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Correctional Service Canada (CSC) – Service  
correctionnel Canada (SCC)  
Regional Headquarters, Prairies  
3427 Faithfull Avenue  
SASKATOON, SK S7K 8H6

Attention : Janet Nelson

50100-20-325907

**SOLICITATION AMENDMENT**  
**MODIFICATION DE L'INVITATION**

**Proposal to: Correctional Service Canada**

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

**Proposition à: Service Correctionnel du Canada**

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

**Comments — Commentaires :**

**Issuing Office – Bureau de distribution**

Correctional Service Canada (CSC) – Service  
correctionnel Canada (SCC)  
Regional Headquarters, Prairies  
3427 Faithfull Avenue  
SASKATOON, SK S7K 8H6

<b>Title — Sujet:</b> <b>Food Premises Sanitation Inspection Services</b>	
<b>Solicitation No. — No. de l'invitation</b> <b>50100-20-325907</b>	
<b>Solicitation Amendment No. — No. de modification de l'invitation</b> <b>02</b>	<b>Date:</b> <b>January 3, 2020</b>
<b>GETS Reference No. — No. de Référence de SEAG</b>	
<b>Solicitation Closes — L'invitation prend fin</b> <b>at / à : 2:00 PM CST</b> <b>on / le : January 22, 2020</b>	
<b>F.O.B. — F.A.B.</b> Plant – Usine: ___ Destination: ___ Other-Autre: ___	
<b>Address Enquiries to — Soumettre toutes questions à:</b> <b>501contracts@csc-scc.gc.ca</b>	
<b>Telephone No. – No de téléphone:</b> 306-659-9252	<b>Fax No. – No de télécopieur:</b> N/A
<b>Destination of Goods, Services and Construction:</b> <b>Destination des biens, services et construction:</b>	
<b>Instructions: See Herein</b> <b>Instructions : Voir aux présentes</b>	



**Solicitation Amendment 2 is issued to:**

1. Add a sentence to the Statement of Work
  2. Questions and Answers 1 - 3
- 

**1. Add the following sentence**

Insert: Revised Statement of Work attached

The below statement has been added:

In the event a site fails an inspection and is non-compliant, a follow up inspection will be performed at a later date, with an additional expense to the site.

**2. Questions and Answers 1 - 3:**

**Question 1:** Can reports be scanned and delivered via email?

**Answer 1:** Yes

**Question 2:** Can Reports be completed digitally on an ipad? Would A person be able to attach photos of deficiencies to the digital PDF using an iPad or other digital camera or is there a restriction on taking photos during an inspection?

**Answer 2:** The inspectors are entering a correctional facility, all electronic devices are prohibited unless approval is granted prior to site visit by a signed '1467 Electronic Item Registry Form' prior to site entry. Traditionally, paper forms are used during inspections which can be converted electronically afterwards for distribution.

**Question 3:** Request for link to CD 880

**Answer 3:** <https://www.csc-scc.gc.ca/politiques-et-lois/880-cd-eng.shtml#rev>

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

## Annex A

### Statement of Work

#### 1. Background:

The Correctional Service of Canada (CSC) is the federal government agency responsible for administering sentences of a term of two years or more, as imposed by the courts. CSC is responsible for managing institutions of various security levels and supervising inmates under conditional release in the community. The Mission of the Correctional Service of Canada is as follows: "The Correctional Service of Canada (CSC), as part of the criminal justice system and respecting the rule of law, contributes to public safety by actively encouraging and assisting inmates to become law-abiding citizens, while exercising reasonable, safe, secure and humane control".

In accordance with the Corrections and Conditional Release Act and Commissioner's Directive, the Correctional Service of Canada requires each Institution to ensure that the health needs of inmates are identified and that services/programs are developed and maintained to meet those needs. Food Premises Sanitation Inspection services are necessary to ensure the health and well being of the inmates.

The Prairie Region includes the following work locations: Bowden Institution; Drumheller Institution; Edmonton Institution; Edmonton Institution for Women; Grande Cache Institution; Grierson Centre and Stan Daniels; Okimaw Ohci Healing Lodge; PêSâkâstêw Centre; Regional Psychiatric Centre; Saskatchewan Penitentiary Institution; Saskatchewan Penitentiary; Stony Mountain Institution, Stony Mountain Minimum Institution and Willow Cree Healing Lodge. Locations of sites are indicated in Schedule I. Inspections will be required at each location a minimum of once per year. Travel will be required to each site.

