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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5            Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6            6A, Standing Offer, and 6B, Resulting Contract Clauses:
  - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement, the Basis of Payment, the Electronic Payment Instruments and any other annexes.

### **1.2 Summary**

- 1.2.1** Correctional Service Canada (CSC) has a requirement to establish one Regional Individual Standing Offer for the provision of certified Kosher Frozen Food on an "as and when" requested basis for the Ontario Regional institutions listed in Annex "E" – Destinations.

The period for placing call-ups against the Standing Offer will be from April 1, 2018 to March 31, 2019.

- 1.2.2** The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

### **1.3 Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - OFFEROR INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2017-04-27) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### **2.2 Submission of Offers**

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

### **2.3 Enquiries - Request for Standing Offers**

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

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

### **2.4 Applicable Laws**

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

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

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

Due to the nature of the RFSO, offers transmitted by epost Connect service will not be accepted.

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

Section I: Financial Offer (one (1) hard copy)

Section II: Certifications (one (1) hard copy)

Canada requests that offerors follow the format instructions described below in the preparation of hard copy of their offer:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the RFSO.

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Financial Offer**

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment.

##### **3.1.1 Electronic Payment of Invoices - Offer**

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

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

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

##### **3.1.2 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

**Section II: Certifications** Offerors must submit the certifications and additional information required under Part 5.

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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1.1 Mandatory Financial Criteria

The Offeror must complete and submit its financial offer in accordance with Annex B - Basis of Payment. All prices are in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

Pricing must be provided for all line items in Pricing Basis A –Kosher Frozen Food as listed.

The estimated usages provided in Annex B, are for the sole purpose of establishing an evaluation tool. These usages are based only on best estimate and in no way reflect the actual usages expected or any commitment on part of the crown.

The price used in the evaluation will be the Evaluated Price which is calculated as follows:

In Pricing Basis A, the Extended Price is the Estimated Usage multiplied by the Unit Price.

The Evaluated Price is the sum of the Extended Price from Pricing Basis A – Kosher Frozen Food.

#### 4.1.1.2 Unit Size

If a unit size is no longer available in the industry, the Offeror should notify the Contracting Authority no later than 7 calendar days prior to the closing date. Any changes to the product unit size will be made by the Contracting Authority through an amendment to the Request for Solicitation document.

- (a) Offerors changes to Unit Size

Where a change to a unit size is proposed:

- i) The proposed change to unit size is necessary because the original unit size is the unavailable in the industry; **and**
- ii) The proposed unit size reflects the next size up or down (from the original unit size specified) that is available in the unit size specified in the RFSO; **and**
- iii) There is less than a 10% difference between the proposed unit size and the unit size specified in the RFSO.

#### 4.1.1.3 SACC Manual Clause

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

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## **4.2 Basis of Selection**

### **4.2.1 SACC Manual Clause [M0069T](#) (2007-05-25) – Basis of Selection**

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### **5.1 Certifications Required with the Offer**

Offerors must submit the following duly completed certifications as part of their offer.

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### **5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information**

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

#### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of 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 Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### **5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/canada-labour/s) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

## **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **6.1 Offer**

**6.1.1** The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

#### **6.2 Security Requirements**

**6.2.1** There is no security requirement applicable to the Standing Offer.

#### **6.3 Standard Clauses and Conditions**

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

##### **6.3.1 General Conditions**

[2005](#) (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### **6.3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex D. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1, 2018 to July 31, 2018;
- 2nd quarter: August 1, 2018 to October 31, 2018;
- 3rd quarter: November 1, 2018 to January 31, 2019;
- 4th quarter: February 1, 2019 to March 31, 2019.

The data must be submitted to the Standing Offer Authority no later than 30 calendar days after the end of the reporting period.

## **6.4 Term of Standing Offer**

### **6.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from 01 April 2018 to 31 March 2019.

### **6.4.2 Delivery Points**

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

## **6.5 Authorities**

### **6.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Nancy Carrière  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 86 Clarence Street, 2<sup>nd</sup> Floor  
Kingston, Ontario, K7L 1X3  
Telephone: (613) 545-8764  
Facsimile: (613) 545-8067  
E-mail address: [nancy.carriere@pwgsc.gc.ca](mailto:nancy.carriere@pwgsc.gc.ca)

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

### **6.5.2 Project Authority**

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

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

### **6.5.3 Offeror's Representative (To be completed by the offeror)**

#### **General Enquiries:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Facsimile No: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

#### **Delivery follow-up:**

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Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Facsimile No: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:  
The Correctional Service Canada, for the Ontario Region Institutions listed in Annex E.

