



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions Travaux  
publics et Services gouvernementaux Canada  
Pacific Region  
401 - 1230 Government Street  
Victoria, B.C.  
V8W 3X4  
Bid Fax: (250) 363-3344

**Revision to a Request for a Standing Offer**

**Révision à une demande d'offre à commandes**

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

The referenced document is hereby revised; unless  
otherwise indicated, all other terms and conditions of  
the Offer remain the same.

Ce document est par la présente révisé; sauf  
indication contraire, les modalités de l'offre demeurent  
les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada -  
Pacific Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

<b>Title - Sujet</b> RISO- Coffee & Juice w/ Dispensers		
<b>Solicitation No. - N° de l'invitation</b> W0103-170110/B		<b>Date</b> 2017-07-10
<b>Client Reference No. - N° de référence du client</b> W0103-170110		<b>Amendment No. - N° modif.</b> 002
<b>File No. - N° de dossier</b> VIC-6-39162 (246)	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-246-7254		
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale		2017-06-19
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-07-25</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<b>Address Enquiries to: - Adresser toutes questions à:</b> Kobenter, Hélène		<b>Buyer Id - Id de l'acheteur</b> vic246
<b>Telephone No. - N° de téléphone</b> (250) 508-7491 ( )	<b>FAX No. - N° de FAX</b> (250) 363-3344	
<b>Delivery Required - Livraison exigée</b>		
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>		
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b>	<b>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

**Amendment 002 issued to amend the above noted solicitation as follows:**

- 1) Postpone the solicitation closing date (Page 1)  
UNDER PAGE 1 (SOLICITATION COVER PAGE) - SOLICITATION CLOSES ON:  
Revised:  
From: 2017-07-14 at 14:00 Pacific Daylight Saving Time (PDT)  
To: 2017-07-25 at 14:00 PDT**

**2) Post answers to all enquiries received from potential bidders (Q&A)**

1. The Request for Standing Offer (RFSO) requests a 5-1 mix ratio for the Frozen Apple Juice cartridge. Our product is a 4-1 mix ratio. Would that be acceptable?

Response: DND is willing to accept any mix ratio that is compliant with the FQS 35 and any combination of case and container size up to a maximum size of 4 x 4-litre case size. See revisions to Annex B - Basis of Payment below.

2. The RFSO requests Grapefruit Juice with a minimum of 25% juice content but does not list colour. Our product would be Ruby Red. Would that be acceptable?

DND Response:

Response: Can be ruby red or other Grapefruit Juice color. The minimum juice percentage required for grapefruit and cranberry juices has been revised to 10% or greater. See revisions to Annex B.

3. Depending on the importance of Grapefruit Juice as one of the four requested flavours, we have a Passion, Orange, Guave product that is a 3-1 mix ratio. Might that be a suitable alternative?

Response: Grapefruit juice is a mandatory requirement that must be available. Any other flavours that a supplier has may be ordered based on demand and availability (as per para 1.6)

4. Once the contract is awarded what is the timeframe for changing out the existing equipment?

Response: As per para 1.2, *“Contractor will supply and install dispensing equipment within 48 hours of a request after issuance of the Standing Offer, at no cost to Canada.”*

5. The majority of the coffee products requested are in whole bean form. Our coffee roaster is local, producing and packaging our branded pre-ground products as demand requires which guarantees freshness. It can also be packaged in any throw size required. Could this be a viable option to the whole bean coffee.

Response: Bidder must be able to supply pre-ground and whole beans as per Annex B. DND estimated yearly usage of coffee product is as per Annex B, subject to change based on demand and availability. DND submits a preference for small individual packages sized for the dispensing equipment used for ground coffee (such as 25g-100g each) packaged in a case size not to exceed 25 lbs. (12 Kg) (for ease of storage and handling).

6. There are 3 types of whole beans requested, 2 being regular and one being decaf yet the coffee grinders requested are single hopper. Is that correct?

DND Response: That is correct.

7. The contract states that the awarded supplier will only be guaranteed 1 year with the 2<sup>nd</sup> and 3<sup>rd</sup> year being optional. The coffee and juice group is very different from other food based contracts as there is a significant amount of equipment required. The requested equipment for this RISO has an approximate value of \$49,000.00 and the assessment volumes for coffee and juice are only in the range of \$80,000.00 per year. Without some form of commitment for the second and third year the overhead for the equipment makes it difficult to create a competitive proposal.

