

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**

Bid Receiving Public Works and Government  
 Services Canada/Réception des  
 soumissions\Travaux publics et Services  
 gouvernementaux Canada  
 See herein for bid submission  
 instructions/  
 Voir la présente pour les  
 instructions sur la présentation  
 d'une soumission  
 NA  
 Québec

**Request For Supply Arrangement -**  
**Demande pour un arrangement en**  
**matière d'approvisionnement**

Offer to: Department of Public Works and Government Services  
 We hereby offer to provide to Canada, as represented by the Minister  
 of Public Works and Government Services, in accordance with the  
 terms and conditions set out herein or attached hereto, the goods,  
 services, and construction detailed herein and on any attached sheets.

Offre au: Ministère des Travaux publics et des Services  
 gouvernementaux

Nous offrons par la présente de fournir au Canada, représenté par le  
 ministre des Travaux publics et des Services gouvernementaux, aux  
 conditions énoncées ou incluses par référence dans la présente et  
 aux annexes ci-jointes, les biens, services et construction énumérés  
 ici et sur toute feuille ci-annexée.

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**  
 Public Works and Government Services Canada  
 Ontario Region  
 10th Floor, 4900 Yonge Street  
 Toronto  
 Ontario  
 M2N 6A6

<b>Title - Sujet</b> Agriculture Fertilizer Engrais agricoles	
<b>Solicitation No. - N° de l'invitation</b> 21C41-214223/A	<b>Date</b> 2021-09-08
<b>Client Reference No. - N° de référence du client</b> 21C41-214223	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$TOR-024-8079
<b>File No. - N° de dossier</b> TOR-1-44030 (024)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2021-09-27</b> Heure Avancée de l'Est HAE	
<b>Delivery Required - Livraison exigée</b> See Herein – Voir ci-inclus	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Brewster, Shannon	<b>Buyer Id - Id de l'acheteur</b> tor024
<b>Telephone No. - N° de téléphone</b> (647)273-1369 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CORRECTIONAL SERVICE OF CANADA Collins Bay Institution 1455 Bath Road KINGSTON Ontario K7L4V9 Canada	
<b>Security - Sécurité</b> This request for a Supply Arrangement does not include provisions for security. Cette Demande pour un arrangement ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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Solicitation No. - N° de l'invitation  
21C41-214223/A  
Client Ref. No. - N° de réf. du client  
21C41-214223

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-1-44030

Buyer ID - Id de l'acheteur  
tor024  
CCC No./N° CCC - FMS No./N° VME

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; includes the certifications to be provided;
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
  - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
  - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
  - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Requirement and any other annexes.

### 1.2 Summary

- (a) The Correctional Service of Canada (CSC) CORCAN has a requirement for the supply and delivery Agricultural Fertilizer in custom and standard blends for their cropping operations at the Joyceville and Collins Bay Institution in Ontario, Canada.
- (b) The proposed period of the Supply Arrangement is for five (5) years.
- (c) This RFSA allows suppliers to use the epost Connect service provided by Canada Post Corporation to transmit their arrangement electronically. Suppliers must refer to Part 2 of the RFSA entitled Supplier Instructions and Part 3 of the RFSA entitled Arrangement Preparation Instructions for further information on using this method.

### 1.3 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

### 1.4 Use of an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Supply Arrangement that is issued under this solicitation, refer to 6.12 Transition to an e-Procurement Solution (EPS). The Government of Canada's [press release](#) provides additional information.

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## PART 2 - SUPPLIER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

- (a) All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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>) issued by Public Works and Government Services Canada.
- (b) Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).
- (c) The 2008 (2020-05-28) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.
- (d) Subsection 5.4 of 2008, Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:  
Delete: 60 days  
Insert: 90 days

### 2.2 Submission of Arrangements

- (a) Arrangements must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the RFSA:

#### **PWGSC Ontario Region Bid Receiving Unit**

Only arrangements submitted using epost Connect service will be accepted. The Supplier must send an email requesting to open an epost Connect conversation to the following address:

[TSPSGC.oreceptiondessaoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TSPSGC.oreceptiondessaoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca)

**Note:** Arrangements 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 Instruction [2008](#), or to send arrangements through an epost Connect message if the Supplier is using its own licensing agreement for epost Connect.

It is the Supplier's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the Request for Supply Arrangement closing date.

Transmission of offers by facsimile or hardcopy to PWGSC will not be accepted.

