



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

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

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Industrial Vehicles & Machinery Products Division

LEFTD - HS Division

140, O'Connor Street/

140, rue O'Connor,

East Tower, 4th Floor/

Tour Est, 4e étage

Ottawa

Ontario

K1A 0S5

Title - Sujet Sanitation and Warewashing Program	
Solicitation No. - N° de l'invitation 21120-206146/A	Date 2019-07-02
Client Reference No. - N° de référence du client 21120-20-3206146	
GETS Reference No. - N° de référence de SEAG PW-\$\$HS-634-77418	
File No. - N° de dossier hs634.21120-206146	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-08-12	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Paquin, Benoit	Buyer Id - Id de l'acheteur hs634
Telephone No. - N° de téléphone (613) 296-9365 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	2
1.1 INTRODUCTION.....	2
1.2 SUMMARY	2
1.3 DEBRIEFINGS	2
PART 2 - BIDDER INSTRUCTIONS	3
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	3
2.2 SUBMISSION OF BIDS.....	3
2.3 ENQUIRIES - BID SOLICITATION.....	3
2.4 APPLICABLE LAWS.....	3
2.5 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD.....	4
PART 3 - BID PREPARATION INSTRUCTIONS.....	5
3.1 BID PREPARATION INSTRUCTIONS	5
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	7
4.1 EVALUATION PROCEDURES.....	7
4.2 BASIS OF SELECTION.....	7
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	8
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	8
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	8
PART 6 - RESULTING CONTRACT CLAUSES	10
6.1 STATEMENT OF WORK.....	10
6.2 STANDARD CLAUSES AND CONDITIONS.....	11
6.3 TERM OF CONTRACT	11
6.4 PO FOR CATEGORIES 2 AND CATEGORY 3	12
6.5 AUTHORITIES	13
6.6 PAYMENT.....	14
6.7 INVOICING INSTRUCTIONS	15
6.8 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	15
6.9 APPLICABLE LAWS.....	15
6.10 PRIORITY OF DOCUMENTS	15
6.11 SACC MANUAL CLAUSES	16
6.12 PRESERVATION/PACKAGING/PACKING/MARKING.....	16
6.13 DELIVERY OF DANGEROUS GOODS/HAZARDOUS PRODUCTS	16
6.14 CLEANUP OF SITE.....	16
6.15 SHIPPING INSTRUCTIONS	16
6.16 MEETING.....	17
6.17 REPORTS.....	17
6.20 CLOSE-OUT RESPONSIBILITIES.....	17
ANNEX A - STATEMENT OF WORK	
ANNEX B - PRICING	
ANNEX C - MANDATORY TECHNICAL EVALUATION CRITERIA	
ANNEX D - ELECTRONIC PAYMENT INSTRUMENTS	
ANNEX E - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION	

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Pricing, the Mandatory Technical Evaluation Criteria, the Electronic Payment Instruments, the Federal contractors program for employment equity – certification and any other annexes.

1.2 Summary

Correctional Services Canada (CSC) has a requirement for a National Sanitation & Warewashing Program for 49 kitchens positioned throughout Canada in accordance with Annex A - Statement of Work, Annex B - Pricing, Annex C - Mandatory Technical Evaluation Criteria, and any other annexes.

The attached statement of work (SOW) defines the work effort required to perform the contract. The work includes, but is not limited to installation, deliveries, maintenance, reports, etc.

The work under this requirement will be carried out for a three (3) years period from the effective date of contract, with an option to extend the contract for two (2) additional periods of one (1) year each.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 6 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 Bidders.

2.5 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications, Statement of Work or Purchase Description contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications
Section IV: Additional Information

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (one (1) hard copy and one (1) soft copies on medium such as CD, DVD or USB key)

Section II: Financial Bid (one (1) hard copy and one (1) soft copies on medium such as CD, DVD or USB key)

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

Section IV: Additional Information (one (1) hard copy)

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 Bidder is simultaneously providing copies of its bid 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 bid only. No prices must be indicated in any other section of the bid.

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](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, bidders should:

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

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment specified in Part 6 and Annex B - Pricing.

3.1.2 Electronic Payment of Invoices – Bid

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

If Annex D - 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.

3.1.3 SACC Manual Clauses

SACC Reference	Title	Date
C3011T	Exchange Rate Fluctuation	2013-11-06

Section III: Certifications

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

Section IV: Additional Information

Canada requests that bidders submit the following information:

3.1.4 Delivery for Client Managed Inventory (CMI) and Chemical Supply Only (CSO)

While delivery is requested within seven (7) calendar days, the best delivery that could be offered is:

Region Atlantic A2 : _____ **weeks/calendar days** from the reception of the purchase order.
Region Québec A1 : _____ **weeks/calendar days** from the reception of the purchase order.
Region Ontario A1 : _____ **weeks/calendar days** from the reception of the purchase order.
Region Ontario A2 : _____ **weeks/calendar days** from the reception of the purchase order.
Region Prairies A1 : _____ **weeks/calendar days** from the reception of the purchase order.
Region Prairies A2 : _____ **weeks/calendar days** from the reception of the purchase order.
Region Prairies A3 : _____ **weeks/calendar days** from the reception of the purchase order.
Region Pacific : _____ **weeks/calendar days** from the reception of the purchase order.

3.1.5 Supplier Contact

Canada requests that Bidders provide information for the contact person responsible for the project at Part 6.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

Bids must be completed in full and provide all technical information requested in the bid solicitation to enable a full and complete evaluation.

4.1.1.1. Mandatory Technical Criteria

Bids must meet all Mandatory Technical Evaluation Criteria as detailed in Annex C - Mandatory Technical Evaluation Criteria

Bidder must complete the technical information requested in Annex B - Pricing in accordance with the instructions found therein.

4.1.2 Financial Evaluation

Bidders must submit, with their bid, the completed Excel spreadsheet, Annex B - Pricing, included in the Request for Proposal package and provide a soft copy of it.

4.1.2.1 Mandatory Financial Criteria

Bidder must complete in full Annex B Pricing in accordance with the instructions found therein

The prices of the bid must be in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, Canadian Custom Duties and Excise Taxes included where applicable and, Applicable Taxes extra.

4.1.2.2 Aggregate Price Determination

The evaluated aggregate price of the bid will be determined in accordance with Annex B – Pricing.

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity 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 Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid 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 property 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 Bidder 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 - Bid Certification

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid list at the time of contract award.

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 General Environmental Criteria Certification

The Bidder must select and complete one of the following two certification statements.

A) The Bidder certifies that the Bidder is registered or meets ISO 14001.

Bidder's authorized representative signature

Date

Or

B) The Bidder certifies that the Bidder meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Bidder must indicate which four (4) criteria, as a minimum, are met.

Green Practices within the Bidders' organization	Insert a checkmark for each criterion that is met
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

Bidder's authorized representative signature

Date

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

The Contractor must perform the Work in accordance with Annex A - Statement of Work.

6.1.1 Implementation schedule

The Contractor must provide, within five (5) business days after Contract award, the implementation schedule to the Contracting Authority and the Project Authority for review and acceptance.

The implementation schedule must include, but not be limited to: start and completion date for the installation of all required equipment at each facility.

6.1.2 Notification

The Contractor must notify the Project Authority, in writing, when the installation of all the required equipment has been completed for each facility.

6.1.3 Work Categories

The Work is summarized into three (3) main categories as follows:

6.1.3.1 Category 1 - Vendor Managed Inventory (VMI)

The VMI must be a turnkey solution and must include but not be limited to the installation and maintenance of the dosing/dispensing equipment, the chemicals delivery, the record keeping, and the management of the products required.

