



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

11 Laurier St. / 11 rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services 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 therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux 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 annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Food Services Meal Trays SO	
Solicitation No. - N° de l'invitation 21120-175659/A	Date 2017-03-27
Client Reference No. - N° de référence du client 21120-17-2405659	
GETS Reference No. - N° de référence de SEAG PW-\$\$PD-040-72751	
File No. - N° de dossier pd040.21120-175659	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-05-08	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Friesen, Manon	Buyer Id - Id de l'acheteur pd040
Telephone No. - N° de téléphone (873) 469-3985 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Commercial Acquisitions & Fast Track Procurement
Div/Div des Acquisitions commerciales et achats en régime
accéléré

11 Laurier St. / 11 rue Laurier

6B3, Place du Portage

Phase III

Gatineau

Québec

K1A 0S5

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

BID SOLICITATION
FOR
FOOD SERVICE MEAL TRAYS
FOR
CORRECTIONAL SERVICE CANADA (CSC)

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BID SOLICITATION
FOR
FOOD SERVICE MEAL TRAYS
FOR
CORRECTIONAL SERVICE CANADA (CSC)

PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes as follows:

- Part 1** General Information: provides a general description of the requirement;
- Part 2** Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3** Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4** Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5** Certifications: includes the certifications to be provided;
- Part 6** Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7** Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

Refer to the Table of Contents for the list of annexes and attachments and forms.

1.2 Security Requirement

There is no security requirement associated with this requirement.

1.3 Summary

This bid solicitation is being issued to satisfy the requirement of Correctional Service Canada (CSC) (the "Client") for the manufacturing and supply of various food service meal trays. The bid solicitation is intended to result in the award of a contract for the period of one year, with five one-year irrevocable option(s), allowing Canada to extend the term of the contract.

The scope of the bid solicitation includes:

DESIGN MODIFICATION AND RE-TOOLING

- (i) the review and modification, if required, of the existing design for the re-tooling of a five-compartment cafeteria meal tray mould (hereinafter also referred to as the Government-supplied material (GSM) where the context requires), upon acceptance by the CSC Project Authority, meeting all the requirements as stated in Annex A, Statement of Requirement (SOR);

MANUFACTURING OF MEAL TRAYS BY INJECTION MOULDING PROCESS

- (ii) the manufacturing of pre-production sample(s) (see Article 7.4 in Part 7 Resulting Contract Clauses) by injection moulding process of a five-compartment cafeteria meal tray for cold and hot food, using the GSM, for an estimated quantity of 504, to be delivered to the CSC National Depot in Laval Quebec, Canada (as specified under Article 7.11 in Part 7 Resulting Contract Clauses), meeting all the requirements as stated in Annex A, SOR;
- (iii) the manufacturing of pre-production sample(s) (see Article 7.4 in Part 7 Resulting Contract Clauses) by injection moulding process of a four-compartment air-insulated meal tray for cold and hot food, using the GSM, for an estimated quantity of 360 to be delivered to the CSC National Depot in Laval Quebec, Canada (as specified under Article 7.11 in Part 7 Resulting Contract Clauses), meeting all the requirements as stated in Annex A, SOR;
- (iv) the manufacturing by injection moulding process of a five-compartment cafeteria meal tray for cold and hot food, using the GSM, for an initial estimated quantity of approximately 4000 to be delivered to the CSC National Depot in Laval Quebec, Canada, meeting all the requirements as stated in Annex A, Statement of Requirement (SOR);
- (v) the manufacturing by injection moulding process of a four-compartment air-insulated meal tray for cold and hot food, using existing GSM, for an initial estimated quantity of approximately 2500 to be delivered to the CSC National Depot in Laval Quebec, Canada, meeting all the requirements as stated in Annex A, SOR;

SUPPLY OF MEAL TRAYS COMMERCIALY AVAILABLE OFF-THE-SHELF

- (vi) the supply of a three-compartment hot dish tray for tray on tray meal distribution, commercially available off-the-shelf, for an initial estimated quantity of approximately 300 to be delivered to the CSC National Depot in Laval Quebec, Canada, meeting all the requirements as stated in Annex A, SOR;
- (vii) the supply of a two-compartment hot dish meal tray for tray on tray distribution, commercially available off-the-shelf, for an initial estimated quantity of approximately 300 to be delivered to the CSC National Depot in Laval Quebec, Canada, meeting all the requirements as stated in Annex A, SOR;

SUPPLY OF LIDS FOR MEAL TRAYS COMMERCIALY AVAILABLE OFF-THE-SHELF

- (viii) the supply of a lid for the three-compartment hot dish meal tray, commercially available off-the-shelf, for an initial estimated quantity of approximately 300 to be delivered to the CSC National Depot in Laval Quebec, Canada, meeting all the requirements as stated in Annex A, SOR;
- (ix) the supply of a lid for the two-compartment hot dish meal tray, commercially available off-the-shelf, for an initial estimated quantity of approximately 300 to be delivered to the CSC National Depot in Laval Quebec, Canada, meeting all the requirements as stated in Annex A, SOR;

SUPPLY OF OPTIONAL ADDITIONAL GOODS ON AN "AS-AND-WHEN" REQUESTED BASIS

- (x) the manufacturing by injection moulding process of optional additional five-compartment cafeteria meal tray(s) and four-compartment insulated meal tray(s) for cold and hot food, using existing GSM, to be acquired on an "as-and-when" requested basis, at any time during the Contract Period and any extension thereof and delivered to the CSC National Depot in Laval Quebec, Canada, meeting all the requirements as stated in Annex A, SOR;
- (xi) the supply of optional additional three-compartment and two-compartment hot dish tray(s) for tray on tray meal distribution, commercially available off-the-shelf, to be acquired on an "as-and-when" requested basis, at any time during the Contract Period and any extension thereof and delivered to the CSC National Depot in Laval Quebec, Canada, meeting all the requirements as stated in Annex A, SOR;
- (xii) the supply of optional additional lid(s), commercially available off-the-shelf, for the three-compartment and two-compartment hot dish meal trays, to be acquired on an "as-and-when" requested basis, at any time during the Contract Period and any extension thereof and delivered to the CSC National Depot in Laval Quebec, Canada, meeting all the requirements as stated in Annex A, SOR, and

WARRANTY

- (xiii) Upon delivery and acceptance of Work, a twelve (12) month warranty period or the length of the Contractor's or manufacturer's standard warranty period, whichever is longer.

1.4 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.5 Trade Agreements

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).

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PART 2 - BIDDER INSTRUCTIONS

2.1 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 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.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 150 days

2.2 SACC Manual Clauses

(a) Condition of Material – Bid

Material supplied must be new and conform to the latest issue of the applicable drawing, specification found under Annex A, Statement of Requirement that is in effect on the bid solicitation closing date.

(b) Taxes-Foreign-based Contractors

Unless specified otherwise in the Contract, the price includes no amount for any federal excise tax, state or local sales or use tax, or any other tax of a similar nature, or any Canadian tax whatsoever. The price, however, includes all other taxes. If the Work is normally subject to federal excise tax, Canada will, upon request, provide the Contractor a certificate of exemption from such federal excise tax in the form prescribed by the federal regulations.

Canada will provide the Contractor evidence of export that may be requested by the tax authorities. If, as a result of Canada's failure to do so, the Contractor has to pay federal excise tax, Canada will reimburse the Contractor if the Contractor takes such steps as Canada may require to recover any payment made by the Contractor. The Contractor must refund to Canada any amount so recovered.

(c) Evaluation of Price - Canadian / Foreign Bidders

1. The price of the bid will be evaluated as follows:
 - i. Canadian-based bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
 - ii. Foreign-based bidders must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders.
2. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.

3. Although Canada reserves the right to award the Contract either on an FOB plant or FOB destination, Canada requests that bidders provide prices FOB their plant or shipping point and FOB destination. Bids will be assessed on an FOB destination basis.
4. For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.

2.3 Submission of Bids

Bids 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 bid solicitation.

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

2.4 Enquiries - Bid Solicitation

- a) All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.
- b) 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Note to Bidders: A bidder may, at its discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder. *Bidders are requested to indicate the Canadian province or territory they wish to apply to any resulting contract in their Bid Submission Form (see Part 3 – Attachment 3.2).*

2.6 Improvement of Requirement during Solicitation Period

If bidders consider that the specifications or "Statement of Requirement" contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reasons for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority in accordance with the article entitled "Enquiries - Bid Solicitation". Canada will have the right to accept or reject any or all suggestions.

2.7 Rights of Canada

In addition to those rights specified in Section 11 of the Standard Instructions, 2003 (2016-04-04), and following Contract award, should Canada terminate the resulting contract prior to acceptance of the food service meal trays, Canada may enter into negotiations and issue a new contract with the next highest ranked responsive Bidder, providing that Bidder agrees that its proposal and prices remain valid.

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2.8 Previous Communications between Government and Bidder

This document contains the entire requirements and objectives relating to this Request for Proposal (RFP). Other information and/or documentation provided to or obtained by the Bidder from any source prior to the date of this RFP shall have no force or effect.

2.9 Amendments to this Request for Proposal (RFP)

Any amendments to this RFP will be issued by the Contracting Authority ONLY and in writing.

2.10 Cost of Preparing Proposals

- a) This RFP is not to be construed as directing the Bidder to enter into any work, which results in the accrual of any financial liability or other indebtedness by Canada. The costs associated with any effort expended or committed by the Bidder in preparing, submitting, clarifying, substantiating, demonstrating and/or proof of proposal testing, is to be solely to the Bidder's account even if a Contract is not awarded.
- b) The rejection of any or all proposals shall not render Canada liable for any costs or damages. Nor shall Canada be liable for any penalty or cost should Canada alter the closing date or cancel the process entirely.
- c) No costs incurred by the Bidder before receipt of a signed contract or specified written authorization from the Contracting Authority can be charged to any resultant contract.

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PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies) and 2 soft copies on CD or DVD.

Section II: Financial Bid (2 hard copies) and 2 soft copies on CD or DVD.

Section III: Certifications (1 hard copy)

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

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

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) 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:

- 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.

3.2 Submission of Only One Bid from a Bidding Group:

- (i) The submission of more than one bid from members of the same bidding group is not permitted in response to this bid solicitation. If members of a bidding group participate in more than one bid, Canada will choose in its discretion which bid to consider.
- (ii) For the purposes of this article, "bidding group" means all entities (whether those entities include one or more natural persons, corporations, partnerships, limited liability partnerships, etc.) that are related to one another. Regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law, entities are considered "**related**" for the purposes of this bid solicitation if:
 - (A) they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
 - (B) they are "related persons" or "affiliated persons" according to the *Canada Income Tax Act*;
 - (C) the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
 - (D) the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.

3.3 Joint Venture Experience:

- (i) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- (ii) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- (iii) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

That show in total 100 billable days.

Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

3.4 Section I: Technical Bid

In their technical bid, Bidders must demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders must demonstrate their capability in a thorough, concise and clear manner for carrying out the Work. The technical bid must address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

a) References in a bid to additional information not submitted with the bid, such as:

- (i) website addresses where additional information can be found;
- (ii) technical manuals or brochures not submitted with the bid; and,
- (iii) existing standing offers, supply arrangements and contracts with the Government of Canada,

will not be considered and, therefore, references to them in response to any mandatory requirement may result in the bid being declared non-responsive.

b) **The Bidder's Technical Bid must include, as a minimum, the following:**

- (i) one (1) copy of Page 1 of this Request For Proposal (RFP), signed and dated by an authorized representative of the Bidder;
- (ii) **Substantiation of Technical Compliance Form:** The Substantiation of Technical Compliance Form, Part 3, Attachment 3.1, completed by the Bidder. The technical bid must substantiate the compliance of the Bidder and its proposed products with the specific articles of the Annex A, Statement of Requirement, identified in the Substantiation of Technical Compliance Form, Part 3, Attachment 3.1, which is the requested format for providing the substantiation. The Substantiation of Technical Compliance Form is not required to address any parts of this bid solicitation not referenced in the form. The substantiation must not simply be a repetition of the requirements but must explain and demonstrate how the Bidder will meet each mandatory requirement and carry out the required Work. Simply stating that the Bidder or its products comply with the mandatory requirement is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be declared non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bid Reference Paragraph and Page" column of the Substantiation of Technical Compliance Form, where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation;
- (iii) **Bid Submission Form:** Bidders are requested to include the Bid Submission Form (See Part 3 - Attachment 3.2, of the bid solicitation) with their bids. It provides a common form in which Bidders can provide information required for evaluation and contract award, such as a contact name, the Bidder's Procurement Business Number, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.
- (iv) **Reference Projects:** The bid must include a description of 2 separate previous similar projects that the Bidder completed by the bid closing date. A project is considered "similar" to the Work to be performed under the resulting contract if it is consistent and relevant to the requirement in the Statement of Requirement. Canada will decide in its discretion which ones to evaluate. The Reference Project Form to be used can be found in Part 3, Attachment 3.3.

For this requirement, if the named individual is unavailable when required during the evaluation period, the Bidder may provide the name and contact information of an alternate contact from the same customer. Canada will evaluate these reference projects in accordance with the following evaluation criteria:

Both projects must provide the following information:

- A) The description of each similar project must, at a minimum, include:
- a. Project Name;
 - b. Client organization and location;
 - c. Client Contact persons' full name, position title, phone number and e-mail address.
- B) The project Description must demonstrate experience meeting the following criteria:
- 1) Production and delivery of food service meal trays manufactured using injection moulding;
 - 2) Production, bonding and delivery of air insulated meal trays manufactured using electro-magnetic bonding for seamless, permanent bond of two part trays, and
 - 3) The manufacture of meal trays used in correctional environment using no-break polypropolyne materials that are NSF certified and meet FDA requirements in multi-use food service requirements;
 - 4) Compliance with the NSF certification process in the manufacturing by injection moulding of meal trays for food service use, and
 - 5) The design and re-tooling of injection moulds.
- C) The project references must not be from within the Bidder's own organization or for clients affiliated with the Bidder or its subcontractors, and
- D) The projects must have been successfully completed and delivered prior to the bid solicitation closing date.

- c) **Delivery Schedule:** Bidders must provide their delivery lead-times in the Proposed Delivery Lead-times column for each item listed in Part 3, Attachment 3.4 Proposed Schedule for Initial Deliverables.

