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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5            Certifications: includes the certifications to be provided;
- Part 6            6A, Standing Offer, and 6B, Resulting Contract Clauses:
  - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Insurance Requirements, the Standing Offer Usage Reports and any other annexes.

### **2. Summary**

For the provision of all labour, equipment, material, supervision and transportation required to provide catering services for Department of National Defence at the Rocky Mountain National Army Cadet

Summer Training Centre (RMNACSTC) located at Ghost River Ranger Station approximately 45 km Northwest of Cochrane, AB, during the period of the Regional Individual Standing Offer from date of standing offer issue to 20 May 2014 with two additional one year option years.

Offerors must submit a list of names , or other related information as needed, pursuant to section 01 of Standard Instructions 2006.

### **3. Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2013-03-21) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days  
Insert: one hundred and twenty (120) days

#### 1.1 SACC Manual Clauses

M0222T	Evaluation of Price	2013-04-25
M0019T	Firm Price and/or Rates	2007-05-25

### 2. Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

### 3. Former Public Servant - Competitive Requirements

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, offerors must provide the information required below.

#### Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the Financial Administration Act R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a) an individual;
- b) an individual who has incorporated;
- c) a partnership made of former public servants; or

d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a) name of former public servant;
- b) date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

### **Work Force Reduction Program**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **YES ( ) NO ( )**

If so, the Offeror must provide the following information:

- a) name of former public servant;
- b) conditions of the lump sum payment incentive;
- c) date of termination of employment;
- d) amount of lump sum payment;
- e) rate of pay on which lump sum payment is based;
- f) period of lump sum payment including start date, end date and number of weeks;

g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

#### **4. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than fifteen (15) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

#### **5. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Saskatchewan.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

### **PART 3 - OFFER PREPARATION INSTRUCTIONS**

#### **1. Offer Preparation Instructions**

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (one hard copy)  
Section II: Financial Offer (one hard copy)  
Section III: Certifications (one hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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**

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

. To assist Canada in reaching its objectives, offerors should:

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

**Section I: Technical Offer**

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

**Section II: Financial Offer**

Offerors must submit their financial offer in accordance with Annex B, "Basis of Payment". The total amount of applicable taxes must be shown separately.

**Payment by Credit Card**

Canada requests that offerors complete one of the following:

- (a)  Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

- (b)  Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

**Section III: Certifications**

Offerors must submit the certifications required under Part 5.

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION****1. Evaluation Procedures**

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

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**The Evaluated Price will be calculated as follows:**

(Annex B Basis of Payment item #1: Price per ration day x 13,500) + (Annex B Basis of Payment item #2: Price per ration day x 15,000) + (Annex B Basis of Payment item #3: Price per ration day x 15,000) = Evaluated Price

## 1.1. Technical Evaluation

### 1.1.1 Mandatory Technical Criteria

1. The bidder must be currently in the catering business and must have had or concurrently hold a contract of similar size within the past five years to demonstrate that the company has the capability to serve up to 320 meals per sitting during the peak period of the contract.

In order to verify the above, provide the following information for the similar sized contract held within the last five years:

- a) The number of meals per day provided
- b) The dates of the contract duration
- c) The location of delivery of the service
- d) The name of the principal contractor if your firm was subcontracted
- e) The name, address and telephone number of the principle officer of the company/department for the purposes of verifying the information.

This above information must be submitted with the bid or within 5 days upon request.

2) The catering firm shall submit the name and resume of the Resident Manager who will be employed at the camp. The resident manager proposed must hold a Red Seal Chef Certificate. This certificate must be submitted with the bid or within 5 days upon request. Submission of the name and resume certifies this individual is available.

3) The catering firm shall submit the name and resume of the kitchen supervisor(s). The kitchen supervisor(s) shall hold a cook journeyman paper. This paper must be submitted with the bid or within 5 days upon request. Submission of the name and resume certifies this individual is available.

4. Provide a Standardized recipe file for quantity food preparation for all items included in the "two-week cycle menu". This must be submitted with the bid or within 5 days upon request.

Failure to demonstrate that you meet the above Mandatory Technical Criteria will result in your offer being deemed non-responsive.

## 2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

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## **PART 5 - CERTIFICATIONS**

Offerors must provide the required certifications and related documentation to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

### **1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer**

#### **1.1 Code of Conduct and Certifications - Related documentation**

By submitting an offer, the Offeror certifies that the offeror and its affiliates are, in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard instructions 2006. The related documentation therein required will assist Canada in confirming that the certifications are true.

### **2. Additional Certifications Precedent to Issuance of a Standing Offer**

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

#### **2.1 Federal Contractors Program - Certification**

##### **2.1.1 Federal Contractors Program - \$200,000 or more**

The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including Applicable Taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a standing offer. If the Offeror, or, if the Offeror is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a standing offer.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

If the Offeror does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Offeror must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

The Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror or the member of the joint venture

( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

( ) is subject to FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC).

Further information on the FCP is available on the HRSDC Web site.

## 2.2 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

## 2.3 Education and Experience

### 2.3.1 SACC Manual clause A3010T (2010-08-16) Education and Experience

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## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

### 2. Security Requirement

There is no security requirement applicable to this Standing Offer.

### 3. Standard Clauses and Conditions

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

#### 3.1 General Conditions

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### 3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex D. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer 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 Standing Offer Authority no later than twenty (20) calendar days after the end of the reporting period.

### 4. Term of Standing Offer

#### 4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from date of Standing Offer issue to 20 May 2014 inclusive.

**4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two additional one year periods, from 21 May 2014 to 20 May 2015 and 21 May 2015 to 20 May 2016 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority fifteen days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

**5. Authorities**

**5.1 Standing Offer Authority**

The Standing Offer Authority is:  
Wayne Mack  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
910-410 22nd St E  
Saskatoon, SK  
S7K 5T6

Telephone: 306 975 4004  
Facsimile: 306 975 5397  
E-mail address: *wayne.mack@pwgsc-tpsgc.gc.ca*

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

**5.2 Project Authority**

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

**5.3 Offeror's Representative**

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

## 7. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence, Rocky Mountain National Army Cadet Summer Training Centre, Ghost River, AB.

## 8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer or an electronic version.

## 9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (applicable Taxes included).

## 10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2013-04-25), General Conditions - Services (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirements;
- h) Annex D, Standing Offer Usage Report;
- i) the Offeror's offer dated \_\_\_\_\_

## 11. Certifications

### 11.1 Compliance

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

## 12. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Saskatchewan.

**B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

**1. Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

**2. Standard Clauses and Conditions****2.1 General Conditions**

2010C (2013-04-25), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of 2010C (2013-04-25), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

**3. Term of Contract****3.1 Period of the Contract**

The Work must be completed in accordance with the call-up against the Standing Offer.

**4. Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

**5. Payment****5.1 Basis of Payment**

See Annex B - Basis of Payment

**5.2 Limitation of Price**

*SACC Manual* clause C6000C (2011-05-16) Limitation of Price

**5.3 Method of Payment**

*SACC Manual* clause H1000C (2008-05-12) Single Payment

**5.4 SACC Manual Clauses**

A9062C (2011-05-16), Canadian Forces Site Regulations

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

**5.5 Payment by Credit Card**

*To be determined*

**6. 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. Invoices must be distributed as follows:

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

b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

**7. Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex C . The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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**ANNEX "A"**  
**STATEMENT OF WORK**

**-SEE ATTACHED-**

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**ANNEX "B"**  
**BASIS OF PAYMENT**

Firm unit prices in Canadian dollars, applicable taxes extra, FOB Destination, including all delivery costs to the destination detailed herein in accordance with Annex "A".

**1. Year One - From Date of Standing Offer issue to 20 May 2014**

Lump sum price per ration-day per person  
(Includes snack ration and between meal allowances)

Total Estimated ration days is 13,500 \$ \_\_\_\_\_/ration-day

**2. Option Year One - 21 May 2014 - 20 May 2015**

Lump sum price per ration-day per person  
(Includes snack ration and between meal allowances)

Total Estimated ration days is 15,000 \$ \_\_\_\_\_/ration-day

**3. Option Year Two - 21 May 2015 - 20 May 2016**

Lump sum price per ration-day per person  
(Includes snack ration and between meal allowances)

Total Estimated ration days is 15,000 \$ \_\_\_\_\_/ration-day

**RATION DAY:** A ration day consists of a meal ration inclusive of three (3) meals per day per person and includes three (3) snack rations in accordance with the Statement of Work.

---

## ANNEX C INSURANCE REQUIREMENTS

### 1. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

g. Employees and, if applicable, Volunteers must be included as Additional Insured.

h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W4295-13C110/A

stn190

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

DND

STN-3-36004

**ANNEX "D"**  
**STANDING OFFER USAGE REPORTS**

Return to:  
Public Works and Government Services Canada  
Facsimile: (306) 975-5397  
Email: WST-PA-SK@pwgsc-tpsgc.gc.ca

**Quarterly Usage Report Schedule:**

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.

REPORT ON THE VOLUME OF BUSINESS WITH FEDERAL GOVERNMENT DEPARTMENTS AND AGENCIES

SUPPLIER:  
STANDING OFFER NO:  
DEPARTMENT OR AGENCY:

REPORTING PERIOD:

Item No.	Call-Up/contract No. 1 Description	Value of the Call-Up/Contract	GST/HST
(A) Total Dollar Value Call-ups for this reporting period:			
(B) Accumulated Call-Up totals to date:			
(A+B) Total Accumulated Call-Ups:			

**NIL REPORT:** We have not done any business with the federal government for this period [    ]

PREPARED BY:

NAME:

TELEPHONE NO.:

SIGNATURE:

DATE

**W4295-13C110/A**

**ANNEX "A"  
STATEMENT OF WORK**

**FOOD**

**SERVICES**

**ROCKY MOUNTAIN NATIONAL ARMY  
CADET SUMMER TRAINING CENTRE**

**GENERAL CONDITIONS****SECTION 1**

- |   |                            |    |   |
|---|----------------------------|----|---|
| 1 | <u>Description of Work</u> | .1 | <p>Work under this contract is for the provision of all labour, equipment, material, supervision and transportation required to provide catering services at the Rocky Mountain National Army Cadet Summer Training Centre (RMNACSTC) located at Ghost River Ranger Station approximately 45 km Northwest of Cochrane, Alberta.</p> <ol style="list-style-type: none"><li>1. Section 1 General Conditions</li><li>2. Section 2 Statement of Work</li><li>3. Section 3 Annexes</li><li>4. Annex A Minimum Staffing Standard</li><li>5. Annex B Standard Meal Item Availability Table and Portion Size</li><li>6. Annex C Standards of Food Quality</li><li>7. Annex D Caterer's Semi-Monthly Invoice (Sample)</li><li>8. Annex E Certified Daily Ration Entitlement Statement</li><li>9. Annex F Catering Contract Incident Register</li><li>10. Annex G Daily Meal Forecast</li><li>11. Annex H Details of Operating Facilities</li><li>12. Annex I Meal Service Schedule</li><li>13. Annex J Estimated Ration Strength by Week</li></ol> |
|---|----------------------------|----|---|

14. Annex K Hygiene and Sanitation, Food Handling and Food Services

15. Annex L Non Food Accessory and Packaging Items

.2 Amendments to Schedules of Work may be made by mutual consent of DND and the contractor. Cleaning not carried out or extra to the frequencies must be approved by DND.

.3 Period of Contract will be for 1 year from date of Standing Offer issue until 20 May 2014 with 2 optional years 21 May 2014 till 20 May 2015 and 21 June 2015 till 20 May 2016 with the majority of work being completed 1 June till 1 September

## 2 Standards

.1 National Building Code, National Fire Code, Canadian Electrical Code, Canadian Plumbing Code, Canada Labour Code, Canada Occupational Safety and Health Regulations, Workplace Hazardous Materials Information System (WHMIS), Workers' Compensation Board and all other applicable Federal, Provincial and Municipal codes pertaining to the trades involved in the work.

.2 In the event of conflict between any provisions of the above authorities, the most stringent provision shall apply.

.3 Contractor shall ensure all his employees are trained in WHMIS, Occupational Health and Safety and Fire Safety.

.4 Contractor and his staff shall comply with the requirements of WHMIS regarding the use, handling, storage, disposal of hazardous materials; labeling and provision of material safety data sheets acceptable to authorities having jurisdiction.

## 3 Materials, Supplies and Equipment

.1 The Contractor will supply all labour, equipment and material required to perform the work as detailed in Section 2.