### 2.3 Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

### 2.4 Enquiries - Request for Supply Arrangements

- (a) All enquiries must be submitted in writing to the Supply Arrangement Authority no later than 6 calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.
- (b) Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by Suppliers 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 Suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the

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enquiry can be answered to all Suppliers. Enquiries not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

## 2.5 Applicable Laws

- (a) The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.
- (b) Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 Suppliers..

## 2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process

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## **ARRANGEMENT PREPARATION INSTRUCTIONS**

### **3.1 Arrangement Preparation Instructions**

- (a) The Supplier must submit its arrangement electronically in accordance with section 08 of the 2008 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The supplier must be gathered per section and separated as follows:

Section I: Technical Arrangement

Section II: Certifications

Section III: Additional Information

Offers transmitted by facsimile or hardcopy will not be accepted.

### **3.2 Section I: Technical Arrangement**

In the technical arrangement, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

### **3.3 Section II: Certifications**

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

### 4.2 Mandatory Technical Evaluation

#### (a) Technical Criteria

The supplier must provide documentation and demonstrate in the arrangement that they meet each and every criteria. Failure to provide supporting documentation may result in the arrangement being deemed non-compliant.

Item	Mandatory Technical Criteria
<b>M1</b>	<p>The Supplier must demonstrate that they are located within a 150km radius from Joyceville Institution at 3766 Hwy 15, Kingston On K7L5E5.</p> <p>To demonstrate compliance, the Supplier must provide documentation showing the distance (km) between their location and Joyceville Institution. Documentation could include, but not limited to, a copy of Google Map.</p>
<b>M2</b>	<p>The Supplier must demonstrate that they are located within a 150km radius from Collins Bay Institution at 1455 Bath Road, Kingston ON K7L 4V9.</p> <p>To demonstrate compliance, the Supplier must provide documentation showing the distance (km) between their location and Collins Bay Institution. Documentation could include, but not limited to, a copy of Google Map.</p>
<b>M3</b>	<p>The Supplier must demonstrate by providing documentation that they have a pull type commercial agriculture fertilizer spreader with a capacity of 4 to 10 tons.</p>

#### (b) Financial Criteria

The supplier certifies they have the financial ability to provide various fertilizers and spreader as detailed herein:

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date

### 4.3 Basis of Selection

- (a) To be declared responsive, an arrangement must:
  - (i) Comply with all the requirements of the Request for Supply Arrangement; and
  - (ii) Meet all mandatory technical evaluation criteria.
- (b) Arrangements not meeting (i) and (ii) will be declared non responsive.
- (c) A Supply Arrangement will be issued to all responsive suppliers.



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

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

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

### **5.1 Certifications Required with the Arrangement**

Suppliers must submit the following duly completed certifications as part of their arrangement.

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

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

### **5.2 Certifications Precedent to the Issuance of a Supply Arrangement and Additional Information**

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

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

- (a) 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>), the Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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## **PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES**

### **PART A: SUPPLY ARRANGEMENT**

#### **6.1 Arrangement**

The Supply Arrangement covers the Work described in the Requirement at Annex A.

#### **6.2 Security Requirements**

There is no security requirement applicable to the Supply Arrangement.

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

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

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

2020 (2020-07-01) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

##### **6.3.2 Supply Arrangement Reporting**

- (a) The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.
- (b) The Supplier must provide this data in accordance with the reporting requirements detailed in Annex B. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.
- (c) The data must be submitted on a quarterly basis to the Supply Arrangement Authority.

The quarterly reporting 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;  
4th quarter: January 1 to March 31.

The data must be submitted to the Supply Arrangement Authority no later than 20 calendar days after the end of the reporting period.

#### **6.4 Term of Supply Arrangement**

##### **6.4.1 Period of the Supply Arrangement**

The period for awarding contracts under the Supply Arrangement is from October 13, 2021 to October 12, 2026.

##### **6.4.2 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Supply Arrangement.

#### **6.5 Authorities**

##### **6.5.1 Supply Arrangement Authority**

The Supply Arrangement Authority is:

Name: Shannon Brewster  
Title: Supply Specialist  
Organization: Public Works and Government Services Canada

Directorate: Acquisitions Branch  
Ontario Region  
Address: 4900 Yonge Street, 10<sup>th</sup> Floor, Toronto, ON M2N 6A6  
Telephone: (647) 273-1369  
E-mail address: [shannon.brewster@pwgsc.gc.ca](mailto:shannon.brewster@pwgsc.gc.ca)

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

**6.5.2 Supplier's Representative** (*to be completed by Supplier with bid*)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

**6.6 Identified Users**

The Identified User is: The representative from the Correctional Service of Canada identified in the bid solicitation or their delegated representative.