Also, for information purposes only, Bidders are requested to include, as a minimum, the following:

- d) **Corporate Profile:** The Bidder is requested to provide a corporate profile, which should include an overview of the Bidder and if any subcontractors, and/or authorized agents of the Bidder that would be involved in the performance of the Work on the Bidder's behalf. The Bidder is requested to provide a brief description of its size, corporate structure, and number of years in business, business activities, major customers, number of employees and their geographic presence. This information is requested for information purposes only and will not be evaluated.

3.5 Section II: Financial Bid

(a) Pricing:

Bidders must submit their financial bid in accordance with the Pricing Tables in Annex B, Basis of Payment, without any conditions, assumptions, restrictions or otherwise. Bidders must complete and submit with their Financial Bid, Attachment 4.1 Financial Evaluation Tables under Part 4. Any financial proposal that purports to restrict the way in which Canada acquires goods or services under the resulting contract, with the exception of those limitations that are expressly set out in this bid solicitation, will be treated as being non-responsive and the Bidder's bid will be given no further consideration. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable. Unless otherwise indicated, Bidders must include a single, firm, all-inclusive price quoted in Canadian or US dollars in each cell requiring an entry in the pricing tables.

(b) All Costs to be Included:

The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option years. The identification of all necessary equipment, and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.

(c) Blank Prices:

Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

(d) Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instrument, complete Part 3, Attachment 3.5 Electronic Payment Instrument, to confirm if Electronic Payment Instrument identify is accepted.

If Part 3, Attachment 3.5 Electronic Payment Instrument is not completed, it will be considered as if Electronic Payment Instrument are not being accepted for payment of invoices. Acceptance of Electronic Payment Instrument will not be considered as an evaluation criterion.

(e) 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.

3.6 Section III: Certifications

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

Solicitation No. - N° de l'invitation
21120-175659/A
Client Ref. No. - N° de réf. du client
21120-175659/A

Amd. No. - N° de la modif.
File No. - N° du dossier
pd04021120-175659/A

Buyer ID - Id de l'acheteur
pd040
CCC No./N° CCC - FMS No./N° VME

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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 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 Canada will evaluate the bids.
- (c) In addition to any other time periods established in the bid solicitation:
 - (i) **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
 - (ii) **Requests for Further Information:** If Canada requires additional information in order to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
 - (A) verify any or all information provided by the Bidder in its bid;
 - (B) contact any or all references supplied by the Bidder (e.g., references named in the résumés of individual resources) to verify and validate any information submitted by the Bidder,the Bidder is required to provide the information requested by Canada within 2 working days of a request by the Contracting Authority.
 - (iii) **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

4.2 Technical Evaluation – Mandatory Technical Criteria

Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation, including Part 3, Attachment 3.1, Substantiation of Technical Compliance Form; Part 3, Attachment 3.3 Project Reference Form, and Part 3, Attachment 3.4 Proposed Schedule for Initial Deliverables. Any element of the bid solicitation identified with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.

4.3 Financial Evaluation

- (a) The financial evaluation will be conducted by calculating the Total Bid Price (TBP) using the Pricing Tables of Attachment 4.1, Financial Evaluation Tables under Part 4, which will be used to complete the Tables in Annex B, Basis of Payment at contract award.
- (b) **Formulae in Pricing Tables**

If the pricing tables provided to bidders include any formulae, Canada may re-input the prices provided by bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a bidder.

4.4 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

Tie-breaker:

If more than one compliant bid is ranked first because of identical overall price, then the Bidder with the earliest proposed delivery date for item 02, listed in Part 3, Attachment 3.4 Proposed Schedule for Initial Deliverables, will become the top-ranked bid.

If more than one compliant bid is ranked first because of identical overall price and identical proposed delivery date for item 02 listed in Part 3, Attachment 3.4 Proposed Schedule for Initial Deliverables, then the Bidder with the earliest proposed delivery date for item 03 listed in Part 3, Attachment 3.4 Proposed Schedule for Initial Deliverables, will become the top-ranked bid.

4.5 Internal approvals

Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.

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 Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 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.

5.2 Integrity Provisions – Required Documentation.

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.3 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" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's website](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) (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" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

Note to Bidders: Bidders are requested to use the Bid Submission Form (see Part 3, Attachment 3.2) to provide information about their status under this program. For a joint venture bidder, this information must be provided for each member of the joint venture.

5.4 Former Public Servant Certification

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 FPS, 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.

- (a) For the purposes of this clause,
- (i) **"former public servant"** means a 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 and includes:
 - (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.
 - (ii) **"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.
 - (iii) **"pension"** means, in the context of the fee abatement formula, 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 *Canadian Pension Plan Act*, R.S., 1985, c. C-8.
- (b) If the Bidder is an FPS in receipt of a pension as defined above, the Bidder must provide the following information:
- (i) name of former public servant;
 - (ii) date of termination of employment or retirement from the Public Service.
- (c) If the Bidder is an FPS who received a lump sum payment pursuant to the terms of a work force reduction program, the Bidder must provide the following information:

-
- (i) name of former public servant;
 - (ii) conditions of the lump sum payment incentive;
 - (iii) date of termination of employment;
 - (iv) amount of lump sum payment;
 - (v) rate of pay on which lump sum payment is based;
 - (vi) period of lump sum payment including start date, end date and number of weeks; and
 - (vii) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

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

<p>Note to Bidders: <i>Bidders are requested to provide the information required by this clause in their Bid Submission Form (see Part 3, Attachment 3.2)</i></p>
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5.5 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

PART 6 –SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

This document is UNCLASSIFIED, however;

- (a) The Contractor shall treat as confidential, during as well as after the performance of the services contracted for, any information of the affairs of Canada of a confidential nature to which its servants or agents become privy;
- (b) Contractor personnel requiring casual access to the installation site do not require a security clearance but must be escorted at all times.

6.2 Financial Capability

- (i) SACC Manual clause A9033T (2012-07-17) Financial Capability

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Requirement

- (a) _____ (the "Contractor") agrees to supply to the Client the goods and services described in the Contract, including the Statement of Requirement (SOR), in accordance with, and at the prices set out in the Contract. This includes:

DESIGN MODIFICATION AND RE-TOOLING

- (i) Modification, if required, of the existing design for the re-tooling of a five-compartment cafeteria meal tray for cold and hot food mould (hereinafter also referred to as the Government-supplied material (GSM), where the context requires) upon acceptance by the CSC Project Authority, meeting all the requirements as stated in Annex A, SOR;

MANUFACTURING OF MEAL TRAYS BY INJECTION MOULDING PROCESS

- (ii) Pre-production sample(s) (as detailed in Article 7.4) for an estimated quantity of 504 of a five-compartment cafeteria meal tray for cold and hot food, using the GSM, to be delivered to the CSC National Depot in Laval Quebec, Canada (as specified under Article 7.11), accompanied by the NSF certification, upon acceptance by the CSC Project Authority, meeting all the requirements as stated in Annex A, SOR;
- (iii) Pre-production sample(s) (as detailed in Article 7.4) for an estimated quantity of 360 of a four-compartment air-insulated cafeteria meal tray for cold and hot food, using the GSM, to be delivered to the CSC National Depot in Laval Quebec, Canada (as specified under Article 7.11), accompanied by the NSF certification, upon acceptance by the CSC Project Authority, meeting all the requirements as stated in Annex A, SOR;
- (iv) Manufacturing by injection moulding process of a five-compartment cafeteria meal tray for cold and hot food, using the GSM, for an estimated quantity of approximately 4000, to be delivered to CSC National Depot in Laval Quebec, Canada (as specified under Article 7.11), accompanied by the NSF certification, upon acceptance by the CSC Project Authority, meeting all the requirements as stated in Annex A, SOR;
- (v) Manufacturing by injection moulding process of a four-compartment air-insulated meal tray for cold and hot food using the existing GSM, for an estimated quantity of approximately 2500, to be delivered to CSC National Depot in Laval Quebec, Canada (as specified under Article 7.11), accompanied by the NSF certification, upon acceptance by the CSC Project Authority, meeting all the requirements as stated in Annex A, SOR;

SUPPLY OF MEAL TRAYS COMMERCIALY AVAILABLE OFF-THE-SHELF

- (vi) Supply of a three-compartment hot dish meal tray, commercially available off-the-shelf, for an estimated quantity of approximately 300, to be delivered to CSC National Depot in Laval Quebec, Canada (as specified under Article 7.11), accompanied by the NSF certification, upon acceptance by the CSC Project Authority, meeting all the requirements as stated in Annex A, SOR;
- (vii) Supply of a two-compartment hot dish meal tray, commercially available off-the-shelf, for an estimated quantity of approximately 300, to be delivered to CSC National Depot in Laval Quebec, Canada (as specified under Article 7.11), accompanied by the NSF certification, upon acceptance by the CSC Project Authority, meeting all the requirements as stated in Annex A, SOR;

SUPPLY OF LIDS FOR MEAL TRAYS COMMERCIALY AVAILABLE OFF-THE-SHELF

- (viii) Supply of lids, commercially available off-the-shelf, for the three-compartment hot dish meal trays for an estimated quantity of approximately 300, to be delivered to CSC National Depot in Laval Quebec, Canada (as specified under Article 7.11), accompanied by the NSF certification ,upon acceptance by the CSC Project Authority, meeting all the requirements as stated in Annex A, SOR;
- (ix) Supply of lids, commercially available off-the-shelf, for the two-compartment hot dish meal trays for an estimated quantity of approximately 300, to be delivered to CSC National Depot in Laval Quebec, Canada (as specified under Article 7.11), accompanied by the NSF certification, upon acceptance by the CSC Project Authority, meeting all the requirements as stated in Annex A, SOR, and

WARRANTY

- (x) Upon delivery and acceptance of Work, a twelve (12) month warranty period or the length of the Contractor's or manufacturer's standard warranty period, whichever is longer.

The Contractor must perform the Work in accordance with the Statement of Requirement at Annex A and the Contractor's bid in response to the bid solicitation resulting in this Contract.

- (b) The "Client" is **Correctional Service Canada**.
- (c) **Reorganization of Client:** The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client.

7.2 Optional Goods and/or Services

MANUFACTURING OF OPTIONAL ADDITIONAL MEAL TRAYS ON AN "AS-AND-WHEN" REQUESTED BASIS

- (i) The Contractor grants to Canada the irrevocable option to acquire, on an "as-and-when" requested basis, additional optional five-compartment cafeteria meal tray(s) for cold and hot food at any time during the Contract Period and any extension thereof, under the same terms and conditions, meeting all the requirements as stated in Annex A, SOR, and at the prices and/or rates stated in Part 7, Annex B, Basis of Payment. The option(s) may only be exercised by the Contracting Authority by notice in writing and will be evidenced, for administrative purposes only, through a contract amendment.
- (ii) The Contractor grants to Canada the irrevocable option to acquire, on an "as-and-when" requested basis, additional optional four-compartment air-insulated meal tray(s) for cold and hot food at any time during the Contract Period and any extension thereof, under the same terms and conditions, meeting all the requirements as stated in Annex A, SOR, and at the prices and/or rates stated in Part 7, Annex B, Basis of Payment. The option(s) may only be exercised by the Contracting Authority by notice in writing and will be evidenced, for administrative purposes only, through a contract amendment.

SUPPLY OF OPTIONAL ADDITIONAL MEAL TRAYS COMMERCIALY AVAILABLE OFF-THE-SHELF ON AN "AS-AND-WHEN" REQUESTED BASIS

- (iii) The Contractor grants to Canada the irrevocable option to acquire, on an "as-and-when" requested basis, additional optional three-compartment hot dish meal tray(s), commercially available off-the-shelf, at any time during the Contract Period and any extension thereof, under the same terms and conditions, meeting all the requirements as stated in Annex A, SOR, and at the prices and/or rates stated in Part 7, Annex B, Basis of Payment. The option(s) may only be exercised by the Contracting Authority by notice in writing and will be evidenced, for administrative purposes only, through a contract amendment.
- (iv) The Contractor grants to Canada the irrevocable option to acquire, on an "as-and-when" requested basis, additional optional two-compartment hot dish meal tray(s), commercially available off-the-shelf, at any time during the Contract Period and any extension thereof, under the same terms and conditions, meeting all the requirements as stated in Annex A, SOR, and at the prices and/or rates stated in Part 7, Annex B, Basis of Payment. The option(s) may only be exercised by the Contracting Authority by notice in writing and will be evidenced, for administrative purposes only, through a contract amendment.

SUPPLY OF OPTIONAL ADDITIONAL LIDS COMMERCIALY AVAILABLE OFF-THE-SHELF ON AN "AS-AND-WHEN" REQUESTED BASIS

- (v) The Contractor grants to Canada the irrevocable option to acquire, on an "as-and-when" requested basis, additional optional lid(s) for the three-compartment hot dish meal tray, commercially available off-the-shelf, at any time during the Contract Period and any extension thereof, under the same terms and conditions, meeting all the requirements as stated in Annex A, SOR, and at the prices and/or rates stated in Part 7, Annex B, Basis of Payment. The option(s) may only be exercised by the Contracting Authority by notice in writing and will be evidenced, for administrative purposes only, through a contract amendment.
- (vi) The Contractor grants to Canada the irrevocable option to acquire, on an "as-and-when" requested basis, additional optional lid(s) for the two-compartment hot dish meal tray, commercially available off-the-shelf, at any time during the Contract Period and any extension thereof, under the same terms and conditions, meeting all the requirements as stated in Annex A, SOR, and at the prices and/or rates stated in Part 7, Annex B, Basis of Payment. The option(s) may only be exercised by the Contracting Authority by notice in writing and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option(s) at any time before the expiry of the Contract by sending a written notice to the Contractor.

7.3 Government-supplied Material

"GSM" (GSM): Material supplied to a contractor by a government department or agency for incorporation into the end product.

1. Government-supplied material (GSM) is the property of the Government of Canada. The Contractor is responsible for maintaining satisfactory records of the disposition of all GSM.
2. The GSM described in the Contract must be used in the manufacture of the item(s) detailed in the Contract. Only the quantity of material stated in the Contract will be supplied by Canada without charge.
3. If additional GSM is required for contract completion, it must be purchased from Canada at the unit price stated in the Contract, Applicable Taxes extra. The Contractor must send the request for additional material directly to the Contracting Authority at the address specified on page 1 of the Contract. The request must be accompanied by a certified cheque payable to the Receiver General for Canada. The material will be shipped to the Contractor, transportation charges collect.
4. The Contractor agrees that with the exception of material required for the pre-production sample(s) that may be required in the contract, no GSM will be cut, used or processed until the CSC Project Authority

has approved the pre-production samples and provided a written notice of acceptance. Damage incurred as a result of cutting GSM before acceptance of any pre-production sample(s) is the Contractor's responsibility.