### 6.7 Call-up Procedures

The Offeror must acknowledge each order no later than the next working day from receipt of the call-up.

### 6.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
  - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
  - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
  - standing offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;
  - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

### 6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable Taxes included).

## 6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions [2010A](#) (2016-04-04), General Conditions - Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment including appendices;
- g) Annex E, Usage Reporting Form;
- h) Annex F, Destination and Invoice Addresses; and
- i) the Offeror's offer dated \_\_\_\_\_ .

## 6.11 Certifications and Additional Information

### 6.11.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

## 6.12 Applicable Laws

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

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **6.1 Requirement**

The Contractor must provide the items detailed in the call-up against the Standing Offer.

### **6.2 Standard Clauses and Conditions**

#### **6.2.1 General Conditions**

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

*Insert the following clause when payment by credit cards is accepted by the Offeror.*

Section 16 Interest on Overdue Accounts, of 2010A (2016-04-04) will not apply to payments made by credit cards.

#### **6.2.2 SACC Manual Clauses**

B3003C (2007-05-25), Grades of Meat  
D0014C (2007-11-30), Delivery of Fresh Chilled or Frozen  
D5311C (2007-11-30), Right of Access and Inspection of Meat  
B7500C (2006-06-16) Excess Goods

### **6.3 Term of Contract**

#### **6.3.1 Period of the Contract**

The period of the Standing Offer is from 01 April, 2018 to 31 March 2019

#### **6.3.2 Delivery Date**

Delivery must be completed in accordance with the call-up against the Standing Offer.

### **6.4 Payment**

#### **6.4.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### 6.4.2 Limitation of Price

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

#### 6.4.3 Multiple Payments

SACC Manual clause [H1001C](#) (2008-05-12) Multiple Payments

#### 6.4.4 Electronic Payment of Invoices – Call-up

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

#### 6.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the following address for certification and payment:

Regional Headquarters | Administration régionale  
Correctional Service Canada | Service correctionnel Canada  
443 Union Street, PO Box 1174 | 443 rue Union, Boîte postale 1174  
Kingston ON Canada K7L 4Y8

- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

#### 6.6 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

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## ANNEX "A"

### REQUIREMENT

#### 1. Definition

Unless the context clearly requires otherwise, the capitalized terms used in this annex must have the definitions assigned to them in the Contract or in this annex. These definitions apply equally to both the singular and plural forms of the terms defined, and words of any gender include each other gender when appropriate.

**Certified Kosher Frozen Food** means frozen food that complies with the dietary requirement of Jewish Law that is certified. Certified means that a food is processed in accordance with the requirements of the Kashruth made by a Rabbi or Rabbinical organization and bears the Kosher Symbol. The Certified Kosher Frozen Food to be delivered under a call-up against the Standing Offer is listed in Annex "B" – Basis of Payment;

**Certified Passover Kosher Frozen Food** means frozen food that complies with the dietary requirement of Jewish Law that is certified "Kosher for Passover". Meals must be adjusted according to the additional laws of Kashrut for Passover, certified means that a food is processed in accordance with the requirements of the Kashruth. Made by a Rabbi or Rabbinical organization and bears the Passover Kosher Symbol. The Certified Passover Kosher Frozen Food and Product to be delivered under a call-up against the Standing Offer is listed in Annex "B" – Basis of Payment;

**Dinner** means a meal that contains 200-250g of starch, 100 G of cooked meat (no Bones) and 200-250g of vegetables as per the meal list provided in Annex "B"; and

**Institution** means a Correctional Services of Canada (CSC) institution listed in Annex "F" – Destinations;

**Kosher Symbol** means a symbol identified by an appropriate Rabbi or Rabbinical organization;

**Lunch** means a meal that contains 200-250g of starch, 70g of cooked meat

**Specifications** means Canadian General Standards Board - Standards.

#### 2. Introduction

CSC (Ontario Region) has a requirement for Certified Kosher Frozen Food listed in Annex "B" – Basis of Payment for the Ontario Region Institutions.