- .2 Contractor will use only ***environmentally friendly*** products that meet Green Seal's and the Environmental Choice Program's environmental standard for industrial and institutional cleaners. Examples of acceptable products can be found at [www.econexus.net](http://www.econexus.net) or [www.enviro-solutions.com](http://www.enviro-solutions.com).
- .3 Upon award, the Contractor will provide DND a list of proposed products to be used for the work. DND will advise the Contractor of products not approved for use in carrying out the work.
- .4 Requests for "acceptance" of materials in addition to those established as acceptable shall be submitted to DND for approval.
- .5 The Contractor shall on request, furnish a complete written statement of the origin, composition and / or manufacture of any or all materials supplied by him for use in the work. He/she may be required to provide samples of materials from existing stock for testing purposes.
- 4 Workmanship, Staffing and Supervision
- .1 Contractor shall provide sufficient personnel and supervision to ensure that the work can be carried out.
- .2 Any personnel not acceptable to DND due to incompetence, improper conduct, security risk or an inability to communicate will be removed from the site and replaced forthwith.
- .3 The cadet camp is operational seven (7) days per week as well as evenings and holidays. The Contractor must ensure standby staff is available for vacation leave, sick leave or other days off by regular staff.
- .4 A supervisor will be provided, with authority to receive for the contractor, any orders or communication in respect to the contract. The supervisor shall be equipped with a pager or similar communication device, available to contact, during the workday, after hours and/or on weekends, unless arranged otherwise.
- .5 The Contractor's supervisor will co-ordinate operations in accordance with the schedule and to the satisfaction of DND.

- 5 Safety and Security
- .1 The Contractor shall adhere to all fire and safety measures as recommended by National and Provincial codes and/or as prescribed by the authorities having jurisdiction, concerning equipment, work habits and procedures.
  - .2 Contractor and all company personnel shall be familiar with Fire Safety requirements of the facility.
  - .3 All hazardous materials, cleaning compounds, etc. are to be stored and handled in such a manner as to prevent danger to federal employees or members of the public.
  - .4 Smoking is prohibited in crown-owned buildings and other than designated areas, on the grounds.
  - .5 Only those employees whose names appear on the Contractor's payroll will be allowed access to the site.
  - .6 All keys entrusted to the Contractor for the fulfillment of this contract must be fully protected at all times. Lost or misplaced keys will result in re-keying the building locks at the contractor's expense. A list of key holders will be provided to the Camp Co-coordinator.
  - .7 Entry to locked or off-limit rooms will be restricted unless otherwise directed by the Camp Co-coordinator or a designated representative.
- 6 Start-Up
- .1 Contractor and all company personnel on site shall attend a Harassment and Abuse Program briefing provided by National Defence.
  - .2 Prior to commencement of the work the contractor will provide to the Property Manager:
    - .a proof of WHMIS training
    - .b proof of WCB coverage for himself, his employees, and subcontractors
    - .c proof of safety performance
    - .d list of hazardous materials as well as their MSDS sheet
- 7 Building Operations
- .1 Report plumbing, electrical or structural repairs sighted during the cleaning operation, to the site

manager.

8 Contractors Use of Site

- .1 the Department will provide the contractor with the space necessary for the performance of their duties without undue inconvenience.
- .2 The Contractor must not list, publicize or use in any fashion for business purposes, the address of a building owned by the Government of Canada. A telephone may be provided but must not, under any circumstance, appear in any telephone directory or be advertised as a business telephone. Any long distance charges will be at the expense of the contractor.
- .3 The Crown will not be responsible for any damage to the Contractor's supplies, materials or equipment in the building nor to the contractor's employees personal belongings brought onto the site.
- .4 Electricity and water will be provided free of charge to the contractor for the performance of their duties.

9 Meals and Accommodation

- . 1. Meals for contractor's employees will be provided at the contractor's expense.
2. No other arrangements will be considered for meals on site.

**SECTION TWO****PART 1****STATEMENT OF WORK  
FOR THE SUPPLY OF FOOD AND FOOD SERVICES**

THE FOLLOWING DEFINITIONS SHALL FORM PART OF THE CONTRACT

**1. DEFINITIONS**

- a. **“DND”** means Department of National Defence.
- b. **“PWGSC”** means Public Works Government Services Canada.
- c. **"ESTABLISHMENT"** means base, RMNACSTC, unit or other organization where the work is performed.
- d. **"SUPPORT BASE"** means the unit which negotiates and manages the contract and which may be providing some logistic support to the establishment.
- e. **"FOOD SERVICES CONTRACT"** means the provision of meals where the Caterer provides the food services staff and managerial services using DND food commodities, equipment and facilities.
- f. **"FOOD AND FOOD SERVICES CONTRACT IN DND FACILITIES"** means the provision of meals where the caterer provides food commodities, food services staff, and managerial services using DND facilities and equipment.
- g. **"FOOD AND FOOD SERVICE IN NON DND FACILITIES"** means the provision of meals where the caterer provides all food service resources and using caterer's own facilities and equipment.
- h. **"CATERER"** means that person, firm or corporation with whom an agreement has been entered into.
- i. **"COMMANDING OFFICER"** means the senior officer appointed to command the establishment.
- j. **“CONTRACT MANAGER”** means the Officer who oversees the negotiation of the contract with PWGSC and administers the contract.
- k. **“CONTRACT MANAGER’S TECHNICAL ADVISOR”** means a DND Food Services Officer or a cook of the rank of WO or above of the supporting unit 17 Wing Winnipeg, appointed by the supporting Wing / Unit Commander/CO. The technical advisor, or his representative, is to make periodic visits (one at opening, and/or as required). He/she is to be available to give specialist advice to ensure that contract specifications are observed, to provide the caterer with administrative advice, and to assist in interpreting the specifications as related to food, food services, sanitation and hygiene.

- l. **"RMNACSTC FOOD SERVICES REPRESENTATIVE"** (RMNACSTC FSR) the individual appointed by the RMNACSTC CO to liaise with the caterer about day-to-day contract implementation.
- m. **"CATERING STAFF"** means the employees of the caterer engaged to perform the work.
- n. **"SPECIFICATIONS"** as used in this document means Contract specifications for the Supply of a Food and Food Services.
- o. **"PROCEDURES"** means the Procedures for Raising and Managing Food Services Contracts.
- p. **"FOOD SERVICES CONTRACT INCIDENT REGISTER"** means a register kept by the RMNACSTC and in which he/she and the Contract Supervisor record the caterer's performance deficiencies as well as corrective measures taken by the caterer or administrative procedures initiated by the Commanding Officer.
- q. **"DINER STRENGTH"** means the total number of personnel at the establishment entitled to receive meals at public expense.
- r. **"RATION"** means a total of three meals provided to one authorized person for one day. Whenever less than three meals are provided to a given diner, the meals have the ration value stated in Annex G.
- s. **"BOX LUNCH"** means a take out form of meal prepared in lieu of a meal normally served in the dining room and which has the same ration value.
- t. **"DISPERSED MEALS"** means hot food provided in insulated containers (Hay Boxes) for consumption away from dining facilities.
- u. **"INDIVIDUAL MEAL PACKS (IMP)"** means non-perishable foods to be prepared/re-heated by the user. The Individual Meal Pack (IMP) is provided by DND and is equivalent to one-third of one ration.
- v. **"FULL TABLE SERVICE"** means a method of dining room service wherein:
  - (1) Diners are seated at tables previously set with cutlery, crockery, glassware and condiments in the accepted restaurant fashion;
  - (2) The entire meal is served; and
  - (3) Catering staff clears the tables.
- w. **"LIMITED TABLE SERVICE"** means a combination of table and cafeteria service wherein:
  - (1) Dining tables are set with cutlery, crockery and condiments in the accepted restaurant fashion;
  - (2) The diner collects his meal at the serving counter, but may be served with coffee, etc. at the table; and

- (3) Catering Staff clears the tables.
- x. **"CAFETERIA SERVICE"** means a method of serving food wherein:
- (1) The diner collects his meal at the serving counter;
  - (2) Tables are laid with necessary condiments or condiment stands if available.
  - (3) At the end of his meal the diner removes his cutlery, crockery glassware and leftovers to an area provided for their reception.

## **PART II**

### **CATERER'S RESPONSIBILITIES & AVAILABILITY**

2. The Resident Manager and Kitchen Supervisor shall be available at the site of operations prior to commencement of the contract to conclude final details with the Camp Food Services Representative and the Contract Supervisor. A pre-camp meeting will be held between the Caterer's representative(s) and the Contract Supervisor.
3. The Resident Manager, or his authorized representative, shall advise the RMNACSTC Food Services Representative of his intended whereabouts, including after normal working hours.

### **CATERING STAFF**

4. The caterer shall:
  - a. provide a Resident Manager with experience as specified in the contract who shall not be engaged in the actual preparation and serving of meals;
  - b. provide a kitchen supervisor with experience as specified in the contract that shall supervise the catering staff. When the average diner population of a kitchen is 100 or less, the kitchen supervisor may participate in preparation and service of meals.
  - c. provide the catering staff required to meet the CF standards for meal production and service, hygiene, sanitation and general safety. Annex A is provided as a guide and applies to continuous feeding situations. It is the ratio of staff to diners which has proven to be the most effective for the operation of food services facilities which meet the CF standard for meal production and hygiene, where three meals are provided, seven days a week. Thus the caterer should employ personnel to meet the total weekly productive working hours for each category of employee. Where the catering requirement is less than three meals per day, seven days per week, a proportionate number of staff shall be employed;
  - d. provide in-house staff training according to the program submitted with this proposal prior to work commencement, to include Workplace Hazardous Material Information System (WHMIS);
  - e. ensure that food handlers abide by the pertinent city and/or provincial health regulations and those specified in the "Sanitation Code for Canada's Food Services Industry";
  - f. ensure that the catering staff comply with orders and regulations issued by the Commanding Officer;
  - g. provide meals to the Catering staff at his own expense;

- h. provide uniforms to all Catering staff in sufficient quantities to permit a daily change and be responsible for laundering these uniforms; and
- i. provide all cleaning and disinfecting agents and small equipment; i.e.; tea towels, garbage bags, dishwasher detergent, tin foil, saran wrap, mop and mop heads, packing boxes, foil containers for rationing vessels, masking tape, felt markers, bags, paper and plastic and like items required to meet feeding commitments.

### MEDICAL REQUIREMENTS

- 5. The Caterer shall employ personnel who are free from contagious or infectious disease. The Resident Manager will provide a signed release for all employees that they are free from contagious or infectious disease for all employees upon request.

### RELIABILITY REQUIREMENTS

- 6. The caterer will be responsible for screening all potential employees to ensure that personnel with criminal records for alcohol or drug related offenses within the past ten years or any offence relating to child abuse, molestation or assault are not employed on camp premises. Security Clearance forms will be provided to the RMNACSTC Food Services Representative (FSR) as applicable prior to an employee starting work.
- 7. If advised in writing by the Camp Food Services Representative, the caterer will cease to employ any food services staff member considered undesirable.

### CATERER REQUIREMENTS:

- 8.
  - a. provide meals and snacks in accordance with the two-week cycle menu in Annex B, and the Standard Meal Item Availability Table and Portion Size in Annex B at the RMNACSTC. **Contractor is to develop a two week cycle for approval by the Training Center Commanding Officer prior to start up of the kitchen.**
  - b. ensure that all food preparation/cooking follows standardized recipes, is flavorful, takes place as close as possible to actual time of consumption and that meals/box lunches are prepared from ingredients which meet the standards described at Annex C (Standards of Food Quality);
  - c. ensure the timely and safe service of food by covering all food and observing the following maximum holding times and procedures:
    - (1) Hot food: hold at 140 F (60 C) or higher for no longer than two hours. Batch cooking shall be the norm (i.e. staggered cooking). Leftovers shall be covered and cooled quickly and may be served within 48 hours as an additional menu item,
    - (2) all desserts containing custard, milk, eggs, cream and edible oil simulated fillers and all salads refrigerated for no longer than 24 hours, and total exposure at room temperature no longer than 90 minutes, any remaining is to be discarded,
    - (3) bakery items: no longer than 36 hours; and
    - (4) fresh milk shall be dispensed from the original container and shall not be held longer than one hour at room temperature.
  - d. present a sufficient quantity of each menu item to satisfy the portion size requirements at Annex D. An adequate quantity of each selection on the menu shall be prepared to ensure that last diners have the same choice as the first;

- e. display the daily menu in each dining facility.
- f. provide efficient and pleasant service to the diner according to the Meal Service Schedule, contained in the Requisition. Caterer's staff shall assist in service if dispersed meals are required;
- g. control, receive and store food supplies properly in accordance with "The Sanitation Code for Canada's Food Services Industry", and ensure that foods are used on the first-in, first-out basis, and minimize wastage; and
- h. Provide and serve meals for one Officers' Mess Diner (TBA). Provide snacks for graduation parades as coordinated by RMNACSTC FSR as applicable.

### **ADMINISTRATION**

- 9. The Caterer shall:
  - a. Provide the RMNACSTC Food Services Representative (FSR) as applicable with a certified daily nominal roll of the catering staff for the kitchen using the format at Annex D. Total productive working hours for each category of employee are to be indicated. (Annex F)
  - b. Submit semi-monthly invoices (Annex F) to the Contract Manager for services rendered under the contract for the periods from the first to the fifteenth and from the sixteenth to the last day of each month. Invoices will be based on the information contained in the Certified Daily Ration Entitlement Statement (Annex G) prepared by the RMNACSTC Food Services Representative (FSR) as applicable.