5. The Contractor must replace or make good, at its own expense, any items which fail to conform to the Contract requirements, as a result of faulty or inefficient cutting, manufacture or workmanship.
6. In the event of problems with the GSM supplied, the Contractor must advise the Contracting Authority immediately, identifying the specific problem. If the Contractor proceeds without guidance from the Contracting Authority, any costs incurred and loss of GSM will be at the Contractor's expense.
7. The Contractor must rebate Canada for the value of GSM applicable to any quantity not delivered under the Contract. The value will be calculated at the unit price and usage stated in the Contract.
8. Upon completion of the total contract quantity, if there is GSM with a total value in excess of \$250, the Contractor must either:
 - a. return the material to the sender with transportation charges paid by Canada. The Contracting Authority must be contacted to make appropriate arrangements; or
 - b. apply for an overrun to the contract quantity. Approval for an overrun will be provided under a contract amendment.
9. Canada will not pay for work performed on any GSM that is damaged or lost while in the Contractor's care.
10. The Contractor must not dispose of GSM and/or rejected units containing GSM without the written approval of the Contracting Authority. Transportation charges for the return of GSM where the Contract has not been satisfactorily completed will be at the Contractor's expense.

7.4 Pre-production Sample(s)

1. GSM: The Contractor must request, within seven (7) calendar days following the date of contract award, sufficient materials from Canada to make up pre-production sample(s) and submit for approval before commencing production.
2. The Contractor must provide within 45 calendar days or less (as specified in the Annex C, Schedule for Initial Deliverables) from receipt of GSM, an estimated quantity of 504 pre-production samples of a five-compartment cafeteria meal tray for cold and hot food, and an estimated quantity of 360 pre-production samples of a four-compartment air-insulated meal tray for cold and hot food, manufactured by injection moulding, accompanied by the NSF certification for acceptance by the Project Authority, meeting all the requirements as stated in Annex A, SOR;
3. Canada reserves the right to modify the quantities at any time during the contract period.
4. The pre-production sample(s) submitted by the Contractor will remain the property of Canada.
5. If the first pre-productions sample(s) are rejected, the Contractor must submit the second pre-production sample(s) within 30 calendar days of notification of rejection from the CSC Project Authority.
6. The Contractor must carry out all required inspection and tests to verify conformance to the technical requirements of the Contract.
7. The CSC Project Authority will notify the Contractor, in writing, of the conditional acceptance, acceptance or rejection of the pre-production sample(s). A copy of this notification will be provided by the CSC Project Authority to the Contracting Authority. The notice of conditional acceptance or acceptance does not relieve the Contractor from complying with all requirements of the specification(s) and all other conditions of the Contract.

8. The Contractor must not commence or continue with production of the items and must not make any deliveries until the Contractor has received notification from the CSC Project Authority that the pre-production sample(s) are acceptable. Any production of items before sample acceptance will be at the sole risk of the Contractor.
9. Rejection by the CSC Project Authority of the second pre-production sample(s) submitted by the Contractor for failing to meet the contract requirements, will be grounds for termination of the Contract for default.
10. The pre-production sample(s) may not be required if the Contractor is currently in production. The request for waiver of sample(s) must be made by the Contractor in writing to the CSC Project Authority. The waiving of this requirement will be at the discretion of the CSC Project Authority. If the CSC Project Authority agrees to the Contractor's request, the Contracting Authority will issue an amendment to incorporate the waiving of this requirement in the Contract.
11. The pre-production sample(s) must be delivered to the CSC National Depot in Laval Quebec, Canada (as specified under Article 7.11) accompanied by the NSF certification.

7.5 SACC Manual clauses

B7500C	2006-06-16	Excess Goods
D9002C	2007-11-30	Incomplete Assemblies
C2605C	2008-05-12	Canadian Customs Duties and Sales Tax - Foreign-based Contractor
D2000C	2007-11-30	Marking
D2001C	2007-11-30	Labelling
D2025C	2008-12-12	Wood Packaging Materials
D9002C	2007-11-30	Incomplete Assembly

All clauses and conditions identified in the Contract 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.

7.6 General Conditions

[2010A](#) (2016-04-04), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

7.7 Supplemental General Conditions

4006 (2010-08-16), Contractor to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

7.8 Contract Period

- (a) Contract Period: The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
1. The "Initial Contract Period" which begins on the date the Contract is awarded and end 1 year later; and
 2. The Period during which the Contract is extended, if Canada chooses to excise any options set out in the Contract.

7.9 Option to extend the contract

- (a) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 5 additional 1-year period(s) under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment. The Option may only be exercised by the Contracting Authority by notice in writing and will be evidenced, for administrative purposes only, through a contract amendment.
- (b) Canada may exercise this option at any time by sending a written notice to the Contractor at least 10 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.10 Delivery Date

(i) Initial Deliverables

Delivery of goods and/or services shall be in accordance with the attached Annex C, Schedule for Initial Deliverables.

(ii) Optional Goods and/or Services

Delivery of additional optional goods and/or services shall be within 45 calendar days of receipt of contract amendment by the Contracting Authority unless mutually agreed by both parties.

7.11 Delivery Point

Delivery shall be made to the following delivery point of contact at the CSC National Depot, meeting all the requirement as specified in Annex A, Statement of Requirement of the Contract:

Chafik Abounnaaim
Director of Material Resources
(450) 661-9550, ext. 3917
abounnaimch@csc-scc.gc.ca

CSC National Depot
250 Montée Saint-François,
Laval, PQ,
H7C 1S5

7.12 Preparation for Delivery

All food service meal trays deliveries must be scheduled Monday through Friday, excluding holidays. The Contractor must contact the CSC Project Authority, to confirm the delivery date, all in accordance with the Annex A, Statement of Requirement and Annex C, Schedule for Initial Deliverables. For optional additional deliverables, the Contracting Authority will issue a contract amendment and delivery shall be within 45 calendar days of receipt of the contract amendment. The CSC Project Authority will confirm with the Contractor the delivery schedule and if changes to the delivery schedule are required, the CSC Project Authority will inform the Contracting Authority of the mutually agreed delivery schedule. The Contractor must accompany the deliverables with a hard copy certification letter, on firm letterhead, that the products have been tested in accordance with the specifications of the Annex A, SOR prior to delivery.

7.13 Security Requirement

This document is UNCLASSIFIED, however;

- (a) The Contractor shall treat as confidential, during as well as after the performance of the services contracted for, any information of the affairs of Canada of a confidential nature to which its servants or agents become privy;
- (b) Contractor personnel requiring casual access to CSC Institution sites do not require a security clearance but may be required to be escorted at all times.

7.14 Authorities

(a) PWGSC Contracting Authority

The Contracting Authority for the Contract is:

Name: Manon Friesen
Title: Supply Specialist
Address: Public Works and Government Services Canada
Acquisitions Branch
Commercial and Consumer Products Directorate (CCPD)
6A2, Phase III, Place du Portage
11 Laurier Street
Gatineau, Quebec
K1A 0S5

Telephone: (873) 469-3985
Facsimile: (819) 956-5454
E-mail address: manon.friesen@tpsgc-pwgsc.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.

The PWGSC Contracting Authority must receive a copy of the Invoice for Canada's record and to ensure the Invoice is in accordance with the Contract prior to payment by the Client.

(b) CSC Project Authority

The CSC Project Authority for the Contract is:

Name: (to be provided at contract award)
Title:
Organization:
Address: Telephone:
Facsimile:
E-mail:

The CSC Project Authority is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the CSC Project Authority; however, the CSC 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.

(c) Client Administrative Authority

The Client Administrative Authority for the Contract is:

Name: (to be provided at contract award)
Title:
Organization:
Address: Telephone: Facsimile:
E-mail address:

The Client Administrative Contact must receive the original Invoice. All inquiries for request for payment must be made to the Client Administrative Contact.

(d) Contractor's Representative

Name: (to be provided at contract award)
Title:
Telephone:
Facsimile:
E-mail address:

7.15 Payment

(a) Basis of Payment

DESIGN MODIFICATION AND RE-TOOLING

- (i) For the production of a new design and re-tooling of a five-compartment cafeteria meal tray mould for cold and hot food, if applicable, Canada will pay the Contractor, upon acceptance, all in accordance with Annex A, SOR and Annex C, Schedule for Initial Deliverables, the firm price(s) per tray set out in Annex B, Basis of Payment, FOB destination, including all customs duties, GST/HST extra, if applicable.

MANUFACTURING OF MEAL TRAYS BY INJECTION MOULDING PROCESS

- (ii) For the manufacturing of the pre-production sample(s) (as detailed in Article 7.4) by injection moulding process of a five-compartment cafeteria meal trays for cold and hot food, using the GSM, for an estimated quantity of 504 to be delivered to the CSC National Depot in Laval Quebec, Canada (as specified under Article 7.11), Canada will pay the Contractor, upon acceptance, in accordance with

Annex A, SOR, and Annex C, Schedule for Initial Deliverables, the firm price(s) per tray set out in Annex B, Basis of Payment, FOB destination, including all customs duties, GST/HST extra, if applicable.

- (iii) For the manufacturing of the pre-production sample(s) (as detailed in Article 7.4) by injection moulding process of a four-compartment air-insulated meal tray for cold and hot food, using the GSM, for an estimated quantity of 360 to be delivered to the CSC National Depot in Laval Quebec, Canada (as specified under Article 7.11), Canada will pay the Contractor, upon acceptance, in accordance with Annex A, SOR, and Annex C, Schedule for Initial Deliverables, the firm price(s) per tray set out in Annex B, Basis of Payment, FOB destination, including all customs duties, GST/HST extra, if applicable.
- (iv) For the manufacturing by injection moulding process of a five-compartment cafeteria meal tray for cold and hot food, using the GSM, for an estimated quantity of approximately 4000 to be delivered to CSC National Depot, Canada will pay the Contractor, upon acceptance, all in accordance with Annex A, SOR and Annex C, Schedule for Initial Deliverables, the firm price(s) per tray set out in Annex B, Basis of Payment, FOB destination, including all customs duties, GST/HST extra, if applicable.
- (v) For the manufacturing by injection moulding process of a four-compartment air-insulated meal tray for cold and hot food using the GSM, for an estimated quantity of approximately 2500 to be delivered to CSC National Depot, Canada will pay the Contractor, upon acceptance, all in accordance with Annex A, SOR and Annex C, Schedule for Initial Deliverables, the firm price(s) per tray set out in Annex B, Basis of Payment, FOB destination, including all customs duties, GST/HST extra, if applicable.

SUPPLY OF MEAL TRAYS COMMERCIALY AVAILABLE OFF-THE-SHELF

- (vi) For the supply of a three-compartment hot dish meal tray, commercially available off-the-shelf, for an estimated quantity of approximately 300 to be delivered to CSC National Depot, Canada will pay the Contractor, upon acceptance, all in accordance with Annex A, SOR and Annex C, Schedule for Initial Deliverables, the firm price(s) per tray set out in Annex B, Basis of Payment, FOB destination, including all customs duties, GST/HST extra, if applicable.
- (vii) For the supply of a two-compartment hot dish meal tray, commercially available off-the-shelf, for an estimated quantity of approximately 300 to be delivered to CSC National Depot in Laval Quebec, Canada will pay the Contractor, upon acceptance, all in accordance with Annex A, SOR and Annex C, Schedule for Initial Deliverables, the firm price(s) per tray set out in Annex B, Basis of Payment, FOB destination, including all customs duties, GST/HST extra, if applicable.

SUPPLY OF LIDS FOR MEAL TRAYS COMMERCIALY AVAILABLE OFF-THE-SHELF

- (viii) For the supply of lids for the three-compartment hot dish meal tray, commercially available off-the-shelf, for an estimated quantity of approximately 300 to be delivered to CSC National Depot in Laval Quebec, Canada will pay the Contractor, upon acceptance, all in accordance with Annex A, SOR and Annex C, Schedule for Initial Deliverables, the firm price(s) per lid set out in Annex B, Basis of Payment, FOB destination, including all customs duties, GST/HST extra, if applicable.
- (ix) For the supply of lids for the two-compartment hot dish meal tray, commercially available off-the-shelf, for an estimated quantity of approximately 300 to be delivered to CSC National Depot in Laval Quebec, Canada will pay the Contractor, upon acceptance, all in accordance with Annex A, SOR and Annex C, Schedule for Initial Deliverables, the firm price(s) per tray set out in Annex B, Basis of Payment, FOB destination, including all customs duties, GST/HST extra, if applicable.

MANUFACTURING OF OPTIONAL ADDITIONAL MEAL TRAYS ON AN "AS-AND-WHEN" REQUESTED BASIS

- (x) For the manufacturing by injection moulding process of optional additional five-compartment cafeteria meal tray(s) for cold and hot food, using the GSM, to be delivered to CSC National Depot in Laval Quebec, Canada will pay the Contractor, upon acceptance, all in accordance with Annex A, SOR and Annex C, Schedule for Initial Deliverables, the firm price(s) per optional additional tray, set out in Annex B, Basis of Payment, FOB destination, including all customs duties, GST/HST extra, if applicable.
- (xi) For the manufacturing by injection moulding process of optional additional four-compartment insulated meal tray(s) for cold and hot food using the GSM, to be delivered to CSC National Depot in Laval Quebec, Canada will pay the Contractor, upon acceptance, all in accordance with Annex A, SOR and Annex C, Schedule for Initial Deliverables, the firm price(s) per optional additional tray, set out in Annex B, Basis of Payment, FOB destination, including all customs duties, GST/HST extra, if applicable.

SUPPLY OF OPTIONAL ADDITIONAL MEAL TRAYS COMMERCIALY AVAILABLE OFF-THE-SHELF ON AN "AS-AND-WHEN" REQUESTED BASIS

- (xii) For the supply of optional additional three-compartment hot dish meal tray(s), commercially available off-the-shelf, to be delivered to CSC National Depot in Laval Quebec, Canada will pay the Contractor, upon acceptance, all in accordance with Annex A, SOR and Annex C, Schedule for Initial Deliverables, the firm price(s) per optional additional tray, set out in Annex B, Basis of Payment, FOB destination, including all customs duties, GST/HST extra, if applicable.
- (xiii) For the supply of optional additional two-compartment hot dish meal tray, commercially available off-the-shelf, to be delivered to CSC National Depot in Laval Quebec, Canada will pay the Contractor, upon acceptance, all in accordance with Annex A, SOR and Annex C, Schedule for Initial Deliverables, the firm price(s) per optional additional tray, set out in Annex B, Basis of Payment, FOB destination, including all customs duties, GST/HST extra, if applicable.