6.1.3.2 Category 2 - Client Managed Inventory (CMI)

The CMI must include but not be limited to the installation and maintenance of the dosing/dispensing equipment, the chemicals delivery and the record keeping. Correctional Services of Canada (CSC) will be responsible for the inventory management and to order the chemicals on an as and when required basis using a Purchase Order (PO).

6.1.3.3 Category 3 - Chemical Supply Only (CSO)

For the CSO, CSC will be responsible for the inventory management and ordering the chemicals on an as and when required basis using a Purchase Order (PO). No dispensing or dosing equipment is required.

6.1.4 Periodic Usage Reports

The Contractor must compile and maintain records on its provision of services to the federal government under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31; and
4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period.

The reporting requirement includes, but is not limited to, the following information:

- 1a. Contract Number;
 - 1b. Contract Title;
 - 1c. Purchase Order Number
 - 1d. Invoice date and number
 - 1e. Location of delivery
 - 1f. Reporting Period (Quarter and Per Fiscal Year);
 - 1g. Total Number of Orders and associated value (Applicable taxes included) for the Reporting Period (Quarter);
 - 1h. Total Number of Orders and associated value (Applicable taxes included) (Per Fiscal Year)
 - 1i. Total Number of Orders and associated value (Applicable taxes included) (For the duration of the Contract)
-
- 2a. Item number;
 - 2b. Total Number of Item ordered (Per Quarter and Per Fiscal Year);
 - 2c. Total Number of Item ordered (Per Location of Delivery);
 - 2d. Total Number of Item ordered (Per Identified user);

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period. An electronic version of the form in Excel spreadsheet format is available from the Contracting Authority upon request.

6.1.5 Product (Chemical) Performance

All products (chemicals) performance must be in accordance with Annex B – Pricing.

6.1.6 Equipment Repair

Any defective equipment must be returned to a fully serviceable condition or replaced within two (2) business days following notification of the defect.

6.1.7 Waste and Hazardous Waste Disposal

The Contractor must handle, transport and dispose of any waste and any hazardous waste removed or uncovered in the performance of the Work in accordance with any applicable law.

6.1.8 Security Requirement

There is no security requirement applicable to the Contract.

6.2 Standard Clauses and Conditions

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

6.2.1 General Conditions

2010A (2018-06-21) General Conditions - Medium Complexity - Goods, 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 to be inserted by PWGSC inclusive.

6.3.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the contract period by up to two (2) additional periods of one (1) year under the same terms and conditions. The Contractor agrees that,

during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment. Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.3.3 Delivery

6.3.3.1 Delivery for Category 1

The Contractor must make the delivery in accordance with Annex A – Statement of Work.

6.3.3.2 Delivery for Category 2 and Category 3

The Contractor must make the delivery as follows upon receipt of an authorized Purchase Order (PO).

Region Atlantic A2 : within **to be inserted by PWGSC** weeks/calendar days from the reception of the purchase order.

Region Québec A1 : within **to be inserted by PWGSC** weeks/calendar days from the reception of the purchase order.

Region Ontario A1 : within **to be inserted by PWGSC** weeks/calendar days from the reception of the purchase order.

Region Ontario A2 : within **to be inserted by PWGSC** weeks/calendar days from the reception of the purchase order.

Region Prairies A1 : within **to be inserted by PWGSC** weeks/calendar days from the reception of the purchase order.

Region Prairies A2 : within **to be inserted by PWGSC** weeks/calendar days from the reception of the purchase order.

Region Prairies A3 : within **to be inserted by PWGSC** weeks/calendar days from the reception of the purchase order.

Region Pacific : within **to be inserted by PWGSC** weeks/calendar days from the reception of the purchase order.

6.3.4 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Appendix A3 of the Contract.

6.4 PO for Categories 2 and Category 3

The Work for Categories 2 and 3 to be performed under the Contract will be on an "as and when requested basis" using a Purchase Order (PO). The Work described in the PO must be in accordance with the scope of the Contract.

6.4.1 Identified Users

The Identified User authorized to release Purchase Order against the Contract is: Food Services Division, National Head Quarter, Correctional Service of Canada.

6.4.2 Instrument

The purchase of the goods will be authorized or confirmed by the Identified User(s) using CSC Purchase Order form or an electronic version.

6.4.3 Authority and Limit

CSC may authorize Purchase Order inclusive of any revisions up to a limit of \$10,000.00, Applicable Taxes included.

Any PO where the total value of which would exceed that limit or any revision to a previously authorized PO that would increase the PO total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor.

6.4.4 Authorization

The Contractor must not commence Work until a PO, inclusive of any revisions, has been authorized and issued in accordance with the Contract. Only Work detailed in the PO must be performed. The Contractor acknowledges that Work performed before a PO, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;

The PO inclusive of any revisions must only be for products identified in annex B – Pricing.

6.4.5 Content

For each PO or revision of a previously authorized PO, CSC will provide to the Contractor a PO containing as a minimum:

- a) Description of the item and/or its ref number;
- b) The quantity requested;
- c) The unit price for each item;
- d) The address of delivery.
- e) Delivery Date

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Benoit Paquin
Supply Team Leader
Public Works and Government Services Canada
Acquisitions Branch
LEFTD - HS Division
L'Esplanade Laurier (LEL) East Tower, 4th floor
140, O'Connor Street, Ottawa (Ontario) K1A 0S5
Telephone: 613 296-9365
E-mail address: Benoit.paquin@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Procurement Authority

The Procurement Authority for the contract is:

To be inserted by PWGSC

Telephone:

Facsimile:

E-mail address:

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative

matters identified in the Contract with the Procurement Authority; however, the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Project Authority

The Project Authority for the Contract is:

to be inserted by PWGSC

Telephone: _____

Facsimile: _____

E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.4 Contractor's Representative

General enquiries

Name: _____

Telephone No.: _____

Facsimile No.: _____

E-mail address: _____

Delivery follow-up

Name: _____

Telephone No.: _____

Facsimile No.: _____

E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, Canadian Custom Duties, Excise Taxes included where applicable and Applicable Taxes extra.

6.6.2 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

6.6.3 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

6.6.4 Electronic Payment of Invoices – Contract

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)

6.7 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. The Contractor is requested to provide invoices in electronic format unless otherwise specified by the Contracting Authority or Procurement Authority, thereby reducing printed material.
3. The Contractor must submit invoices on its own form, and must include the following information:
 - a) Date
 - b) Name and address of the consignee(s)
 - c) Contract number, serial number and purchase order number from CSC
 - d) Details of items delivered
 - e) Supporting documentation such as, but not limited to way bill with PO number, name of the person who signed the document, date of delivery, detail of items delivered, etc.
4. Invoices must be distributed as follows: the original must be forwarded or emailed to the Procurement Authority identified under the section entitled "Authorities" of the Contract for acceptance and payment.

6.8 Certifications and Additional Information

6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

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

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

6.9 Applicable Laws

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

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 Articles of Agreement;
- b. the 2010A (2018-06-21) General Conditions - Goods (Medium Complexity);
- c. Annex A - Statement of Work; including all of its appendix;
- d. Annex B - Pricing;
- e. the Contractor's bid dated (**To be inserted by PWGSC**).

6.11 SACC Manual Clauses

SACC Reference	Title	Date
B7500C	Excess Goods	2006-06-16
D2025C	Wood Packaging Materials	2017-08-17
D3015C	Dangerous Goods/Hazardous Products	2014-09-25
G1005C	Insurance - No Specific Requirement	2016-01-28

6.12 Preservation/Packaging/Packing/Marking

Preservation, packaging, packing and marking shall be in accordance with the Contractor's standard domestic commercial practice to ensure safe delivery at destination.

The goods delivered must not exceed the standard packaging detailed in annex B – Pricing.

