



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

PWGSC/TPSGC Acquisitions Bid Receiving  
Box/Boîte de Réception des Soumissions  
Bid Receiving Box/Boîte de Récepti  
1st Floor/1<sup>ère</sup> étage, Suite 1212  
100-1045 Main Street  
Moncton  
New Brunswick  
E1C 1H1  
Bid Fax: (506) 851-6759

**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**

Acquisitions NB/PEI (Moncton Office) – Bureau  
d'acquisitions N.-B./Î.-P.-É. (Moncton)  
1045 Main Street / 1045, rue Main  
Moncton  
New Bruns  
E1C 1H1

<b>Title - Sujet</b> RISO Kitchen and Cleaning Products		
<b>Solicitation No. - N° de l'invitation</b> W0105-20F007/A		<b>Date</b> 2019-06-25
<b>Client Reference No. - N° de référence du client</b> W0105-20F007		<b>Amendment No. - N° modif.</b> 002
<b>File No. - N° de dossier</b> MCT-9-42006 (015)	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MCT-015-5578		
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale		2019-05-30
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-07-10</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>Address Enquiries to: - Adresser toutes questions à:</b> Drisdelle, Charlotte J.		<b>Buyer Id - Id de l'acheteur</b> mct015
<b>Telephone No. - N° de téléphone</b> (506) 962-5329 ( )		<b>FAX No. - N° de FAX</b> (506) 851-6759
<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>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <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>		

Solicitation No. - N° de l'invitation  
W0105-20F007/A  
Client Ref. No. - N° de réf. du client  
W0105-20F007

Amd. No. - N° de la modif.  
002  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
mct015  
CCC No./N° CCC - FMS No./N° VME

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**Solicitation Amendment No. 002**

**Title: RISO – Kitchen and Cleaning Products**

***This solicitation is hereby amended to:***

**(1) Reference: Annex “A” – Requirement**

**DELETE** the current Annex “A”; *and*

**INSERT** instead **Annex “A” revised June 25, 2019**

All other terms and conditions of the solicitation document remain unchanged remain unchanged.

All enquiries concerning this amendment are to be forwarded to:

Charlotte Drisdelle  
Supply Officer / Agente d'approvisionnement  
Phone / Téléphone - (506) 962-5329  
Facsimile / télécopieur - (506) 851-6759  
Email : [charlotte.drisdelle@pwgsc-tpsgc.gc.ca](mailto:charlotte.drisdelle@pwgsc-tpsgc.gc.ca)

Revision No. 001 – June 25 2019

# **Kitchen and Cleaning Supplies**

## ***“REQUIREMENT”***

***5<sup>th</sup> Canadian Division Support Base  
Gagetown***

***For the period from***

***October 1<sup>st</sup> 2019 to September 30<sup>th</sup> 2020  
with option to renew for an additional one year period***

## **REQUIREMENT**

Standing Offer to supply and deliver ***KITCHEN ACCESSORIES, CLEANING SUPPLIES AND CLEANING CHEMICALS WHICH INCLUDES THE PROVISION OF ALL DISPENSING UNITS & RELATED EQUIPMENT INCLUDING BATTERIES***, to **Kitchen H33** at 5 CDSB Gagetown and the **Kitchen at Camp Petersville as and when (if) required basis only.**

The offeror **MUST provide a price for EACH item and be able to supply 100% of the items** on the attached «List of Products» at Annex "B".

Suppliers **MUST ensure 100 % compliance with all items listed** in the attached «List of Products» at Annex "B". Any deviations from the Product List such as Brand, Product Type, Packaging, Item's Dimensions etc... **MUST be approved** by the Standing Offer Authority at Public Services and Procurement Canada (PSPC), **in writing, PRIOR to bid closing.**

**«Ready to Use» Products:** Dilution required for immediate use of product is acceptable. Dilution and storage required for subsequent use of product is unacceptable and will render your bid non-compliant and it will be rejected! Evaluation will be based on the actual volume offered.