SUPPLY OF OPTIONAL ADDITIONAL LIDS COMMERCIALY AVAILABLE OFF-THE-SHELF ON AN "AS-AND-WHEN" REQUESTED BASIS

- (xiv) For the supply of optional additional lid for the three-compartment hot dish meal tray, commercially available off-the-shelf, to be delivered to CSC National Depot in Laval Quebec, Canada will pay the Contractor, upon acceptance, all in accordance with Annex A, SOR and Annex C, Schedule for Initial Deliverables, the firm price(s) per optional additional lid, set out in Annex B, Basis of Payment, FOB destination, including all customs duties, GST/HST extra, if applicable.
- (xv) For the supply of optional additional lid for the two-compartment hot dish meal tray, commercially available off-the-shelf, to be delivered to CSC National Depot in Laval Quebec, Canada will pay the Contractor, upon acceptance, all in accordance with Annex A, SOR and Annex C, Schedule for Initial Deliverables, the firm price(s) per optional additional lid, set out in Annex B, Basis of Payment, FOB destination, including all customs duties, GST/HST extra, if applicable.
- (xvi) **Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

(b) Pricing

- (i) SACC Manual clause C9000T (2010-08-16) Pricing

(c) Method of Payment - Multiple Payments

- (i) H1001C (2008-05-12), Multiple Payments

(d) No Responsibility to Pay for Work not performed due to Closure of Government Offices

- (i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- (ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

7.16 SACC Manual Clauses

- (i) C2000C (2007-11-30) Taxes - Foreign-based Contractor *(if applicable)*

7.17 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument:
(to be completed at award of contract)

- a. MasterCard Acquisition Card

7.18 Invoicing Instructions

- (a) 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.
- (b) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- (c) The Contractor must provide the original of each invoice to the CSC Project Authority.
On request, the Contractor must provide a copy of any invoices requested by the Contracting Authority.
- (i) The original and one (1) copy must be forwarded to the following address for certification and payment.
(Will be updated at contract award)
- (ii) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.19 Certifications and Additional Information

(a) 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.

7.20 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.21 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

7.22 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 supplemental general conditions 4006 (2010-08-16), Contractor to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2010A (2016-04-04) General Conditions - Goods (Medium Complexity),
- (d) Annex A, Statement of Requirement;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Schedule for Initial Deliverables, and
- (h) the Contractor's bid dated _____ (*to be completed at contract award*)

7.23 Foreign Nationals (Canadian Contractor)

Note to Bidders: *Either this clause or the one that follows, whichever applies (based on whether the successful bidder is a Canadian Contractor or Foreign Contractor), will be included in any resulting contract.*

- (i) SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

7.24 Foreign Nationals (Foreign Contractor)

- (i) SACC Manual clause [A2001C](#) (2016-06-16) Foreign Nationals (Foreign Contractor)

7.25 Insurance- No Specific Requirement

- (i) SACC Manual clause [G1005C](#) (2016-01-28) Insurance No Specific Requirement

7.26 Joint Venture Contractor

- (a) The Contractor confirms that the name of the joint venture is _____ and that it is comprised of the following members:

- (b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:
- (i) _____ has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;
 - (ii) by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and
 - (iii) all payments made by Canada to the representative member will act as a release by all the members.
- (c) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.
- (d) All the members are jointly and severally or solidarily liable for the performance of the entire Contract.
- (e) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.
- (f) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

Note to Bidders: This Article will be deleted if the bidder awarded the contract is not a joint venture. If the contractor is a joint venture, this clause will be completed with information provided in its bid.

7.27 Representations and Warranties

The Contractor made statements regarding its experience and expertise in its bid that resulted in the award of the Contract. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

7.28 Access to Canada's Property and Facilities

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the CSC Project Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

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21120-175659/A
Client Ref. No. - N° de réf. du client
21120-175659/A

Amd. No. - N° de la modif.
File No. - N° du dossier
pd04021120-175659/A

Buyer ID - Id de l'acheteur
pd040
CCC No./N° CCC - FMS No./N° VME

(Left blank intentionally)

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ANNEX A - STATEMENT OF REQUIREMENT
(see attached)

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ANNEX B - BASIS OF PAYMENT

TABLE 1 – INITIAL DELIVERABLES DURING INITIAL CONTRACT PERIOD

ITEM	DESCRIPTION OF INITIAL DELIVERABLES	*ESTIMATED QUANTITY	FIRM UNIT PRICE (\$)	EXTENDED PRICE (\$)
DESIGN MODIFICATION AND RE-TOOLING				
01	Modification, if required, of the existing design for the re-tooling of a five-compartment cafeteria meal tray mould (hereinafter also referred to as the Government-supplied material (GSM), where the context requires) for cold and hot food, upon acceptance by CSC Project Authority, meeting all the requirements as stated in Annex A, SOR, and all in accordance with Annex C, Schedule for Initial Deliverables.	1	\$	\$
MANUFACTURING OF MEAL TRAYS BY INJECTION MOULDING PROCESS				
02	Pre-production sample(s) (as detailed in Article 7.4) by injection moulding process of a five-compartment cafeteria meal trays for cold and hot food, using the GSM, to be delivered to the CSC National Depot in Laval Quebec, Canada meeting all the requirements as stated in Annex A, SOR, and all in accordance with Annex C, Schedule for Initial Deliverables.	504	\$	\$
03	Pre-production sample(s) (as detailed in Article 7.4) by injection moulding process of a four-compartment air-insulated meal tray, using the GSM, to be delivered to the CSC National Depot in Laval Quebec, Canada, upon acceptance, meeting all the requirements as stated in Annex A, SOR, and all in accordance with Annex C, Schedule for Initial Deliverables.	360	\$	\$

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ITEM	DESCRIPTION OF INITIAL DELIVERABLES	*ESTIMATED QUANTITY	FIRM UNIT PRICE (\$)	EXTENDED PRICE (\$)
04	A five-compartment cafeteria meal tray for cold and hot food, using the GSM, manufactured by injection moulding process to be delivered to CSC National Depot in Laval Quebec, Canada, upon acceptance, meeting all the requirements as stated in Annex A, SOR, and all in accordance with Annex C, Schedule for Initial Deliverables.	4000	\$	\$
05	A four-compartment air-insulated meal tray for cold and hot food, using GSM, manufactured by injection moulding process to be delivered to CSC National Depot in Laval Quebec, Canada, upon acceptance, meeting all the requirements as stated in Annex A, SOR, and all in accordance with Annex C, Schedule for Initial Deliverables.	2500	\$	\$
SUPPLY OF MEAL TRAYS COMMERCIALY AVAILABLE OFF-THE-SHELF				
06	A three-compartment hot dish meal tray, commercially available off-the-shelf, to be delivered to CSC National Depot in Laval Quebec, Canada, upon acceptance, meeting all the requirements as stated in Annex A, SOR, and all in accordance with Annex C, Schedule for Initial Deliverables.	300	\$	\$
07	A two-compartment hot dish meal tray, commercially available off-the-shelf, to be delivered to CSC National Depot in Laval Quebec, Canada, upon acceptance, meeting all the requirements as stated in Annex A, SOR, and all in accordance with Annex C, Schedule for Initial Deliverables.	300	\$	\$

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ITEM	DESCRIPTION OF INITIAL DELIVERABLES	*ESTIMATED QUANTITY	FIRM UNIT PRICE (\$)	EXTENDED PRICE (\$)
SUPPLY OF LIDS FOR MEAL TRAYS COMMERCIALY AVAILABLE OFF-THE-SHELF				
08	Lids, commercially available off-the-shelf, for the three-compartment hot dish meal to be delivered to CSC National Depot in Laval Quebec, Canada, upon acceptance, meeting all the requirements as stated in Annex A, SOR, and all in accordance with Annex C, Schedule for Initial Deliverables.	300	\$	\$
09	Lids, commercially available off-the-shelf, for the two-compartment hot dish meal trays to be delivered to CSC National Depot in Laval Quebec, Canada, upon acceptance, meeting all the requirements as stated in Annex A, SOR, and all in accordance with Annex C, Schedule for Initial Deliverables.	300	\$	\$
TOTAL PRICE:				(\$)

***CANADA reserves the right to modify the estimated quantities at any time during g the Contract Period.**

ANNEX B - BASIS OF PAYMENT

TABLE 2 – OPTIONAL ADDITIONAL DELIVERABLES DURING THE INITIAL CONTRACT PERIOD

DESCRIPTION FOR OPTIONAL ADDITIONAL DELIVERABLES REQUIRED ON AN "AS-AND-WHEN" REQUESTED BASIS DURING THE INITIAL CONTRACT PERIOD		
<p>Item 10: Five-compartment cafeteria meal tray for cold and hot food using the GSM, manufactured by injection moulding process (including delivery to CSC National Depot in Laval Quebec, Canada on an "as-and-when" requested basis, upon acceptance, meeting all the requirements as stated in Annex A, SOR, all in accordance with Annex C, Schedule for Initial Deliverables).</p>		
ESTIMATED QTY	FIRM UNIT PRICE (\$)	EXTENDED PRICE (\$)
0 to 100 Units	\$	\$
101 to 400 Units	\$	\$
401 to 1000 Units	\$	\$
1001 to 4000 Units	\$	\$
4001 Units and up	\$	\$
<p>Number of Units per Contractor's shipping box (for information purposes only):</p>		

DESCRIPTION FOR OPTIONAL ADDITIONAL DELIVERABLES REQUIRED ON AN "AS-AND-WHEN" REQUESTED BASIS DURING THE INITIAL CONTRACT PERIOD		
<p>Item No. 11 Four-compartment air-insulated meal tray for cold and hot food using the GSM, manufactured by injection moulding process (including delivery to CSC National Depot in Laval Quebec, Canada on an "as-and-when" requested basis, upon acceptance, meeting all the requirements as stated in Annex A, SOR, all in accordance with Annex C, Schedule for Initial Deliverables).</p>		
ESTIMATED QTY	FIRM UNIT PRICE (\$)	EXTENDED PRICE (\$)
0 to 100 Units	\$	
101 to 400 Units	\$	
401 to 1000 Units	\$	
1001 to 4000 Units	\$	
4001 Units and up	\$	
<p>Number of Units per Contractor's shipping box (for information purposes only):</p>		

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DESCRIPTION FOR OPTIONAL ADDITIONAL DELIVERABLES REQUIRED ON AN "AS-AND-WHEN" REQUESTED BASIS DURING THE INITIAL CONTRACT PERIOD

Item No. 12: Three-compartment hot dish meal tray commercially available off-the-shelf (including delivery to CSC National Depot in Laval Quebec, Canada on an "as-and-when" requested basis, upon acceptance, meeting all the requirements as stated in Annex A, SOR, all in accordance with Annex C, Schedule for Initial Deliverables).

ESTIMATED QTY	FIRM UNIT PRICE (\$)	EXTENDED PRICE (\$)
0 to 100 Units	\$	
101 to 400 Units	\$	
401 to 1000 Units	\$	
1001 to 4000 Units	\$	
4001 Units and up	\$	
Number of Units per Contractor's shipping box (for information purposes only):		

DESCRIPTION FOR OPTIONAL ADDITIONAL DELIVERABLES REQUIRED ON AN "AS-AND-WHEN" REQUESTED BASIS DURING THE INITIAL CONTRACT PERIOD

Item No. 13: Two-compartment hot dish meal tray commercially available off-the-shelf (including delivery to CSC National Depot in Laval Quebec, Canada on an "as-and-when" requested basis, upon acceptance, meeting all the requirements as stated in Annex A, SOR, all in accordance with Annex C, Schedule for Initial Deliverables).

ESTIMATED QTY	FIRM UNIT PRICE (\$)	EXTENDED PRICE (\$)
0 to 100 Units	\$	
101 to 400 Units	\$	
401 to 1000 Units	\$	
1001 to 4000 Units	\$	
4001 Units and up	\$	
Number of Units per Contractor's shipping box (for information purposes only):		

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DESCRIPTION FOR OPTIONAL ADDITIONAL DELIVERABLES REQUIRED ON AN "AS-AND-WHEN" REQUESTED BASIS DURING THE INITIAL CONTRACT PERIOD		
<p>Item No. 14: Lids for the three-compartment hot dish meal commercially available off-the-shelf (including delivery to CSC National Depot in Laval Quebec, Canada on an "as-and-when" requested basis, upon acceptance, meeting all the requirements as stated in Annex A, SOR, all in accordance with Annex C, Schedule for Initial Deliverables).</p>		
ESTIMATED QTY	FIRM UNIT PRICE (\$)	EXTENDED PRICE (\$)
0 to 100 Units	\$	
101 to 400 Units	\$	
401 to 1000 Units	\$	
1001 to 4000 Units	\$	
4001 Units and up	\$	
Number of Units per Contractor's shipping box (for information purposes only):		

DESCRIPTION FOR OPTIONAL ADDITIONAL DELIVERABLES REQUIRED ON AN "AS-AND-WHEN" REQUESTED BASIS DURING THE INITIAL CONTRACT PERIOD		
<p>Item No. 15: Lids for the two-compartment hot dish meal commercially available off-the-shelf (including delivery to CSC National Depot in Laval Quebec, Canada on an "as-and-when" requested basis, upon acceptance, meeting all the requirements as stated in Annex A, SOR, all in accordance with Annex C, Schedule for Initial Deliverables).</p>		
ESTIMATED QTY	FIRM UNIT PRICE (\$)	EXTENDED PRICE (\$)
0 to 100 Units	\$	
101 to 400 Units	\$	
401 to 1000 Units	\$	
1001 to 4000 Units	\$	
4001 Units and up	\$	
Number of Units per Contractor's shipping box (for information purposes only):		

ANNEX B - BASIS OF PAYMENT

TABLE 3 – OPTIONAL ADDITIONAL DELIVERABLES DURING OPTION YEARS

FIRM UNIT PRICE FOR OPTIONAL ADDITIONAL DELIVERABLES REQUIRED ON AN "AS-AND-WHEN" REQUESTED BASIS DURING OPTION YEARS						
*The Firm Unit Price(s) in Table 1- INITIAL DELIVERABLES DURING INITIAL CONTRACT PERIOD will be used to calculate the Firm Unit Price(s) in Table 3 using the yearly Statistics Canada's average Industrial Product Price Index (IPPI) for Plastic and rubber products. CANADA reserves the right to modify the estimated quantities at any time during the Contract Period.						
OPTION YEARS	FIRM UNIT PRICE PER TRAY (Five-Compartment Cafeteria Meal Tray- Firm Unit Price of Item 04 of Table 1 will be used to calculate IPPI)	FIRM UNIT PRICE PER TRAY (Four-Compartment Insulated Meal Tray- Firm Unit Price of Item 05 of Table 1 will be used to calculate IPPI)	FIRM UNIT PRICE PER TRAY (Three-Compartment Hot Dish Tray- Firm Unit Price of Item 06 of Table 1 will be used to calculate IPPI)	FIRM UNIT PRICE PER TRAY (Two-Compartment Hot Dish Tray- Firm Unit Price of Item 07 of Table 1 will be used to calculate IPPI)	FIRM UNIT PRICE PER LID (Lid for Three-Compartment Hot Dish Tray- Firm Unit Price of Item 08 of Table 1 will be used to calculate IPPI)	FIRM UNIT PRICE PER LID (Lid for Two-Compartment Hot Dish Tray- Firm Unit Price of Item 09 of Table 1 will be used to calculate IPPI)
OPTION YEAR 1	\$	\$	\$	\$	\$	\$
OPTION YEAR 2	\$	\$	\$	\$	\$	\$
OPTION YEAR 3	\$	\$	\$	\$	\$	\$
OPTION YEAR 4	\$	\$	\$	\$	\$	\$
OPTION YEAR 5	\$	\$	\$	\$	\$	\$

* For all option years, if optional additional quantities are required, on an "as-and-when" requested basis, the Contractor agrees that the firm unit prices (increases or decreases) will be adjusted in accordance with Statistics Canada's average Industrial Product Price Index (IPPI) for Plastic and rubber products. (Example March 2015 to March 2016 « +2.0% ») The adjustment will be made annually, based on the average of the IPPI for Plastic and rubber products of the most recently reported twelve-month period using the firm unit prices of the previous year.