6.13 Delivery of Dangerous Goods/Hazardous Products

1. The Contractor must mark dangerous goods/hazardous products which are classed as dangerous/hazardous as follows:
 - a. shipping container - in accordance with the [Transportation of Dangerous Goods Act](#), 1992, c. 34; and
 - b. immediate product container - in accordance with the [Hazardous Products Act](#), R.S., 1985, c. H-3.
2. The Contractor must provide bilingual Safety Data Sheets as follows:
 - a. One (1) hard copy to be enclosed with the shipment.
3. The Contractor will be responsible for any damages caused by improper packaging, labelling or carriage of dangerous goods/hazardous products.
4. The Contractor must ensure they adhere to all levels of regulations regarding dangerous goods/hazardous products as set forth by federal, provincial and municipal laws and by-laws.
5. The Contractor must contact the consignee at least 48 hours before shipping dangerous goods/hazardous products in order to schedule a receiving time.

6.14 Cleanup of Site

The Contractor must maintain the Work and its site in a tidy condition and free from an accumulation of waste material and debris.

The Contractor must remove all surplus materials and any waste products and debris from the site of the Work.

6.15 Shipping Instructions

1. The Contractor must ship the goods prepaid DDP - Delivered Duty Paid (... named place of destination). Unless otherwise directed, delivery must be made by the most economical means. Shipping charges must be shown as a separate item on the Contractor's invoice. The Contractor is responsible for

all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and Applicable Taxes.

2. The Contractor must deliver the goods to CSC by appointment only. The Contractor or its carrier must arrange delivery appointments with the contact person at the appropriate location in accordance with Appendix A1. The consignee may refuse shipments when prior arrangements have not been made.

6.16 Meeting

The Contractor must be responsible for the drafting and promulgation of the agenda and minutes for the meeting. Meetings will be convened to review technical, contractual and procedural requirements, and will be held at Federal Government Facilities, the Contractor's facilities or via teleconference, at Canada's discretion, with representatives of the Contractor, CSC and Public Works and Government Services Canada. All meetings must be at no additional cost to Canada.

6.16.1 Meeting following Contract Award

The Contractor must contact the Contracting Authority to schedule the meeting within three (3) calendar days after contract award. The meeting must take place within ten (10) days after contract award.

6.16.2 Progress Meetings

Progress Meetings will take place as and when required, at Canada's discretion.

6.17 Reports

The Contractor must provide all reports requested as detailed in Annex A - Statement of Work.

6.18 CSC Site Regulations

The Contractor must comply with the Contract, all standing orders, all regulations, instructions and directives in force on the site where the Work is performed.

6.19 Identification Badge

Any person assigned to the performance of any part of the Work that is performed on government premises must wear in a conspicuous place the identification badge issued to that person by Canada.

6.20 Close-Out Responsibilities

At Contract expiry, the Contractor must identify the installed equipment that will be removed and returned to the Contractor. The identified equipment will be removed by Canada or by a contractor engaged by Canada. Canada will not be liable for any losses or any damages to the equipment caused as a result of or during the removal. The pickup of the identified equipment must be done by the Contractor within a reasonable delay.

For the VMI, the Contractor must, upon request from Canada, remove any surplus not yet opened products (chemicals) from CSC facilities at no additional cost to Canada. The Contractor must reimburse Canada for the surplus product removed.

The Contractor is responsible for the pickup, delivery charges, administration, costs and risk of transport of the identified equipment and surplus product to be removed from CSC facilities. The Contractor must arrange pickup appointments with the contact person at the appropriate location in accordance with Appendix A1. The Contractor may be refused access to CSC facilities when prior arrangements have not been made.

At time of pick up, the Contractor must provide sufficient personnel to pick up and load the equipment, and surplus product, without the assistance of federal government personnel.

All other equipment installed by the Contractor at any CSC facility will become Canada's property, at no additional cost to Canada.

If the Contractor fails to pick up the identified equipment and surplus goods from the CSC facilities within a reasonable delay, the equipment and products will become Canada's property, at no additional cost to Canada.

Statement of Work (SOW)
For
National Sanitation and Ware Washing Program

1. Scope

1.1 Objective

The Correctional Services of Canada (CSC) Food Services has a requirement for the supply and delivery of a sanitation & warewashing program, chemicals, dosing/dispensing equipment and maintenance of the dispensing equipment.

A Vendor Managed Inventory (VMI) service will apply to five (5) production kitchens and 27 finishing kitchens across the country. (Category 1)

A Client Managed Inventory (CMI) service will apply to seven (7) finishing kitchens across the country. (Category 2)

Ten (10) other kitchens across the country may order sanitation & ware washing chemical products directly through the Chemical Supply Only (CSO) portion of the contract. (Category 3)

1.2 Background

CSC Food Services provides food production and delivery to 14,000 offenders daily including the washing and sanitation of food production areas, equipment and meal delivery trays.

1.3 Terminology

VMI: Vendor Managed Inventory

CMI: Client Managed Inventory

CSO: Chemical Supply Only

CFIA: Canadian Food Inspection Agency

WHMIS: Workplace Hazardous Materials Information System

MSDS: Material Safety Data Sheet

CSC: Correctional Services of Canada

BCS: Bureau of Chemical Safety

2. Reference Documents

All products and equipment must be in accordance with the legislation in force in Canada such as, but not limited to: WHMIS, electrical building code, health and safety, CFIA, Health Canada, etc.

3. Requirements

3.1 VMI for production kitchen (Category 1)

The Contractor must implement a sanitation & ware washing Program, specific to each VMI Production kitchen, in accordance with the directives detailed herein.

The VMI for production kitchen must be a turnkey solution and must include but not be limited to the installation and maintenance of the dosing/dispensing equipment, the chemicals delivery, the record keeping, and the management of the products required for the location listed at Appendix A-1.

The Contractor must proceed, within 30 calendar days after contract award, with the implementation of the Program to the production kitchen.

3.1.1 Scope of Work

The Contractor must supply and install all equipment and maintain it in a fully serviceable condition. The Contractor must manage the chemicals inventory at each location and ensure that the appropriate level of chemicals is on site at all time.

The Production kitchens have a chemical room to accommodate 205L drums of chemical products required. The chemical room can accommodate up to six (6) 205 l drums The Contractor must ensure proper storage and dispensing be completed from the storage area. Proper labeling, current production codes and expiry codes must be visible as well as safety labels and signage in accordance to WHIMS standards.

All distribution source points and delivery points must be properly labeled to ensure the correct product is connected to the distribution points by the Contractor. Site staff are not to connect or move chemical in the chemical rooms provided for VMI.

The Contractor must install the required dosing/dispensing equipment by the dishwasher for the following application: dish detergent and rinse additive.

The Contractor must install the required dosing/dispensing equipment for any application in accordance with Annex B.

The chemical products should be concentrated in order to be used with dosing/dispensing equipment. If possible, the same product should be used for as many applications as possible and/or be used at different dilution to minimize the number and the amount of chemicals.

The Contractor must use chlorine-free detergent. This restriction does not apply to location with hard water.

The chemicals required are detailed at the Appendix A-2.