## **PART III**

### **CATERERS RESPONSIBILITIES**

- 10. With regard to his staff, the Caterer shall:
  - a. arrange necessary transportation for the catering staff;
  - b. liaise with the Site Harassment Advisor for catering staff training concerning the Cadet Harassment and Abuse Prevention Program(CHAPP); and
  - c. Liaise with the Site General Safety Officer fire prevention training for members of the catering staff.
- 11.. With regard to DND equipment and facilities, the Caterer shall:
  - a. sign an inventory listing of all DND equipment provided by RMNACSTC from the Supply Section prior to commencement;
  - b. properly use the storage facilities for swill and garbage and keep the adjacent areas clean;
  - c. promptly advise the Site Food Services Representative of any equipment malfunction, refrigeration failures, problems with heat, electricity, plumbing, sewage, garbage disposal, inadequate food supplies, etc.;
  - d. return the premises and equipment in the same condition as when they became the Caterer's responsibility and to the satisfaction of the Contract Manager and Food Services Representative, at the end of the contract. The Caterer will not be responsible for changes in conditions and/or quantities of equipment or buildings resulting from normal and reasonable wear and tear or loss or damage to property through explosion, fire, lightning, tempest riot, strike or act of God or the Queen's enemies or any act or occurrence,

- whatsoever, beyond the control of the Caterer; and will not be required to prepare kitchen fixtures, by greasing or otherwise for dormant storage unless negotiated to cover this work;
- e. reimburse DND, at the expiration of the contract for losses, shortages or damages to equipment except as indicated in sub-paragraph d above. The caterer shall be financially responsible for any tableware deficiencies attributable to his actions or negligence by the Contract Manager and/or Food Services Representative; and
  - f. at the expiration of the contract, perform an inventory check of all DND supplied equipment with the Contract Manager or his representative. The deficiencies shall be recorded and recovery action shall be taken prior to the Caterer's departure. DND shall provide the Caterer with a written release against further inventory shortages.

### **DND RESPONSIBILITIES**

- 12. DND shall provide the following equipment and facilities:
  - a. facilities and equipment as listed in the Supply Customer Account (SCA) in a ready and sanitary condition. (An inventory of all DND equipment shall be prepared);
  - b. water, electricity, fuel for kitchen equipment, heating, refrigeration, adequate storage facilities and removal services for swill and kitchen refuse;
  - c. tableware, (chinaware, earthenware, glassware, cutlery, flatware and plastic ware) in amounts equal to the number being fed;
  - d. tablecloths, as required; rodent/pest control;
  - e. locks, keys, window grills, bars and other safeguards for the custody of food and equipment, deemed advisable by the Site Food Svcs Rep and satisfactory to the Caterer;
  - f. copies of Standing Orders, Fire Orders, operating and maintenance instructions for kitchen equipment; and
  - g. Maintenance service for DND kitchen facilities and equipment.

**SECTION III****ANNEXES**

- A. MINIMUM STAFFING STANDARD
- B. STANDARD MEAL ITEM AVAILABILITY TABLE and PORTION SIZE
- C. STANDARDS OF FOOD QUALITY
- D. CATERER'S SEMI-MONTHLY INVOICE (SAMPLE)
- E. CERTIFIED DAILY RATION ENTITLEMENT STATEMENT
- F. CATERING CONTRACT INCIDENT REGISTER
- G. DAILY MEAL FORECAST
- H. DETAILS OF OPERATING FACILITIES
- I. MEAL SERVICE SCHEDULE
- J. ESTIMATED RATION STRENGTH (BY WEEK)
- K.. HYGIENE AND SANITATION, FOOD HANDLING AND FOOD SERVICES
- L. NON FOOD ACCESSORY AND PACKAGING ITEMS

**ANNEX A**

**MINIMUM STAFFING STANDARD**

**WEEKLY PRODUCTIVE HOURS**

1. All personnel hired to fill kitchen supervisor or cook positions shall have training and/or experience commensurate with the duties of the position. The contractor shall provide suitable proof of this experience and/or training.
2. All personnel hired to fill storemen positions shall have training and/or experience commensurate with the duties of the position. This will ensure proper stock controls, storage procedures, etc. The contractor shall provide suitable proof of this experience and/or training.
3. The following guide, supplied from A-85-269-001FP-006 is used as a suggested staffing guide. The total weekly productive hours listed is a minimum and should be used only as a guide, ensuring that total production is not less. The contractor MUST fulfill the requirements as specified in the Contract.
4. The kitchen supervisor will only do productive cooking when the kitchen ration strength falls below 100 persons. At all other times the kitchen supervisor will be supervising the catering staff.

**MINIMUM STAFFING STANDARD**

Ration Strength	RES. MGR.	Assistant RES MGR.	Executive Chef
1-200	1		1
201-600	1		1
601-1200	1		1
1201-Up	1	1	1

Ration Strength	Cooks	Ration Strength	Cooks	Ration Strength	Cooks
17-40	4	376-439	13	1024-1098	22
41-62	5	440-504	14	1099-1173	23
63-92	6	505-579	15	1174-1248	24
93-127	7	580-654	16	1249-1323	25
127-167	8	655-729	17	1324-1398	26
168-212	10	730-804	18	1399-1474	27
213-262	11	805-879	20	1475-1548	28
263-375	12	880-1023	21		

Ration Strength	Kitchen Helpers	Ration Strength	Kitchen Helpers	Ration Strength	Kitchen Helpers
17-40	4	377-408	17	781-815	30
41-53	5	409-440	18	816-850	31
54-67	6	441-470	19	851-885	32
68-83	7	471-500	20	886-925	33
84-100	8	501-530	21	926-965	34
101-120	9	531-560	22	966-1005	35
121-150	10	561-590	23	1006-1045	36
151-185	11	591-620	24	1046-1085	37
186-225	12	621-650	25	1086-1125	38
226-266	13	651-680	26	1126-1165	39
267-307	14	681-710	27	1166-1210	40
308-343	15	711-745	28		
344-376	16	746-780	29		

**Annex B – Standard Meal Item Availability Table –**  
**CADET FEEDING OPERATIONS**

*Applies to Cadet Summer Camps and other cadet feeding activities.*

<b>BREAKFAST</b>			
<b>Category</b>	<b>Meal Item Availability Standard<sup>1</sup></b>	<b>Definition/ Specification</b>	<b>Healthier Choices</b>
<b>Fruit</b>	<b>Fruit Salad</b> <b>3 other varieties of fresh fruit</b>	A total of 4 varieties of fresh fruit. Vary variety throughout week and season. The term “ fresh” implies that the food has not been processed or preserved in any way (i.e. not canned, cured, dehydrated, frozen or otherwise processed or preserved.	All
<b>Juice</b>	<b>3 flavors (2 Fruit and 1 Vegetable)</b>	Pasteurized 100% fruit juice from the named fruit or vegetable, no sugar added, with in accordance with <a href="#">Canada’s Food and Drug Regulations</a> and the <a href="#">Canadian Food Inspection Agency (CFIA)</a> . Vary selection throughout the week.	All
<b>Entrée</b>	<b>Eggs any style</b>  <b>Cereals</b> <b>7 varieties – ready to eat</b>  <b>1 Breakfast entrée</b>	In accordance with the <a href="#">Egg Regulations</a> under the Canadian Agricultural Products Standards Act and <a href="#">Canadian Food And Drug Regulations</a> .  Includes 2 whole grain varieties and 2 sweetened varieties. Since this standard is primarily intended for summer camps, there is no requirement for hot cereals. Should a requirement for hot cereal be identified, then one hot cereal can be added and 6 varieties of ready to eat provided.  e.g. pancakes, French toast, waffles	Cooked with little or no fat.  Whole grain cereal. Less than 12 gm of sugar per recommended portion size.  Made with whole wheat flour
<b>Meats</b>	<b>1 hot breakfast meat</b>  <b>1 cold meat</b>	e.g. bacon, ham, sausage, back bacon. Meat from <a href="#">federally inspected source</a> and <a href="#">CFIA approved only</a> . e.g. Sliced ham. In accordance with the <a href="#">Canadian Food And Drug Regulations</a> or equivalent.	Lean Meat
<b>Cheese</b>	<b>2 varieties of cheese</b>  <b>4 varieties of yogurt</b>	e.g. cream cheese, cheddar cheese, Swiss cheese. Cheese products produced in a dairy establishment registered by CFIA or equivalent  To include low fat varieties.	Less then 2% M.F.  Less then 2% M.F.
<b>Starch</b>	<b>1 breakfast starch item</b>	e.g. baked beans, potatoes	Prepared with little or no fat
<b>Vegetable</b>	<b>Not required</b>		
<b>Bread Product</b>	<b>1 baked product</b>  <b>1 type commercial bread products and 1 variety of each type</b>  <b>3 types of loaves</b>	e.g. muffins, croissants, sweet buns.  e.g. Bagels and English muffins  e.g. whole wheat, multi grain, white, flax, oat, linseed	Low fat, high fiber muffins, whole grain products 100% Whole grain products  100% whole grain products

<sup>1</sup> There may be deviation from the standard for traditional, holiday, or theme meals.

**Annex B – Standard Meal Item Availability Table –  
CADET FEEDING OPERATIONS**

*Applies to Cadet Summer Camps and other cadet feeding activities*

<b>BREAKFAST continued</b>			
<b>Category</b>	<b>Meal Item Availability</b>	<b>Definition/ Specification</b>	<b>Healthier Choices</b>
	<p><b>3 types of Hot beverages</b></p> <p><b>2 types of cold beverages, 3 if non-dairy are provided:</b> <b>Dairy (3 varieties)</b></p> <p><b>Fruit Flavored Drinks (4 varieties)</b></p> <p><b>Non-Dairy Beverages (2 varieties) when requested</b></p>	<p>e.g. Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavored), Hot Chocolate</p> <p>Refers to pasteurized cow’s milk with Vitamin D and A added, in accordance with <a href="#">Canada’s Food and Drug Regulations</a>. No chocolate milk at breakfast.</p> <p>Made of natural fruit flavor extract, of artificial fruit flavors, or any combination thereof. Shall contain Vitamin C not less than 24 mg and not more than 48 mg per 100 ml of ready to serve portion, in accordance with <a href="#">Canada’s Food and Drug Regulations</a>.</p> <p>Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow’s milk. i.e. Soya milk, rice milk.</p>	<p>Less than 2% M.F.</p> <p>Less than 2% M.F.</p> <p>Low calorie, low sugar</p>
<b>Condiments</b>	<p><b>2 types of spreads</b></p> <p><b>3 varieties jam/jellies plus honey, syrup, butter, margarine, ketchup, mustard, mayonnaise, hot sauce, meat sauce</b></p>	<p>e.g. Peanut butter, chocolate nut spread, cheese spread</p>	<p>Low fat varieties</p>

<sup>1</sup> There may be deviation from the standard for traditional, holiday, or theme meals.

<sup>2</sup> Where potable water is available in a dining facility, bottled water shall not be provided. Sports Drinks, Energy Drinks, Thirst Quenchers, Bottled water, flavoured, sparkling and fortified water are not covered within this standard

**Annex B – Standard Meal Item Availability Table –  
**CADET FEEDING OPERATIONS****

*Applies to Cadet Summer Camps and other cadet feeding activities*

<b>LUNCH</b>			
<b>Category</b>	<b>Meal Item Availability</b>	<b>Definition/ Specification</b>	<b>Healthier Choices</b>
<b>Soup</b>	<b>1 freshly prepared soup</b>		Homemade vegetable soups Homemade milk based soups or chowders made from milk with less than 2% M.F.
<b>Main Entrée</b> At least one choice is to be a healthier prepared with little or no fat. One meatless protein dish to be . Vary on a rotating basis.	<b>1 freshly prepared hot protein dish<sup>1</sup> with appropriate accompaniments.</b>	To ensure that the minimum standard of protein content is met, the recipes used for main entrées should be in the CF recipe file or come from a standardized tested quantity recipe and contain a minimum of 18 gms of protein per . Provide fish option at least twice per week. Meat from <a href="#">federally inspected source</a> and <a href="#">CFIA approved only</a> .	Lean meats prepared with little or no added fat or salt. Meat alternatives such as beans, lentils and tofu.
	<b>1 pasta dish</b>	With 2 varieties of sauce, one of which contains a source of protein.	Whole-wheat pasta, 2% M.F. or less sauce, tomato sauce.
	<b>1 item from the following dishes:</b> <b>Pizza</b> <b>Hamburger</b> <b>Hot dog</b> <b>Tacos</b> <b>Burritos and similar dishes</b>	Vary on a rotating basis.	Lean meats prepared with little or no added fat or salt. Meatless burritos. Crusts/buns made with whole-wheat flour.
	<b>Cold Sandwiches</b> <b>3 varieties of sandwich fillings</b>	1 mixed filling 2 sliced meat  3 types of bread, e.g. roll/bun, flat bread, sliced bread, tortilla wraps, etc. 3 varieties of sliced bread, e.g. whole wheat, multi grain, white, etc.	Salmon provides omega 3 fatty acids, tuna packed in water. Low fat spreads, e.g. mustard. Lean meats (ham, turkey)  Whole grain products

<sup>1</sup> There may be deviation from the standard for traditional, holiday, or theme meals.  
<sup>2</sup> Criteria: 400 calories, 15 g fat ( 5 g saturated & 10 g unsaturated), 600 mg Na per portion.  
<sup>3</sup> This may include fish, seafood, cheese or vegetarian dishes including legumes, tofu, nuts, etc.  
<sup>4</sup> Unplanned leftovers may be utilized as a menu choice in addition to the standard.  
<sup>5</sup> Foods for 50, Professional Chef, or the CF recipes are approved resources for recipes.