Response: The initial period of the Standing Offer has been revised to two (2) calendar years from the date of issuance of the Standing Offer, with up to one (1) additional one (1) year extension period. Relevant sections of the RFSO have been updated accordingly. See below. Canada's liability is that which arises from call-ups against the Standing Offer made within the period specified in the Standing Offer.

8. The RISO states that all equipment will need to be installed within 48 hours of the issuance of the standing offer. That creates a difficulty as any equipment requiring installation would come new from the manufacturer as it is expensive to warehouse the volume of equipment required to satisfy the RISO. There are also 4 sites which would be difficult to achieve in one day. Previous history shows a window of 14 days to be acceptable, especially when there could be a time lapse to receive the required new vendor codes to start the purchasing process. Would this be an acceptable request?

Response: This is an operational requirement. No change.

9. The RISO states that a minimum of 24 hours will be given for call-ups. Would it be reasonable to request a minimum of 48 hours given the product is coming from the mainland which on its own would create issues for any vendor?

Response: This is an operational requirement. No change.

10. Will the closing date be extended if all vendors' questions have not been given a suitable time frame for response?

Response: The closing date has been postponed to allow sufficient time for Bidders to review the Questions and Answers (Q&A) published and adjust their bid submission accordingly.

### 3) Amend terms and conditions of the solicitation as follows:

#### UNDER PART 1 – GENERAL INFORMATION, Section 1.2 – Summary:

**DELETE AS SHOWN.**

**INSERT:**

#### 1.2 Summary

- 1.2.1 Canada requires a Regional Individual Standing Offer (RISO) for the supply of beverage products with dispensing units, as stipulated herein, for land-based units of the

Department of National Defence (DND), Canadian Forces Base (CFB) Esquimalt, Victoria, British Columbia, on an "as and when requested" basis, during the period of the Standing Offer.

Canada requires the supply, installation, and removal of, upon expiry of the Standing Offer, at no cost to Canada, all required equipment plus the provision of maintenance services, repairs/parts, and replacement of machines as required during the life of the contract. The Contractor will be required to stock adequate spare parts for the specified equipment, for the period of the Contract.

The period of the Standing Offer will be two (2) calendar years from the date of issuance of the Standing Offer, with up to one (1) additional one (1) year extension period.

The Contractor must, during the period of the Standing Offer, perform and complete with care, skill, diligence, and efficiency the work described in this Standing Offer.

The total estimated yearly value of all call-ups issued against the Standing Offer is CAD \$100,000.00 including Applicable Taxes.

The above estimated annual value will be used for financial evaluation purposes only. It does not represent a commitment by Canada and is only an estimation of the potential value of all call-ups which may be placed by the Identified Users against the Standing Offer.

An offer must comply with the requirements of the RFSO and meet all mandatory technical and financial evaluation criteria to be declared responsive.

This Public Services and Procurement Canada (PSPC) office provides procurement services to the public in English.

It is the responsibility of the Offeror to ensure that all addenda issued prior to solicitation closing have been obtained and addressed in the submitted offer.

Offerors intending to submit offers should obtain solicitation documents from the Government Electronic Tendering System (GETS) at <https://buyandsell.gc.ca/procurement-data/tenders>. Addenda, when issued, will be available on GETS. Suppliers basing their submissions on solicitation documents obtained from other sources do so at their own risk.

For further information, please refer to the solicitation documents.

- 1.2.2 The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).
- 1.2.3 The requirement is subject to a preference for Canadian goods and/or services.

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**UNDER PART 7A – STANDING OFFER, Section 7.4 – Term of Standing Offer  
DELETE AS SHOWN.  
INSERT:**

**7.4 Term of Standing Offer**

**7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_  
(Dates inserted at time of Standing Offer issuance).

**7.4.2 Extension of Standing Offer**

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

(Dates inserted at time of Standing Offer issuance).