#### 3. Scope of Work

##### 3.1 Certified Kosher Frozen Food

3.1.1 The Contractor must deliver the following Certified Kosher and Certified Kosher for Passover Frozen Food to the Institutions. Certified Kosher for Passover Frozen meals and Food must be available during the period of Passover and expiry dates or best before dates must not end with in the Passover dates but must have date expiry date or best before date of a minimum one day pass the end date of Passover, in accordance with any call-ups made against the Standing Offer:

- (a) Lunch that are low sodium and low fat, and all sauces that would normally accompany the meal;
- (b) Dinner that are low sodium and low fat, and all sauces that would normally accompany the meal; and
- (c) other miscellaneous Certified Kosher Frozen Food.

3.1.2 Each Lunch or Dinner must only contain Certified Kosher Frozen Food and or Certified Kosher for Passover Frozen Food.

3.1.3 The low fat Certified Kosher Frozen Food must contain less than 30% of the total calories from fat with less than 10% of calories from saturated fats.

3.1.4 The low sodium Certified Kosher Frozen Food must contain:

- (a) 140mg of sodium or less per serving of 100g; or
- (b) 50% less sodium than regular products.

3.1.5 The Contractor must deliver the Certified Kosher Frozen Food fully cooked, ready to be heated and served.

## 3.2 Packaging

3.2.1 Each Lunch and Dinner must be packaged in a container that is:

- (a) not made from glass;
- (b) double-sealed with two separate layers of kosher wrapping, and wrapped with the Contractor's kosher approved stamped tape around the entire container outside of the two separate layers of kosher wrapping to ensure a tamper-proof meal. Both ends of the Contractor's kosher approved stamped tape must meet at the top of the container and be stamped. (Tape is not considered part of the double sealed requirement but as an anti-tampering mechanism); and
- (c) travel worthy and that will remained sealed upon delivery.

3.2.2 All seals must be intact for each Lunch and Dinner to be accepted.

3.2.3 Each Lunch and Dinner must be packaged in such a manner that the face shown indicates the contents, quantity, etc.

3.2.4 All Certified Kosher Frozen Food must be delivered in a package bearing the Kosher Symbol.

## 4. Timeline

The Contractor must deliver the Certified Kosher Frozen Food requested through a call-up against the Standing Offer within 5 working days from the issuance of the call-up.

## 5. Stock out

The Contractor must notify the Institution with forty eight hours of a call-up if the Contractor is out of stock for a specific Certified Kosher Frozen Food.

## 6. Laws and Regulations

6.1 The Contractor must perform the Work in accordance with:

- (a) applicable municipal health units' by-laws and regulations;
- (b) applicable laws and regulations of the Ontario Ministry of Agriculture;
- (c) applicable laws and regulations of the Canadian Food Inspection Agency (CFIA); and
- (d) without limiting the generality of the foregoing, the Ontario Regulations 31/05 – Meat issued under the Food Safety and Quality Act, 2001, S.O. 2001, c. 20. in its current version:  
[http://www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_050031\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_050031_e.htm)

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## 7. CGSB STANDARDS

Copies of the Specifications are available and may be purchased or downloaded from:

Canadian General Standards Board  
Place du Portage, Phase III, 6B1  
11 Laurier Street  
Gatineau, Quebec  
Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)  
Fax: (819) 956-5644  
E-mail: [ncr.cgsb-ongc@pwgsc.gc.ca](mailto:ncr.cgsb-ongc@pwgsc.gc.ca)

CGSB Website: [www.tpsgc-pwgsc.gc.ca/ongc-cgsb/index-eng.html](http://www.tpsgc-pwgsc.gc.ca/ongc-cgsb/index-eng.html)

## 8. CANADIAN POLICE INFORMATION CENTRE (CPIC) CHECKS

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

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

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

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

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

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

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

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

Institution: Warkworth Institution  
Contact Name: Dave Stephens  
Telephone Number: (705) 924-8067

Solicitation No. - N° de l'invitation

21401-176074/A

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

21401-17-6074

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-7-48134

Buyer ID - Id de l'acheteur

KIN535

CCC No. /N° CCC - FMS No./N° VME

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E-mail Address: [Dave.Stephens@CSC-SCC.GC.CA](mailto:Dave.Stephens@CSC-SCC.GC.CA)