3.1.2 Tasks

The contractor must, for each production kitchen:

- 1) Supply and install non electric, water powered, proportional water chemical dispensers;
- 2) Supply and install dosing/dispensing equipments for solid detergent and solid rinse additive. The dosing/dispensing equipment must have a rack counter for the rinse cycle in order to keep a record of the consumption. The equipment installation must be secure and meet Correctional environment security standards;
- 3) Supply and install all connectors required to link the equipment supplied by the Contractor to the distribution network already installed by CSC;
- 4) Clearly identify with colors code and/or pictograms each distribution point along with a description of the chemicals in both official languages as required;
- 5) Throughout the life of the contract, maintain in a fully serviceable condition all equipment supplied and installed by the Contractor;
- 6) In the event of equipment change at site (install new dishwasher, pot-washing sinks etc.) Contractor must have a representative on site to reinstall all components of Contractors' equipment to meet contract requirements at no extra cost to CSC within 48 hours of receiving clients written or verbal communication to the Contractor
- 7) In the event of Contractor equipment failure, the Contractor must have a representative on site to diagnose and/or repair, at no extra cost to CSC, any issues reported within 48 hours of receiving clients written or verbal communication to the Contractor
- 8) Proceed, as required, with the preventive maintenance of all supplied and installed equipment by the Contractor;

- 9) Ensure accurate dilutions of all equipment installed by the Contractor to meet the product's specification;
- 10) Proceed with the verification of the main source of water in order to optimize the efficacy of the chemicals (water hardness, pH, etc.);
- 11) Manage the chemicals inventory at each location and ensure that the appropriate level of chemicals is on site at all time.
- 12) If liquid rinse additive and/or liquid soap is provided, the Contractor must supply and install a small cage or small containment locker, equipped with a latch lock (CSC will provide the lock for security purpose) and fixed to the floor under the table near the dishwasher. The liquid rinse/soap must not be accessible when locked in the cage or containment locker. If this option is not available, the Contractor will have to consult with the kitchen manager to put the chemical in a secured and closed room with tubing running the distance to the dispensing points such as janitor's closets, mechanical room, etc. The tubing and hardware must be provided by the contractor.

3.1.3 Deliverables

- 1) The Contractor must provide a complete sanitation program specific to each production kitchen listed at the Appendix A-1.
- 2) A booklet with current MSDS for each chemicals for each location;
- 3) A user guide for the safe use of the equipment installed and the chemicals provided.
- 4) Certificate of Conformance: the contractor must provide a certificate of conformance quarterly for each chemical product certifying that it conforms to the performance specifications detailed in Appendix A-2 of this document (Chemical Products Requirements) along with the relevant data to support the certification.
- 5) The Contractor must provide, at the minimum, quarterly report for each location to the Project Authority in an electronic format within fourteen (14) days of the end of the reporting period.

The end of the reporting period are: March 31, June 30, September 30 and December 31.

The report must include but not be limited to the date, the results and the status of each verification of the following mandatory criteria:

- a) The dishwasher water temperature from washing tank and the rinse cycle;
 - c) The general condition of the dishwasher curtains and spray arms;
 - d) The Inspection of sample of washed trays plates and utensils;
 - e) The consumption of each product used since the last visit;
 - f) The visual inspection of each container of chemicals in inventory and every equipment installed by the Contractor;
 - g) The preventive maintenance of the equipment installed by the Contractor;
 - h) The maintenance and repair of the equipment installed by the Contractor;
 - i) Log of any service calls placed by sites and the response time of Contractor to each call
 - j) Contractor should provide any recommendation.
- 6) The Contractor must provide all documents and deliver all services:
 - a. In English at each location in Canada except the province of Québec and New Brunswick
 - b. In both official languages at each location in the province of Québec and New Brunswick

3.1.5 Support Provided by Canada

CSC will provide the inline network made of Chemical Resistant polyvinyl Chloride (CPVC) from the chemical room to the necessary locations in the building. Each distribution point of the chemicals will be

equipped with water faucets installed by CSC at the termination end of the network. CSC will be responsible for the inline network.

3.2 Requirements for VMI for finishing kitchen

The Contractor must implement a sanitation & ware washing Program, specific to each VMI finishing kitchen, in accordance with the directives detailed herein.

The VMI for finishing kitchen must be a turnkey solution and must include but not be limited to the installation and maintenance of the dosing/dispensing equipment, the chemicals delivery, the record keeping, and the management of the products required for the location listed at Appendix A-1.

The Contractor must proceed, within 30 calendar days after contract award, with the implementation of the Program to the finishing kitchen.

3.2.1 Scope of work

The Contractor must supply and install all equipment and maintain it in a fully serviceable condition. The Contractor must manage the chemicals inventory at each location and ensure that the appropriate level of chemicals is on site at all time.

The finishing kitchen does not have the inline network and the chemical room like the production kitchen to accommodate 205 l drums.

The Contractor must install the required dosing/dispensing equipment in a janitor closet (or appropriate area) for the following application: floor washing, hard surface cleaner and sanitizer.

The Contractor must install the required dosing/dispensing equipment by the sink in the dish area for the following application: pot washing sanitizer and pot washing.

The Contractor must install the required dosing/dispensing equipment by the dishwasher for the following application: dish detergent and rinse additive.

The Contractor must install the required dosing/dispensing equipment for any application in accordance with Annex B.

The chemicals should be concentrated in order to be used with dosing/dispensing equipment. If possible, the same product should be used for as many applications as possible and/or be used at different dilution to minimize the number and the amount of chemicals.

The Contractor must use chlorine-free detergent. This restriction does not apply to location with hard water.

The chemicals required are detailed at the Appendix A-2.

3.2.2 Tasks

The Contractor must, for each finishing kitchen:

- 1) Supply and install non electric, water powered, proportional water chemical dispensers;
- 2) Supply and install dosing/dispensing equipments for solid detergent and solid rinse additive. The dosing/dispensing equipment must have a rack counter for the rinse cycle in order to keep a record of the consumption. The equipment installation must be secure and meet Correctional environment security standards;
- 3) Clearly identify with colors code and/or pictograms each distribution point along with a description of the chemicals in both official languages as required;

- 4) Throughout the life of the contract, maintain in a fully serviceable condition all equipment supplied and installed by the Contractor;
- 5) In the event of equipment change at site (install new dishwasher, pot-washing sinks etc.) Contractor must have a representative on site to reinstall all components of Contractors' equipment to meet contract requirements at no extra cost to CSC within 48 hours of receiving clients written or verbal communication to the Contractor
- 6) In the event of Contractor equipment failure, the Contractor must have a representative on site to diagnose and/or repair, at no extra cost to CSC, any issues reported within 48 hours of receiving clients written or verbal communication to the Contractor
- 7) Proceed, as required, with the preventive maintenance of all supplied and installed equipment by the Contractor;
- 8) Ensure accurate dilutions of all equipment installed by the Contractor to meet the product's specification;
- 9) Proceed with the verification of the main source of water in order to optimize the efficacy of the chemicals (water hardness, pH, etc.);
- 10) Manage the chemicals inventory at each location and ensure that the appropriate level of chemicals is on site at all time.
- 11) If liquid rinse additive and/or liquid soap is provided, the Contractor must supply and install a small cage or small containment locker, equipped with a latch lock (CSC will provide the lock for security purpose) and fixed to the floor under the table near the dishwasher. The liquid rinse/soap must not be accessible when locked in the cage or containment locker. If this option is not available, the Contractor will have to consult with the kitchen manager to put the chemical in a secured and closed room with tubing running the distance to the dispensing points such as janitor's closets, mechanical room, etc. The tubing and hardware must be provided by the contractor.

3.2.3 Deliverables:

- 1) The Contractor must provide a complete sanitation program specific to each finishing kitchen listed at the Appendix A-1.
- 2) A booklet with current MSDS for each chemicals for each location;
- 3) A user guide for the safe use of the equipment installed and the chemicals provided.
- 4) Certificate of Conformance: the contractor must provide a certificate of conformance quarterly for each chemical product certifying that it conforms to the performance specifications detailed in Appendix A-2 of this document (Chemical Products Requirements) along with the relevant data to support the certification.
- 5) The Contractor must provide, at the minimum, quarterly report for each location to the Project Authority in an electronic format within fourteen (14) days of the end of the reporting period.

The end of the reporting period are: March 31, June 30, September 30 and December 31.