Extension Year 3: from \_\_\_\_\_ to \_\_\_\_\_;

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) calendar days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

**7.4.3 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Standing Offer.

**UNDER ANNEX A - REQUIREMENT****DELETE AS SHOWN****INSERT:****ANNEX "A"  
REQUIREMENT****Objective:**

Canada requires a Regional Individual Standing Offer (RISO) for the supply of beverage products with dispensing units, as stipulated herein, for land-based units of the Department of National Defence (DND), Canadian Forces Base (CFB) Esquimalt, Victoria, British Columbia, on an "as and when requested" basis, during the period of the Standing Offer.

**Background:**

Canada requires the supply, installation, and removal of, upon expiry of the Standing Offer, at no cost to Canada, all required equipment plus the provision of maintenance services, repairs/parts, and replacement of machines as required during the life of the contract. The Contractor will be required to stock adequate spare parts for the specified equipment, for the period of the Contract.

The period of the Standing Offer will be two (2) calendar years from the date of issuance of the Standing Offer, with up to one (1) additional one (1) year extension period.

The Contractor must, during the period of the Standing Offer, perform and complete with care, skill, diligence, and efficiency the work described in this Standing Offer.

**1. Requirements:****1.1 Dispenser Equipment**

The Contractor is to provide suitable and new dispensing equipment for loan to all locations where required, as detailed in Annex C - Equipment List.

The equipment must be C.S.A. approved.

**1.2 Supply and Installation**

The Contractor will supply and install dispensing equipment within 48 hours of a request after issuance of the Standing Offer, at no cost to Canada.

The Site Authority and the Contractor will mutually agree upon a date and time for the installation of the equipment to ensure the least amount of disruption and downtime possible.

Should electrical hard-wiring be required, it will be done in accordance with current regulations as well as the manufacturer's recommendations.

The Contractor will provide literature and instructions for the operation of equipment.

The Contractor's ownership identification shall be on all equipment.

### 1.3 On-Site Training

The Contractor will provide on-site training to staff who are required to use the dispensing equipment in the course of their work in order to ensure proper usage and personal safety when using the equipment.

### 1.4 Removal

Upon expiry of the Standing Offer, the Contractor will remove all dispensing equipment installed during the course of the Standing Offer at no cost to Canada.

The Site Authority will coordinate with the Contractor the removal of equipment to ensure the least amount of disruption and downtime possible.

### 1.5 Maintenance and Service of Dispensing Equipment

The responsibility for maintaining the equipment in good working condition rests with the Contractor. The Contractor will provide maintenance and service on the equipment in accordance with the manufacturer's recommendations and perform an equipment check every three (3) months. The Contractor must provide the necessary personnel to perform the above services.

The above services will be at no cost to Canada.

The Contractor will provide emergency service 24 hours a day, 7 days a week, at no cost to Canada. In the event of emergency service, the Contractor agrees to respond on-site with service personnel within 48 hours of receipt written request from DND. Should the equipment breakdown and require off-site repairs, the Contractor agrees to provide replacement equipment within a mutually agreed timeframe.

The Contractor will provide a copy of the service report to the Site Authority within 24 hours of completion of the service. The service report will include: the condition of the dispenser; actions taken by the Contractor's technician; recommended action to be taken by the user to correct identified faults in their equipment; training instruction given; and, the quality of products and service discussed with the user.

### 1.6 Beverages

At all times, the Contractor must ensure that 90% of the beverage products listed in Annex B - Basis of Payment are available for regular purchase, as a minimum. Additional beverage choices offered by the Contractor may be required as well, depending on demand and availability.

All beverages supplied must adhere to the latest published edition of the Canadian Armed Forces (CAF) Food Quality Specifications (FQS):

Juice: FQS-35: <https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6513>

Coffee: FQS-28: <https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6523>

### 1.7 Miscellaneous

Miscellaneous items are items that are not specified in Annex B. Miscellaneous items will be paid in accordance with the Offeror's regular, seasonal and sale catalogues or current published price lists in effect at the time of ordering less an applicable discount as specified in Annex B.

The Contractor may accept or decline call-up items not listed in Annex B. These items must be priced in accordance with those in Annex B. The list of beverage dispensers to be supplied and delivered as identified in Annex C.