#### 2. Objective:

The purpose of this document is to request a proposal to provide Health Inspection services for Food Services in Federal Correctional facilities located within the Prairie Region. This service will primarily involve Food Safety and Sanitation: Inspecting the receiving and storage areas, food handling, preparation, and service, dining areas, dishwashing, waste disposal and Food Services staff washrooms and changing rooms

#### 3. Tasks:

The contractor will provide Inspection services on an as requested basis, utilizing the Correctional Service Canada policies and guidelines with respect to food services:

1. CD 880-1 Food Services Program
2. CD 880-2 Nutrition Management Program
3. CD 880-3 Religious Diets
4. CD 880-4 Diets of Conscience

This will includes but is not limited to the following:

A. Conduct Food Premises Sanitation Inspection services for Food Services Facilities (receiving and storage areas, food handling, preparation and service, dining areas, dishwashing, waste disposal and kitchen staff washrooms and changing rooms) at a frequency of no less than once per fiscal year, using the CSC Food Premises Sanitation Inspection Report and Inspection Summary provided at Schedule III (attached).

In the event a site fails the inspection, and is non-compliant, a follow up inspection will be performed at a later date, with an additional expense to the site.

Please note the Food Premises Sanitation Inspection Report indicated in Schedule III may change to reflect the specific requirements of a Production Kitchen. A modified Report must be submitted to the Regional Food Services Manager and the Assistant Warden of Management Services (AWMS) by the Inspector if required.

B. Work with AWMS at each site to establish mutual agreement regarding the annual kitchen inspection schedule. The contractor must coordinate the annual schedule in clustered groups of sites that are in close proximity to allow cost savings in regards to travel time and expenses. The following is an example of what an annual kitchen inspection schedule may look like:

April 14 – 8:00 AM	RPC
April 14 – 2:00 PM	WCHL
April 15 – 8:00 AM	SK Pen
April 15 – 11:00 AM	SK Pen Minimum
May 5 – 8:00 AM	Grande Cache
May 6 – 8:00 AM	Edmonton Institution
May 6 – 11:00 AM	EIFW
May 6 – 2:00 PM	Grierson Institution
May 6 – 3:00 PM	Stan Daniels
May 7 – 10:00 AM	PêSâkâstêw
May 8 – 8:00 AM	Bowden
May 8 – 10:00 AM	Bowden Annex
May 8 – 2:00 PM	Bowden Production Center
May 9 – 10:00 AM	Drumheller
May 10 – 11:00 AM	OOHL
June 20 – 9:00 AM	Stony Mountain
June 20 – 12:00 PM	Stony Mountain Minimum

Develop the schedule within 30 days of contract award and within 30 days of each anniversary date and share with the Regional Project Officer. Following the provision of the set schedule, complete initial inspections within 150 days. The contractor must complete subsequent annual inspections on or around anniversary dates, unless otherwise requested by the Regional Project Authority.

C. Identify public health hazards, and report deficiencies that are not compliant with Correctional Service Canada policies and guidelines with respect to food services

D. Inspect Food Services facilities as defined in Schedule II: Central Kitchen, Common Kitchen (Small Group Meal Preparation), and Receipt and Sale areas.

E. Conduct inspection debriefing with the Food Services Manager immediately after the inspection.

F. Present and deliver the completed Food Premises Sanitation Inspection Report outlining the results of the inspection and the recommended required corrective action to be delivered within ten (10) working days after completion of inspection to the following:

AWMS (Assistant Warden Management Services) at the institution,  
Project Authority - Regional Food Services Manager.

G. Provide consultation and advice regarding food safety as requested, up to 10 hours per year.

Work will be performed during CSC regular business hours Monday to Friday, between 8:00 am and 4:00 pm.

#### **4 Deliverables:**

Presentation of the completed Food Premises Sanitation Inspection Report outlining the results of the inspection and the recommended required corrective action must be delivered within ten (10) working days after completion of inspection to the following:

AWMS (Assistant Warden Management Services) at the institution,  
Project Authority - Regional Food Services Manager

#### **5 Location of Work**

- a) The Contractor must perform the work at all of the specified Sites listed above in 3.B Tasks as well as listed in Annex B Basis of Payment. All sites are located in the Prairie Region.
- b) All travel must be included in the all-inclusive price per site.

#### **6 Language requirements**

The Contractor must perform all of the work under the contract in English.