**6.7 On-going Opportunity for Qualification**

A Notice will be posted continuously until March 31, 2026 on the Government Electronic Tendering Service (GETS) to allow new Suppliers to become qualified. Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

**6.8 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.

- (i) the articles of the Supply Arrangement;
- (ii) the general conditions 2020 (2020-07-01), General Conditions - Supply Arrangement - Goods or Services;
- (iii) Annex A, Requirement; and
- (iv) the Supplier's arrangement dated \_\_\_\_\_ (*to be inserted at time of issuance*)

**6.9 Certifications and Additional Information**

**6.9.1 Compliance**

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

**6.10 Applicable Laws**

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

#### **6.11 Transition to an e-Procurement Solution (EPS)**

- (a) During the period of the Supply Arrangement, Canada may transition to an EPS for more efficient processing and management of individual contracts for any or all of the SA's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.
- (b) Canada agrees to provide the Supplier with at least a three-month notice to allow for any measures necessary for the integration of the Supply Arrangement into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.
- (c) If the Supplier chooses not to provide the supply arrangement of their goods or services through the e-procurement solution, the Supply Arrangement may be set aside by Canada.

#### **6.12 Insurance – No Specific Requirement**

SACC Manual clause G1005C (2016-01-28), Insurance – No Specific Requirement

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## PART B: BID SOLICITATION

### 6.1 Bid Solicitation Documents

- (a) Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Simple, for low dollar value requirements.

A copy of the standard procurement template(s) can be requested by suppliers from the Supply Arrangement Authority or the Contracting Authority, as applicable.

**Note:** References to the MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

- (b) The bid solicitation will contain as a minimum the following:

- (i) a complete description of the Work to be performed;
- (ii) 2003, Standard Instructions - Goods or Services - Competitive Requirements;  
"Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:  
a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the Ineligibility and Suspension Policy. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of directors."
- (iii) bid preparation instructions;
- (iv) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (v) evaluation procedures and basis of selection;
- (vi) certifications;
  - **Integrity Provisions - Declaration of Convicted Offences;**
- (vii) conditions of the resulting contract.

### 6.2 Bid Solicitation Process

- 6.2.1 Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

- 6.2.2 The bid solicitation will be sent directly to Suppliers.

- 6.2.3 The bid solicitation process within the scope of the supply arrangement is as follows:

**6.2.3.1 Requirements up to \$40,000.00 (applicable taxes included)**

The Identified user, in accordance with their delegation authorities will issue a Request for Proposal (RFP) using the Low Dollar Value Bid Solicitation and Resulting Contract template (Simple) to ALL Supply Arrangement holders. Bidders must be provided with a minimum of ten (10) business days in which to respond to the RFP.

**6.2.3.2 Requirements above \$40,000.00 (applicable taxes included)**

Requirements will be forwarded to the PWGSC Supply Arrangement Authority with a funded 9200 for processing. A Request for Proposal (RFP) will be issued.

- 6.2.4 *The following forms must be used for the first page of the bid solicitation document and the first page of the resulting contract document. These forms are available on the Electronic Forms Catalogue ([http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search\\_for\\_forms-e.html](http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html)) website.*

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*PWGSC-TPSGC 9400-3, Bid Solicitation*  
*PWGSC-TPSGC 9400-4, Contract*

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## PART C: RESULTING CONTRACT CLAUSES

### 6.1 General

- (a) The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.
- (b) For any contract to be awarded using the template:
  - (i) **Simple** (for low dollar value requirements), general conditions 2029 will apply to the resulting contract.
- (c) A copy of the template(s) can be provided upon request by contacting the Strategic Policy Integration Division by sending a query to [TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca).

**Note:** References to the MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

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## ANNEX A REQUIREMENT

### 1. OBJECTIVE

The Correctional Service of Canada (CSC) CORCAN requires granular Agricultural Fertilizer for cropping operations at their Collins Bay and Joyceville Institutions.

### 2. BACKGROUND

- (a) CORCAN's mission is to aid in the safe reintegration of offenders into Canadian society by providing employment and employability skills training to offenders incarcerated in federal penitentiaries and following their release to the community, including vocational and on the job training as well as support to find employment in the community.
- (b) Research confirms that stable employment has a direct impact on offender recidivism. Through CORCAN work, offenders are placed in pro-social environments, gain a new sense of self and identity, and learn new skills and knowledge. This results in creating safer communities.
- (c) The CORCAN farming operations are located at two institutions in the Kingston area. The farming operation includes the growing of various agricultural crops. As such, CORCAN has a requirement for the supply of agricultural fertilizers to enhance the crop health and yields. CORCAN has a need for both standard fertilizer blends and custom blends depending on specific nutrient requirements for various crops and based on soil sampling results.