The total amount of miscellaneous items incorporated on any call-up may not exceed 25% of the individual call-up total value (Tax included). Offerors are responsible for verifying that all call-ups submitted comply with this requirement.

### **1.8 Quality Assurance**

All products must be of recent production. The shelf life, or best before date, must be clearly indicated in a conspicuous location, and any conditions affecting the product shelf life must be clearly stated at the time of ordering.

Fruit Juice and coffee must be packaged in normal retail and commercial packaging, packing, labeling, and marking which safeguard the hygienic, nutritional, technological, and organoleptic qualities of the food. Packaging material must be made of substances which are safe and suitable for their intended use and do not impart any toxic substance or undesirable odour or flavour to the product.

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

### **1.9 Availability and Substitutions**

Potential shortfalls in providing the identified beverage items in a Call-up Against Standing Offer must be brought to the attention of the Site Authority and Authorized User within four (4) hours of receipt of the Call-up Against Standing Offer.

Substitutions will not be accepted without the prior written approval of either the Site Authority or Authorized User, who are the only approving authorities for substitutions and call-up amendments.

Any additional cost incurred to substitute a food item rests fully at the Contractor's expense.

Substitute food items must be invoiced at the same price as the item it is substituting, as per Annex B.

### **1.10 Rejections and Shortfalls**

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

### **1.11 Type of Transport**

SACC D0014C (2007-11-30), Delivery of Fresh Chilled or Frozen Products

Food products and equipment must not be palletized together.

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## **2. Additional Information:**

### **2.1 Authorized Users**

The Authorized Users are:

Base Foods Acquisition Cell  
Food Acquisition Cell, Base Logistics

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

When beverages or dispensers are required, DND will submit a Unitrak Purchase Order and/or PWGSC 942 Call-up Against Standing Offer form to the Contractor. All Call-ups Against Standing Offer will be placed a minimum of 24 hours prior to the expected day of delivery.

The Contractor must respond within four (4) hours of receipt of a Purchase Order and/or Call-up Against Standing Offer to confirm receipt.

Any amendment to the call-up within less than 24 hours prior to the expected day of delivery, will be mutually agreed between DND and the supplier.

### **2.3 Minimum Order Quantities**

Suppliers required to deliver small orders that are valued at less than \$100.00 (this could comprise more than one palletized order per trip with an aggregate value of less than \$100.00) may deliver FOB Destination, freight Extra. Freight costs will be quoted at time of order and will be added to the cost of the order and best overall price assessed.

### **2.4 Locations of Delivery**

Beverage deliveries must be made to each site within the boundaries of CFB Esquimalt areas of responsibilities identified herein. The delivery location will be identified on each individual Call-up Against the Standing Offer.

The following delivery locations will include, but not be limited to:

- Venture Kitchen - Building WP1373, 1367 Victoria View Rd, Victoria BC, V9A 7N2
- Nelles Block Kitchen - Building N34, 1270 Woodway Rd ,Victoria BC, V9A 7N2
- Wardroom Kitchen- 1586 Esquimalt Rd, Victoria BC, V9A 5K5
- Damage Control Training Facility (DCTF) Kitchen – Building 104 Colwood, B.C. V9A 7N2

The Site Authority or his or her representatives will meet the Contractor to receive the beverage products at the delivery location(s) specified on the individual Call-up Against Standing Offer.

### **2.5 Delivery**

The minimum delivery frequency required to support client kitchens will be five (5) days per week (Monday to Friday).

Normal delivery shall be made between the hours of 0730 and 1200 hours.

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**UNDER ANNEX B – BASIS OF PAYMENT**

**DELETE AS SHOWN.**

**INSERT:**

**ANNEX "B"  
BASIS OF PAYMENT**

**Important Instructions for Offerors / Mandatory Financial Evaluation Criteria:**

**Offerors must complete and submit the financial evaluation table provided below with their offer.**

Rates offered must be in Canadian dollars, Applicable Taxes excluded, FOB destination, shipping charges, Canadian customs duties and excise taxes included.

Offerors must submit firm all-inclusive prices and discount rates (Applicable Taxes excluded) for all items listed below, and for each period of the standing offer (Year 1, Year 2, and extension Year 3);

Pricing/rates offered must comply with the units of distribution, and case and container sizes restrictions specified herein.