**Annex B – Standard Meal Item Availability Table –**  
**CADET FEEDING OPERATIONS**

*Applies to Cadet Summer Camps and other cadet feeding activities*

<b>LUNCH continued</b>			
<b>Category</b>	<b>Meal Item Availability Standard</b>	<b>Definition/ Specification</b>	<b>Healthier Choices</b>
<b>Starch</b>	<b>1 starch item</b>	Potato, rice, couscous, not fried or is prepared with little or no fat.	Brown or wild rice. Potatoes with skin. Prepared with little or no fat.
<b>Vegetables</b>	<b>1 cooked vegetable</b>	Prepared with no added fat. Offer at least one dark green and one orange vegetable daily	Fresh or frozen vegetables, prepared with little or no added fat, sugar or salt.
<b>Salads</b>	<b>Salads</b>	Selection of salads as per the salad bar menu	Made with little or no fat
<b>Fruit</b>	<b>4 varieties of fresh fruit A maximum of one variety of fruit can be replaced by a canned variety.</b>	The term “ fresh” implies that the fruit has not been processed or preserved in any way. (i.e. not canned, cured, dehydrated, frozen or otherwise processed or preserved). Vary selection throughout the week and season.	Fresh fruit Frozen fruit without added sugar. Fruit canned in unsweetened or natural fruit juice.
<b>Dessert</b>	<b>1 prepared dessert</b>  <b>Baked desserts (2 types)</b>  <b>Ice Cream (2 flavours)</b>  <b>Yogurt (4 flavours)</b>	e.g. milk puddings, Jell-o, fruit based desserts (i.e. cobblers, crisps), cereal squares.  e.g. cakes, cookies, pies, square.  To include low fat varieties, can include sorbets and parfaits  To include low fat varieties	2% or less M.F.  Make with whole-wheat flour or whole grains. 2% or less M.F  2% or less M.F
<b>Bread Product</b>	<b>2 types of bread</b>  <b>Loaves - 3 varieties</b>	e.g. roll/bun, flat bread, loaves, bagels, pita  e.g. Whole wheat, multi grain, white, etc (whole wheat bread containing not less than 60 % whole wheat flour)	Whole grain products Whole grain products

## Annex B – Standard Meal Item Availability Table –

### **CADET FEEDING OPERATIONS**

*Applies to Cadet Summer Camps and other cadet feeding activities*

<b>LUNCH continued</b>			
<b>Category</b>	<b>Meal Item Availability Standard</b>	<b>Definition/ Specification</b>	<b>Healthier Choices</b>
	<b>3 types of Hot beverages</b>	e.g. Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavoured) Hot Chocolate	Less than 2% M.F.
	<b>3 types of cold beverages, 4 if non-dairy are provided: Dairy (4 varieties)</b>	Refers to pasteurized cow's milk with Vitamin D and A added, in accordance with <a href="#">Canada's Food and Drug Regulations</a> .	Less than 2% M.F.
	<b>Fruit/vegetable juice</b>	Pasteurized fruit juice from the named fruit in accordance with <a href="#">Canada's Food and Drug Regulations</a> s and the <a href="#">Canadian Food Inspection Agency</a> (CFIA) Vary selection throughout the week	All
	<b>Fruit Flavoured Drinks (4 varieties)</b>	Made of natural fruit flavor extract, of artificial fruit flavors, or any combination thereof. Shall contain Vitamin C not less than 24 mg and not more than 48 mg per 100 ml of ready to serve portion, in accordance with <a href="#">Canada's Food and Drug Regulations</a>	Low calorie, low sugar
	<b>Non-Dairy Beverages (2 varieties) when requested</b>	Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow's milk. i.e. Soya milk, rice milk.	

<sup>1</sup> Where potable water is available in a dining facility, bottled water shall not be provided. Sports Drinks, Energy Drinks, Thirst Quenchers, Bottled water, flavoured, sparkling, and fortified water are not covered within this standard

**Annex B – Standard Meal Item Availability Table –**  
**CADET FEEDING OPERATIONS**

*Applies to Cadet Summer Camps and other cadet feeding activities*

<b>SUPPER</b>			
<b>Category</b>	<b>Meal Item Availability</b>	<b>Definition/ Specification</b>	<b>Healthier Choices</b>
<b>Soup</b>	<b>Not required</b>		
<b>Main Entrée</b> At least one choice is to be a <b>healthier</b> prepared with little or no fat. One meatless protein dish to be . Vary on a rotating basis.	<b>2 freshly prepared hot protein dish<sup>4</sup> with appropriate accompaniments.</b>  <b>1 omelette OR</b>  <b>1 item from the following dishes:</b>  <b>Pizza</b> <b>Hamburger</b> <b>Hot dog</b> <b>Tacos</b> <b>Burritos and similar dishes</b>	To ensure that the minimum standard of protein content is met, the recipes used for main entrées should be in the CF recipe file or come from a standardized tested quantity recipe and contain a minimum of 18 gms of protein per . Provide fish option at least twice per week. Meat from <a href="#">federally inspected source</a> and <a href="#">CFIA approved only</a> .  Vary on a rotating basis  Vary on a rotating basis.	Lean meats prepared with little or no added fat or salt. Meat alternatives such as beans, lentils and tofu.  Lean meats prepared with little or no added fat or salt. Meatless burritos. Crusts/buns made with whole-wheat flour.
<b>Starch</b>	<b>1 starch item</b>	Potato, rice, couscous, not fried or prepared with little or no fat.	Brown or wild rice, Potatoes with skin. Prepared with little or no fat.
<b>Vegetables</b>	<b>1 cooked vegetable</b>	Prepared with no added fat. Offer at least one dark green and one orange vegetable daily	Fresh or frozen vegetables, prepared with little or no added fat, sugar or salt.
<b>Salads</b>	<b>Salads</b>	Selection of salads as per the salad bar menu	Made with little or no fat

<sup>1</sup> There may be deviation from the standard for traditional, holiday, or theme meals.

<sup>2</sup> Criteria: 400 calories, 15 g fat ( 5 g saturated & 10 g unsaturated), 600 mg Na per portion.

<sup>3</sup> This may include fish, seafood, cheese or vegetarian dishes including legumes, tofu, nuts, etc.

<sup>4</sup> Unplanned leftovers may be utilized as a menu choice in addition to the standard.

<sup>5</sup> Foods for 50, Professional Chef, or the CF recipes are approved resources for recipes.

**Annex B – Standard Meal Item Availability Table –  
CADET FEEDING OPERATIONS**

*Applies to Cadet Summer Camps and other cadet feeding activities*

<b>SUPPER continued</b>			
<b>Category</b>	<b>Meal Item Availability Standard</b>	<b>Definition/ Specification</b>	<b>Healthier Choices</b>
<b>Fruit</b>	<b>4 varieties of fresh fruit A maximum of one fresh fruit can be replaced by a canned variety.</b>	The term “ fresh” implies that the fruit has not been processed or preserved in any way. (i.e. not canned, cured, dehydrated, frozen or otherwise processed or preserved).  Vary selection throughout the week and season.	Fresh fruit Frozen fruit without added sugar. Fruit canned in unsweetened or natural fruit juice.
<b>Dessert</b>	<b>1 prepared dessert</b>  <b>Baked desserts (2 types)</b>  <b>Ice Cream (2 flavours)</b>  <b>Yogurt (4 flavours)</b>	e.g. milk puddings, Jell-o, fruit based desserts (i.e. cobblers, crisps), cereal squares, e.g. cakes, cookies, pies, square.  To include low fat varieties, can include sorbets and parfaits  To include low fat varieties	2% or less M.F.  Made with whole-wheat flour or whole grains.  2% or less M.F.
<b>Bread Product</b>	<b>2 types of bread</b>  <b>Loaves - 3 varieties</b>	e.g. roll/bun, flat bread, loaves, bagels, pita  e.g. Whole wheat, multi grain, white, etc (whole wheat bread containing not less then 60 % whole wheat flour)	Whole grain products Whole grain products
	<b>3 types of Hot beverages</b>  <b>3 types of cold beverages, 4 if non-dairy are provided:</b> <b>Dairy (4 varieties)</b>  <b>Fruit/vegetable juice (2 Varieties)</b>  <b>Fruit Flavoured Drinks (4 varieties)</b>  <b>Non-Dairy Beverages (2 varieties) when requested</b>	e.g. Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavoured) Hot Chocolate  Refers to pasteurized cow’s milk with Vitamin D and A added, in accordance with <a href="#">Canada’s Food and Drug Regulations</a> .  Pasteurized fruit juice from the named fruit in accordance with <a href="#">Canada’s Food and Drug Regulations</a> and the <a href="#">Canadian Food Inspection Agency</a> (CFIA) Vary selection throughout the week  Made of natural fruit flavoured extract of artificial fruit flavours or any combination thereof. Shall contain Vitamin C not less then 24 mg and not more then 48 mg per 100 ml of ready to serve portion, in accordance with <a href="#">Canada’s Food and Drug Regulations</a>  Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow’s milk i.e. Soya milk, rice milk.	Less then 2% M.F.  Less then 2% M.F.  All  Low calorie, low sugar

<sup>1</sup> Where potable water is available in a dining facility, bottled water shall not be provided. Sports Drinks, Energy Drinks, Thirst Quenchers, Bottled water, flavoured, sparkling, and fortified water are not covered within this standard



## Annex B – Portion Size Standard

Portion Size Standard	
<b>Breakfast</b>	
Eggs, large	2 each
Ham/Back Bacon	45 g (raw)
Bacon	3 slices (40/48 slices per kg raw)
Sausages	2 each (12/500 g raw)
Hot cakes	2 X 90 ml ladles of batter
French Toast	2 slices
Cereal w/milk	
- hot	175 ml (cooked) plus 125 ml of milk
- cold	Ind pkg or 250 ml plus 125 ml of milk
Cheese	30 g
Muffin	1 each (130 g)
Bagel	1 each (110 g)
Croissants	1 each (60 g)
Toast	2 slices (each 35 g)
<b>Lunch and Supper</b>	
Soup	250 ml
Steaks and chops (bone in)	250g (raw)
Chicken pieces (bone-in)	275g (raw)
Steak (boneless)	225 g (raw)
Boneless meat/poultry	150 g cooked (180 g raw)
Fish (steaks, fillet)	150 g (raw)
Fish (battered)	150 g (cooked)
Stews	300 g (cooked) (250 ml ladle)
Casserole dishes	300g (cooked) (250 ml ladle)
Pasta w/ sauce (main entrée)	150 g of pasta, 175 ml of sauce
Three decker sandwich	1 each (90 g of meat total)
Hamburger	1 each (167 g raw)
Hot dog	80 g (2 ea @ 40 g or 1 ea @ 80 g)
Pizza	1 each (1/6 of a 40 cm diameter pizza) 240 g
Tacos	2 each
Burritos	1 each (150g)
Submarine (15 cm long)	1 each (90 g sliced meat or 110 g mixed filling)
Sandwich	1 each
Sandwich filling - salad	110 g
Sandwich filling - sliced meat	90 g
Sliced meat – for cold plate	90 g
Starch Item - potatoes, rice, pasta	125 g (cooked) (2 ea 125 ml spoon, 2 ea #16 scoop)
Vegetables	90 g (125 ml spoon)
Salad Items	6” bowl or 8” plate
Canned fruit	175 ml
Fresh fruit (individual)	1 each
Fresh grapes/berries/sliced fruits	125 ml or 90 g
Pudding	125 ml
Jello	125 ml
Ice cream	125 ml
Fruit yogurt	175 ml

**Portion Size Standard**

Cake	1 piece (5 cm X 5 cm X 7 cm)
Pie	1 piece (1/8 of a 22 cm diameter pie)
Squares	1 piece (5 cm X 5 cm X 2.5 cm)
Cookies (7.5 cm diam.)	2 each
Cookies (12.5 cm diam.)	1 each
Doughnuts / Sweet Buns	1 each
Bread	1 slice
Dinner Roll	1 each
<b><i>Beverages</i></b>	
Juice	250 ml
Milk (2%, 1%, skim, choc, non dairy)	250 ml
Fruit Drinks	250 ml
Pop	250 ml
Hot Beverages	250 ml

## SNACKS

The snacks shall include one beverage and two food items per person.

Beverages: Feature tea and coffee and at least two of the following: 2% milk, 2% chocolate milk, hot chocolate, fruit juices, and lemonade. N.B. 25% of milk will be chocolate milk

Food: Feature at least three of the following: fresh fruits, cookies, cakes, squares, pies, and doughnuts.

