



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
Room 100,
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6
Bid Fax: (204) 983-0338

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

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

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Public Works and Government Services Canada - Western
Region
Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6

Title - Sujet Canteen Ice Cream	
Solicitation No. - N° de l'invitation 21510-181356/A	Date 2018-09-17
Client Reference No. - N° de référence du client 21510-181356	GETS Ref. No. - N° de réf. de SEAG PW-\$WPG-119-10622
File No. - N° de dossier WPG-8-41087 (119)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-10-03	
Time Zone Fuseau horaire Central Daylight Saving Time CDT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Zdan, Tyler	Buyer Id - Id de l'acheteur wpg119
Telephone No. - N° de téléphone (204)509-5743 ()	FAX No. - N° de FAX (204)983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CORRECTIONAL SERVICE OF CANADA HWY 7 NORTH P.O.BOX 4500 WINNIPEG Manitoba R3C3W8 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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21510-181356
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Amd. No. - N° de la modif.
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21510-181356

Buyer ID - Id de l'acheteur
wpg119
CCC No./N° CCC - FMS No./N° VME

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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's Stony Mountain Institution in Stony Mountain, Manitoba has a requirement for the establishment of a Regional Individual Standing Offer (RISO) for supply of ice cream for its inmate canteen. The Standing Offer will be in place from December 1, 2018 to November 30, 2019.

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](#) (2018-05-22), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.1.1 **SACC Manual Clauses**

SACC Manual clause [4024T](#) (2017-07-01), No Substitute Products

2.2 **Submission of Offers**

Offers must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated in the RFSO.

Bid Receiving Public Works and Government Services Canada
100 -167 Lombard Ave.
Winnipeg, MB, R3B 0T6

Email address (for initiating an ePost conversation): ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca **** Bids/Offer will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions. ****

Bid Fax: (204) 983-0338

2.3 **Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) 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 Manitoba.

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

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with Section 08 of the 2006 Standard Instructions. Offerors are required to provide their offer in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment. The offer must be gathered per section and separated as follows:

Section I: Technical Offer
Section II: Financial Offer
Section III: Certifications, **if applicable**

- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Offer (1 hard copy)
Section II: Financial Offer (1 hard copy)
Section III: Certifications (1 hard copy), **if applicable**

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

- If the Offeror is simultaneously providing copies of its offer using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

Canada requests that offerors follow the format instructions described below in the preparation of 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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). 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: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

See Annex A: Requirement.

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria Only

SACC Manual Clause [M0031T](#) (2007-05-25), Basis of Selection - Mandatory Technical Criteria Only

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/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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.

The Offeror must provide the Standing Offer Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before the issuance of a Standing

Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

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.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from December 1, 2018 to November 30, 2019.

6.4.2 Delivery Points

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

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:
Name: Tyler Zdan
Title: Procurement Officer
Public Works and Government Services Canada
Procurement Services
Directorate: Western Region

Address: 100-167 Lombard Avenue, Winnipeg, MB, R3B 0T6
Telephone: (204) 509-5743
E-mail address: Tyler.Zdan@tpsgc-pwgscc.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

*** This section will be completed upon Standing Offer issuance. ***

The Project Authority for the Standing Offer is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

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

6.5.3 Offeror's Representative

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: The Correctional Service of Canada Stony Mountain Institution.

6.7 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 2 and 3 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.

6.8 Limitation of Call-ups

*** This section will be completed upon Standing Offer issuance. ***

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

6.9 Financial Limitation

*** This section is to be completed upon Standing Offer issuance. ***

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

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) Annex A, Requirement;

- e) Annex B, Basis of Payment;
- f) 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 Manitoba.

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 (2018-06-21), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

6.3 Term of Contract

6.3.1 Period of the Contract

The period of the Contract is from date of Contract to November 30, 2019 inclusive.

