1 of the Request for Standing Offers.

2. Soft (Electronic) Copy: In addition to the hard copy, PWGSC is requesting that offerors send in an electronic copy of Excel file, by e-mail to the following address: **Kingston.procurement@pwgsc.gc.ca**

If there is any discrepancy between the wording of the electronic copy and the hard copy, the wording of the hard copy will have priority over the wording of the electronic copy.

Annex B - WORKING DOCUMENTS (EXCEL FILE)

The Offerors will complete the List of Products for the Kingston Area, Beaver Creek/Min and Medium or Grand Valley Institution or all three using the Excel file and ensure that it has been properly filled out and contains all required information.

That list, once printed, will be sent to the bid receiving unit with the other required documents, before being transmitted to the above mentioned e-mail address.

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex E Electronic Payment Instruments, to identify which ones are accepted.

If Annex E Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

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

Section II: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Financial Evaluation

4.1.1.1 Mandatory Financial Criteria

Annex B1, B2 and B3 will be evaluated separately using the following criteria:

The Offeror must complete and submit with its offer, Annex B1 - Basis of Payment, Kingston Area locations, Annex B2 Beaver Creek minimum and medium Institutions and B3 Grand Valley Kitchener Basis of Payment in Canadian Funds. Pricing must be provided for all line items as listed and a % amount for B. Special Orders.

Offers meeting the requirements of the Mandatory Financial Evaluation will be assessed to arrive at an Aggregate Value based on the estimated usage provided herein at Annex "B" and "FOB Destination", as indicated.

The estimated usage provided herein is for the sole purpose of establishing an evaluation tool, based only on best estimate and in no way reflect the actual usage's expected or any commitment on the part of the Crown.

Offers will be evaluated based on the prices detailed in Annex B - Basis of Payment.

Definition of Extended Price: The line item prices are multiplied by the estimate usage to arrive at an extended price.

Definition of Aggregate Value: The Aggregate Value is the sum of all the extended prices.

4.1.1.2 Mandatory Financial Criteria

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

The price of the Offer will be evaluated in Canadian dollars, Applicable Taxes excluded, Delivered Duty Paid, Canadian customs duties and excise taxes included.

b) The Evaluated Price will be calculated as follows:

- i) If the offeror provides an Offered Weight, the Price per Gram is calculated as the Unit Price divided by the Offered Weight, otherwise the Price per Gram is the Unit Price divided by the Requested Weight.
- ii) The Extended Price for Items (Pricing Basis "A") is the Price per Gram multiplied by the Requested Weight multiplied by the Estimated Annual Usage (EAU) of Units. .
- iii) The Extended Price for (Pricing Basis "B") is calculated by applying the discount percentage to EAU value, then taking the resulting value and subtracting it from the EAU.
- iv) The Evaluated Price of the Offer is the aggregate of the Extended Prices of all Items.

4.2 Basis of Selection

a) It is the intention of Canada to issue up to a maximum of three (3) Standing Offers for this requirement. One Standing Offer will be for the Kingston Area Institutions, Beaver Creek/Minimum and Medium Institutions, & Grand Valley Institution. If the same Offeror is deemed successful on all Annexes B1, B2 & B3, then only one (1) Standing Offer will be issued.

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) 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.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

On receipt of a Standing Offer, the Supplier must provide a list of its drivers to Correctional Service of Canada in order for the drivers to be cleared by a CPIC Security check before deliveries can be made to the various Institutions.

The Supplier must replace drivers that cannot be admitted to a CSC Institution for failure of meeting the security requirements. For CSC CPIC checks, the contact is:

Institution: Collins Bay Medium Institution
Contact Name: Andre Desjardins
Telephone Number: (613) 536-6257
E-mail Address: Andre.Desjardins@CSC-SCC.GC.CA

Institution: Collins Bay Minimum Institution
Contact Name: Philomena McClelland
Telephone Number: (613) 536-4230
E-mail Address: Philomena.McClelland@CSC-SCC.GC.CA

Institution: Millhaven Institution
Contact Name: Mic Compeau
Telephone Number: (613) 351-8178
E-mail Address: Mic.Compeau@CSC-SCC.GC.CA

Institution: Bath Institution
Contact Name: Tom Gencarelli
Telephone Number: (613) 351-8008
E-mail Address: Thomas.Gencarelli@CSC-SCC.GC.CA