- Note:
1. The minimum standard as outlined in this annex and the menus in Appendix 1 to Annex B shall be incorporated to maintain a reasonable and effective minimum guide to food quantities applicable to this contract.
  2. Officers Mess to be stocked with hot and cold beverages, snacks and applicable condiments.

## **BOX LUNCH MENU PATTERN:** (Minimum Standard)

- a. The pattern of the box lunch menu is two sandwiches or one sandwich and a cold plate:
  - (1) A variety of fresh breads (preferably whole grain) and specialty rolls shall be used in box lunches; e.g. whole wheat, multi-grain, rye, pumpernickel breads, crusty dinner rolls, submarines, kaisers, bagels, whole wheat pita, etc.
  - (2) Sandwich fillings shall be freshly prepared and the condiments provided separately to complement the filling. One filling shall be of cold sliced or shaved roasted or cooked meat, (NOT LESS THAN 50 g). The second filling may be one of the following: sliced cold cuts, preserved meats, cheese or prepared fillings of meat, fish or egg salad (NOT LESS THAN 50 g). Lettuce should be added to one or both of the sandwiches (NOT LESS THAN 20 g).
  - (3) Cold plate shall consist of a serving of cold sliced roasted or cooked meats (NOT LESS THAN 50 g) or a quarter of roasted chicken served on a bed of lettuce (chopped or leaf) in an aluminum foil casserole. Two slices of bread or rolls shall be served separately with individual butters or margarines (NOT MORE THAN 10 g). Include plastic utensils.

- (4) Cheese (NOT LESS THAN 20 g) will be added to one sandwich choice every other day.

Note: All sandwiches shall be made with (NO MORE THAN 10 g) of butter or margarine at any time. The spread shall be soft to avoid tearing the bread or rolls and the entire piece of bread or roll shall be covered.

b. Salad

- (1) A mixture of fresh vegetables will be provided to include such items as radishes, tomato wedges, cucumber slices, or sticks of celery, carrot, broccoli, or cauliflower pieces etc. (TO WEIGH NOT LESS THAN 160g per box lunch).

c. Fruit:

- (1) Fresh fruit, cleaned and sorted, such as apple, oranges, grapes, ripe bananas, plums, cherries or other fruit as available, plus pudding or prepared fruit cups.

Note: Individual milk puddings or fruit cup.

d. Baked Goods:

- (1) One serving of freshly prepared baked goods such as cookies, squares, tarts, cake, sweet breads, doughnuts, etc. (NOT LESS THAN 50 g).

e. Snack:

- (1) One cheese and cracker (32 g) package will be added to each box lunch.

f. Condiments:

- (1) Appropriate condiments shall be provided to compliment the contents of the lunch such as horseradish, etc., and individual foil butters or margarines if required.

g. Beverages:

- (1) A carton of 2% milk or chocolate milk shall be provided in box lunches.
- (2) Fruit juices (with vitamin C added) may be used when the non-refrigerated holding period is too long to keep milk cold. (Minimum 250 ml)
- (3) Box of breakfast must include juice and milk.

h. Accessory Package:

- (1) A disposable dining packet shall be provided to suit the contents of the lunch.
- (2) Each box lunch will be date stamped after being assembled.

### **DISPERSED HOT MEALS (HAY BOX)**

1. Each dispersed hot meal (hay box) shall be produced using the foods prepared for the meal that is to be served in the dining room at the same time. It shall consist of:
  - a. soup (with crackers);
  - b. main protein meal (as indicated by an asterisk (\*) on weekly menu pattern);
  - c. starch item;
  - d. vegetable (cook's choice);
  - e. tossed salad, or coleslaw or assorted raw vegetables;
  - f. fresh fruit;
  - g. one prepared or baked dessert (cook's choice);
  - h. bread or rolls and butter or margarine; and
  - j. two beverages
  - k. appropriate condiments.

Note 1. The quantity for the main protein dish and starch choice shall be 10% for dispersed meals.

Note 2. Each meal shall be accompanied by a card indicating the amount per serving, etc. pork chop - one; boiled potato - two pieces; cookies - three.

Note 3. Remote feeding standards shall be as per minimum standard and daily menu patterns (minus light lunch).

**APPENDIX 1**

**FOOD SERVICES SUMMER 2013 - PHASE 1**

**SAMPLE WEEKLY MENU**

MEAL	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
B R E A K F A S T	<p><b>FRUIT &amp; JUICES:</b> A <u>selection</u> of assorted fruit juices daily (canned or frozen) - apple, orange, grapefruit, pineapple, orange juice to be served at least four times weekly. A <u>selection</u> of citrus fruits, grapefruit &amp; orange segments, and grapefruit halves.</p> <p><b>CEREALS:</b> A choice of three dry cereals (at least one is to be whole grain cereal) plus one hot cereal. Hotcakes and French Toast alternate daily.</p> <p><b>MEATS:</b> Bacon plus ham or sausage served in rotation throughout the week. Hashbrown potatoes served daily.</p> <p><b>EGG DISHES:</b> Choice of breakfast egg dishes; minimum of two choices - one being fried, the other varying from day to day.</p> <p><b>MISCELLANEOUS:</b> Toast (including whole-wheat) butter, margarine, jam, syrup, honey, cheez whiz, marmalade, peanut butter. Individual portions to be used. <u>Muffins</u> - bran, oatmeal, commeal, orange, raisin and plain. <u>Scones</u> - tea biscuits, sweet roll or croissants.</p> <p><b>BEVERAGES:</b> Tea, coffee, milk, skim milk, and hot chocolate.</p>						
L U N C H	<p>TOMATO SOUP</p> <p>ROAST BEEF GRAVY YORKSHIRE PUDDING HORSERADISH</p> <p>GRILLED CHEESE SANDWICH</p> <p>PEROGIES</p> <p>MASHED POTATOES</p> <p>MINTED GREEN PEAS STEAMED CAULIFLOWER /CHEESE SAUCE</p>	<p>BEEF BARLEY SOUP</p> <p>GRILLED PORK CHOPS/ APPLESAUCE</p> <p>BAKED LASAGNA W/GARLIC BREAD</p> <p>SALMON SALAD SANDWICH</p> <p>PARSLEY BOILED POTATOES</p> <p>BAKED SQUASH STEAMED LEMON BROCCOLI</p>	<p>CREAM OF MUSHROOM SOUP</p> <p>BAKED QUARTER CHICKEN/CRANBERRY SAUCE</p> <p>CABBAGE ROLLS</p> <p>ROAST BEE SANDWICH</p> <p>DOLLAR CHIPS</p> <p>STIR FRY VEGETABLES</p>	<p>CHICKEN NOODLE SOUP</p> <p>HAMBURGER DELUXE</p> <p>BAKED MACARONI &amp; CHEESE</p> <p>CHICKEN SALAD SANDWICH</p> <p>MASHED POTATOES</p> <p>ASPARAGUS TIPS STEWED TOMATOES</p>	<p>FISH CHOWDER</p> <p>BATTERED COD W/LEMON WEDGE &amp; TATAR SAUCE</p> <p>SWISS STEAK</p> <p>QUICHE LORRAINE</p> <p>EGG SALAD SANDWICH</p> <p>PARSLEY BOILED &amp; FRENCH FRIED POTATOES</p> <p>MIXED VEGETABLES</p>	<p>FRENCH ONION SOUP</p> <p>BROWN BEEF STEW W/TEA BISCUITS</p> <p>PORK CHOW MEIN</p> <p>TUNA SALAD SANDWICH</p> <p>BOILED POTATOES</p> <p>MASHED TURNIPS GREEN BEANS</p>	<p>TOMATO JUICE</p> <p>GRILLED LOIN STEAK/ONIONS &amp; MUSHROOMS</p> <p>BREADED FILLET OF SOLE/LEMON WEDGES &amp; TATAR SAUCE</p> <p>GRILLED CHEESE SANDWICH</p> <p>BAKED POTATOE/ /SOUR CREAM</p> <p>KERNEL CORN</p>
B U F F E T	<p>SALAD BAR</p> <p>APPLE PIE</p> <p>SPICE CAKE</p> <p>ASST. FRUIT JELLO</p> <p>ICE CREAM</p> <p>FRESH FRUIT</p>	<p>SALAD BAR</p> <p>VANILLA PUDDING</p> <p>PEANUT BUTTER COOKIES</p> <p>CHILLED PEACHES</p> <p>ASST. YOGURT</p> <p>FRESH FRUIT</p>	<p>SALAD BAR</p> <p>BLUEBERRY PIE</p> <p>CHOCOLATE CAKE HERMITS</p> <p>ICE CREAM</p> <p>FRESH FRUIT</p>	<p>SALAD BAR</p> <p>BUTTERSCOTCH PUDDING</p> <p>CHOCOLATE CHIP COOKIES</p> <p>APPLE CRISP</p> <p>ASST. YOGURT</p> <p>FRESH FRUIT</p>	<p>SALAD BAR</p> <p>PUMPKIN PIE</p> <p>RICE CRISPIES SQUARES</p> <p>FRESH FRUIT</p> <p>SALAD</p> <p>ICE CREAM</p> <p>FRESH FRUIT</p>	<p>SALAD BAR</p> <p>CHEESE CAKE</p> <p>BREAD PUDDING</p> <p>SHORTBREAD</p> <p>COOKIES</p> <p>FRESH FRUIT</p>	<p>SALAD BAR</p> <p>LEMON PIE</p> <p>ICED WHITE CUPCAKE</p> <p>ASST. FRUIT</p> <p>JELLO</p> <p>ICE CREAM</p> <p>FRESH FRUIT</p>
<p>APPENDIX 1 - PHASE 1</p> <p>Continued on next page</p>							

D I N N E R	TOMATO SOUP	BEEF BARLEY SOUP	CREAM OF MUSHROOM SOUP	CHICKEN NOODLE SOUP	FISH CHOWDER	FRENCH ONION SOUP	TOMATO JUICE	
	BAKED LEG OF HAM /RAISIN SAUCE	BRAISED BEEF SHORT -RIBS WITH COUNTRY GRAVY	ROAST PORK/GRAVY & APPLESAUCE	SHEPHERD'S PIE/ GRAVY	BREADED SCALLOPS W/ TATAR SAUCE	ASST. PIZZA'S	CHINESE MEATBALLS	
	SPAGETTI/MEAT SAUCE HOT GARLIC BREAD	CHICKEN BREAST BURGERS	BEEF STROGANOFF BUTTERED NOODLES	HOT GRILLED CORNED BEEF ON RYE SANDWICH /HOT MUSTARD OPEN FACED	SEAFOOD SALAD ON A CROISSANT	SWEET & SOUR SPARERIBS	BBQ BEEF ON A BUN	
	CHICKEN SALAD SANDWICH	WESTERN OMELET	SALAMI/LETTUCE SANDWICH	PORK SANDWICH	BEEF CHOP SUEY	ROAST BEEF SANDWICH	GREEN ONION OMELET	
	SCALLOPED POTATOES	FRENCH FRIEDPOTATOES/ STEAMED RICE	OVEN BAKED POTATOES	LYONNAISE POTATOES	STEAMED RICE	STEAMED RICE	HERBED NOODLES DOLLAR CHIPS	
	CARROT COINS BRUSSEL SPROUTS	KERNEL CORN BRAISED CELERY	FRENCH GREEN BEANS SLICED BEETS	BUTTERED STEAMED CABBAGE CARROT COINS	MINTED GREEN PEAS	BROCCOLI/ CHEESE SAUCE BUTTERED ZUCCHINI	STIRFRY VEGETABLES	
	SALAD BAR	SALAD BAR	SALAD BAR	SALAD BAR	SALAD BAR	SALAD BAR	SALAD BAR	
	CHOCOLATE PUDDING CHILLED PEARS MOLASSES COOKIES FRESH FRUIT	CHERRY PIE DATE SQUARES FRESH FRUIT SALAD ICE CREAM	STRAWBERRY OR RASPBERRY SHORTCAKE LEMON PUDDING CHILLED FRUIT COCKTAIL FRESH FRUIT	RAISIN PIE ICED CARROT CAKE ASST. FRUIT JELLO ICE CREAM FRESH FRUIT	TAPIOCA PUDDING ICED BROWNIE RAISIN COOKIES ASST. YOGURT FRESH FRUIT	FRUIT TRIFLE CHERRY CRISP BUTTER TARTS ICE CREAM FRESH FRUIT	PINEAPPLE UPSIDE DOWN CAKE RICE RAISIN PUDDING CHOCOLATE ICEBOX COOKIES ASST. YOGHURT FRESH FRUIT	
	B U F F E T	NOTES:						
		1. SANDWICHES AS FEATURED ON THE MENUS ARE TO BE ASSEMBLED, CHILLED, AND GARNISHED, THEN WRAPPED IN SARAN. 2. THE SALAD BAR AS OUTLINED IN ANNEX B MUST BE MAINTAINED. 3. CHOICES OF BREAD/TOAST SHALL INCLUDE AT LEAST THREE OF THE FOLLOWING AT EACH MEAL: WHITE, WHOLE-WHEAT, RYE, FRUIT, RAISIN AND VARIOUS DINNER ROLLS BUTTER OR SOFT MARGARINE SHALL BE AVAILABLE. 4. VEGETABLES SHALL BE FRESH OR FROZEN EXCEPT CORN, BEETS, ASPARAGUS, AND STEWED TOMATOES. 5. FRESH FRUIT SHALL INCLUDE AT LEAST ONE SELECTION FROM THE FOLLOWING EACH DAY: STRAWBERRIES, PLUMS, PINEAPPLE, MELONS(WATERMELON, HONEY DEW, CANTALOUPE), PEACHES, NECTARINES, KIWI, OR BLUEBERRIES. THE SECOND FRESH FRUIT OF THE DAY MAY BE ONE OF THE FOLLOWING: ORANGES, APPLES, BANANAS, PEARS, GRAPES. SELECTION VARY FROM DAY TO DAY. 6. THE SELECTION FOR THE DISPERSED MEALS WILL BE ACCORDING TO ANNEX B, UNDER CONTROL OF THE NACSTC ROCKY MOUNTAIN FSR						
L A T E M E A L S	ADDITIONAL FOOD ITEMS SERVED FOR LUNCH AND DINNER							