(<http://www5.statcan.gc.ca/cansim/a26?lang=eng&retrLang=eng&id=3290074&paSer=&pattern=&stByVal=1&p1=1&p2=-1&tabMode=dataTable&csid=>)

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ANNEX C - SCHEDULE FOR INITIAL DELIVERABLES

Item Number	DESCRIPTION OF INITIAL DELIVERABLES	DELIVERY LEAD-TIMES
DESIGN MODIFICATION AND RE-TOOLING		
01	Modification, if required, of the existing design for the re-tooling of a five-compartment cafeteria meal tray for cold and hot food mould (hereinafter also referred to as the Government-supplied material (GSM), where the context requires) upon acceptance by the CSC Project Authority, meeting all the requirements as stated in Annex A, SOR at the prices set out in the Annex B, Basis of Payment;	Design and re-tooled mould must be approved by the CSC Project Authority within 45 calendar days after Contract Award, as described in the SOR, unless mutually agreed by both parties.
MANUFACTURING OF MEAL TRAYS BY INJECTION MOULDING PROCESS		
02	Delivery of pre-production sample(s) (as detailed in Article 7.4) by injection moulding process of a five-compartment cafeteria meal tray for cold and hot food, using the GSM, for an estimated quantity of 504 to be delivered to the CSC National Depot in Laval Quebec, Canada, meeting all the requirements as stated in Annex A, SOR, at the prices set out in the Annex B, Basis of Payment;	Pre-production samples must be delivered and approved by the CSC Project Authority within 45 calendar days after approval of a newly designed and re-tooled mould, if required, of the five-compartment cafeteria meal tray, unless mutually agreed by both parties.
03	Delivery of pre-production sample(s) (as detailed in Article 7.4) by injection moulding process of a four-compartment air-insulated meal tray for cold and hot food, using the GSM, for an estimated quantity of 360 to be delivered to the CSC National Depot in Laval Quebec, Canada, meeting all the requirements as stated in Annex A, SOR, at the prices set out in the Annex B, Basis of Payment;	Pre-production samples must be delivered within 45 calendar days after receipt of the GSM of the four-compartment air-insulated meal tray, unless mutually agreed by both parties.

Item Number	DESCRIPTION OF INITIAL DELIVERABLES	DELIVERY LEAD-TIMES
04	Delivery of an approximate quantity estimated at 4000 of a five-compartment cafeteria meal tray for cold and hot food, using the GSM, to the CSC National Depot in Laval Quebec, Canada, meeting all the requirements as stated in Annex A, SOR, at the prices set out in the Annex B, Basis of Payment;	Must be delivered within 45 calendar days after acceptance by the CSC Project Authority of the pre-production samples for the five-compartment meal trays, unless mutually agreed by both parties.
05	Delivery of an approximate quantity estimated at 2500 of a four-compartment air-insulated meal tray for cold and hot food, using existing GSM, to the CSC National Depot in Laval Quebec, Canada, meeting all the requirements as stated in Annex A, SOR, at the prices set out in the Annex B, Basis of Payment;	Must be delivered within 45 calendar days after acceptance by the CSC Project Authority of the pre-production samples for the four-compartment air-insulated meal trays, unless mutually agreed by both parties.
SUPPLY OF MEAL TRAYS COMMERCIALY AVAILABLE OFF-THE-SHELF		
06	Delivery of an approximate quantity estimated at 300 of a three-compartment hot dish tray for tray on tray for meal distribution, commercially available off-the-shelf, to the CSC National Depot in Laval Quebec, Canada, meeting all the requirements as stated in Annex A, SOR, at the prices set out in the Annex B, Basis of Payment;	Must be delivered within 45 calendar days after Contract Award, unless mutually agreed by both parties.
07	Delivery of an approximate quantity estimated at 300 of a two-compartment hot dish meal tray for tray on tray for meal distribution, commercially available off-the-shelf, to the CSC National Depot in Laval Quebec, Canada, meeting all the requirements as stated in Annex A, SOR, at the prices set out in the Annex B, Basis of Payment;	Must be delivered within 45 calendar days after Contract Award, unless mutually agreed by both parties.

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Item Number	DESCRIPTION OF INITIAL DELIVERABLES	DELIVERY LEAD-TIMES
SUPPLY OF LIDS FOR MEAL TRAYS COMMERCIALY AVAILABLE OFF-THE-SHELF		
08	Delivery of an approximate quantity estimated at 300 lids for the three-compartment hot dish meal tray for tray on tray distribution, commercially available off-the-shelf, to the CSC National Depot in Laval Quebec, Canada, meeting all the requirements as stated in Annex A, SOR, at the prices set out in the Annex B, Basis of Payment, and	Must be delivered within 45 calendar days after Contract Award, unless mutually agreed by both parties.
09	Delivery of an approximate quantity estimated at 300 lids for the two-compartment hot dish meal tray for tray on tray distribution, commercially available off-the-shelf, to the CSC National Depot in Laval Quebec, Canada, meeting all the requirements as stated in Annex A, SOR, at the prices set out in the Annex B, Basis of Payment.	Must be delivered within 45 calendar days after Contract Award, unless mutually agreed by both parties.

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PART 3 OF THE BID SOLICITATION

ATTACHMENT 3.1 - Substantiation of Technical Compliance Form (see attached)

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PART 3 OF THE BID SOLICITATION
ATTACHMENT 3.2 – BID SUBMISSION FORM

BIDDER SUBMISSION FORM	
Bidder's full legal name	
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name
	Title
	Address
	Telephone #
	Fax #
	Email
Bidder's Procurement Business Number (PBN) [see the <i>Standard Instructions 2003</i>]	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Former Public Servants See the Article in Part 5 of the bid solicitation entitled Former Public Servant Certification for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"
	Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"

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PART 3 OF THE BID SOLICITATION
ATTACHMENT 3.3 –PROJECT REFERENCE FORM
(2 References required)

Reference Information Particulars		Bidder's Response
	Project Name	
	Organization name	
	Address	
	Contact name and position title	
	Telephone No.	
	E-mail address	
	<p>Project Description to include at minimum the experience listed in Article 3.4 b) (iv)</p> <ol style="list-style-type: none"> 1. Production and delivery of food service meal trays manufactured using injection moulding. 2. Production, bonding and delivery of air insulated meal trays manufactured using electro-magnetic bonding for seamless, permanent bond of two part trays. 3. The manufacture of meal trays used in correctional environment using no-break polypropolyne materials that are NSF certified and meet FDA requirements in multi-use food service requirements. 4. Compliance with the NSF certification process in the manufacturing by injection moulding of meal trays for food service use. 5. The design and re-tooling of injection moulds. 	
	Date of successful completion of the project, including delivery date.	

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PART 3 OF THE BID SOLICITATION

ATTACHMENT 3.4 – PROPOSED SCHEDULE FOR INITIAL DELIVERABLES

[Note to Bidder: The Proposed Delivery Lead-times must be equal or shorter than the Requested Delivery Lead-times. The Proposed Delivery Lead-times of the top-ranked bid will be used to complete the Delivery Lead-times under Annex C, Schedule for Initial Deliverables and will form part of the Contract.]

Item Number	DESCRIPTION OF INITIAL DELIVERABLES	REQUESTED DELIVERY LEAD-TIMES	PROPOSED DELIVERY LEAD-TIMES
DESIGN MODIFICATION AND RE-TOOLING			
01	Modification, if required, of the existing design for the re-tooling of a five-compartment cafeteria meal tray for cold and hot food mould (hereinafter also referred to as the Government-supplied material (GSM), where the context requires) upon acceptance by the CSC Project Authority, meeting all the requirements as stated in Annex A, SOR at the prices set out in the Annex B, Basis of Payment;	Design and re-tooled mould must be approved by the CSC Project Authority within 45 calendar days after Contract Award, as described in the SOR, unless mutually agreed by both parties.	
MANUFACTURING OF MEAL TRAYS BY INJECTION MOULDING PROCESS			
02	Delivery of pre-production sample(s) (as detailed in Article 7.4) by injection moulding process of a five-compartment cafeteria meal tray for cold and hot food, using the GSM, for an estimated quantity of 504 to be delivered to the CSC National Depot in Laval Quebec, Canada, meeting all the requirements as stated in Annex A, SOR, at the prices set out in the Annex B, Basis of Payment;	Pre-production samples must be delivered and approved by the CSC Project Authority within 45 calendar days after approval of a newly designed and re-tooled mould, if required, of the five-compartment cafeteria meal tray, unless mutually agreed by both parties.	
03	Delivery of pre-production sample(s) (as detailed in Article 7.4) by injection moulding process of a four-compartment air-insulated meal tray for cold and hot food, using the GSM, for an estimated quantity of 360 to be delivered to the CSC National Depot in Laval Quebec, Canada, meeting all the requirements as stated in Annex A, SOR, at the prices set out in the Annex B, Basis of Payment;	Pre-production samples must be delivered within 45 calendar days after receipt of the GSM of the four-compartment air-insulated meal tray, unless mutually agreed by both parties.	

Item Number	DESCRIPTION OF INITIAL DELIVERABLES	REQUESTED DELIVERY LEAD-TIMES	PROPOSED DELIVERY LEAD-TIMES
04	Delivery of an approximate quantity estimated at 2500 of a four-compartment air-insulated meal tray for cold and hot food, using existing GSM, to the CSC National Depot in Laval Quebec, Canada, meeting all the requirements as stated in Annex A, SOR, at the prices set out in the Annex B, Basis of Payment;	Must be delivered within 45 calendar days after acceptance by the CSC Project Authority of the pre-production samples for the four-compartment air-insulated meal trays, unless mutually agreed by both parties.	
SUPPLY OF MEAL TRAYS COMMERCIALY AVAILABLE OFF-THE-SHELF			
05	Delivery of an approximate quantity estimated at 300 of a three-compartment hot dish tray for tray on tray meal distribution with lids, commercially available off-the-shelf, to the CSC National Depot in Laval Quebec, Canada, meeting all the requirements as stated in Annex A, SOR, at the prices set out in the Annex B, Basis of Payment;	Must be delivered within 45 calendar days after Contract Award, unless mutually agreed by both parties.	
06	Delivery of an approximate quantity estimated at 300 of a two-compartment hot dish meal tray for tray on tray distribution with lids, commercially available off-the-shelf, to the CSC National Depot in Laval Quebec, Canada, meeting all the requirements as stated in Annex A, SOR, at the prices set out in the Annex B, Basis of Payment;	Must be delivered within 45 calendar days after Contract Award, unless mutually agreed by both parties.	
07	Delivery of an approximate quantity estimated at 300 of a two-compartment hot dish meal tray for tray on tray distribution with lids, commercially available off-the-shelf, to the CSC National Depot in Laval Quebec, Canada, meeting all the requirements as stated in Annex A, SOR, at the prices set out in the Annex B, Basis of Payment;	Must be delivered within 45 calendar days after Contract Award, unless mutually agreed by both parties.	

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Item Number	DESCRIPTION OF INITIAL DELIVERABLES	REQUESTED DELIVERY LEAD-TIMES	PROPOSED DELIVERY LEAD-TIMES
SUPPLY OF LIDS FOR MEAL TRAYS COMMERCIALY AVAILABLE OFF-THE-SHELF			
08	Delivery of an approximate quantity estimated at 300 lids for the three-compartment hot dish meal tray for tray on tray distribution, commercially available off-the-shelf, to the CSC National Depot in Laval Quebec, Canada, meeting all the requirements as stated in Annex A, SOR, at the prices set out in the Annex B, Basis of Payment, and	Must be delivered within 45 calendar days after Contract Award, unless mutually agreed by both parties.	
09	Delivery of an approximate quantity estimated at 300 lids for the two-compartment hot dish meal tray for tray on tray distribution, commercially available off-the-shelf, to the CSC National Depot in Laval Quebec, Canada, meeting all the requirements as stated in Annex A, SOR, at the prices set out in the Annex B, Basis of Payment.	Must be delivered within 45 calendar days after Contract Award, unless mutually agreed by both parties.	

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PART 3 OF THE BID SOLICITATION

ATTACHMENT 3.5 – ELECTRONIC PAYMENT INSTRUMENT

ELECTRONIC PAYMENT INSTRUMENT

As indicated in Part 3, clause 3.5 (d), the Bidder must identify if they are willing to accept the Electronic Payment Instrument listed below for payment of invoices.