All-inclusive Pricing/Rates offered must:

- Include all applicable deposit, environmental and recycling/disposal fees.
- Include all labour, materials, supervision and travel costs for the supply and on-site installation and maintenance of all required beverage dispensers as detailed in Annex C.

If all or part of the rate cells have been left blank for an item (e.g. Offeror did not submit a rate for each period of the Standing Offer), the item will be deemed NOT available from the Offeror;

Estimated usage is for financial evaluation purposes only and does not represent a commitment by Canada. It is only an estimation of the potential quantities of all call-ups which may be placed by the Identified Users against the Standing Offer;

Failure to comply with any of the mandatory financial criteria and instructions stated herein will result in the Offeror's financial offer being declared non-responsive and given no further consideration.

The pricing/rates for extension Year 3 will be subject to the Standing Offer period extension being exercised under Part 7A Section 7.4.2 of the Standing Offer.

Small orders that are valued at less than \$100.00 may be subject to additional freight charges in accordance with section 2.3 at Annex A.

No further charges will be allowed.

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FINANCIAL EVALUATION TABLE								
Description of Goods	Estimated Yearly Usage	Unit of Issue	Firm Unit Price (Applicable Taxes Excluded)	Firm Unit Price (Applicable Taxes Excluded)	Firm Unit Price (Applicable Taxes Excluded)	EXTENDED TOTAL (See Note 1) (Applicable Taxes Excluded)	Brand(s) & Package Size(s) & Mix-ratio(s) Offered (See Note 2)	
			YEAR 1	YEAR 2	EXTENSION YEAR 3			
			12 months from date of issuance of the Standing Offer Agreement (SOA)	12 month period following Year 1	12 month period following Year 2			
			From: <i>date inserted upon issuance of the SOA</i>	From: <i>date inserted upon issuance of the SOA</i>	From: <i>date inserted upon issuance of the SOA</i>			
			To: <i>date inserted upon issuance of the SOA</i>	To: <i>date inserted upon issuance of the SOA</i>	To: <i>date inserted upon issuance of the SOA</i>			
A	B	C	D	E	F			
<b>1</b>	<b>Pre-ground Coffee</b> Refer to FQS-28							
1.a	<i>Light Roast</i>	350 kg	Kilogram (kg)	\$ _____ /kg	\$ _____ /kg	\$ _____ /kg	\$ _____	
1.b	<i>Medium Roast</i>	350 kg	Kilogram (kg)	\$ _____ /kg	\$ _____ /kg	\$ _____ /kg	\$ _____	
1.c	<i>Dark Roast</i>	350 kg	Kilogram (kg)	\$ _____ /kg	\$ _____ /kg	\$ _____ /kg	\$ _____	
<b>2</b>	<b>Gourmet Quality Coffee Beans</b> (Arabica Beans Only) Refer to FQS-28							
2.a	<i>American Roast</i>	600 kg	Kilogram (kg)	\$ _____ /kg	\$ _____ /kg	\$ _____ /kg	\$ _____	
2.b	<i>City Roast</i>	600 kg	Kilogram (kg)	\$ _____ /kg	\$ _____ /kg	\$ _____ /kg	\$ _____	
2.c	<i>Medium Roast Decaf Whole Bean</i>	600 kg	Kilogram (kg)	\$ _____ /kg	\$ _____ /kg	\$ _____ /kg	\$ _____	