The report must include but not be limited to the date, the results and the status of each verification of the following mandatory criteria:

- a) The dishwasher water temperature from washing tank and the rinse cycle;
- c) The general condition of the dishwasher curtains and spray arms;
- d) The Inspection of sample of washed trays plates and utensils;
- e) The consumption of each product used since the last visit;
- f) The visual inspection of each container of chemicals in inventory and every equipment installed by the Contractor;
- g) The preventive maintenance of the equipment installed by the Contractor;
- h) The maintenance and repair of the equipment installed by the Contractor;

- i) Log of any service calls placed by sites and the response time of Contractor to each call
 - j) Contractor should provide any recommendation.
- 6) The Contractor must provide all documents and deliver all services:
- a. In English at each location in Canada except the province of Québec and New Brunswick
 - b. In both official languages at each location in the province of Québec and New Brunswick

3.2.4 Support Provided by Canada:

Water faucets will be installed by CSC to hook up dispensers for the Contractor in the janitor closet and in the dish area for the pot sink soap and pot sink sanitizer. The dishwasher will be in place to adapt the detergent and rinse additive

3.3 Requirements for CMI (Category 2)

The Contractor must implement a sanitation & ware washing Program, specific to each CMI kitchen, in accordance with the directives detailed herein.

The Contractor is responsible for the installation of the dispensing/dosing equipment and its maintenance and the delivery of the chemicals. CSC will be responsible for the inventory management and to order the chemicals on an as and when required basis.

The Contractor must proceed within 30 calendar days after contract award, with the implementation of the Program to the CMI kitchen.

3.3.1 Scope of Work

The Contractor must supply and install all equipment and maintain it in a fully serviceable condition.

The Contractor must install the required dosing/dispensing equipment in a janitor closet (or appropriate area) for the following application: multipurpose purpose cleaner, floor maintenance and hard surface cleaner and sanitizer.

The Contractor must install the required dosing/dispensing equipment by the sink in the dish area for the following application: pot washing sanitizer, pot washing.

The Contractor must install the required dosing/dispensing equipment by the dishwasher for the following application: dish detergent and rinse additive.

The Contractor must install the required dosing/dispensing equipment for any application in accordance with Annex B.

The chemicals should be concentrated in order to be used with dosing/dispensing equipment. If possible, the same product should be used for as many applications as possible and/or be used at different dilution to minimize the number and the amount of chemicals.

The Contractor must use chlorine-free detergent. This restriction does not apply to location with hard water.

The chemicals required are detailed at the Appendix A-2.

3.3.2 Tasks

The Contractor must, for each CMI kitchen:

- 1) Supply and install non electric, water powered, proportional water chemical dispensers;
- 2) Supply and install dosing/dispensing equipments for solid detergent and solid rinse additive. The dosing/dispensing equipment must have a rack counter for the rinse cycle in order to keep a record of the consumption. The equipment installation must be secure and meet Correctional environment security standards;
- 3) Clearly identify with colors code and/or pictograms each distribution point along with a description of the chemicals in both official languages as required;
- 4) Throughout the life of the contract, maintain in a fully serviceable condition all equipment supplied and installed by the Contractor;
- 5) In the event of equipment change at site (install new dishwasher, pot-washing sinks etc.) Contractor must have a representative on site to reinstall all components of Contractors' equipment to meet contract requirements at no extra cost to CSC within 48 hours of receiving clients written or verbal communication to the Contractor
- 6) In the event of Contractor equipment failure, the Contractor must have a representative on site to diagnose and/or repair, at no extra cost to CSC, any issues reported within 48 hours of receiving clients written or verbal communication to the Contractor
- 7) Proceed, as required, with the preventive maintenance of all supplied and installed equipment by the Contractor;
- 8) Ensure accurate dilutions of all equipment installed by the Contractor to meet the product's specification;
- 9) Proceed with the verification of the main source of water in order to optimize the efficacy of the chemicals (water hardness, pH, etc.);
- 10) If liquid rinse additive and/or liquid soap is provided, the Contractor must supply and install a small cage or small containment locker, equipped with a latch lock (CSC will provide the lock for security purpose) and fixed to the floor under the table near the dishwasher. The liquid rinse/soap must not be accessible when locked in the cage or containment locker. If this option is not available, the Contractor will have to consult with the kitchen manager to put the chemical in a secured and closed room with tubing running the distance to the dispensing points such as janitor's closets, mechanical room, etc. The tubing and hardware must be provided by the contractor.

3.3.3 Deliverables

- 1) The Contractor must provide a complete sanitation program specific to each CMI kitchen listed at the Appendix A-1.
- 2) A booklet with current MSDS for each chemicals for each location;
- 3) A user guide for the safe use of the equipment installed and the chemicals provided.
- 4) Certificate of Conformance: the contractor must provide a certificate of conformance quarterly for each chemical product certifying that it conforms to the performance specifications detailed in Appendix A-2 of this document (Chemical Products Requirements) along with the relevant data to support the certification.
- 5) The Contractor must provide, at the minimum, quarterly report for each location to the Project Authority in an electronic format within fourteen (14) days of the end of the reporting period.

The end of the reporting period are: March 31, June 30, September 30 and December 31.

The report must include but not be limited to the date, the results and the status of each verification of the following mandatory criteria:

- a) The dishwasher water temperature from washing tank and the rinse cycle;
- c) The general condition of the dishwasher curtains and spray arms;
- d) The Inspection of sample of washed trays plates and utensils;

- e) The consumption of each product used since the last visit;
 - f) The visual inspection of each container of chemicals in inventory and every equipment installed by the Contractor;
 - g) The preventive maintenance of the equipment installed by the Contractor;
 - h) The maintenance and repair of the equipment installed by the Contractor;
 - i) Log of any service calls placed by sites and the response time of Contractor to each call
 - j) Contractor should provide any recommendation.
- 6) The Contractor must provide all documents and deliver all services:
- a. In English at each location in Canada except the province of Québec and New Brunswick
 - b. In both official languages at each location in the province of Québec and New Brunswick

3.3.4 Support Provided by Canada

Water faucets will be installed by CSC to hook up dispensers for the Contractor in the janitor closet and in the dish area for the pot sink soap and pot sink sanitizer. The dishwasher will be in place to adapt the detergent and rinse additive

3.4 Requirements for CSO (Category 3)

For these facilities CSC will be responsible for the inventory management and ordering the chemicals on an as and when required basis. No dispensing or dosing equipment is required

3.4.1 Scope of Work

The Contractor must provide the chemicals in accordance with Annex B.

The chemicals should be concentrated. If possible, the same product should be used for as many applications as possible and/or be used at different dilution to minimize the number and the amount of chemicals.

The Contractor must use chlorine-free detergent. This restriction does not apply to location with hard water.

The chemicals required are detailed at the Appendix A-2.

3.4.2 Deliverables

- 1) The Contractor must provide to each CSO listed at the Appendix A-1 the following documents, but not be limited to:
 - a) A booklet with current Material Safety Data Sheet (MSDS) for each chemicals for each location;
 - b) A user guide for the safe use of the equipment installed and the chemicals provided.
- 2) The Contractor must deliver the chemicals on an as and when required basis upon receipt of a Purchase Order in accordance with the contract.
- 3) Certificate of Conformance: the contractor must provide a certificate of conformance quarterly for each chemical product certifying that it conforms to the performance specifications detailed in Appendix A-2 of this document (Chemical Products Requirements) along with the relevant data to support the certification.