Institution: Beaver Creek Medium Institution

Contact Name: Ken Schell

Telephone Number: (705) 687-1711

E-mail Address: [Kevin.Schell@CSC-SCC.GC.CA](mailto:Kevin.Schell@CSC-SCC.GC.CA)

Institution: Beaver Creek Minimum Institution

Contact Name: Ken Schell

Telephone Number: (705) 687-1711

E-mail Address: [Kevin.Schell@CSC-SCC.GC.CA](mailto:Kevin.Schell@CSC-SCC.GC.CA)

## **ANNEX "B"**

### **BASIS OF PAYMENT**

All prices are firm unit prices in Canadian funds including Canadian customs duties, excise taxes, and are FOB Destination. Applicable Taxes are not included in pricing and will be shown as a separate item on invoices.

#### **1. Pricing Basis A – Kosher Frozen Food**

1.1 Prices stated in Annex B, pricing Basis A are firm for the period of the Standing Offer.

1.2 *See Annex B – Pricing Basis A, Frozen Kosher Meals. (to be removed at time of issue)  
The estimated usages provided are for the sole purpose of establishing an evaluation tool and are based only on best estimate and in no way reflect the actual usages expected or any commitment on the part of the Crown. The quantities as stated herein reflect the expected usage for three months and are an estimate of the requirement made in good faith. The Standing Offer will be limited to the actual goods ordered. (italics to be removed at time of issue)*

**ANNEX "C" to PART 3 OF THE REQUEST FOR STANDING OFFERS**

**ELECTRONIC PAYMENT INSTRUMENTS**

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)



**ANNEX "E"**

**DESTINATION AND INVOICE ADDRESSES**

<b>DELIVER TO:</b>	<b>CONSIGNEE CODE</b>	<b>MAIL INVOICE TO:</b>
Collins Bay Medium Institution c/o Frontenac Inst. Stores 1455 Bath Road Kingston, Ontario	21440	Correctional Service Canada Collins Bay Institution P.O. Box 190 Kingston ON K7L 4V9
Collins Bay Minimum Institution 1455 Bath Road Kingston, Ontario	21441	Correctional Service Canada Frontenac Institution P.O. Box 7500 Kingston ON K7L 5E6
Millhaven Institution Highway 33 Millhaven, Ontario	21421	Correctional Service Canada Millhaven Institution P.O. Box 280 Bath ON K0H 1G0
Bath Institution Highway 33 Millhaven, Ontario	21423	Correctional Service of Canada Bath Institution P.O. Box 1500 Bath ON K0H 1G0
Joyceville Medium Institution Highway 15 Joyceville, Ontario	21450	Correctional Service of Canada Joyceville Institution P.O. Box 880 Kingston ON K7L 4X9
Joyceville Minimum Institution c/o Joyceville Inst. Stores Highway 15 Joyceville, Ontario	21451	Correctional Service of Canada Pittsburgh Inst., c/o Joyceville Inst P.O. Box 880 Kingston ON K7L 4X9
Warkworth Institution County Road 29, off Highway 30 Warkworth, Ontario	21460	Correctional Service Canada Warkworth Institution P.O. Box 769 Campbellford ON K0L 1L0
Beaver Creek Medium Institution c/o Beaver Creek Institution Stores Beaver Creek Drive Gravenhurst, Ontario	21422	Correctional Service of Canada P.O. Box 5000 Gravenhurst, ON P1P 1Y2
Beaver Creek Minimum Institution Beaver Creek Drive Gravenhurst, Ontario	21443	Correctional Service of Canada P.O. Box 1240 Gravenhurst, ON P1P 1Y2

## ANNEX "F"

### ADDITIONAL CERTIFICATIONS

#### 1. Board of Directors

In accordance with the [Ineligibility and Suspension Policy](#), Section 17, Offerors are required to provide a list of their Board of Directors before Standing Offer issuance. Offerors are requested to provide this information in their bid.

Director Name/Position - \_\_\_\_\_

#### 2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Offerors are required to have a Procurement Business Number (PBN) before Standing Offer issuance.

Procurement Business Number - \_\_\_\_\_

Offerors may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, Offerors may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.