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 a firm unit price(s) in accordance with Annex B: Basis of Payment. 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 Single Payment

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

6.4.3 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

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

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

6.6 Insurance

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

6.7 SACC Manual Clauses

SACC *Manual* clause [B7500C](#) (2006-06-16), Excess Goods

SACC *Manual* clause [D0014C](#) (2007-11-30), Delivery of Fresh Chilled or Frozen Products

ANNEX A
REQUIREMENT

Background

Correctional Service Canada requires a Regional Individual Standing Offer for the supply and delivery of Ice Cream as required to Stony Mountain Institution Canteen in Stony Mountain, MB. The Standing Offer will be in effect from December 1, 2018 to November 30, 2019.

Delivery Location

Street Address: Stony Mountain Institution, Building C-17

City: Stony Mountain

Province: Manitoba

Country: Canada

Other Instructions: All deliveries must be FOB to Correctional Service Canada, Stony Mountain Institution, Stony Mountain, MB, Building C-17 and must include all delivery and off-loading charges.

Mandatory Delivery Date

The Standing Offer must commence on December 1, 2018.

<p>Compliance Matrix - Minimum Mandatory Criteria</p>
--

A complete list of the minimum mandatory performance specifications are detailed below in the Compliance Matrix. Bidders are to clearly demonstrate compliance with each mandatory specification.

1. Bidders must show compliance by addressing each performance specification in the Compliance Matrix, whether the product offered meets ("Yes") or doesn't meet ("No").

2. Bidders must indicate whether the product or service offered meets each performance specification by stating, "Yes," or "No."

3. If applicable, supporting technical documentation, including but not limited to, specification sheets, technical brochures, photographs or illustrations, should be provided with the bid at solicitation close. If supporting documentation is supplied, the Bidder should include a note in the Compliance Matrix that directs the evaluator(s) to the precise location of the supporting information for the relevant criterion (e.g. "specification sheet, item 2.1." Supporting documentation should be provided directly. Bidders should refrain from referencing information not included with the bid (e.g. "See company website," or "See p. 12 of our online brochure").

4. If Canada requests additional supporting documentation for any of the mandatory specifications, the Contracting Authority will notify the Bidder, and the Bidder will have a deadline of two (2) business days to provide the requested information. Failure to fulfil such a request could result in the bid being deemed non-compliant.

5. Bidders with questions or concerns in regards to the performance specifications can raise these with the Contracting Authority prior to the deadline outlined in the solicitation document. Such submissions should be provided in writing by emailing the Contracting Authority directly. When required, bidder questions or concerns can result in revisions or corrections to the performance specifications.

6. If the bid fails to meet any mandatory performance specification herein, the evaluator(s) will deem the bid non-compliant.

Bidder Information			
Bidder Name:			
Address:			
Representative:			
Phone/Email:			
PBN/Vendor Code:			
Line Item #	Technical Specification/ Mandatory Criterion/ Item List	Requirement Met? Indicate "Yes" or "No"	Supporting documentation provided? Provide cross- referencing information, if applicable.

1	<p>The Offeror must adhere to all of the mandatory delivery requirements listed below. Indicate, 'Yes,' or, 'No,' in the column to the right, as applicable. Indicating, 'No,' means that the Offeror cannot adhere to the mandatory delivery requirements, and will render an offer non-compliant.</p>		
M1	<p>Deliveries must be made within 48 hours of a call-up against the Standing Offer. The Offeror must advise the Project Authority within one (1) business day of receipt of a call-up against the Standing Offer of any delays and/or item shortages.</p>		
M2	<p>Delivery must be made between the hours of 08:30 to 15:30 from Monday to Friday, with the exception of statutory holidays, unless prior arrangements have been made and accepted by the Project Authority.</p>		
M3	<p>All goods must be delivered in an industry-standard truck and must be labelled and packaged in accordance with Canadian General Standards Board (CGSB) standards.</p>		
M4	<p>All goods must display a(n) expiry/best before (or equivalent) date on the packaging and goods must be delivered no less than three (3) months prior to the displayed best before (or equivalent) date.</p>		
M5	<p>All goods must be delivered in good condition. Stony Mountain Institution reserves the right to reject any items that are damaged, expired, spoiled or otherwise deemed not-acceptable to the Project Authority. The Project Authority must immediately notify the Contractor of any rejections, and the Contractor must then replace the rejected goods within the next delivery, and must do so at no additional cost to Stony Mountain Institution.</p>		