Institution: Joyceville Medium Institution
Contact Name: Corey Beckstead
Telephone Number: (613) 536-6604
E-mail Address: Corey.Beckstead@CSC-SCC.GC.CA

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Institution: Joyceville Minimum Institution
Contact Name: Corey Beckstead
Telephone Number: (613) 536-6604
E-mail Address: Corey.Beckstead@CSC-SCC.GC.CA

Institution: Warkworth Institution
Contact Name: Dave Stephens
Telephone Number: (705) 924-8067
E-mail Address: Dave.Stephens@CSC-SCC.GC.CA

Institution: Beaver Creek Medium Institution
Contact Name: Peter Colles
Telephone Number: (705) 687-1711
E-mail Address: Peter.Colles@CSC-SCC.GC.CA

Institution: Beaver Creek Minimum Institution
Contact Name: Peter Colles
Telephone Number: (705) 687-1711
E-mail Address: Peter.Colles@CSC-SCC.GC.CA

Grand Valley Institution for Women
1575 Homer Watson Blvd
Kitchener, Ontario
N2P 2C5

Grand Valley Institution for Women
1575 Homer Watson Blvd
Kitchener, Ontario
N2P 2C5

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

See Part 6 Above

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 \(2016-04-04\)](#) 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

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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 "B". 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 period is defined as follows:

1st quarter: Issuance of Standing Offer to 30 April;
2nd quarter: 1 May to 31 July;
3rd quarter: 1 August to 31 October;
4th quarter: 1 November to 31 January

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is as follows:

The period for making call-ups against the Standing Offer is from issuance of Standing Offer to 31 January 2018.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Kim Rider
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 86 Clarence Street
Kingston ON, K7L 1X3
Telephone: 613-545-8739
Facsimile: 613-545-8067
E-mail address: Kim.Rider@pwgsc.gc.ca

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

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7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative

Name and telephone number of the person responsible for: **To be completed by the supplier**

General Enquiries:

Name: _____
Telephone No: _____
Facsimile No: _____
E-mail address: _____

Delivery follow-up:

Name: _____
Telephone No: _____
Facsimile No: _____
E-mail Address: _____

7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer are detailed in Annex D.

7.7 Call-up Procedures and Instrument

This work will be authorized or confirmed by the identified User(s) using for PWGSC-TPSGC 942, Call-up Against a Standing Offer or electronic document.

7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (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 (2016-04-04), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2016-04-04); General Conditions – Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Destination Addresses;
- h) the Offeror's offer dated _____ (*insert date of offer*).

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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 Applicable Laws

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

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 \(2016-04-04\)](#), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of 2010A (2016-04-04) General Conditions – Goods (Medium Complexity) 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 a firm price, as specified in Annex B for a cost of \$ _____ (insert 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 Limitation of Price

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

7.4.3 Single Payment

SACC Manual clause [H1000C](#) (2008-05-12) Single Payment

7.4.4 Electronic Payments of Invoices – Call-up

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);

7.5 Invoicing Instructions

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.

Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.6 Insurance

SACC Manual clause G1005C (2008-05-12) Insurance

7.7 SACC Manual Clauses

B7500C (2006-06-16) Excess Goods
D0014C (2007-11-30) Delivery of Fresh Chilled or Frozen Products
D3007C (2007-11-30) Inspection and Stamping
D6010C (2007-11-30) Palletization

ANNEX "A"

REQUIREMENT

The Contractor must be able to make deliveries 5 days a week, Monday to Friday, not including weekends or Statutory Holidays.

Current Wholesaler Published Price List are to be supplied to the identified departments upon request.

Standards:

All bread and bread products shall comply with the following Canadian Government Specifications Board (CGSB) where indicated in Annex "B" and outlined below and available <http://www.tpsgc-pwgsc.gc.ca/cgsb/pubs/catalogue/notice-e.html>

a)	32.1M	Bread, White Enriched White & Whole Wheat Bread	December 87
b)	32.2M	Bread, Fruit and Raisin	June 88
c)	32.3M	Rye Bread	April 88
d)	32.4M	Bread Rolls	June 88

Preparation for Delivery: Unless otherwise specified by the Call-up authority, the bread or rolls must be wrapped according to normal commercial practice.

The bread must be delivered in clean, sanitary cartons or trays. Delivery bread flats must be made of 100% plastic. CSC cannot accept metal bread flats due to Institutional security reasons.