## APPENDIX 1

### FOOD SERVICES SUMMER 2013 - PHASE 1

#### SAMPLE WEEKLY MENU

MEAL	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
B R E A K F A S T	<b>FRUIT &amp; JUICES:</b> A selection of assorted fruit juices daily (canned or frozen) - apple, orange, grapefruit, pineapple, orange juice to be served at least four times weekly. A selection of citrus fruits, grapefruit & orange segments, and grapefruit halves. <b>CEREALS:</b> A choice of three dry cereals (at least one is to be whole grain cereal) plus one hot cereal. Hotcakes and French Toast alternate daily. <b>MEATS:</b> Bacon plus ham or sausage served in rotation throughout the week. Hashbrown potatoes served daily. <b>EGG DISHES:</b> Choice of breakfast egg dishes; minimum of two choices - one being fried, the other varying from day to day. <b>MISCELLANEOUS:</b> Toast (including whole-wheat) butter, margarine, jam, syrup, honey, cheez whiz, marmalade, peanut butter. Individual portions to be used. <u>Muffins</u> - bran, oatmeal, cornmeal, orange, raisin and plain. <u>Scones</u> - tea biscuits, sweet roll or croissants. <b>BEVERAGES:</b> Tea, coffee, milk, skim milk, and hot chocolate.						

L U N C H	TOMATO SOUP	BEEF BARLEY SOUP	CREAM OF MUSHROOM SOUP	CHICKEN NOODLE SOUP	FISH CHOWDER	FRENCH ONION SOUP	TOMATO JUICE
	ROAST BEEF GRAVY YORKSHIRE PUDDING HORSERADISH	GRILLED PORK CHOPS/ APPLESAUCE	BAKED QUARTER CHICKEN/CRANBERRY SAUCE	HAMBURGER DELUXE	BATTERED COD W/LEMON WEDGE & TATAR SAUCE	BROWN BEEF STEW W/TEA BISCUITS	GRILLED LOIN STEAK/ONIONS & MUSHROOMS
	GRILLED CHEESE SANDWICH	BAKED LASAGNA W/GARLIC BREAD	CABBAGE ROLLS	BAKED MACARONI & CHEESE	SWISS STEAK	PORK CHOW MEIN	BREADED FILLET OF SOLE/LEMON WEDGES & TATAR SAUCE
	PEROGIES	SALMON SALAD SANDWICH	ROAST BEE SANDWICH	CHICKEN SALAD SANDWICH	QUICHE LORRAINE	TUNA SALAD SANDWICH	GRILLED CHEESE SANDWICH
	MASHED POTATOES	PARSLEY BOILED POTATOES	DOLLAR CHIPS	MASHED POTATOES	PARSLEY BOILED & FRENCH FRIED POTATOES	BOILED POTATOES	BAKED POTATOE/ /SOUR CREAM
	MINTED GREEN PEAS STEAMED CAULIFLOWER /CHEESE SAUCE	BAKED SQUASH STEAMED LEMON BROCCOLI	STIR FRY VEGETABLES	ASPARAGUS TIPS STEWED TOMATOES	MIXED VEGETABLES	MASHED TURNIPS GREEN BEANS	KERNEL CORN
	SALAD BAR	SALAD BAR	SALAD BAR	SALAD BAR	SALAD BAR	SALAD BAR	SALAD BAR
	APPLE PIE SPICE CAKE ASST. FRUIT JELLO ICE CREAM FRESH FRUIT	VANILLA PUDDING PEANUT BUTTER COOKIES CHILLED PEACHES ASST. YOGURT FRESH FRUIT	BLUEBERRY PIE CHOCOLATE CAKE HERMITS ICE CREAM FRESH FRUIT	BUTTERSCOTCH PUDDING CHOCOLATE CHIP COOKIES APPLE CRISP ASST. YOGURT FRESH FRUIT	PUMPKIN PIE RICE CRISPIES SQUARES FRESH FRUIT SALAD ICE CREAM FRESH FRUIT	CHEESE CAKE BREAD PUDDING SHORTBREAD COOKIES FRESH FRUIT	LEMON PIE ICED WHITE CUPCAKE ASST. FRUIT JELLO ICE CREAM FRESH FRUIT

APPENDIX 1 - PHASE 1  
Continued on next page

D I N N E R	TOMATO SOUP	BEEF BARLEY SOUP	CREAM OF MUSHROOM SOUP	CHICKEN NOODLE SOUP	FISH CHOWDER	FRENCH ONION SOUP	TOMATO JUICE
	BAKED LEG OF HAM /RAISIN SAUCE	BRAISED BEEF SHORT -RIBS WITH COUNTRY GRAVY	ROAST PORK/GRAVY & APPLESAUCE	SHEPHERD'S PIE/ GRAVY	BREADED SCALLOPS W/ TATAR SAUCE	ASST. PIZZA'S	CHINESE MEATBALLS
	SPAGETTI/MEAT SAUCE HOT GARLIC BREAD	CHICKEN BREAST BURGERS	BEEF STROGANOFF BUTTERED NOODLES	HOT GRILLED CORNED BEEF ON RYE SANDWICH /HOT MUSTARD OPEN FACED	SEAFOOD SALAD ON A CROISSANT	SWEET & SOUR SPARERIBS	BBQ BEEF ON A BUN
	CHICKEN SALAD SANDWICH	WESTERN OMELET	SALAMI/LETTUCE SANDWICH	PORK SANDWICH	BEEF CHOP SUEY	ROAST BEEF SANDWICH	GREEN ONION OMELET
	SCALLOPED POTATOES	FRENCH FRIEDPOTATOES/ STEAMED RICE	OVEN BAKED POTATOES	LYONNAISE POTATOES	STEAMED RICE	STEAMED RICE	HERBED NOODLES DOLLAR CHIPS
	CARROT COINS BRUSSEL SPROUTS	KERNEL CORN BRAISED CELERY	FRENCH GREEN BEANS SLICED BEETS	BUTTERED STEAMED CABBAGE CARROT COINS	MINTED GREEN PEAS	BROCCOLI/ CHEESE SAUCE BUTTERED ZUCCHINI	STIRFRY VEGETABLES
	SALAD BAR	SALAD BAR	SALAD BAR	SALAD BAR	SALAD BAR	SALAD BAR	SALAD BAR
	CHOCOLATE PUDDING CHILLED PEARS MOLASSES COOKIES FRESH FRUIT	CHERRY PIE DATE SQUARES FRESH FRUIT SALAD ICE CREAM	STRAWBERRY OR RASPBERRY SHORTCAKE LEMON PUDDING CHILLED FRUIT COCKTAIL FRESH FRUIT	RAISIN PIE ICED CARROT CAKE ASST. FRUIT JELLO ICE CREAM FRESH FRUIT	TAPIOCA PUDDING ICED BROWNIE RAISIN COOKIES ASST. YOGURT FRESH FRUIT	FRUIT TRIFLE CHERRY CRISP BUTTER TARTS ICE CREAM FRESH FRUIT	PINEAPPLE UPSIDE DOWN CAKE RICE RAISIN PUDDING CHOCOLATE ICEBOX COOKIES ASST. YOGHURT FRESH FRUIT

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NOTES:  
1. SANDWICHES AS FEATURED ON THE MENUS ARE TO BE ASSEMBLED, CHILLED, AND GARNISHED, THEN WRAPPED IN SARAN.  
2. THE SALAD BAR AS OUTLINED IN ANNEX B MUST BE MAINTAINED.  
3. CHOICES OF BREAD/TOAST SHALL INCLUDE AT LEAST THREE OF THE FOLLOWING AT EACH MEAL: WHITE, WHOLE-WHEAT, RYE, FRUIT, RAISIN AND VARIOUS DINNER ROLLS BUTTER OR SOFT MARGARINE SHALL BE AVAILABLE.  
4. VEGETABLES SHALL BE FRESH OR FROZEN EXCEPT CORN, BEETS, ASPARAGUS, AND STEWED TOMATOES.  
5. FRESH FRUIT SHALL INCLUDE AT LEAST ONE SELECTION FROM THE FOLLOWING EACH DAY: STRAWBERRIES, PLUMS, PINEAPPLE, MELONS(WATERMELON, HONEY DEW, CANTALOUPE), PEACHES, NECTARINES, KIWI, OR BLUEBERRIES. THE SECOND FRESH FRUIT OF THE DAY MAY BE ONE OF THE FOLLOWING: ORANGES, APPLES, BANANAS, PEARS, GRAPES. SELECTION VARY FROM DAY TO DAY.  
6. THE SELECTION FOR THE DISPERSED MEALS WILL BE ACCORDING TO ANNEX B, UNDER CONTROL OF THE NACSTC ROCKY MOUNTAIN FSR

ADDITIONAL FOOD ITEMS SERVED FOR LUNCH AND DINNER

**APPENDIX 1**

**FOOD SERVICES SUMMER 2013 - PHASE II**

**SAMPLE WEEKLY MENU**

MEALS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
B R E A K F A S T	<p><b>FRUIT &amp; JUICES:</b> A selection of assorted fruit juices daily (canned or frozen) - apple, orange, grapefruit, pineapple, orange juice to be served at least four times weekly.</p> <p>A selection of citrus fruits, grapefruit &amp; orange segments, and grapefruit halves.</p> <p><b>CEREALS:</b> A choice of three dry cereals (at least one is to be whole grain cereal) plus one hot cereal. Hotcakes and French Toast alternate daily.</p> <p><b>MEATS:</b> Bacon plus ham or sausage served in rotation throughout the week. Hashbrown potatoes served daily.</p> <p><b>EGG DISHES:</b> Choice of breakfast egg dishes; minimum of two choices - one being fried, the other varying from day to day.</p> <p><b>MISCELLANEOUS:</b> Toast (including whole-wheat) butter, margarine, jam, syrup, honey, cheez whiz, marmalade, peanut butter. Individual portions to be used. <u>Muffins</u> - bran, oatmeal, cornmeal, orange, raisin, plain. <u>Scones</u> - tea biscuits, sweet roll or croissants.</p> <p><b>BEVERAGES:</b> Tea, coffee, milk, skim milk, and hot chocolate.</p>						
L U N C H	<p>CREAM OF BROCCOLI SOUP</p> <p>BREADED VEAL CUTLETS WITH SPANISH SAUCE</p> <p>CHICKEN POT PIE</p> <p>TUNA SALAD SANDWICH</p> <p>OVEN ROASTED POTATOES</p> <p>FRENCH CUT GREEN BEANS SLICED BEETS</p> <p>SALAD BAR</p>	<p>FRENCH CANADIAN PEA SOUP</p> <p>PORK SPARERIBS/SWEET &amp; SOUR SAUCE</p> <p>MACARONI &amp; CHEESE CASSEROLE</p> <p>SUBMARINE SANDWICH</p> <p>STEAMED RICE</p> <p>FRESH FROZEN GREEN PEAS GLAZED PARSNIPS</p> <p>SALAD BAR</p>	<p>VEGETABLE CHOWDER</p> <p>ROAST TURKEY W/DRESSING &amp; GRAVY</p> <p>GRILLED CHEESE SANDWICH</p> <p>MUSHROOM OMELET</p> <p>MASHED POTATOES</p> <p>STEAMED TURNIPS BRAISED CELERY</p> <p>SALAD BAR</p>	<p>TURKEY RICE SOUP</p> <p>GRILLED LOIN STEAK MUSHROOMS &amp; ONIONS</p> <p>ITALIAN SPAGHETTI W/PARMESAN CHEESE</p> <p>HOT GARLIC BREAD</p> <p>BAKED POTATOES WITH SOUR CREAM</p> <p>MIXED PEAS AND CARROTS</p> <p>SALAD BAR</p>	<p>CLAM CHOWDER</p> <p>BREADED SCALLOPS WITH TATAR SAUCE &amp; LEMON WEDGE</p> <p>ROAST PORK WITH GRAVY &amp; APPLESAUCE</p> <p>COLD TURKEY &amp; LETTUCE SANDWICH</p> <p>OVEN ROAST POTATOES</p> <p>KERNEL CORN GREEN BEANS</p> <p>SALAD BAR</p>	<p>CREAM OF CELERY SOUP</p> <p>ASST. PIZZA</p> <p>GRILLED REUBEN SANDWICH</p> <p>JUMBO FRIES</p> <p>ASPARAGUS TIPS WAX BEANS</p> <p>SALAD BAR</p>	<p>12 BEAN SOUP</p> <p>ROAST CHICKEN WITH DRESSING &amp; GRAVY &amp; CRANBERRY SAUCE</p> <p>BEEF POT PIE</p> <p>OPEN FACED TUNA BURGER</p> <p>MASHED POTATOES</p> <p>CREAMED CORN BRAISED CELERY</p> <p>SALAD BAR</p>
B U F F E T	<p>CHOCOLATE PUDDING</p> <p>BLUEBERRY CRISP</p> <p>ICE BOX COOKIES</p> <p>FRESH FRUIT</p>	<p>COCONUT CREAM PIE</p> <p>PEANUT BUTTER COOKIES</p> <p>FRESH FRUIT SALAD</p> <p>ICE CREAM</p> <p>FRESH FRUIT</p>	<p>PEACH SHORTCAKE</p> <p>ROLLED OAT COOKIES</p> <p>ASST. JELLO</p> <p>FRESH FRUIT</p>	<p>APPLESAUCE CAKE</p> <p>PUMPKIN PIE WITH WHIPPED CREAM</p> <p>SUGAR COOKIES</p> <p>ICE CREAM</p> <p>FRESH FRUIT</p>	<p>BOSTON CREAM PIE</p> <p>TAPIOCA PUDDING</p> <p>CHOCOLATE CHIP COOKIES</p> <p>ICE CREAM</p> <p>FRESH FRUIT</p>	<p>LEMON PUDDING</p> <p>APPLE CRISP</p> <p>RICECRISPIES SQUARES</p> <p>ICE CREAM</p> <p>FRESH FRUIT</p>	<p>ICED DOUGHNUTS</p> <p>RICE PUDDING</p> <p>BUTTERSOTCH</p> <p>CHIP COOKIES</p> <p>ASST. YOGURT</p> <p>FRESH FRUIT</p>
<p>APPENDIX 1 - PHASE II</p> <p>Cont'd on next page</p>							