Table 1: VMI Production kitchen per region

Region	Geographic Area	Site	Address	City	Province	Postal Code
Atlantic A1	Dorchester	Dorchester Institution	4902 Main Street	Dorchester	Nouveau-Brunswick	E4K 2Y9
Ontario A1	Kingston	Bath Institution	5775 Bath Road	Bath	Ontario	K0H 1G0
Pacific	Abbotsford	Matsqui Institution	33344 King Road	Abbotsford	British Columbia	V2S 4P3
Prairie A3	Southern Alberta	Bowden Institution and Annex	Highway #2	Innisfail	Alberta	T4G 1V1
Québec A1	Mirabel	Archambault Institution (Sainte-Anne-des-Plaines Institution)	244 Montée Gagnon	Sainte-Anne-des-Plaines	Québec	J0N 1H0

Table 2: VMI Finishing kitchen per region

Region	Geographic Area	Site	Address	City	Province	Postal Code
Atlantic A1	Dorchester	Dorchester Institution	4902 Main Street	Dorchester	New Brunswick	E4K 2Y9
Atlantic A1	Renous	Atlantic Institution	13175 Route 8	Renous	New Brunswick	E9E 2E1
Atlantic A2	Springhill	Springhill Institution	330 McGee Street	Springhill	Nova Scotia	B0M 1X0
Ontario A1	Campbellford	Warkworth Institution	County Road #29	Campbellford	Ontario	K0K 3K0
Ontario A1	Kingston	Millhaven Institution	Highway 33	Bath	Ontario	K0H 1G0
Ontario A1	Kingston	Collins Bay Institution	1455 Bath Road	Kingston	Ontario	K7L 4V9
Ontario A1	Kingston	Joyceville Institution	Highway 15	Kingston	Ontario	K7L 4X9
Ontario A1	Kingston	Frontenac Institution (Collins Bay Minimum)	1455 Bath Road	Kingston	Ontario	K7L 5E6
Pacific	Abbotsford	Pacific Institution	33344 King Road	Abbotsford	British Columbia	V2S 4P4
Pacific	Agassiz	Kent Institution	4732 Cemetery Road	Agassiz	British Columbia	V0M 1A0
Pacific	Agassiz	Mountain Institution	4732 Cemetery Road	Agassiz	British Columbia	V0M 1A0
Pacific	Mission	Mission Institution	8751 Stave Lake Street	Mission	British Columbia	V2V 4L8

Prairie A1	Winnipeg	Stony Mountain Institution	Highway #7	Winnipeg	Manitoba	R3C 3W8
Prairie A2	Prince Albert	Saskatchewan Penitentiary	15 th Street West	Prince Albert	Saskatchewan	S6V 5R6
Prairie A2	Saskatoon	Regional Psychiatric Centre	2520 Central Avenue North	Saskatoon	Saskatchewan	S7K 3X5
Prairie A3	Edmonton	Edmonton Institution	21611 Meridian Street	Edmonton	Alberta	T5J 3H7
Prairie A3	Southern Alberta	Drumheller Institution and Annex	Highway #9	Drumheller	Alberta	T0J 0Y0
Prairie A4	Grande Cache	Grande Cache Institution	Hoppe Avenue	Grande Cache	Alberta	T0E 0Y0
Québec A1	Donnacona	Donnacona Institution	1537 Highway 138	Donnacona	Québec	G3M 1C9
Québec A1	Eastern Township	Cowansville Institution	400 Fordyce Avenue	Cowansville	Québec	J2K 3G6
Québec A1	Eastern Township	Drummond Institution	2025 Jean-de-Brébeuf Blvd.	Drummondville	Québec	J2B 7Z6
Québec A1	La Macaza	La Macaza Institution	321 Chemin de l'Aéroport	La Macaza	Québec	J0T 1R0
Québec A1	Laval	Federal Training Centre	6099 Lévesque Boulevard East	Laval	Québec	H7C 1P1
Québec A1	Laval	Montée Saint-François Institution	600 Montée Saint-François	Laval	Québec	H7C 1S5
Québec A1	Mirabel	Regional Reception Centre	246 Montée Gagnon	Sainte-Anne-des-Plaines	Québec	J0N 1H0
Québec A1	Mirabel	Archambault Institution	242 Montée Gagnon	Sainte-Anne-des-Plaines	Québec	J0N 1H0
Québec A2	Port-Cartier	Port-Cartier Institution	Chemin de l'Aéroport	Port-Cartier	Québec	G5B 2W2

Table 3: CMI kitchen per region

Region	Geographic Area	Site	Address	City	Province	Postal Code
Ontario A1	Kitchener	Grand Valley Institution for Women	1575 Homer Watson Blvd.	Kitchener	Ontario	N2P 2C5
Ontario A2	Gravenhurst	Fenbrook Institution (Beaver Creek Medium)	2000 Beaver Creek Drive	Gravenhurst	Ontario	P1P 1Y2
Pacific		Kwikwèxwèlhp Healing Village		Harrison Mills	British Columbia	V0M 1L0
Pacific	Abbotsford	Fraser Valley Institution for Women	33344 King Road	Abbotsford	British Columbia	V2S 6J5
Prairie A2	Prince Albert	Riverbend Institution (SGMP) (Saskatchewan Penitentiary Minimum)	15 th Street West	Prince Albert	Saskatchewan	S6V 5S4
Prairie A3	Edmonton	Edmonton Institution for Women	11151-178 th Street	Edmonton	Alberta	T5S 2H9
Québec A1	Lanaudière	Joliette Institution for Women	400, rue Marsolais,	Joliette	Québec	J6E 8V4

Table 4: CSO kitchen per region

Region	Geographic Area	Site	Address	City	Province	Postal Code
Atlantic A2	Truro	Nova Institution for Women	180 James Street	Truro	Nova Scotia	B2N 6R8
Ontario A1	Kingston	Pittsburgh Institution (SGMP) (Joyceville Institution Minimum)	Highway 15, No. 3766	Kingston	Ontario	K7L 5E5
Ontario A2	Gravenhurst	Beaver Creek Institution (SGMP)	1575 Homer Watson Blvd.	Kitchener	Ontario	N2P 2C5
Pacific	Abbotsford	Ferndale Institution (Mission Minimum)	33737 Dewdney Trunk Road	Mission	British Columbia	V2V 4L8
Pacific	Vancouver Island	William Head Institution	6000 William Head Road	Victoria	British Columbia	V9C 0B5
Prairie A1	Winnipeg	Rockwood Institution (Stony Mountain Minimum)	Highway #7	Winnipeg	Manitoba	R3C 3W8
Prairie A2	Duck Lake	Willow Cree Healing Centre		Duck Lake	Saskatchewan	S0K 1J0
Prairie A2	Maple Creek	Okimaw Ohci Healing Lodge		Maple Creek	Saskatchewan	S0N 1N0

Prairie A3	Edmonton	Grierson Centre (SGMP)	9530 – 101 st Avenue (Basement)	Edmonton	Alberta	T5H 0B3
Prairie A3	Hobbema	Pê Sâkâstêw Centre	Highway #2A	Hobbema	Alberta	T0C 1N0

Table 5: Contact Person per region

Will be included at the time of contract award

Regions	Regional Food Service Manager	Phone	E-mail
Atlantic Region			
Québec Region			
Ontario Region			
Prairie Region			
Pacific Region			

Chemical Products Requirement

1. Dish detergent for hard water

A) Solid dish detergent for hard water

Automatic rack conveyor solid dish detergent, low phosphorus, (high temperature sanitization).
Hard water: More than, 121 mg/l (7.1 gpg).

This product must be CFIA (Canadian Food Inspection Agency) or Bureau of Chemical Safety (BCS) approved, or have a Letter of No-Objection delivered by BCS.

Must have a shelf life of two years upon receipt by institution.

B) Liquid dish detergent for hard water

Automatic rack conveyor solid dish detergent, low phosphorus, (high temperature sanitization).
Hard water: More than, 121 mg/l (7.1 gpg).