FINANCIAL EVALUATION TABLE								
Description of Goods	Estimated Yearly Usage	Unit of Issue	Firm Unit Price (Applicable Taxes Excluded)	Firm Unit Price (Applicable Taxes Excluded)	Firm Unit Price (Applicable Taxes Excluded)	EXTENDED TOTAL (See Note 1) (Applicable Taxes Excluded)	Brand(s) & Package Size(s) & Mix-ratio(s) Offered (See Note 2)	
			YEAR 1	YEAR 2	EXTENSION YEAR 3			
			12 months from date of issuance of the Standing Offer Agreement (SOA)	12 month period following Year 1	12 month period following Year 2			
			From: <i>date inserted upon issuance of the SOA</i>	From: <i>date inserted upon issuance of the SOA</i>	From: <i>date inserted upon issuance of the SOA</i>			
			To: <i>date inserted upon issuance of the SOA</i>	To: <i>date inserted upon issuance of the SOA</i>	To: <i>date inserted upon issuance of the SOA</i>			
A	B	C	D	E	F			
<b>3</b>	<b>Frozen Juice Concentrate</b> Refer to FQS-35							
3.a	<b>Apple</b> 100% Juice Mix ratio: see Note 2	4,500 L	Litre (L) of Concentrate	\$ _____ /L	\$ _____ /L	\$ _____ /L	\$ _____	
3.b	<b>Orange</b> 100% Juice Mix ratio: see Note 2	4,500 L	Litre (L) of Concentrate	\$ _____ /L	\$ _____ /L	\$ _____ /L	\$ _____	
3.c	<b>Cranberry</b> 10% Juice or greater Mix ratio: see Note 2	4,500 L	Litre (L) of Concentrate	\$ _____ /L	\$ _____ /L	\$ _____ /L	\$ _____	
3.d	<b>Grapefruit</b> 10% Juice or greater Mix ratio: see Note 2	4,500 L	Litre (L) of Concentrate	\$ _____ /L	\$ _____ /L	\$ _____ /L	\$ _____	
<b>4</b>	<b>Miscellaneous Items</b> <i>Miscellaneous Items are items that are not specified in the above table but that the Offeror can make available to Government Users under this Standing Offer in accordance with section 7.8.2 of Part 7A the Standing Offer at the Offeror's published price list in effect at time of call-up issuance less a firm percentage discount of:</i>							
4.a	<i>Firm Discount Rate</i>	\$15,000	%	____%	____%	____%	\$ _____	N/A

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FINANCIAL EVALUATION TABLE							
Description of Goods	Estimated Yearly Usage	Unit of Issue	Firm Unit Price (Applicable Taxes Excluded)	Firm Unit Price (Applicable Taxes Excluded)	Firm Unit Price (Applicable Taxes Excluded)	EXTENDED TOTAL (See Note 1) (Applicable Taxes Excluded)	Brand(s) & Package Size(s) & Mix-ratio(s) Offered (See Note 2)
			YEAR 1	YEAR 2	EXTENSION YEAR 3		
			12 months from date of issuance of the Standing Offer Agreement (SOA)	12 month period following Year 1	12 month period following Year 2		
			From: <i>date inserted upon issuance of the SOA</i>	From: <i>date inserted upon issuance of the SOA</i>	From: <i>date inserted upon issuance of the SOA</i>		
			To: <i>date inserted upon issuance of the SOA</i>	To: <i>date inserted upon issuance of the SOA</i>	To: <i>date inserted upon issuance of the SOA</i>		
A	B	C	D	E	F		
5	Evaluated Price of the Offer (excluding Applicable Taxes) FOB Destination (SUM items 1 + 2 + 3 + 4)					\$ _____	

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**Note 1: Calculation of Extended Total:**

- **Items 1 & 2 (Coffee Products):  $F = A \cdot \text{SUM}(C:E)$**

Thus, if A = 350 Kg, and Year 1 Price = \$20/Kg; Year 2 Price = \$25/Kg; Year 3 Price = \$30/Kg

Then,  $F = 350 \cdot (\$20 + \$25 + \$30) = 350 \cdot \$75 = \$26,250$

- **Item 3 (Frozen Juice Concentrates) :**

**For financial evaluation purposes only, the calculation of the Extended total will involve pro-rating of estimated yearly usage based on mix ratio (water: concentrate) offered:**

Estimated Usage of concentrate for Year 1 (Column A) = 4,500L; and

Firm Unit price offered per Liter of concentrate for Year 1 (Column C) = \$20.00/L; and

If the water to concentrate mix ratio offered is 3:1 (= 4L finished product), then the extended price for Year 1 used for evaluation purposes will be  $4,500L / 4L \times \$20 = \$22,500$ .