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

Amd. No. - N° de la modif.
File No. - N° du dossier
21510-181356

Buyer ID - Id de l'acheteur
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M6	The Offeror must be capable of providing the following ice cream products: Chapman's Super Fudge Ice Milk Bars, Chapman's 2L Original Ice Cream (various flavours), Chapman's Super Cone (chocolate/vanilla flavour) and Chapman's Super Sandwich (Neapolitan flavour).
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ANNEX B

BASIS OF PAYMENT

This section, when completed, will be considered the financial portion of the offer.

It is mandatory that Offeror(s) submit firm prices by item for the period of the proposed Standing Offer for all items herein. Offers must provide conversion to the correct unit of measure for each line item.

The offers will be evaluated in terms of the firm unit price and extended price only. If an error is found in the extended price, the firm unit price will prevail.

The 'Offered Format (case)' and 'Price per Case' columns are for information purposes only. It is mandatory, however, that the Offeror complete the 'Price per Case' column. The 'Offered Format (case)' column is not mandatory. However, it must be completed in the event that the item offered is in a different format than the requested format. If this does not apply, you may indicate 'N/A', or you may also leave the field blank. See the examples provided below.

Estimated Usage per U of M: The quantities specified within this Annex are overall usage estimates provided for evaluation purposes only. They should not be considered as an accurate reflection of actual usage under any resulting Standing Offer.

Rates quoted will remain firm for the period of the Standing Offer. **Rates must include all costs (shipping, delivery, offloading, etc.) associated with providing the items in accordance with the requirement as specified in Annex A.**

Invoicing Instructions:

- Invoices must be provided with deliveries and must include the Standing Offer number.
- GST, if applicable, is not included and is to be shown as a separate line item on any resulting invoices.
- Province of Manitoba environmental fees, if applicable, are not included and are to be shown as a separate line item on any resulting invoice.

		For Information Only *Only Complete the Offered Format field if the item is offered in a different format than requested			A1	A2	A3	A4
Item	Description	Requested Format (case)	Offered Format* (case)	Price Per Case	Unit of Measure (U of M)	Estimated Usage per U of M	Firm Unit Price (CAD)	Extended Price (CAD) = A2 x A3
EXAMPLE	ABC Ice Cream (4L tub)	case = 4 tubs	N/A	\$20.00	tub	40	\$5.00	\$200.00
EXAMPLE	123 Ice Cream Cone (box of 10 100ml cones)	case = 6 boxes	case = 12 boxes	\$84.00	box	25	\$7.00	\$175.00

1	CHAPMAN'S Super Fudge Ice Milk Bars (box of 18 75 ml bars)	case = 6 boxes		\$32.4 0	box	630	\$	\$
2	CHAPMAN'S Original Ice Cream - Various Flavours (2 L carton)	case = 4 cartons		\$15.5 0	carton	1,840	\$	\$
3	CHAPMAN'S Super Cone - Chocolate/Va nilla Flavour (box of 8 120 ml cones)	case = 4 boxes		\$21.6 0	box	3,000	\$	\$
4	CHAPMAN'S Super Sandwich - Neapolitan Flavour (box of 12 120 ml sandwiches)	case = 6 boxes		\$32.4 0	box	1,800	\$	\$
TOTAL EVALUATED PRICE (CAD)							\$	

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

Amd. No. - N° de la modif.
File No. - N° du dossier
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ANNEX C

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)