## **SCOPE OF SERVICES**

To provide kitchen accessories, cleaning supplies and cleaning chemicals, dispensing units & related equipment at specified times to meet the particulars of the requirement.

**All Dispensing Units and related equipment, including batteries, MUST be provided, installed, maintained, repaired or replaced by the supplier, during the entire period of the standing offer, at no cost to DND at 5 CDSB Gagetown.**

This standing offer for all kitchen & cleaning supplies and cleaning chemicals and the provision of all dispensing units encompasses the following commodities:

***Kitchen Supplies***  
***Chemical Supplies***  
***Paper Products***  
***Cleaning Chemicals***

**NOTE:** The period of the proposed standing offer will overlap that of the existing contract for (2) weeks. This overlap will permit the removal of existing dispensers and related equipment, and installation of new equipment in the event that the standing offer is not awarded to the incumbent supplier. This period should also be used to replace, substitute or add equipment if required or requested by DND.

## **STATEMENT OF WORK**

The Offeror shall during the period of the standing offer, perform and complete with care, skill, diligence, and efficiency the work described in this standing offer.

**MAINTENANCE SERVICE:**

The supplier **MUST** perform monthly maintenance service to all dispensing units and related equipment including refilling of dispensers if required. The supplier will be responsible for all repairs, service and replacements to the dispensing units and related equipment with the cost resting solely on the supplier. The supplier must supply and replace all batteries for all battery operated dispensing units and/or related equipment at no cost to DND.

This maintenance service **MUST be done** on the **first Tuesday of each month** to the DND buildings as listed below:

**Building/Kitchen H33**

**Building/Kitchen in Camp Petersville on an as and when (if) requested basis by DND**

**Emergency Maintenance Service must be provided *within twenty four (24) hours*** of a service requirement being placed at no cost to DND.

***Offeror please provide the contact person's information to place emergency service calls with:***

**Name:** \_\_\_\_\_

**Cell Phone &/or Pager:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Facsimile:** \_\_\_\_\_

**PRICING**

**All shipping charges must be included in the quoted prices.** If the consignee requests an item, which is not, specified herein, your price is to be in accordance with the lowest prices charged to your most favored customer for like quality and quantity of product on the date of delivery. You hereby certify that the prices charged under this method of supply will be computed in accordance with the same accounting principles applicable to the prices shown herein.

**CALL-UP PROCEDURES**

All orders may be placed in writing or by telephone. Supplier **MUST** be able to receive all orders by Telephone, Email and Facsimile.

### ORDER CONFIRMATION OF AVAILABILITY

Potential shortfalls in providing the specified products shall be immediately brought to the attention of the designated Food Services representative **at time of ordering or within 2 hours maximum**, who in turn is the only approving authority for substitutions.

### REJECTS AND SHORTFALLS

The supplier agrees, upon notification of rejects or shortage of products, to replace any and all shorted item within **24 hours**, *(delivery costs occurred to replace all rejected items or shortfalls rest fully at the supplier's expense).*

### DISCREPANCIES AND SUBSTITUTIONS

A temporary product substitution will not be accepted without the approval of the requesting Food Services representative.

It is a condition that no product or price be changed after award of the standing offer **UNLESS** the change derives from the manufacturer **or** if the product offered at bid closing is discontinued by the manufacturer. The supplier must therefore notify the Standing Offer Authority at Public Services and Procurement Canada (PSPC) and DND's Food Services Representative for Kitchen H33 of the change. The successful bidder must provide confirmation from the manufacturer of a product discontinued. Changes will only take effect when the Standing Offer Authority has accepted the change, with the Food Services Representative's approval.

### DELIVERIES

Deliveries must be made direct to a specified location, and **MUST be between the hours of 07h30 and 11h30 only**, Mondays, Tuesdays, Wednesdays, Thursdays and Fridays, **a minimum of one to two deliveries weekly**. The supplier shall bear all risks of loss or damage to the goods until such time as they have been placed at the disposal of requesting unit.