This product must be CFIA (Canadian Food Inspection Agency) or Bureau of Chemical Safety (BCS) approved, or have a Letter of No-Objection delivered by BCS.

Must have a shelf life of one year minimum upon receipt by institution.

2. Dish detergent soft to moderate water hardness conditions

A) Solid dish detergent soft to moderate water hardness conditions

Automatic rack conveyor solid dish detergent, low phosphorus, chlorine-free for. (High temperature sanitization), Soft to moderate water: Up to 120 mg/l (7gpg).

This product must be CFIA or BCS approved, or have a Letter of No-Objection delivered by BCS. Must have a shelf life of two years upon receipt by institution.

B) Liquid dish detergent soft to moderate water hardness conditions

Automatic rack conveyor solid dish detergent, low phosphorus, chlorine-free for. (High temperature sanitization), Soft to moderate water: Up to 120 mg/l (7gpg).

This product must be CFIA or BCS approved, or have a Letter of No-Objection delivered by BCS.

Must have a shelf life of two years upon receipt by institution.

3. Rinse additive

A) Solid rinse additive

For Automatic rack conveyor. Phosphate-free.

This product must be CFIA or BCS approved, or have a Letter of No-Objection delivered by BCS.

Must have a shelf life of two years upon receipt by institution.

B) Liquid rinse additive

For Automatic rack conveyor. Phosphate-free.

This product must be CFIA or BCS approved, or have a Letter of No-Objection delivered by BCS.

Must have a shelf life of one year minimum upon receipt by institution.

4. Pot Sink Soap

Must be low phosphorus, low phosphate.

Must have a shelf life of one year upon receipt by institution.

5. Sanitizer

For pot sink and for hard surface. Final concentration must be in accordance to CFIA or equivalent sanitisation required for food contact surfaces.

Must have a shelf life of two years minimum upon receipt by institution.

6. Delimer

For the removal of lime deposits in a dishwasher

Must have a shelf life of one year minimum upon receipt by institution.

7. Multipurpose cleaner

For general cleaning, could also be used for carts wash, hard surface, floor cleaning and walk behind scrubbers. If compatible, this product could be used for pot washing at different dilution to limit the amount of chemical.

Must have a shelf life of two years minimum upon receipt by institution.

8. Floor degreaser/cleaner

For floor cleaning

Must have a shelf life of two years minimum upon receipt by institution.

9. Oven Cleaner

Liquid griddle/oven cleaner ready to use from the bottle. (no aerosol). Must be biodegradable.

Must have a shelf life of one year minimum upon receipt by institution

10. Antimicrobial

For microbial control for the processing of fruits, vegetables and meat (to reduce 99.9% of the pathogens like E. coli, Listeria and Salmonella) and for in process cleaning of food service equipment such as Cook Chill Kettles between batches, as well as for end of day cleaning and sanitisation between batches

This product must be CFIA or BCS approved, or have a Letter of No-Objection delivered by BCS.

Must have a shelf life of two years minimum upon receipt by institution

11. Hose Nozzle

Impact resistant, to provide foam from the detergent with the multipurpose cleaner.

12. Liquid Waste Digester

A liquid product to prevent grease, oil cellulose, protein and starch accumulations in traps and drains. Promotes proper function of septic tanks, drain fields, ponds, lagoons and holding tanks.

Must have a shelf life of one year minimum upon receipt by institution

13. Rechargeable Sanitizer Indicator Towels

For use in sanitisation with quaternary ammonia only, changes color indicating if there is sufficient sanitizer in the towel. When towel is placed back into sanitizer solution, the towel recharges, and changes color to indicate.

14. Quaternary Test Papers

Papers that measure the concentration of quaternary ammonium compounds in food-industry sanitizer solutions

15. Concentrated Alkaline Cleaner and Degreaser

For cleaning stainless steel, soft metals, floors, walls, hoods, ovens, grills, machinery and other hard surfaces.