### 3. SCOPE

- (a) The Contractor is responsible for supplying and delivering granular agricultural fertilizer in standard or custom blends, including the rental of agriculture fertilizer spreaders, to both CSC's locations. Fertilizer requirements will vary for each location.
- (b) The Contractor must respond to a contract within 24 hours of award and the work will be performed within a timeframe mutually agreed to by both parties and as stated on the authorized order.
- (c) The Contractor will be responsible for supplying the fertilizer in bags (example 25kg) or in bulk (kg or lbs).
- (d) Fertilizer blends in bulk with spreader will be required for crops such as Barley, Wheat, Soybean, Corn and Hay.
- (e) Fertilizer blends in bags will be required for applications such as corn starter.
- (f) If necessary, the Contractor will be required to provide a pull type commercial agriculture fertilizer spreader with some bulk orders. Spreaders with a capacity between 4 to 10 tons will be required.



(Example purposes only)

- (f) Contractor will be responsible for the delivery and unloading of the order(s) including the broadcast spreader.
- (g) Customs blends include, but not limited to, micronutrients.

### 4. BLEND SPECIFICATIONS

Fertilizer Blends may include, but not limited to, the following nutrients:

- N- Nitrogen



- 
- P-Phosphorous
  - K-Potassium
  - Mg- Magnesium
  - Zn-Zinc
  - Su-Sulfur
  - Bo-Boron
  - Cu-Copper
  - Calcium

This list is not inclusive other micronutrients may be required.

## 5. DELIVERY LOCATION

The Contractor will be responsible for delivering the product to the following two locations:

**Collins Bay Institution**  
1455 Bath Road  
Kingston ON K7L 4V9

**Joyceville Institution**  
3766 Hwy 15  
Kingston On K7L5E5

Goods will be inspected and accepted by the consignee at the delivery destination.

## 6. SHIPPING INSTRUCTIONS

Unless otherwise directed, delivery must be made by the most economical means. The Contractor is responsible for all delivery charges including administration, costs and risks of transporting, and Applicable Taxes if applicable.

The Contractor must deliver the goods by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the person identified as the project authority. The consignee may refuse shipments when prior arrangements have not been made.

**ANNEX B**  
**SUPPLY ARRANGEMENT USAGE REPORTING FORM**

Send report to Supply Arrangement Authority: [shannon.brewster@pwgsc.gc.ca](mailto:shannon.brewster@pwgsc.gc.ca)

**Quarterly Usage Report Schedule:**

Period of:	Report Due no later than:
April 1 to June 30	July 20
July 1 to September 30	October 20
October 1 to December 31	January 20
January 1 to March 31	April 20

**Each Usage Report is to be comprised of:**

(a) **Completed Contracts**

The Supplier hereby offers to provide information on completed Contract as per the format below.

Supply Arrangement No:	Start Date of SA: (dd/mm/yyyy)	End Date of SA: (dd/mm/yyyy)
Total Value to Date \$ _____	Start Reporting Date: (dd/mm/yyyy)	End Reporting Date: (dd/mm/yyyy)
Total Value for Reporting Period \$ _____		

Invoice No.	Description/Location	Date of Contract Award	Date of Completion	Total Value of Contract

**NIL REPORT:**

We have not done any business with the Federal Government for this period.

Prepared By: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**ANNEX 'C' to PART 5 OF THE REQUEST FOR SUPPLY ARRANGEMENT**  
**ADDITIONAL CERTIFICATIONS**

**1. Board of Directors**

In accordance with Part 5 - Certifications and Additional Information, Article 5.2.1, Integrity Provisions – Required Documentation, the required documentation which needs to be provided is a complete list of names of all individuals who are currently directors of the Supplier before issuance of a supply arrangement. Supplier's are requested to provide this information in their bid.

Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____

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

In accordance with Section 02, Procurement Business Number of the **2008** (2020-05-28) Standard Instructions – Request for Supply Arrangements - Goods or Services, Suppliers are required to have a Procurement Business Number (PBN) before issuance of a supply arrangement. Suppliers are requested to provide their PBN with their bid.

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

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