D I N N E R	CREAM OF BROCCOLI SOUP	FRENCH CANADIAN PEA	VEGETABLE CHOWDER	TURKEY RICE SOUP	CLAM CHOWDER	CREAM OF CELERY SOUP	12 BEAN SOUP
	CHICKEN STRIPS	BAKED LASAGNA/ GARLIC BREAD	ROAST BEF/GRAVY/ HORSERADISH	CHICKEN NUGGETS W/PLUM SAUCE	BREADED FILLET OF SOLE/TATAR SAUCE & LEMON WEDGES	GRILLED BREADED PORK CHOPS /APLE SAUCE	OKTOBERFEST SAUSAGE WITH SAUERKRAUT HOGIE BUN
	SPAGHETTI WITH MEAT SAUCE	CHICKEN WINGS	FISH BURGER	FRENCH MEAT PIE	HAMBURGER DELUXE	ASSORTED PIZZA	BEEF & BROCCOLI
	CHEESE OMELET	SALMON STEAK/ EGG SAUCE	COLD HAM SANDWICH			WESTERN OMELET	TUNA SALAD SANDWICH
	MASHED POTATOES	JUMBO FRIES	MASHED POTATOES	O'BRIEN POTATOES	HASHBROWN POTATOES	MASHED POTATOES	STEAMED RICE
	FRESH FROZEN MIXED VEGETABLES	STEAMED BROCCOLI/ CHEESE SAUCE	KERNEL CORN OR CORN ON THE COB IN SEASON MINTED GREEN PEAS	CAULIFLOWERW/ CHEESE SAUSCE	STIRFRY VEGETABLES	FRESH FROZEN GREEN PEAS BAKED SQUASH	BUTTERED BRUSSEL SPROUTS STEWED TOMATOES
	SALAD BAR	SALAD BAR	SALAD BAR	SALAD BAR	SALAD BAR	SALAD BAR	SALAD BAR
	ICED BANANA NUT CAKE	ICED CINNAMON BUNS	JELLY ROLL SLICES VANILLA PUDDING	BUTTERSCOTCH PUDDING	CREAM PUFFS RAISIN CRISP	ICED YELLOW CAKE CHOCOLATE SHORT BREAD COOKIES	CHOCOLATE CAKE ASST. FRUIT JELLO CHERRY PIE
	NANAIMO BARS ASST. FRUIT	CHERRY CRISP LEMON TARTS	ICED CHOCOLATE CUPCAKES	CHERRY CRISP BUTTER TARTS	ASST. FRUIT JELLO YOGURT	CHILLED PEARS FRESH FRUIT	ICE CREAM FRESH FRUIT
	JELLO ICE CREAM FRESH FRUIT	ASST. YOGURT FRESH FRUIT	ICE CREAM FRESH FRUIT	ASST. YOGURT FRESH FRUIT	FRESH FRUIT		
L A T E M E A L S	<b>NOTES:</b> 1. <u>SANDWICHES</u> AS FEATURED ON THE MENUS ARE TO BE ASSEMBLED, CHILLED, AND GARNISHED, THEN WRAPPED IN SARAN. 2. THE <u>SALAD BAR</u> AS OUTLINED IN ANNEX B MUST BE MAINTAINED. 3. CHOICES OF <u>BREAD/TOAST</u> SHALL INCLUDE AT LEAST THREE OF THE FOLLOWING AT EACH MEAL: WHITE, WHOLE-WHEAT, RYE, FRUIT, RAISIN AND VARIOUS DINNER ROLLS BUTTER OR SOFT MARGARINE SHALL BE AVAILABLE. 4. <u>VEGETABLES</u> SHALL BE FRESH OR FROZEN EXCEPT CORN, BEETS, ASPARAGUS, AND STEWED TOMATOES. 5. <u>FRESH FRUIT</u> SHALL INCLUDE AT LEAST ONE SELECTION FROM THE FOLLOWING EACH DAY: STRAWBERRIES, PLUMS, PINEAPPLE, MELONS (WATERMELON, HONEY DEW, CANTALOUPE), PEACHES, NECTARINES, KIWI, OR BLUEBERRIES. THE SECOND FRESH FRUIT OF THE DAY MAY BE ONE OF THE FOLLOWING: ORANGES, APPLES, BANANAS, PEARS, GRAPES. SELECTION VARY FROM DAY TO DAY. 6. THE SELECTION FOR THE DISPERSED MEALS WILL BE ACCORDING TO ANNEX B, UNDER CONTROL OF THE NACSTC ROCKY MOUNTAIN FSR ADDITIONAL FOOD ITEMS SERVED FOR LUNCH AND DINNER						

## SNACKS - MENU PATTERN

### MORNING SNACK

- One beverage and one food item per person shall be served. At least two beverages and two food items shall be offered and the selection shall be varied from day to day.
- Beverages may be tea, coffee, hot chocolate, chocolate milk, partially skimmed milk, and fruit beverage
- Food items may be fresh fruit, cookies, muffins, doughnuts, cake, granola bars, cheese and crackers.

### AFTERNOON SNACK

- One beverage per person shall be served from the selection above. At least two choices are to be offered.

### EVENING SNACK

- One beverage and two food items per person shall be served.
- Tea and coffee will be served as well as at least two of the following: partially skimmed milk, chocolate milk, hot chocolate, and fruit beverage.
- A minimum of three of the following shall be offered: fresh fruit, sandwiches, cookies, cakes, muffins, squares, pies, doughnuts, cheese and crackers.

**NOTE:** Sandwich material in bulk (butter, margarine, bread, rolls, cheese, cheese spread, cold cuts, peanut butter, jelly, jam) may be offered to Officers only, vice sandwiches.

## ANNEX C

### STANDARDS OF FOOD QUALITY

N.B. The food specifications listed below are the minimum quality acceptable. Substitutions will be acceptable only if the products offered are of an equal or higher quality.

CGSB Standards may be obtained from Public Works and Government Services Canada, CGSB Sales Centre, Hull, Quebec, K1A 0S9.

Consult Standards of the Canadian General Standards Board (CGSB), Canada Agricultural Products Standards Act and Meat and Canned Foods Act for more details.

COMMODITY	GRADE/VARIETY STANDARD	CGSB STANDARD NUMBER
Milk, fresh, 2% M.F., homogenized	Cda 1st Grade	32.165M
Skim Milk, fresh, 0% M.F.,		
Chocolate Milk, fresh, 2 % M.F,		
Coffee, whitener		
Bread, (enriched white, rye, raisin, whole wheat, french, cracked wheat		32.1M, 2M, 3M
Flour, (all purpose, cake and pastry rye, whole wheat)		
Rolls, bread, enriched (white or whole wheat)		32.5M, 6M
Pancake Mix (buck-wheat, buttermilk, plain)		32.4M 32.11M
Cereal, ready to eat, assorted (not pre-sweetened)		32.13M

COMMODITY	GRADE/VARIETY STANDARD	CGSB STANDARD NUMBER
Fruit juice, unsweetened, (apple, grapefruit, orange, grape, tomato, vegetable)	Apple Juice, CDA Choice, Tomato Juice, CDA Fancy	32.253M (for grapefruit and orange only)
Fruit, juice, pure concentrate, frozen unsweetened		32.254M
Fruit, fresh, assorted (except apples)	CDA or U.S. No. 1; ge 113 count; grapefruit 48 pack; lemons, 140 count	32.250M
Apples, fresh	CDA Fancy	
Fruit, fresh, refrigerated, ready to serve (fruit salad, grapefruit sections, orange sections, pineapple sections)		
Fruit, canned light syrup (apricot halves, grapefruit sections, pineapple slices, pineapple tidbits, crushed pineapple)	CDA Fancy or equivalent	32.253M
Fruit, frozen, unsweetened, dry (blueberries or whole strawberries)	CDA Choice	32.254M
Fruit, frozen, unsweetened (raspberries or rhubarb)	CDA Choice	32.254M

<b>COMMODITY</b>	<b>GRADE/VARIETY STANDARD</b>	<b>CGSB STANDARD NUMBER</b>
Vegetables, fresh (assorted)	CDA No. 1	32.250M
Vegetables, canned assorted (except creamed corn)	CDA Choice	32.253M
Cream style corn	CDA Fancy	32.253M
Vegetables, frozen, all (except asparagus spears and peas)	CDA choice	32.254M
Vegetables, frozen, (asparagus spears, peas)	CDA Fancy	32.254M
Potatoes, fresh	Cda No. 1	32.250M
Potatoes, frozen, French Fry straight cut, 3/8 in. x 3/8 in. or 1/4 in. x 1/4 in.	Cda Fancy	32.250M
Rice, white, par-boiled (long or short grain)		32.17
Rice, brown		
Pasta, products, enriched		32.17
Peas, dried (split or whole)		32.16M
Beans, dried (black eye, kidney lima, white navy)	Grade A	32.262M
Lentils	Grade A	32.262M
Bacon, smoked, side rindless, sliced 40-48 slices/kg		32.61M
Sausages, pure pork 12/500 g		32.69M
Sausages, pure beef, 12/500 g		32.69M

<b>COMMODITY</b>	<b>GRADE/VARIETY STANDARD</b>	<b>CGSB STANDARD NUMBER</b>
Sausage European style		32.69M
Wieners, skinless, all beef, 12/500 g		32.69M
Beef, carcass, fresh, plus portion cuts	Cda A, fat level 2 or 3	32.44M
Beef, ground, medium	19%-23% fat content, not to include head, heart, tongue, giblets, glands or organ meats	32.44M Cut 136
Beef, pattie, ground, regular, 111 g	19%-23% fat content, not to include head, heart, tongue, giblets, glands or organ meats	
Veal, fabricated/portion cuts, fresh or frozen	Choice Veal that is light in colour	32.44M Cut 1136
Lamb, fabricated/portions cuts, fresh or frozen	Cda A1 or A2 or New Zealand Spring Lamb	32.46M
Pork, fabricated/portion cuts, fresh or frozen		32.48M
Chicken eviscerated fresh or frozen whole or 1/4 fryer	Cda A	32.50M
Turkey eviscerated fresh or frozen, whole	Cda A	32.181M
Cottage roll, sweet pickle cured or smoked		32.183M
Ham, whole, smoked skin on, shank on, 6-10 Kg		32.60M