### DELIVERY SERVICE LEVELS

All orders will be placed a **minimum of three business days prior to the expected day of delivery**, by phone, fax or Email.

A window time of 48 Hours before delivery is required to make **MINOR** amendments to the original order.

Deliveries **MUST** be provided as requested

Deliveries are to be made direct to a specified location as indicated.

Any damaged, stressed, opened, or repackaged products will not be accepted and will be returned to the supplier at the supplier's expense.

If products must be returned due to non-compliance, **COST** to return these products will be the responsibility of the supplier.

The supplier shall bear all risks of loss or damage to the goods until such time as they have been delivered to the requesting unit.

If the supplier, which is awarded the standing offer, chooses to contract out the Transportation Part of the standing offer, the supplier will be responsible for the Performance of that contractor.

### REQUIREMENTS PERTAINING TO INVOICING

A bill of lading and a computerized purchase invoice **one (1) copy (an original)** must be provided to the consignee at the time of each delivery, ***“Hand written invoices will not accepted”***

The consignee's delivery representative will verify with the supplier's representative that all items shipped have been received using the bill of lading provided by the supplier.

The supplier must only charge for the items delivered and accepted. The supplier is to ensure that a request for credit receipt is issued at the time of delivery for all items that are not accepted by consignee's representative at time of delivery. The supplier agrees to provide the consignee with a detailed credit receipt within (7) working days from delivery for all items that the consignee and supplier agree that was shorted or damaged prior to delivery. Invoices will not be forwarded for payment until the supplier provides the Consignee with approved credit receipt. The supplier must ensure that all Invoices reflect correct pricing effective at the time of ordering. All invoices will be calculated in Canadian dollars.

**Invoices must contain the following information:**

**Attn:   *Name of Requesting Kitchen*  
          *Kitchens Complete Mailing Address*  
          *Invoice control number*  
          *Delivery Date***

### INVOICE PAYMENT

The consignee will forward invoices to the requesting Comptroller for payment within 30 days of the cleaning supply delivery and receipt of all credit receipts. If payment is not received within a forty-five day period the supplier shall communicate this information as soon as possible to the receiving Units Comptroller.

### TYPE OF TRANSPORT

The vehicles utilized for the transportation of the products must be considered as an extension of the company premises. As such, it is important that the environment it presents does not put at risk the integrity of any other products contained therein. The vehicle must act as the interim storage facility from the company to the point of destination.

The construction, maintenance, and sanitation standards in addition to the handling practices must equate as closely, as is reasonably possible, to the standards required of a well-operated Canadian commercial retailer.

## **QUALITY ASSURANCE**

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

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

DND representatives may perform quality assurance inspections at the supplier facilities as required.

## **Vendor's Performance**

The vendor's performance will be monitored by the Food Services Representative or his designated representative.

«Performance Factors» will include, but NOT limited to:

- a. Ability to PROVIDE items and quantities ordered;
- b. Ability to immediately COMMUNICATE unavailability of products ordered at time of ordering (or within 2 hours maximum);
- c. Ability to provide products as per sizes requested at quoted prices;
- d. Ability to deliver within required time frame AND the necessary location required at the site;
- e. Ability to provide required quality service and products at all time;

If at any time the performance is NOT satisfactory, documentation will be forwarded to Public Services and Procurement Canada (PSPC).

Failure to provide the level of quality of goods and services as defined herein OR non-compliance with Annex B - the «List of Products» more than twelve (12) times over the period of the standing offer will result in the following:

- 1. Initial notice of failure to provide the level of service required, quality products or correct product size etc....
- 2. Additional incidents will result in a written notification requesting corrective action; and
- 3. For a thirteenth incident, the vendor will be advised that their standing offer has been set-aside and no further call-ups will be processed.