The Bidder accepts any of the following Electronic Payment Instrument:

MasterCard Acquisition Card.

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PART 4 OF THE BID SOLICITATION

ATTACHMENT 4.1 – FINANCIAL EVALUATION TABLES

[Note to Bidders:

1. Bidders must bid prices as requested in the Financial Evaluation Tables. The Financial Bid should include tables in the format shown below. Prices should be included in the Financial Proposal only.
2. Failure to provide all of the required prices will result in the Bidder's bid Proposal being declared non-responsive.
3. Bidders must agree to bid a firm unit price per tray and a firm unit price per lid, including delivery at the CSC National Depot in Laval Quebec, Canada as described in the Annex A, Statement of Requirement.
4. Canada will declare a bid non-responsive if in Canada's opinion any of the firm prices are too low or too high. Canada has the right to disqualify a bid if the price of any deliverables does not reflect a fair and actual market price.]

PART 4 OF THE BID SOLICITATION

ATTACHMENT 4.1 – FINANCIAL EVALUATION TABLES

TABLE 1 – INITIAL DELIVERABLES DURING THE INITIAL CONTRACT PERIOD

The Bidder must provide Firm Unit Price for each item listed below.

ITEM	DESCRIPTION OF INITIAL DELIVERABLES	ESTIMATED QTY FOR EVALUATION PURPOSES (A)	FIRM UNIT PRICE FOR EVALUATION PURPOSES (\$) (B)	EXTENDED PRICE FOR EVALUATION PURPOSES (C) = (A X B) (\$)
DESIGN MODIFICATION AND RE-TOOLING				
01	Modification, if required, of the existing design for the re-tooling of a five-compartment cafeteria meal tray mould (hereinafter also referred to as the Government-supplied material (GSM), where the context requires) for cold and hot food, upon acceptance by CSC Project Authority, meeting all the requirements as stated in Annex A, Statement of Requirement (SOR), and all in accordance with Annex C, Schedule for Initial Deliverables.	1	\$	\$
MANUFACTURING OF MEAL TRAYS BY INJECTION MOULDING PROCESS				
02	Pre-production sample(s) (as detailed in Article 7.4) by injection moulding process of a five-compartment cafeteria meal trays for cold and hot food, using the GSM, to be delivered to the CSC National Depot in Laval Quebec, Canada meeting all the requirements as stated in Annex A, SOR, and all in accordance with Annex C, Schedule for Initial Deliverables.	504	\$	\$

ITEM	DESCRIPTION OF INITIAL DELIVERABLES	ESTIMATED QTY FOR EVALUATION PURPOSES (A)	FIRM UNIT PRICE FOR EVALUATION PURPOSES (\$) (B)	EXTENDED PRICE FOR EVALUATION PURPOSES (C) = (A X B) (\$)
03	Pre-production sample(s) (as detailed in Article 7.4) by injection moulding process of a four-compartment air-insulated meal tray, using the GSM, to be delivered to the CSC National Depot in Laval Quebec, Canada, upon acceptance, meeting all the requirements as stated in Annex A, SOR, and all in accordance with Annex C, Schedule for Initial Deliverables.	360	\$	\$
04	A five-compartment cafeteria meal tray for cold and hot food, using the GSM, manufactured by injection moulding process to be delivered to CSC National Depot in Laval Quebec, Canada, upon acceptance, meeting all the requirements as stated in Annex A, SOR, and all in accordance with Annex C, Schedule for Initial Deliverables.	4000	\$	\$
05	A four-compartment air-insulated meal tray for cold and hot food, using GSM, manufactured by injection moulding process to be delivered to CSC National Depot in Laval Quebec, Canada, upon acceptance, meeting all the requirements as stated in Annex A, SOR, and all in accordance with Annex C, Schedule for Initial Deliverables.	2500	\$	\$
SUPPLY OF MEAL TRAYS - COMMERCIALY AVAILABLE OFF-THE-SHELF				
06	A three-compartment hot dish meal tray, commercially available off-the-shelf, to be delivered to CSC National Depot in Laval Quebec, Canada, upon acceptance, meeting all the requirements as stated in Annex A, SOR, and all in accordance with Annex C, Schedule for Initial Deliverables.	300	\$	\$

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 CCC No./N° CCC - FMS No./N° VME

ITEM	DESCRIPTION OF INITIAL DELIVERABLES	ESTIMATED QTY FOR EVALUATION PURPOSES (A)	FIRM UNIT PRICE FOR EVALUATION PURPOSES (\$) (B)	EXTENDED PRICE FOR EVALUATION PURPOSES (C) = (A X B) (\$)
07	A two-compartment hot dish meal tray, commercially available off-the-shelf, to be delivered to CSC National Depot in Laval Quebec, Canada, upon acceptance, meeting all the requirements as stated in Annex A, SOR, and all in accordance with Annex C, Schedule for Initial Deliverables.	300	\$	\$
SUPPLY OF LIDS FOR MEAL TRAYS COMMERCIALY AVAILABLE OFF-THE-SHELF				
08	Lids, commercially available off-the-shelf, for the three-compartment hot dish meal to be delivered to CSC National Depot in Laval Quebec, Canada, upon acceptance, meeting all the requirements as stated in Annex A, SOR, and all in accordance with Annex C, Schedule for Initial Deliverables.	300	\$	\$
09	Lids, commercially available off-the-shelf, for the two-compartment hot dish meal trays to be delivered to CSC National Depot in Laval Quebec, Canada, upon acceptance, meeting all the requirements as stated in Annex A, SOR, and all in accordance with Annex C, Schedule for Initial Deliverables.	300	\$	\$
TABLE 1 TOTAL PRICE :				(\$)
<p>NOTE TO BIDDER: FOR EVALUATION PURPOSES, THE SUM OF THE EXTENDED PRICE UNDER COLUMN (C) FOR ALL ITEMS (01 to 09 inclusively), MENTIONED ABOVE (TABLE 1 TOTAL PRICE), WILL BE USED TO CALCULATE THE TOTAL BID PRICE (TBP).</p>				

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PART 4 OF THE BID SOLICITATION

ATTACHMENT 4.1 – FINANCIAL EVALUATION TABLES

TABLE 2 – OPTIONAL ADDITIONAL DELIVERABLES DURING THE INITIAL CONTRACT PERIOD

The Bidder must provide Firm Unit Price based on the scale below for each Item.

DESCRIPTION FOR OPTIONAL ADDITIONAL DELIVERABLES REQUIRED ON AN "AS-AND-WHEN" REQUESTED BASIS DURING THE INITIAL CONTRACT PERIOD		
<p>Item 10: Five-compartment cafeteria meal tray for cold and hot food using the GSM, manufactured by injection moulding process (including delivery to CSC National Depot in Laval Quebec, Canada on an "as-and-when" requested basis, upon acceptance, meeting all the requirements as stated in Annex A, SOR, all in accordance with Annex C, Schedule for Initial Deliverables).</p>		
ESTIMATED QTY FOR EVALUATION PURPOSES (A)	FIRM UNIT PRICE FOR EVALUATION PURPOSES (B) (\$)	EXTENDED PRICE FOR EVALUATION PURPOSES (C) = (A X B) (\$)
0 to 100 Units	\$	\$
101 to 400 Units	\$	\$
401 to 1000 Units	\$	\$
1001 to 4000 Units	\$	\$
4001 Units and up	\$	\$
<p>Number of Units per Bidder's shipping box (for information purposes only):</p>		
TOTAL FOR ITEM 10:		(\$)

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DESCRIPTION FOR OPTIONAL ADDITIONAL DELIVERABLES REQUIRED ON AN "AS-AND-WHEN" REQUESTED BASIS DURING THE INITIAL CONTRACT PERIOD		
<p>Item No. 11 Four-compartment air-insulated meal tray for cold and hot food using the GSM, manufactured by injection moulding process (including delivery to CSC National Depot in Laval Quebec, Canada on an "as-and-when" requested basis, upon acceptance, meeting all the requirements as stated in Annex A, SOR, all in accordance with Annex C, Schedule for Initial Deliverables).</p>		
ESTIMATED QTY FOR EVALUATION PURPOSES (A)	FIRM UNIT PRICE FOR EVALUATION PURPOSES (\$) (B)	EXTENDED PRICE FOR EVALUATION PURPOSES (C) = (A X B) (\$)
0 to 100 Units	\$	
101 to 400 Units	\$	
401 to 1000 Units	\$	
1001 to 4000 Units	\$	
4001 Units and up	\$	
Number of Units per Bidder's shipping box (for information purposes only):		
TOTAL FOR ITEM 11:		(\$)

DESCRIPTION FOR OPTIONAL ADDITIONAL DELIVERABLES REQUIRED ON AN "AS-AND-WHEN" REQUESTED BASIS DURING THE INITIAL CONTRACT PERIOD		
<p>Item No. 12: Three-compartment hot dish meal tray commercially available off-the-shelf (including delivery to CSC National Depot in Laval Quebec, Canada on an "as-and-when" requested basis, upon acceptance, meeting all the requirements as stated in Annex A, SOR, all in accordance with Annex C, Schedule for Initial Deliverables).</p>		
ESTIMATED QTY FOR EVALUATION PURPOSES (A)	FIRM UNIT PRICE FOR EVALUATION PURPOSES (\$) (B)	EXTENDED PRICE FOR EVALUATION PURPOSES (C) = (A X B) (\$)
0 to 100 Units	\$	
101 to 400 Units	\$	
401 to 1000 Units	\$	
1001 to 4000 Units	\$	
4001 Units and up	\$	
Number of Units per Bidder's shipping box (for information purposes only):		
TOTAL FOR ITEM 12:		(\$)

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DESCRIPTION FOR OPTIONAL ADDITIONAL DELIVERABLES REQUIRED ON AN "AS-AND-WHEN" REQUESTED BASIS DURING THE INITIAL CONTRACT PERIOD		
<p>Item No. 13: Two-compartment hot dish meal tray commercially available off-the-shelf (including delivery to CSC National Depot in Laval Quebec, Canada on an "as-and-when" requested basis, upon acceptance, meeting all the requirements as stated in Annex A, SOR, all in accordance with Annex C, Schedule for Initial Deliverables).</p>		
ESTIMATED QTY FOR EVALUATION PURPOSES (A)	FIRM UNIT PRICE FOR EVALUATION PURPOSES (\$) (B)	EXTENDED PRICE FOR EVALUATION PURPOSES (C) = (A X B) (\$)
0 to 100 Units	\$	
101 to 400 Units	\$	
401 to 1000 Units	\$	
1001 to 4000 Units	\$	
4001 Units and up	\$	
Number of Units per Bidder's shipping box (for information purposes only):		
TOTAL FOR ITEM 13:		(\$)

DESCRIPTION FOR OPTIONAL ADDITIONAL DELIVERABLES REQUIRED ON AN "AS-AND-WHEN" REQUESTED BASIS DURING THE INITIAL CONTRACT PERIOD		
<p>Item No. 14: Lids for the three-compartment hot dish meal commercially available off-the-shelf (including delivery to CSC National Depot in Laval Quebec, Canada on an "as-and-when" requested basis, upon acceptance, meeting all the requirements as stated in Annex A, SOR, all in accordance with Annex C, Schedule for Initial Deliverables).</p>		
ESTIMATED QTY FOR EVALUATION PURPOSES (A)	FIRM UNIT PRICE FOR EVALUATION PURPOSES (\$) (B)	EXTENDED PRICE FOR EVALUATION PURPOSES (C) = (A X B) (\$)
0 to 100 Units	\$	
101 to 400 Units	\$	
401 to 1000 Units	\$	
1001 to 4000 Units	\$	
4001 Units and up	\$	
Number of Units per Bidder's shipping box (for information purposes only):		
TOTAL FOR ITEM 14:		(\$)

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DESCRIPTION FOR OPTIONAL ADDITIONAL DELIVERABLES REQUIRED ON AN "AS-AND-WHEN" REQUESTED BASIS DURING THE INITIAL CONTRACT PERIOD

Item No. 15: Lids for the two-compartment hot dish meal commercially available off-the-shelf (including delivery to CSC National Depot in Laval Quebec, Canada on an "as-and-when" requested basis, upon acceptance, meeting all the requirements as stated in Annex A, SOR, all in accordance with Annex C, Schedule for Initial Deliverables).

ESTIMATED QTY FOR EVALUATION PURPOSES (A)	FIRM UNIT PRICE FOR EVALUATION PURPOSES (\$) (B)	EXTENDED PRICE FOR EVALUATION PURPOSES (C) = (A X B) (\$)
0 to 100 Units	\$	
101 to 400 Units	\$	
401 to 1000 Units	\$	
1001 to 4000 Units	\$	
4001 Units and up	\$	
Number of Units per Bidder's shipping box (for information purposes only):		
TOTAL FOR ITEM 15:		(\$)

TABLE 2 TOTAL PRICE :	(\$)
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NOTE TO BIDDER: FOR EVALUATION PURPOSES, THE SUM OF THE EXTENDED PRICE UNDER COLUMN (C) FOR ALL ITEMS (10 to 15 inclusively), MENTIONED ABOVE (TABLE 2 TOTAL PRICE), WILL BE USED TO CALCULATE THE **TOTAL BID PRICE (TBP)**.

PART 4 OF THE BID SOLICITATION

ATTACHMENT 4.1 – FINANCIAL EVALUATION TABLES

TABLE 4 - TOTAL BID PRICE (TBP) FOR EVALUATION

TABLE 3 - TOTAL BID PRICE (TBP) FOR EVALUATION		
ITEM NO.	DESCRIPTION	TOTAL
1	TABLE 1 – INITIAL DELIVERABLES DURING THE INITIAL CONTRACT PERIOD	Table 1 Total Price (Item 1 to 09 inclusively) = \$
2	TABLE 2 – OPTIONAL ADDITIONAL DELIVERABLES DURING THE INITIAL CONTRACT PERIOD	Table 2 Total Price (Item 10 to 15 inclusively) = \$
3	TOTAL BID PRICE (TBP) FOR EVALUATION	Extended Price for Evaluation Purposes of Table 3 (Item 1 + Item 2) = \$

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PART 5 OF THE BID SOLICITATION

ATTACHMENT 5.1 – FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's website](#).

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity \(AIEE\)](#) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

CORRECTIONAL SERVICE CANADA (CSC)

ANNEX A

**STATEMENT OF REQUIREMENT (SOR)
(v.1.0)**

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1.0 Purpose

This Statement of Requirement (SOR) defines the Work and deliverables to be provided in order to meet the needs of Correctional Service Canada (CSC) for the manufacturing and delivery of food service meal trays.