If the mix ratio offered is 4:1 (= 5L finished product), then the extended price for Year 1 used for evaluation purposes will be  $4,500L / 5L \times \$20 = \$18,000$

If the mix ratio offered is 5:1 (= 6L finished product), then the extended price for Year 1 used for evaluation purposes will be  $4,500L / 6L \times \$20 = \$15,000$

Repeat calculation for Years 2 and 3 and add together to obtain the extended total (F) for each line item.

- **Item 4 (Miscellaneous Item):  $F = [A \cdot (1 - \text{Year 1 discount})] + [A \cdot (1 - \text{Year 2 discount})] + [A \cdot (1 - \text{Year 3 discount})]$**

Thus, if A = \$15,000 and Year 1 discount = 10%, Year 2 discount = 12%, and Year 3 discount = 15%

Then,  $F = [\$15,000 \cdot (1 - 0.10)] + [\$15,000 \cdot (1 - 0.12)] + [\$15,000 \cdot (1 - 0.15)] = [\$15,000 \cdot 0.90] + [\$15,000 \cdot 0.88] + [\$15,000 \cdot 0.85] = \$34,450$

Remark: Offerors are not required to complete the Extended Total column for their financial offer to be given further consideration.

**Note 2: Brand(s), Package Size(s) and Mix-ratio(s) Offered:**

In the event that this information is not included with the offer received on the RFSO closing date, it is mandatory that the Offeror provides this information within three (3) calendar days of the written request or within such period as specified or agreed to by the Standing Offer Authority in the written notice to the Offeror, or its Offer will be declared non-responsive.

- **Coffee Products (Items 1 and 2):**

Delivery case must not exceed 25 lbs. (12 Kg) each.

- **Frozen Juice Concentrates (Item 3):**

The combination of case and container size must not exceed a 4 x 4-litre case size.

**UNDER ANNEX C – EQUIPMENT LIST  
 DELETE AS SHOWN.  
 INSERT:**

**ANNEX "C"  
 EQUIPMENT LIST**

All equipment supplied must comply with the following product specifications detailed in the table below. Bidders must provide detail of equipment offered within three (3) calendar days from receipt of request from contracting authority.

Item #	Description	Unit of Issue	Quantity	Meets Criteria Yes/No
1	<p><b><u>Coffee Bean Grinder</u></b>                      (including accessories for use, and maintenance)</p> <ul style="list-style-type: none"> <li>• 8 Amps</li> <li>• 920-1400 Watts</li> <li>• 115-120V/60 Hz</li> <li>• ½ HP</li> <li>• Phases: 1</li> <li>• Single 6 lb. capacity Hopper</li> </ul> <p><b>Sites:</b></p> <ul style="list-style-type: none"> <li>○ Venture Kitchen</li> <li>○ Nelles Block Kitchen</li> <li>○ Wardroom Kitchen</li> </ul> <p><b>One (1) Grinder per site</b></p>	Each	3	_____
2	<p><b><u>Dual Coffee Brewer with Portable Servers</u></b>                      (including accessories for use, and maintenance)</p> <ul style="list-style-type: none"> <li>• 29 Amps</li> <li>• 5,990-6,890 Watts</li> <li>• 120/240V/60 Hz</li> <li>• Phases: 1</li> <li>• Spouts: 2</li> <li>• 1 separate hot water faucet</li> <li>• Each brewer includes: four (4) 1.5 gallon servers with faucets and top handles; and, one (1) satellite warmer per site.</li> <li>• Minimum brew of 16 gallons per hour.</li> <li>• For use with Ground Coffee</li> </ul> <p><b>Sites:</b></p> <ul style="list-style-type: none"> <li>○ Venture Kitchen</li> <li>○ Nelles Block Kitchen</li> <li>○ Wardroom Kitchen</li> </ul> <p><b>One (1) Brewer per site</b></p>	Each	3	_____