Items for this Requirement must be supplied in the type, classes, and styles, specified by the Call-up authority

Delivery Slips must be provided to each delivery point. The Contractor must issue a Credit Note to cover discrepancies on delivery.

All orders will be placed by the Foods Officer or the designated representative a minimum two (2) working days prior to delivery date. The Identified User will phone in cancellations and increases to the Contractor within twenty-four (24) hours prior to delivery. Other arrangements pertaining to the placement and cancellation of orders found to be acceptable to the Contractor will be considered by the Call-up authority, however, such alternate arrangements are not to be implemented by the Contractor without prior consent in writing by the Call-up authority.

The Call-up authority is to be advised within one (1) working day prior to delivery of any delays and before backordering. Only back orders approved by the Identified Department will be accepted. Approved back orders are to be noted on packing slips. Items not received within the required time shall be subject to cancellation.

The Contractor must provide product codes upon request to the Call-up authority.

On receipt of a Standing Offer, the Supplier must provide a list of its drivers to Correctional Service of Canada in order for the drivers to be cleared by a CPIC Security check before deliveries can be made to the various Institutions.

The Contractor must replace drivers that cannot be admitted to a CSC Institution for failure of meeting the security requirements. For CSC CPIC checks, the contact is:

Tom Tinney
Telephone (613) 547-7792
Facsimile (613) 536-4571
Email tinneytj@csc-scc.gc.ca

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Prior to admittance to the Institution, the Contractor's personnel shall submit to a local verification of identity/information in the form of a criminal record check through an authorized Canadian Police Information Centre (CPIC) agency.

Correctional Service Canada reserves the right to deny access to Contractor personnel, at anytime.

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ANNEX "B"

BASIS OF PAYMENT

Firm unit prices in Canadian Funds including Canadian customs duties, excise taxes, F.O.B. Destination and any delivery and unloading costs. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, if applicable.

A. Standard Inventory Products

Prices stated in Annex B are firm for the period of the Standing Offer.

Annex B1, B2 & B3 are attached Excel Spreadsheet

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ANNEX "C"

DELIVERY DESTINATION ADDRESSES

Annex B1A – Kingston Area Institutions

DELIVER TO:	CONSIGNEE CODE	MAIL INVOICE TO:
Collins Bay Medium Institution c/o Frontenac Inst. Stores 1455 Bath Road Kingston, Ontario	21440	Correctional Service Canada Collins Bay Institution P.O. Box 190 Kingston ON K7L 4V9
Collins Bay Minimum Institution 1455 Bath Road Kingston, Ontario	21441	Correctional Service Canada Frontenac Institution P.O. Box 7500 Kingston ON K7L 5E6
Millhaven Institution Highway 33 Millhaven, Ontario	21421	Correctional Service Canada Millhaven Institution P.O. Box 280 Bath ON K0H 1G0
Bath Institution Highway 33 Millhaven, Ontario	21423	Correctional Service of Canada Bath Institution P.O. Box 1500 Bath ON K0H 1G0
Joyceville Medium Institution Highway 15 Joyceville, Ontario	21450	Correctional Service of Canada Joyceville Institution P.O. Box 880 Kingston ON K7L 4X9
Joyceville Minimum Institution c/o Joyceville Inst. Stores Joyceville Inst Highway 15 Joyceville, Ontario	21451	Correctional Service of Canada Pittsburgh Inst., c/o P.O. Box 880 Kingston ON K7L 4X9
Warkworth Institution County Road 29, off Highway 30 Warkworth, Ontario	21460	Correctional Service Canada Warkworth Institution P.O. Box 769 Campbellford ON K0L 1L0

Annex B2 – Beaver Creek/Fenbrook

Beaver Creek Medium Institution c/o Beaver Creek Institution Stores Beaver Creek Drive Gravenhurst, Ontario	21422	Correctional Service of Canada P.O. Box 5000 Gravenhurst, ON P1P 1Y2
Beaver Creek Minimum Institution Beaver Creek Drive	21443	Correctional Service of Canada P.O. Box 1240

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Gravenhurst, Ontario

Gravenhurst, ON P1P 1Y2

Annex B3 – Grand Valley – Kitchener Ontario

Grand Valley Institution for Women
1575 Homer Watson Blvd
Kitchener, Ontario
N2P 2C5

Grand Valley Institution for Women
1575 Homer Watson Blvd
Kitchener, Ontario
N2P 2C5

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Annex D

to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);