2.0 Introduction

Correctional Service Canada (CSC) Food Services Division requires the custom manufacturing services and delivery of various food service meal trays, using existing moulds (hereinafter also referred to as the Government-supplied Material (GSM), where the context requires). After acceptance of pre-production sample(s), as detailed in Article 7.3 under Part 7 of the Resulting Contract Clauses, an estimated initial production run of 2,500 of a four-compartment Air-Insulated Meal Tray and 4,000 of a five-compartment Cafeteria Tray, with option to manufacture additional optional meal trays at any time during the Contract Period, is required. CSC is providing the Contractor with the GSM for injection moulding and assembly as per specifications listed under this SOR, including its Appendices, and delivery to the CSC National Depot. The Contractor must review the five-compartment mould and if deemed necessary make some adjustments to the design of the mould to strengthen the geometry of the tray and increase its durability without modifying its configuration.

3.0 Background

CSC is an agency within the portfolio of Public Safety Canada, which contributes to public safety through the custody and reintegration of offenders. The Food Services Division is part of CSC's Technical Services Branch and provides day to day food services and food-related activities to 50 Nationally located Federal correctional facilities, where a variety of food distribution methods are employed.

In 2013, a contract was awarded to have meal trays manufactured and distributed to various CSC institutions. The various styles of trays were designed by CSC's Project Authority and were NSF approved. This was done to create a permanent mould for CSC to use in future manufacturing and supply requirement.

In order to meet the variety of needs, CSC is using four main types of trays, hot dish (2 compartment and 3 compartment trays off the shelf), for tray on tray meal distribution, five-compartment unbreakable copolymer trays for cafeteria feeding and four-compartment unbreakable copolymer air-insulated trays for remote feeding where meals need to be kept hot and cold for at least 45 – 60 minutes before service.

4.0 Statement of Requirement Structure

A. ANNEX A- Appendix A - A. CSC-1 Five-Compartment Cafeteria Tray Production Specification

This section outlines the following:

- i. Mandatory requirements for the five-compartment cafeteria meal tray;
- ii. Standard mandatory features, and
- iii. Mandatory material to be used for the five-compartment cafeteria meat tray.

B. ANNEX A- Appendix B - B. CSC-2 Four-Compartment Air-Insulated Meal Tray Specification

This section outlines the following:

- i. Mandatory requirements for the four-compartment air-insulated cafeteria meal tray;
- ii. Standard mandatory features, and
- iii. Mandatory material to be used for the four-compartment air-insulated cafeteria meal tray.

C. ANNEX C- Appendix C - C. CSC-3 Three-Compartment Hot Dish Tray on Tray Specification

This section outlines the following:

- i. Mandatory requirements for the three-compartment hot dish tray on tray meal tray;
- ii. Standard mandatory features, and
- iii. Mandatory material to be used for the three-compartment hot dish tray on tray meal tray.

D. ANNEX D- Appendix D - D. CSC-4 Two Compartment Hot Dish Tray on Tray Specification

This section outlines the following:

- i. Mandatory requirements for the two-compartment hot dish tray on tray meal tray;
- ii. Standard mandatory features, and
- iii. Mandatory material to be used for the two-compartment hot dish tray on tray meal tray.

E. ANNEX E- Appendix E – E. Technical Specifications for CSC Food Service Meal Trays and Hot Dishes

This section is for information purposes as it provides drawings and details such as dimensions and capacities of the various trays.

5.0 Industry Standards

The Food Service Meal Trays and Hot Dishes must be compliant to the following standards:

NSF – National Sanitation Foundation – www.nsf.org/regulatory/regulator-nsf-standards

FDA – Food and Drug Administration - www.fda.gov/Food/GuidanceRegulation/default.htm

6.0 Scope of Work

In order to meet the variety of needs, CSC requires four main types of trays:

- A.** CSC-1, a five-compartment unbreakable copolymer cafeteria meal tray for cold and hot food, to be manufactured by injection moulding process, using the existing GSM, re-tooled, if applicable; following all criteria set forth in Appendix A and E.
- B.** CSC-2, a four-compartment unbreakable copolymer air-insulated meal tray for cold and hot food (for remote feeding where meals need to be kept hot and cold for at least 45-60 minutes before service) to be manufactured by injection moulding process using existing GSM; following all criteria set forth in Appendix B and E.
- C.** CSC-3, a three-compartment hot dish tray with lid for tray on tray meal distribution, commercially available off-the-shelf; following all criteria set forth in Appendix C and E.
- D.** CSC-4, a two-compartment hot dish meal tray with lid for tray on tray distribution, commercially available off-the-shelf; following all criteria set forth in Appendix D and E.

6.1 Shipping and delivery of food service meal trays

All food service meal trays and hot dishes with lids must be scheduled for delivery Monday through Friday, excluding holidays and shipped to the CSC National Depot located at 250 Montée Saint-François, Laval PQ, H7C 1S5. The delivery schedule must be in accordance with the Annex C, Schedule for Initial Deliverables and approved by the designated point of contact at CSC National Depot. The designated point of contact at the CSC National Depot is:

Chafik Abounnaïm (Director of Material Resources)
(450) 661-9550, ext. 3917
abounnaïmch@csc-scc.gc.ca

6.2 Quality Assurance (QA) Program

The five-compartment cafeteria tray and four-compartment air-insulated meal tray must be accepted by CSC Project Authority once the quality assurance activities described in article 5.1 of this SOR are completed, including any required modifications to the five-compartment cafeteria tray mould, if necessary.

6.3 Damaged Goods

Upon visual inspection, all damaged product(s) and packaging, (i.e.; scratched, dented, split, deformed, warped, uneven color) must be returned to the Contractor. The Contractor must provide a credit for the damaged goods and re-shipment of the product(s) within an agreed period of time by both the Contractor and CSC Project Authority which is no more than six weeks.

6.4 Deliverables

Deliverables are subject to inspection and acceptance by the CSC Project Authority and CSC National Depot staff. The Contractor must provide the following deliverables associated with this requirement:

1. Delivery of all food service meal trays and hot dishes with lids, all in accordance with the specifications of this Statement of Requirement;
2. Quality Assurance report (as detailed in article 5.1 of this SOR);

3. A packing slip/way bill must be provided for each delivery and must be signed by the on-site CSC National Depot at the time of delivery;
4. All GSM must be returned prior to end of last exercised additional option year of the Contract, including design document data on a USB key for the modified five-compartment unbreakable copolymer cafeteria meal tray mould and modified mould for the five-compartment unbreakable copolymer cafeteria tray, if applicable;
5. The Contractor must provide copies of the Quality Assurance process to the CSC Project Authority (at the time of pre-production sample(s) deliveries) demonstrating the stability of the four-compartment air-insulated meal tray through the dishwashing process in the form of a QA report with analysis demonstrating the stability of the tray through the dishwashing process;
6. The Contractor must provide pre-production samples, accompanied by the sealed sample(s) if applicable, to the CSC Project Authority for acceptance within 45 calendar days (or earlier as proposed by the Contractor under Annex C, Schedule for Initial Deliverables) from receipt of GSM. The required quantities for these samples are listed below:
 - a) CSC-1, five-Compartment Cafeteria Tray – 504
 - b) CSC-2, four-Compartment Air-Insulated Meal Tray – 360
7. If the pre-production sample(s) are rejected, the Contractor is required to submit the second sample(s) within 30 calendar days of notification of rejection from the CSC Project Authority;
8. The Contractor must provide NSF certification of all materials and trays to the CSC Project Authority. The certification must be provided at the time of pre-production sample delivery and mass production delivery, and
9. The Contractor must provide copies of the Quality Assurance process to the CSC Project Authority (at the time of pre-production sample deliveries) demonstrating the stability of the Four-Compartment Air-Insulated Meal Tray through the dishwashing process in the form of a QA report with analysis demonstrating the stability of the tray through the dishwashing process.

6.5 Acceptance / Testing

The Contractor must conduct quality assurance (QA) testing prior to the production for compliance with the requirements of this SOR. The QA testing must:

- a. Be conducted by the Contractor;
- b. Be conducted on the five-compartment cafeteria tray;
- c. Be conducted on the four-compartment insulated meal tray;
- d. Guarantee FDA compliant materials, and
- e. Guarantee NSF compliant products;
- f. Be submitted to and approved by the CSC Project Authority

6.6 Assigned staff for CSC account

The Contractor must designate one individual assigned to support the CSC Project Authority by providing services which include, but are not limited to:

1. Act as the single point of contact for the CSC Project Authority and must be available Monday to Friday 8:00 – 17:00 EST;
2. On an as-and-when requested basis, provide updates to the CSC Project Authority in regards to the work.

7.0 Organizational Mandatory Experience

M1	The Contractor must have 5 years experience in the last ten years in injection moulding.
M2	The Contractor must provide food service meal trays in accordance with all components of this Statement of Requirement including the solicitation document and all appendices and annexes.
M3	The Contractor must have 5 years experience in the last ten years in production and bonding of air insulated meal trays with experience in the use of electro-magnetic bonding for seamless, permanent bond of two part trays.
M4	The Contractor must have 5 years experience in the last ten years in developing and documenting Quality Assurance processes in the manufacturing by injection moulding of meal trays.
M5	The Contractor must conduct quality assurance (QA) audits prior to production for compliance with the requirements of this SOR. The QA testing must: <ul style="list-style-type: none"> a) Be conducted by the Contractor; b) Be conducted on the five-compartment cafeteria tray; c) Be conducted on the four-compartment insulated meal tray; d) Guarantee FDA compliant materials, and e) Guarantee NSF compliant products f) Be submitted to and approved by the CSC Project Authority
M6	The Contractor must have 5 years experience in the last ten years in the manufacturing of meal trays used in correctional environment.
M7	The Contractor must have 5 years experience in the last ten years with NSF certification process in the manufacturing by injection moulding of meal trays for food service use.
M8	The Contractor must have 5 years' experience in the last ten years in using no-break polypropolyne materials that are NSF certified and meet FDA requirements in multi-use food service requirements.

Appendix A

A. CSC-1 Five-Compartment Cafeteria Tray Production Specification

A.1.1 General: CSC is providing to the Contractor the mould to be used for injection molding of the CSC five-compartment cafeteria tray. In collaboration with the CSC Project Authority, the Contractor must review the mould and if deemed necessary make some adjustments to the design of the mould to strengthen the geometry of the tray and increase its durability without modifying its configuration. Once the final design is approved by the CSC Project Authority, it must be certified NSF.

A.1.2 Mandatory Requirements:

1. The Contractor must store for safe keeping to avoid damaging, theft or reproduction of the existing Government-supplied material in a secured environment for the entire duration of the Contract Period, including option years. At the end of the Contract Period, the Contractor must return the mould on a palette, blocked and crated for secure shipping to the CSC National Depot, in Laval Quebec (for complete address, see article 4.2 Shipping and delivery of food service meal trays).
2. The Contractor is responsible for fixing or replacing the mould if it is damaged beyond repair or stolen.
3. The Contractor must, if required, review the design of the mould and must make modifications to improve the structural stability of the tray without modifying the configuration of the tray.
4. The Contractor must, if required, modify the middle section of the tray by thickening the tray wall in the middle section and thickening the radius of the ribs. If necessary, additional ribs may be added.
5. The Contractor must, if required, get all modifications of the design reviewed and approved by CSC Technical Authority prior to production.
6. The Contractor must ensure that tray is manufactured using injection moulding process and that the tray is uniform in thickness and density in all areas.
7. The Contractor must use Copolymer materials branded prime no-break polypropylene that is Bisphenol A free (BPA-free), non-leaching and have flame resistant properties.
8. The Contractor must provide NSF certification of the materials and modified design, if applicable, of the trays to the CSC Project Authority. The NSF certification must be provided with all deliveries.
9. The Contractor must ensure that materials meet FDA requirements multi-use in public food service at all production stages.
10. The Contractor must use the colour chocolate brown, Pantone color 7596 C, for the materials. The use of another similar Pantone colour must be approved by the CSC Project Authority.
11. The Contractor must deliver 4,000 custom manufactured five-compartment unbreakable copolymer cafeteria meal tray trays to the CSC National Depot in Laval Quebec, Canada.
12. The Contractor must ensure that the Standard mandatory features (listed in A.1.3) are met.
13. The Contractor must ensure that the Material meet the mandatory requirements (listed in A.1.4).

A.1.3 Standard mandatory features: All materials must be food safe, resist scratches and be dishwasher safe in high temperatures (wash 160° F and rinse 180° F) including detergents (alkalinity level between 10.5 to 11 PH) and for manual sanitizing using quaternaries 200ppm for non-rinse use.

A.1.4 Material: The material must be an unbreakable copolymer that is NSF certified and withstand temperatures range of -20° F to 210° F (-29° C to 99° C).

Appendix B

B. CSC-2 Four-Compartment Air-Insulated Meal Tray Specification

B.2.1 General: CSC is providing to the Contractor the mould to be used for injection molding of the CSC four-compartment air-insulated meal tray for serving hot and cold food on the same tray in a correctional environment. The tray must be manufactured by thermoforming injection moulding process with no seam and no plug. The tray must also be resistant to splitting, warping, and leaking if subject to water penetration between the moulded parts.