Must have a shelf life of one year minimum upon receipt by institution

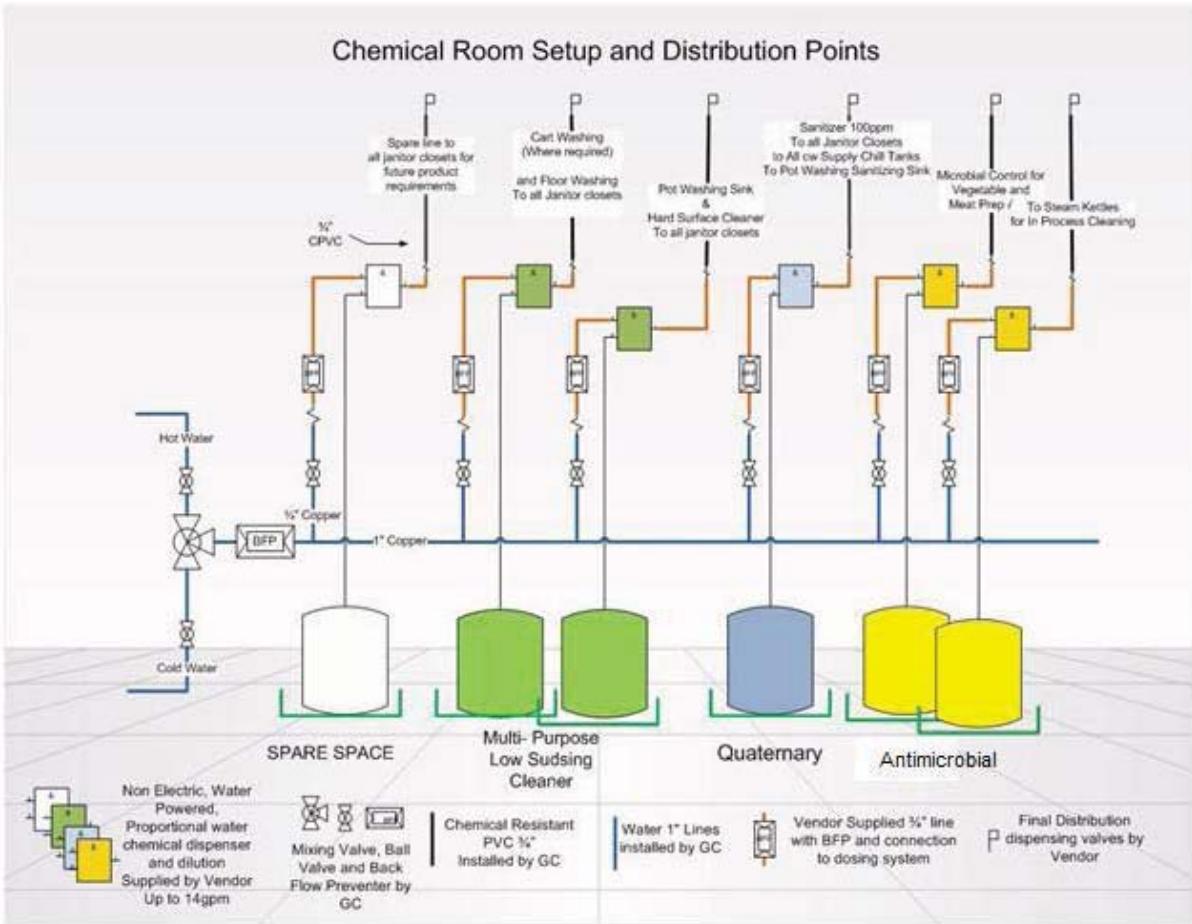
Technical Data / Données techniques

Region / Région	Establishments/ Établissements	Estimate of population/ Estimatif de la population
Atlantic/ Atlantique	Springhill	435
Atlantic/ Atlantique	Dorchester	480
Atlantic/ Atlantique	Atlantic Institution	209
Atlantic/ Atlantique	Dorchester RPC / CRPA	266
Atlantic/ Atlantique	NOVA pour Femmes/for women	62
Québec	Cowansville	552
Québec	Drummond	435
Québec	La Macaza	298
Québec	Centre fédéral de formation/ Federal Training Center	430
Québec	Sainte-Anne-Des-Plaines	177
Québec	Archambault	470
Québec	Montée Saint-Francois	237
Québec	Centre régional de reception/ Regional Reception Center	400
Québec	Donnacona	315
Québec	Port-Cartier	230
Québec	Joliette pour femmes/ for women	82
Ontario	Grand Valley (SGMP/PRPG)	170
Ontario	Frontenac	214
Ontario	Fenbrook (SGMP/PRPG)	531
Ontario	Warkworth	594
Ontario	Millhaven	700
Ontario	Bath	406
Ontario	Collins Bay	534
Ontario	Beaver Creek (SGMP/PRPG)	270
Ontario	Joyceville	575
Ontario	Pittsburgh (SGMP/PRPG)	285
Prairie	Regional Psychiatric Center / Centre psy. régional	180
Prairie	Grande Cache	365
Prairie	Edmonton (max.)	370
Prairie	Edmonton pour femmes/for women	160
Prairie	Bowden	589
Prairie	Okimaw Ohci Healing Lodge / Pavillon de ressourcement (SGMP/PRPG)	36
Prairie	Stony Mountain and Annex (et réception)	660
Prairie	Willow Cree Healing Centre / Pavillon de ressourcement Willow Cree (SGMP/PRPG)	67
Prairie	Riverbend (PRPG)	200
Prairie	Saskatchewan Penitentiary / Pénitencier de la Saskatchewan	644
Prairie	Rockwood (SGMP/PRPG)	179
Prairie	Pê Sâkâstêw (PRPG)	56
Prairie	Drumheller	500
Pacific/Pacifique	Mission	375
Pacific/Pacifique	Matsqui	475
Pacific/Pacifique	Ferndale (SGMP/PRPG)	161
Pacific/Pacifique	Fraser Valley (pour femmes)/institution (for woman) (SGMP/PRPG)	70
Pacific/Pacifique	Mountain	449
Pacific/Pacifique	William Head (SGMP/PRPG)	198
Pacific/Pacifique	Kent	425
Pacific/Pacifique	Kwikwèxwelhp (SGMP/PRPG)	25
Pacific/Pacifique	Pacific Institution	420

Historical Data / Données historique

2018-04-01 to/au 2019-03-31

Region / Région Establishments/ Établissements	VMI Finishing	VMI Production	CMI	CSO	Grand Total
Atlantic A1	\$19,938.88	\$7,064.36			\$27,003.24
Atlantic Institution	\$9,557.00				\$9,557.00
Dorchester Penitentiary	\$10,381.88				\$10,381.88
Regional Food Production Center		\$7,064.36			\$7,064.36
Atlantic A2	\$20,550.10				\$20,550.10
Springhill Institution	\$20,550.10				\$20,550.10
Ontario A1	\$63,033.10	\$34,021.58	\$1,692.48		\$98,747.16
Bath Institution		\$34,021.58			\$34,021.58
Collins Bay Institution	\$17,287.44				\$17,287.44
Frontenac Institution	\$6,505.24				\$6,505.24
Grand Valley Institution for Woman			\$1,692.48		\$1,692.48
Joyceville Institution	\$10,920.60				\$10,920.60
Millhaven Institution	\$14,743.86				\$14,743.86
Warkworth Institution	\$13,575.96				\$13,575.96
Ontario A2				\$7,179.02	\$7,179.02
Beaver Creek Institution (SGMPP)				\$7,179.02	\$7,179.02
Pacific	\$42,969.12	\$6,248.97			\$49,218.09
Kent Institution	\$7,763.06				\$7,763.06
Matsqui Institution - VMI Finishing	\$10,794.92				\$10,794.92
Matsqui Institution - VMI Productio		\$6,248.97			\$6,248.97
Mission Institution	\$4,067.40				\$4,067.40
Mountain Institution	\$7,115.04				\$7,115.04
Pacific Institution	\$13,228.70				\$13,228.70
Prairie A1	\$25,290.58				\$25,290.58
Stony Mountain Institution	\$25,290.58				\$25,290.58
Prairie A2	\$14,656.24				\$14,656.24
Regional Psychiatric Centre	\$2,592.24				\$2,592.24
Saskatchewan Penitentiary	\$12,064.00				\$12,064.00
Prairie A3	\$24,264.36	\$33,175.26	\$312.00		\$57,751.62
Bowden Institution and Annex		\$33,175.26			\$33,175.26
Drumheller Institution and Annex	\$16,757.60				\$16,757.60
Edmonton Institution	\$7,506.76				\$7,506.76
Edmonton Institution for Women			\$312.00		\$312.00
Prairie A4	\$6,901.48				\$6,901.48
Grande Cache Institution	\$6,901.48				\$6,901.48
Québec A1	\$67,982.68	\$19,146.52	\$680.40		\$87,809.60
Archambault Institution	\$2,044.52				\$2,044.52
Cowansville Institution	\$12,909.64				\$12,909.64
Donnacona Institution	\$7,981.64				\$7,981.64
Drummond Institution	\$13,509.90				\$13,509.90
Federal Training Centre	\$13,560.52				\$13,560.52
Joliette Institution For Woman			\$680.40		\$680.40
La Macaza Institution	\$8,124.32				\$8,124.32
Montée Saint-François Institution	\$8,277.70				\$8,277.70
Regional Reception Centre	\$1,574.44				\$1,574.44
Sainte-Anne-des-Plaines Institution		\$19,146.52			\$19,146.52
Grand Total	\$285,586.54	\$99,656.69	\$2,684.88	\$7,179.02	\$395,107.13



Solicitation No. - N° de l'invitation
21120-206146/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
HS634

ANNEX B - PRICING

Annex B is attached as a separate document on Buy and Sell.

ANNEX C - MANDATORY TECHNICAL EVALUATION CRITERIA

#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)
M1	<p>M.1 The Bidder must demonstrate that the Project Manager (PM) has a minimum of five (5) years of experience as PM with two (2) of those years being related to Annex A.</p> <p>The experience must be within the last eight (8) years before the closing date of the Request for Proposal.</p>	
M2	<p>M.2 The Bidder must demonstrate it has at least three (3) years of experience within the last five (5) years before the closing date of the Request for Proposal, in providing and delivering chemical products and maintenance related to annex A for Major Clients.</p> <p>Major Clients are defined as having at least ten (10) business locations.</p> <p>The Bidder must provide at least one Major Client, including address locations, along with start and end dates of the contracts. Additional Major Client can be added to ensure the full coverage of the requirement for the years of experience.</p>	
M3	<p>The Bidder must demonstrate it has at least three (3) years of experience within the last five (5) years before the closing date of the Request for Proposal, in providing and delivering chemical products and maintenance related to annex A across Canada.</p> <p>Across Canada is defined as at least five (5) Canadian Provinces/Territories.</p> <p>The Bidder must provide the list of locations and clients.</p> <p>The Bidder must provide at least one (1) Client in each five (5) different Canadian Provinces/Territories, including address locations, along with start and end dates of the contracts. Additional Client can be added to ensure the full coverage of the requirement for the years of experience. All other terms and conditions remain unchanged.</p>	
M4	<p>M.4 The Bidder must submit a sample of a site Maintenance Program for multiple facilities contracts.</p>	
M5	<p>M.5 The Bidder must demonstrate that they are able to provide quarterly reports as detailed in accordance with Annex A.</p>	

ANNEX D - ELECTRONIC PAYMENT INSTRUMENTS

The Bidder 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 - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

OR

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

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

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