Item #	Description	Unit of Issue	Quantity	Meets Criteria Yes/No
3	<p><b><u>Single Coffee Brewer with Portable Server</u></b> (including accessories for use, and maintenance)</p> <ul style="list-style-type: none"> <li>• 10.8-11.7 Amps</li> <li>• 1150-1400 Watts</li> <li>• 120/60 Hz</li> <li>• Phases: 1</li> <li>• Spouts: 1</li> <li>• 1 separate hot water faucet</li> <li>• Each brewer includes one (1) 1.5 Gallon Server with faucet and top handle plus one (1) additional server and satellite warmer per site</li> <li>• Minimum brew of 3.8 gallons per hour</li> <li>• For use with Ground Coffee</li> </ul> <p><b>Sites:</b></p> <ul style="list-style-type: none"> <li>○ DCTF Kitchen</li> </ul> <p><b>One (1) Brewer per site</b></p>	Each	1	_____
4	<p><b><u>Juice Dispenser</u></b> (including accessories for use, and maintenance)</p> <ul style="list-style-type: none"> <li>• minimum of 4 selections of fruit juice from frozen concentrate offered per dispenser as specified in Annex B - Basis of Payment.</li> <li>• Concentrate and water mixed on demand</li> <li>• 110-120V/60Hz/ or 220-240V/50Hz</li> <li>• dual capillary tube refrigeration system with individual controls for water chilling and concentrate cooling</li> </ul> <p><b>Sites:</b></p> <ul style="list-style-type: none"> <li>○ Venture Kitchen</li> <li>○ Nelles Block Kitchen</li> <li>○ Wardroom Kitchen</li> <li>○ DCTF Kitchen</li> </ul> <p><b>One (1) Dispenser per site for Wardroom and DCTF; Two (2) Dispensers per site for Venture and Nelles</b></p>	Each	6	_____

Solicitation No. - N° de l'invitation

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

vic246

Client Ref. No. - N° de réf. du client  
W0103-170110

File No. - N° du dossier  
VIC-6-39162

CCC No./N° CCC - FMS No./N° VME

**UNDER ANNEX D – STANDING OFFER USAGE REPORTING FORMAT**

**DELETE AS SHOWN.**

**INSERT:**

**ANNEX D - STANDING OFFER USAGE REPORTING FORMAT**

**TO:** Hélène Kobenter  
Standing Offer Authority  
Public Services and Procurement Canada  
401 - 1230 Government Street  
Victoria, BC V8W 3X4  
Canada  
  
Telephone: 250-508-7491  
Fax: n/a  
Email: [helene.kobenter@pwgsc-tps qc.gc.ca](mailto:helene.kobenter@pwgsc-tps qc.gc.ca)

**FROM:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Fax: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Email \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>STANDING OFFER No.</b> _____	
<b>REPORTING PERIOD:</b> From _____ to _____ (Year ____ Quarter ____)	
<b>Categories</b>	<b>Total Amount Invoiced for the Reporting Period (Before Applicable Taxes)</b>
<b>Pre-ground Coffee (Item No. 1 at Annex B)</b>	
1.a Light Roast	\$
1.b Medium Roast	\$
1.c Dark Roast	\$
<b>Gourmet Quality Coffee Beans (Item No. 2 at Annex B)</b>	
2.a American Roast	\$
2.b City Roast	\$
2.c Medium Roast Decal Whole Bean	\$
<b>Frozen Juice Concentrate (Item No. 3 at Annex B)</b>	
3.a Apple (100% Juice)	\$
3.b Orange (100% Juice)	\$
3.c Cranberry (10% Juice or greater)	\$
3.d Grapefruit (10% Juice or greater)	\$
<b>Miscellaneous Items (Item 4 at Annex B)</b>	
Specify: _____	\$

Solicitation No. - N° de l'invitation

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

vic246

Client Ref. No. - N° de réf. du client  
W0103-170110

File No. - N° du dossier  
VIC-6-39162

CCC No./N° CCC - FMS No./N° VME

<b>STANDING OFFER No.</b> _____	
<b>REPORTING PERIOD:</b> From _____ to _____ (Year ____ Quarter ____)	
<b>Categories</b>	<b>Total Amount Invoiced for the Reporting Period (Before Applicable Taxes)</b>
<b>(A) Total Dollar Value Call-ups for this reporting period:</b>	\$
<b>+ (B) Total from previous reporting periods:</b>	\$
<b>= Total Expended to date (must not exceed the financial limitation specified in section 7.9 of Part B)</b>	\$

\_\_\_\_\_  
Name and signature of person authorized to sign on behalf of Contractor (type or print)

**All other terms and conditions of the Request for Standing Offer remain unchanged.**

**--THE END--**