B.2.2 Mandatory Requirements:

1. The Contractor must store for safe keeping to avoid damaging, theft and reproduction of the existing Government-supplied Materiel in a secured environment for the entire duration of the Contract Period, including option years. At the end of the Contract Period, the Contractor must return the mould on a palette, blocked and crated for secure shipping to the CSC National Depot, in Laval Quebec (for complete address, see article 4.1 Shipping and delivery of food service meal trays).
2. The Contractor is responsible for fixing or replacing the mould if it is damaged beyond repair or stolen.
3. The Contractor must ensure that tray is manufactured using injection moulding process and that the tray is uniform in thickness and density in all areas.
4. The Contractor must use Copolymer materials branded prime no-break polypropolyne that is Bisphenol A free (BPA-free), non-leaching and have flame resistant properties.
5. The Contractor must provide NSF certification of the materials of the trays to the CSC Project Authority. The certification must be provided at the time of delivery of the pre-production sample(s) as well as at the time of the mass production delivery.
6. The Contractor must ensure that materials meet FDA requirements multi-use in public food at all production stages.
7. The Contractor must produce two manufactured pieces for each tray.
8. The Contractor must use two separate colours, tan (Pantone color PQ-16-1334TCX) and chocolate brown (Pantone color 7596 C), for the materials of the two manufactured pieces for each tray. The use of another similar Pantone colour must be approved by the CSC Project Authority.
9. The Contractor must ensure that the two pieces are bonded together using a no-adhesive bonding system from tray material to produce a solid seam, permanently bonding the halves of the tray together, using electro-magnetic bonding.
10. The Contractor must ensure that the tray is produced with no holes and no vents for a hermetically sealed tray.
11. The Contractor must control the tray's internal pressure during the final sealing process to ensure dimensional stability and avoid warpage throughout the dishwashing process.
12. The Contractor must implement a documented Quality Assurance process to ensure the trays will stay flat throughout the entire dishwashing process during the Quality Assurance (QA) testing stage as outlined in section 5.1 of Annex A – Acceptance / Testing.
13. The Contractor must provide copies of the documented QA process to the CSC Project Authority (at the time of pre-production sample(s) deliveries) in the form of a QA report with analysis demonstrating the stability of the tray through the dishwashing process.
14. The Contractor must deliver 2,500 manufactured four-compartment insulated meal trays to the CSC National Depot in Laval Quebec, Canada.
15. The Contractor must ensure that the Standard mandatory features (listed in B.2.3) are met.
16. The Contractor must ensure that the Material meet the mandatory requirements (listed in B.2.4).

B.2.3 Standard mandatory features:

- a) The meal tray must be one-piece and must be virtually seamless once assembled;
- b) The meal tray must be comprised of two halves ("upper" part and "lower" part) which, once welded together, must constitute one virtually-seamless outer shell with a semi-hollow inner volume;
- c) Upper and lower moulded halves must be run in separate colour batches in order to visually differentiate the "upper"-use side of the tray versus the "lower"-use side of the tray;
- d) The upper and lower halves must have geometrically mirrored food compartment volumes: the meal tray can be used on both sides, thus doubling its operational life-cycle;
- e) The meal tray must utilize segregated air spaces to insulate the respective cold, and hot sides. No secondarily-injected or co-injected material(s) are to be used for insulation;
- f) The meal tray must have an internal air channel separating the cold and hot sides, in order to minimize heat transfer/loss;
- g) The meal tray must be modular, stacking neatly and nesting within one another, thus individually-sealing the respective food compartments and minimizing heat transfer/loss;
- h) In order to facilitate nesting, the upper half's food compartments must have raised, male lips along the compartments' respective perimeters, resulting in aromatic and thermal segregation between compartments and further prevent spillage;
- i) In order to facilitate nesting, the lower half's food compartments must have recessed, female lips along the compartments' respective perimeters, resulting in aromatic and thermal segregation between compartments and further prevent spillage;
- j) Given their modularity, the uppermost stacked tray must act as the "lid" for the lower tray(s); and
- k) The meal tray's overall geometry and texture must feature such symmetrical design as to facilitate prehension and minimize user hand strain.

B.2.4 Material: The material must be an unbreakable copolymer that is NSF certified which must withstand temperatures range of -20° F to 210° F (-29° C to 99° C). This plastic must be Bisphenol A free (BPA-free), non-leaching and fire-resistant. The material must also be food safe, resist scratches and be dishwasher safe in high temperatures (wash 160° F/71° C and rinse 180° F/82° C) including detergents (alkalinity level between 10.5 to 11 PH) and for manual sanitizing using quaternaries 200ppm for none rinse use. In addition to air-insulation, CSC is open to the use of materials whereby these have inherent insulating properties, whether chemical or physical.

Appendix C

C. CSC-3 Three-Compartment Hot Dish Tray on Tray Specification

C.3.1 General: CSC requires a three-compartment hot dish meal tray commercially available off-the-shelf. The three-compartment meal trays must be ultra-high temperature resistant for use in retherm operations in a correctional environment. The tray must fit exactly in the 3 -compartment side of the CSC-1 five-compartment cafeteria tray.

C.3.2 Mandatory Requirements:

1. The Contractor must provide NSF certification of the materials and trays to the CSC Project Authority. The certification must be provided at the time of delivery.
2. The Contractor must deliver 300 three-compartment hot dish trays to the CSC National Depot in Laval Quebec, Canada.
3. The Contractor must ensure that the Standard mandatory features (listed in C.3.3) are met.
4. The Contractor must ensure that the Material meet the mandatory requirements (listed in C.3.4).

C.3.3 Standard mandatory features:

- a) The nesting three-compartment hot dish must be clear or translucent.
- b) The nesting three-compartment hot dish must be made of an ultra-high temperature resistant material and have a snug snap on lid made of the same material as the hot meal dish.
- c) The nesting dish must be suitable for use in heat sealing film for cook chill and rethermalization in temperature ranges from -20° F to 400° F (-29° C to 204° C).

C.3.4 Material: Copolymer, retherm materials must withstand temperatures range of -20° F to 400° F (-29° C to 204° C). This plastic must be BPA free, non-leeching and fire-resistant. All materials must be food safe, resist scratches and be dishwasher safe in high temperatures (wash 160° F and rinse 180° F) including detergents (alkalinity level between 10.5 to 11 PH) and for manual sanitizing using quaternaries 200ppm for none rinse use.

Appendix D

D. CSC-4 Two Compartment Hot Dish Tray on Tray Specification

D.4.1 General: CSC requires a two-compartment hot dish meal tray, commercially available off-the-shelf. The meal tray must be resistant to an ultra-high temperature to be used in retherm operations in a correctional environment. The tray must fit exactly in the 2 compartment side of the CSC-1 five-compartment cafeteria tray.

D.4.2 Mandatory Requirements:

1. The Contractor must provide NSF certification of the materials and trays to the CSC Project Authority. The certification must be provided at the time of delivery.
2. The Contractor must deliver 300 two-compartment hot dish trays to the CSC National Depot in Laval Quebec, Canada.
3. The Contractor must ensure that the Standard mandatory features (listed in D.4.3) are met.
4. The Contractor must ensure that the Material meet the mandatory requirements (listed in D.4.4).

D.4.3 Standard mandatory features:

- a) The nesting two-compartment hot dish must be clear or translucent.
- b) The nesting two-compartment hot dish must be made of an ultra-high temperature resistant material and have a snug snap on lid made of the same material as the hot meal dish.
- c) The nesting dish must be suitable for use in heat sealing film for cook chill and rethermalization in temperature ranges from -20° F to 400° F (-29° C to 204° C).

D.4.4 Material: Copolymer, retherm materials withstand temperatures range of -20° F to 400° F (-29° C to 204° C). This plastic must be BPA free, non-leeching and fire-resistant. All materials must be food safe, resist scratches and be dishwasher safe in high temperatures (wash 160° F and rinse 180° F) including detergents (alkalinity level between 10.5 to 11 PH) and for manual sanitizing using quaternaries 200ppm for none rinse use.

Appendix E

E. Technical Specifications for CSC Food Service Meal Trays and Hot Dishes

A. CSC-1 Five-Compartment Cafeteria Tray Production Specification

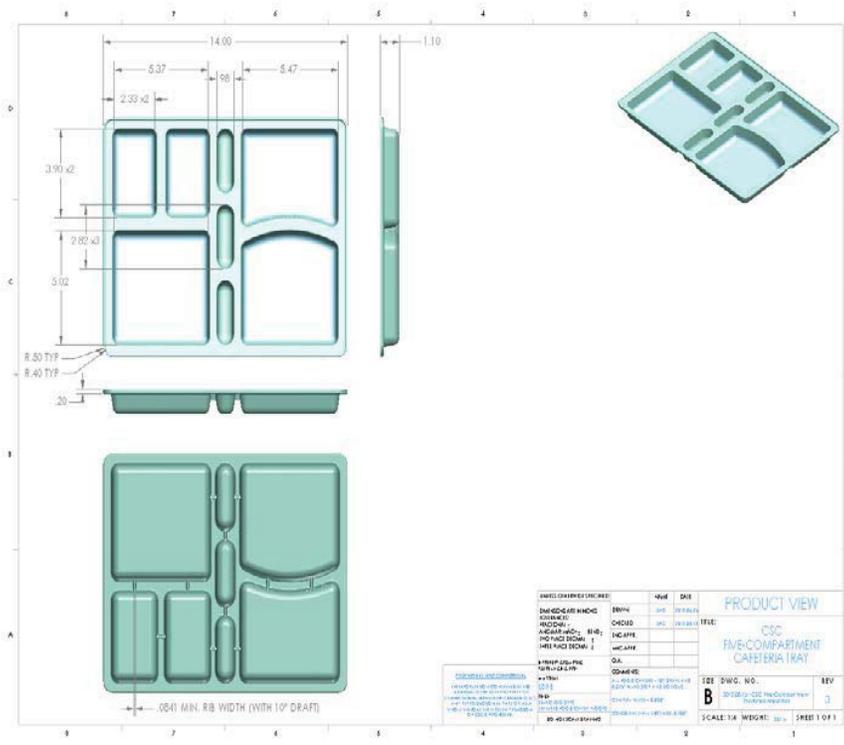
The information contained in the drawing is the sole property of Correctional Services Canada (CSC). Any reproduction in part or as a whole without the written permission of CSC is prohibited.

Dimensions of the finished tray:

CSC-5C-PPBR – 5 compartment cafeteria tray – 15 inches long X 9.5 inches wide X 1.2 inches high. There is a manufacturing tolerance of plus or minus 1/16 inch which must be included in any dimensional analysis. For information purposes, the mould dimensions are 700mm x 500mm x 500mm, approximate weight 1,400 kg.

Capacity:

- a) The tray must be divided into two sections with a 1" (2.5 cm) channel separating the hot side from the cold side;
- b) One section must have 3 compartments with the minimum volumes of 15 oz (444 to 473 ml); 8 oz (237 ml) for other 2 compartments;
- c) The second section must have 2 compartments with a volume of 7 to 8.5 fl oz (207 to 251 ml) in each; the tray must allow CSC Three-Compartment Hot Dish and/or CSC Two-Compartment Hot Dish to be nested neatly on it when retherm service or when specialty meal service is required.



B. CSC-2. Four-Compartment Air-Insulated Meal Tray Production Specification

The information contained in the drawing is the sole property of Correctional Services Canada (CSC). Any reproduction in part or as a whole without the written permission of CSC is prohibited.

Dimensions of the finished tray:

CSC-4C-PPTB – 4 compartment insulated tray 16 inches long X 10 inches wide X 3.31 inches high
There is a manufacturing tolerance of plus or minus 1/16 inch which must be included in any dimensional analysis.

Capacity:

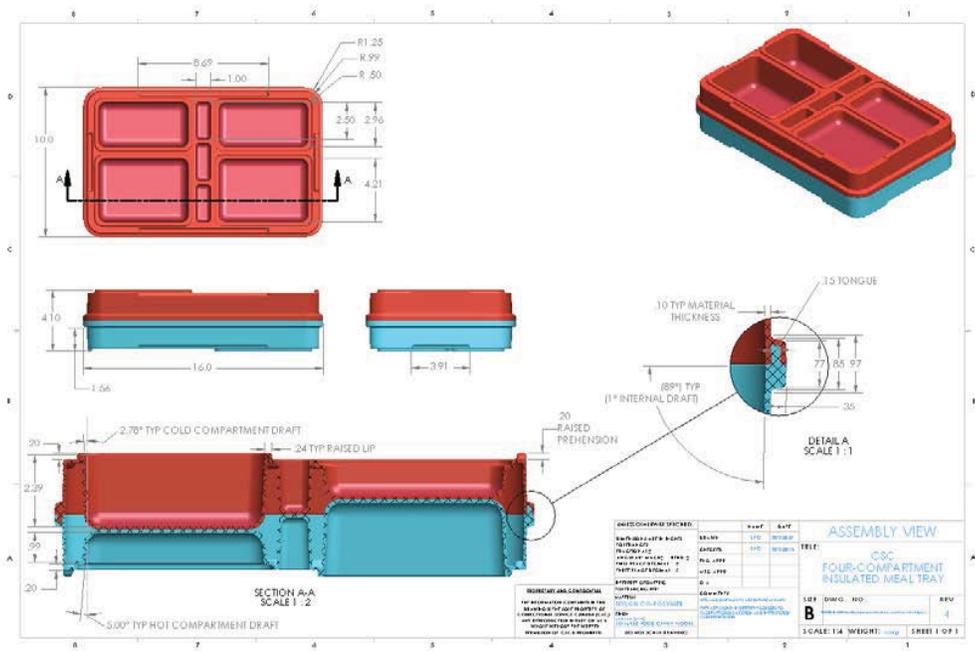
The hot section must have 2 compartments with the minimum volumes of:

- a) 15 oz (444 ml) in the main course compartment;
- b) 8 oz (237 ml) in the starch/hot liquid compartment (e.g., soup, porridge, etc).

The cold section must have 2 compartments with a minimum volume of 8 oz (237 ml) in each. When a tray is stacked "on a second tray", each compartment must allow:

- a) Small fruit such a 118 count apple and pillow pack 200-250 ml milk with gable top to be easily placed together in the tray;
- b) 2 pieces of sandwich loaf bread to be easily placed in the tray without squeezing and damaging the bread.





C. CSC-3 Three-Compartment Hot Dish Tray on Tray Specification

Dimensions and Capacities:

- a) The hot dish must not exceed 8 7/16" (21 cm) x 6 3/8" (16 cm) outside dimensions and a depth of 1 7/8" (5 cm).
- b) The 3 compartment hot dish must nest neatly in 3 compartment side of the CSC 5 Compartment Cafeteria Tray during meal times.
- c) The volume in the main course compartment must be a maximum of volume of 20.5 fl oz (606 ml).
- d) The volumes in the two smaller compartments must be a maximum of volume of 6 fl oz (177 ml) in each.

D. CSC-4 Two Compartment Hot Dish Tray on Tray Specification

Dimensions and Capacities:

- a) The hot dish should not exceed 8 7/16" (21 cm) x 6 3/8" (16 cm) outside dimensions with a depth of 1 7/8" (5 cm).
- b) The 2 compartment hot dish must nest neatly in the 2 compartment side of the CSC 5 compartment tray (Refer to Annex "B") during meal times.
- c) The volumes in the main course compartment must be a maximum of volume of 23 fl oz (680ml).
- d) The volumes in the smaller compartment must be a maximum of volume of 10.5 fl oz (310ml).