#### **7 Security Level**

Contractor will always be escorted by CSC Staff.

**SCHEDULE I – Site Information**

Site Address	Security Level	Feeding Style	Phone Number	Contact Name / Position Title AWMS FSM
Project Authority Correctional Service of Canada Regional Headquarters – Prairies 3427 Faithfull Avenue Saskatoon, SK S7K 8H6			306-659-9410	Andy Boudreau Regional Food Services Manager
Bowden Institution P.O. Box 6000 Innisfail, Alberta T4G 1V1	Minimum / Medium	SGMP (Annex) and Cafeteria and Food Production Center	403-227-7346	Andrea Weiss AWMS Bowden Inst.  Rob Hare A/FSM Production Center Gallagher Keough FSM
Drumheller Institution P.O. Box 3000 Drumheller, Alberta T0J 0Y0	Minimum / Medium	SGMP (Annex) and Cafeteria	403-820-5101	Maureen Quintal A/AWMS  Selena Chayer FSM
Edmonton Institution 21611 Meridian Street P.O. Box2290 Edmonton, Alberta T5J 3H7	Maximum Security	Satellite Feeding	780-472-6052	Barb Sagh AWMS  Kelly Shukin FSM
Edmonton Institution. For Women 11151 178 <sup>th</sup> Street Edmonton, Alberta T5S 2H9	Multi Level	SGMP and Satellite Feeding	780-495-3377	Philip Contini AWMS  Denise Redinger FSM
Grande Cache Institution Bag 4000 Grande Cache, Alberta T0E 0Y0	Medium	Cafeteria	780-827-4200	Bill McCormick AWMS  Kyle Wendland FSM
Grierson Institution 9530-101 Avenue Basement Edmonton, AB T5H 0B3	Minimum	SGMP	780-495-4803	Justin Rutten Executive Director  Kerry Journault FSM
Stan Daniels Institution 9530-101 Avenue Edmonton, AB T5H 0B3	Minimum	Cafeteria	780-495-4969	Sharon Otto Director Chad Bolster FSM
Okimaw Ohci Healing Lodge Box 1929 Maple Creek, SK S0N 1N0	Minimum / Medium	SGMP	306-662-4746	Cheyna Francis (A) AWMS  Judy Gowen FSM
PêSâkâstêw Centre P. O. Box 1500 Hobbema, AB T0C 1N0	Minimum	SGMP	780-585-5002	Mathew James AWMS  Rozelyn Swampy FSM

<b>Site Address</b>	<b>Security Level</b>	<b>Feeding Style</b>	<b>Phone Number</b>	<b>Contact Name / Position Title</b> <b>AWMS</b> <b>CFS</b>
Regional Psychiatric Centre 2520 Central Ave, Saskatoon, SK S7K 3X5	Multi Level	Satellite Feeding	306-975-5400	Tim Krause AWMS Derek Daoust FSM
Sask Pen Minimum 15 <sup>th</sup> Street West, P.O. Box 850 Prince Albert, Saskatchewan S6V 5S4	Minimum	SGMP	306-765-8230	Tyler Helm AWMS Carol Mitchel FSM
Stony Mountain Minimum P.O. Box 72 Stony Mountain, Manitoba R0C 3A0	Minimum	SGMP	204-344-5777	JL Meyer AWMS Jack Anderson FSM
Saskatchewan Penitentiary 15 <sup>th</sup> Street West P.O. Box 160 Prince Albert, Saskatchewan S6V 5R6	Multi Level	Cafeteria Satellite Feeding	306-765-8110	Tyler Helm AWMS Kayla Kapacila FSM
Stony Mountain Institution P.O. Box 4500 Winnipeg, Manitoba R3C 3W8	Medium	Satellite Feeding	204-344-5111 Ext. 5221	JL Meyer AWMS Shayne Needham FSM
Willow Cree Healing Lodge Box 520 Duck Lake, SK S0K 1J0	Minimum	SGMP	306-467-1203	Yvonne Ananas AWMS Joanne Cameron FSM

- **AWMS** - Assistant Warden Management Service
- **RFSM** – **Regional Food Services Manager**
- **FSM** – Food Service **Manager**
- **Cafeteria** – Inmate and Staff Dining Halls
- **Satellite Feeding** - Meal carts and delivered trays to living units
- **SGMP** - Small Group Meal Preparation
- **Bed Capacity** - Population subject to change
- **Multi Level** - refers to Minimum, Medium, and Maximum security levels in the same facility