COMMODITY	GRADE/VARIETY STANDARD	CGSB STANDARD NUMBER
Ham, smoked, boneless, full muscle ham, skinless, fully cooked, tinned, 3.6 -6.4 Kg	Minimum protein content 12%	32.63M
Ham, smoked, shankless, skinless, ready to serve, 3.5-8 Kg		32.63M
Ham, canned, or vacuumed packaged, pasteurized Pullman		32.65M
Fish, whole natural fillet, or steak (assorted)		32.141M
Fish, fillet, deep fried in batter, frozen		32.141M
Fish portions, lightly breaded, frozen (cod)		32.141M
Fish, canned, assorted (tuna-chunk white only, salmon-Coho only)		32.143M
Eggs, fresh, shell, large	Grade A Large	32.184M
Cheese, cheddar	Cda Grade A	32.172M
Cheese, process cheddar cheese food		32.172M
Cottage Cheese		32.172M
Whipped Topping, commercial (ready to whip)		

<b>COMMODITY</b>	<b>GRADE/VARIETY STANDARD</b>	<b>CGSB STANDARD NUMBER</b>
Margarine, soft, minimum 35% poly-unsaturated		32.78M
Salad oil, all vegetable (made from only the following oils: corn, cottonseed, soybean, sunflower, canola)		32.76M
Jam, pure or Jelly, pure or Marmalade	Cda No. 1	32.236M
Honey, pasteurized		
Dessert sauces (chocolate, butterscotch, pineapple, strawberry)		
Peanut Butter		32.237M
Maple flavoured syrup		32.208
Fruit beverage powder, bulk pkg	3 Star-tea Council Canada Grading Standard	32.283M
Coffee, ground		32.110M
Coffee, instant		32.113M
Tea, black, bags, (1 cup size)		
Ice cream and Sherbet	Cda Choice	32.163M
Yogurt, (assorted flavours)		
Pie filler, canned (assorted)		
Apple sliced, canned, solid pack pie fruit, unsweetened		32.253M

<b>COMMODITY</b>	<b>GRADE/VARIETY STANDARD</b>	<b>CGSB STANDARD NUMBER</b>
Dessert powder, gelatin base		
Dessert powder, starch base		
Soup bases and soup mixes, dehydrated  Gravy Mix		32.281M
Catsup, tomato  Olives, (stuffed green or black)		32.258



**ANNEX E**

**CERTIFIED STATEMENT OF RATION ENTITLEMENT AND RATIOS**

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

<b>DAYS</b>	<b>(1) NUMBERS ENTITLED TO RATION</b>	<b>(2) PORTION CHARGEABLE TO CONTRACT</b>	<b>(3) TOTAL RATION</b>
1. Personnel entitled to all meals	_____	1.00	_____
2. Personnel entitled to Breakfast only	_____	0.20	_____
3. Personnel entitled to Breakfast & Lunch	_____	0.60	_____
4. Personnel entitled to Lunch & Dinner	_____	0.80	_____
5. Personnel entitled to Lunch or Dinner only	_____	0.40	_____
		TOTAL:	_____
INDIVIDUAL MEAL PACKS (IMP)	_____	x 1/3	_____
	_____	x 2/3	_____
	_____	x 1	_____
		TOTAL:	_____
Number of Ration Days chargeable under contract and claimable		TOTAL:	=====

\_\_\_\_\_  
Name/Rank/Position

This form is to be produced locally

**ANNEX F**

**CATERING CONTRACT INCIDENT REGISTER**

<b>DATE/ TIME</b>	<b>FACILITY</b>	<b>DESCRIPTION OF INCIDENT</b>	<b>R.M. INITIALS</b>	<b>ACTION TAKEN BY CATERER</b>	<b>DATE/ TIME</b>

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**ANNEX G**

**DAILY MEAL FORECAST**

DATE

DINING FACILITY	NUMBER OF MEALS			NUMBER OF SNACKS			SPECIAL INSTRUCTIONS
	BKFST	LNCH	DIN	AM	PM	NIGHT	

**NOTE:** Personnel subsisting on IMP's shall not be included in above forecast.

\_\_\_\_\_  
Signature  
Food Services Representative

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**ANNEX H**

**DETAILS OF OPERATING FACILITIES**

**GENERAL INFORMATION**

1. LOCATION –RMNACSTC is located at Ghost River Ranger Station approximately 45 km Northwest of Cochrane, Alberta
2. Work COMMENCEMENT: 21 May 2013
3. Work COMPLETION: 20 May 2014
4. TOTAL ESTIMATED NUMBER OF RATION-DAYS: TBA 01 April of each year of contract.

2) NAME, APPOINTMENT, ADDRESS AND TELEPHONE NUMBER OF OFFICER RESPONSIBLE FOR PROVIDING FURTHER INFORMATION REGARDING NUMBERS, OPERATIONAL FEEDING REQUIREMENTS, ETC., PRIOR TO TRAINING COMMENCEMENT:

<u>Title</u>	<u>Name</u>	<u>Telephone</u>
PWGSC Rep	TBA	
Contract Manager's Technical Advisor	To Be Announced (17 Wing Winnipeg Food Svcs O)	
Contract Manger: RMNACSTC	To Be Announced	
Food Services Officer	To Be Announced	

**6. OTHER PERTINENT OR USEFUL INFORMATION**

- a. Paper goods, plastic cutlery, etc., for packaging box lunches will be provided by the caterer and will be on-site at training commencement.
- b. Additional insulated food containers and beverage containers for meals/beverages sent out from the main kitchen will be arranged by DND.
- c. Garbage and swill contracts will be arranged by DND.
- d. Site Staff will provide vehicles and drivers to transport:
  - 1) box lunches
  - 2) food, equipment and food service staff for hay box feeding

commitments;

## DETAILS OF OPERATING FACILITIES

### FOOD SERVICE FACILITIES

1. The basic floor plans of the building housing Food Services facilities are available from the Contract Manager.

### DINING HALL INVENTORY

1. Basic galley inventory is part of a Supply Customer Account (SCA) held at RMNACSTC Supply and will be provided at the Site Visit.
2. Dining utensils, cutlery, crockery, glassware, food trays and table items will be provided by DND for all dining areas.

### DINING ROOM CAPACITIES

1. Main Dining Room –
2. Cadet Dining Room --

### GENERAL INFORMATION

1. The kitchen and fitted equipment are well maintained to the standards required by DND. Major thermal appliances are hooded and fitted with fire extinguishing systems.
2. The following are the minimum cleaning requirements, which must be completed prior to commencement of first meal:
  - (1) All tables and chairs to be washed and positioned;
  - (2) All interior windows, screens and sills to be washed; inside and out;
  - (3) All walls and shelves to be washed;
  - (4) All refrigeration units to be cleaned;
  - (5) All dishes, flatware, utensils and equipment to be washed and positioned;
  - (6) All condiment trays to be washed filled and positioned;
  - (7) All floors to be scrubbed;
  - (8) All washrooms, change rooms and lockers to be cleaned and disinfected;
  - (9) All entry steps and the back courtyard to be swept and hosed down;
  - (10) Garbage room to be cleaned, disinfected and hosed down;
  - (11) All lights/lighting fixtures to be cleaned.
3. The following minimum cleaning schedules shall be maintained:
  - (1) After each meal:
    - (a) All cooking surfaces cleaned within 90 minutes of end of posted meal hours;
    - (b) All dishes, flatware, cooking utensils, trays, preparation equipment (ovens, refrigerators, mixers, slicers, etc.) to be washed/cleaned and, where applicable, stowed within 90 minutes of end of posed meal hours;

- (c) All kitchen, dining area, dish room, bakery and serving area floors to be swept and mopped within 90 minutes of end of posted meal hours;
  - (d) All garbage containers to be emptied and steam cleaned within one hour of end of posted meal hours;
  - (e) All cardboard cartons to be broken down, folded and placed in designated containers (as per recycling regulations);
  - (f) Steam table and dishwasher to be stripped and cleaned within 90 minutes of end of post meal hours.
- (2) Daily:
- (a) All hallway floors swept and mopped;
  - (b) All washrooms to be cleaned and disinfected twice daily (1400 and 2200);
  - (c) Garbage room swept and tidied;
  - (d) Back compound and entry steps swept and hosed down as required;
  - (f) All food service areas to be cleared and tidy at 2200 hours.
  - (g) All chairs and tables washed;
  - (h) All walls and shelving washed;
  - (i) All windows, screens and sills to be washed inside;
  - (j) All walk-in refrigerators to be cleaned;
  - (k) All cups, glasses and dishes to be de-stained;
  - (l) All silverware to be cleaned and polished;
  - (m) All condiment trays to be emptied, washed, polished, sanitized and refilled;

4. Inspections:

- (a) A daily inspection of all food services areas shall be carried out by the RMNACSTC FSR and/or other inspecting officers as may be deemed necessary. A debrief will be provided to the caterer's resident manager. Recurring items will be annotated appropriately.
- (b) Special inspections may be carried out as required.
- (c) The contract supervisor, RMNACSTC Rep, Preventive Medicine Technician and/or their representative(s), may be in attendance at any time that the food services are in use.

**Miscellaneous**

- (a) Standard of service
  - (1) Cafeteria/Limited Table Service - Service shall be at a minimum rate of 10 persons per minute. No one shall stand in line longer than five minutes.
- (b) Duty and cleaning schedules - schedules shall be prepared by the caterer, approved by the contract administrator and posted in an approved location.
- (c) Fire and safety training schedules must be approved by DND before implementation.

## ANNEX I

### MEAL SERVICE SCHEDULE

For convenience, this Annex is reproduced below. Adjustment to this schedule as required by training program changes may be made with prior notice (at least 24 hrs) to the contractor.

#### Meal Hours

Breakfast	Mon-Sun	0600 - 0800 hours
Lunch	Mon-Sun	1130 - 1330 hours
Supper	Mon-Sun	1630 - 1830 hours

#### Snacks

Morning	Daily	1000-1015 hours
Afternoon	Daily	1500-1515 hours
Night	Daily	2030-2130 hours

**Note 1:** Type of service: Cafeteria style for all meals is minimum requirements. Snack served on a buffet style service.

**Note 2:** Maximum 3 meals and 3 snacks per day. Meals/Snacks may be picked up and consumed in training area.

**Note 3:** Diners can be expected to remain in the dining room for approximately 30 minutes after end of service period

#### BOX LUNCH SCHEDULE

1. Box lunch requirements will be promulgated in a weekly forecast, which will be confirmed daily, 24 hours in advance. Actual numbers of box lunches required will not be finalized until after detailed course scheduling is completed. Box lunch requirements usually follow a pattern similar to remote feed with peaks tending to be about 20% less.
2. Box lunches replace a normal meal and will not be charged separately.



## ANNEX K

**CFAO 34-13**

### **HYGIENE AND SANITATION FOOD HANDLING AND FOOD SERVICES**

#### **General**

1. The spread of certain infectious diseases may be attributed to inadequate hygiene practices or conditions in food services areas. The measures contained in this order are designed to prevent the spread of these diseases and shall be observed by military personnel, civilian caterers and civilian employees who are employed as food services personnel in DND establishments.

#### **Definitions**

2. In this order "food services personnel" means those persons who are employed in:
  - a. the handling, processing, serving or storage of food; or
  - b. the cleaning of food service areas or food dispensing equipment.

#### **CLEANING AND SANITIZING**

3. Since food is easily contaminated it is imperative that:
  - a. all equipment and utensils be cleaned and sanitized at regular intervals;
  - b. all food-contact surfaces be cleaned and sanitized after each use;
  - c. cooking surfaces be kept free of waste food material and be scraped and cleaned daily on completion of use;
  - d. infrequently used or stored equipment be cleaned and sanitized before used; and
  - e. utensils and equipment when sanitized, be air dried and stored in a clean place to prevent recontamination.
4. One of the following methods of washing and sanitizing shall be used for all food and beverage dishes and other equipment:
  - a. **Mechanical Dish washing Method**
    - (1) Remove all food debris by pre-washing or scraping
    - (2) The wash water shall contain 3 suitable detergent and be maintained at a temperature between 120 F (49 C) and 140 F (60 C)
    - (3) Rinse water shall be maintained at a minimum temperature of 180 F or 82 C.
  - b. **Manual Dish washing Method**
    - (1) Normally, three-compartment sinks or sanitary containers will be provided. Where space limitations prohibit the installation of three-compartment sinks,

two-compartment sinks may be used with the prior approval of NDHQ/Surgeon General.

- (2) Remove all food debris by pre-washing or scraping.
- (3) Wash the utensils in the first sink or container, using a suitable detergent. The water shall be maintained at a minimum temperature of 110 F or 44 C.
- (4) In a three-compartment unit, rinse the utensils in clean water in the second sink or container. The water shall be maintained at a minimum temperature of 110 F or 44 C. In a two-compartment unit, the second sink shall be used both for the clean water rinse and as a sterilization compartment, and the sterilization procedure shall be the same as prescribed in subpara (5).
- (5) Sterilize in the third sink or container by:
  - (a) immersing the utensils for at least two minutes in a solution of not less than 100 PPM available chlorine (see subpara c(1)) or for at least 30 seconds in a quaternary ammonium solution (see subpara c (2), and in either case the solution shall be maintained at a minimum temperature of 100 degrees F or 44 degrees C;
  - (b) immersing the utensils for at least two minutes, using a wire basket, in clean water maintained at a minimum temperature of 180 degrees F or 82 degrees C.

c. **Oversized and Electrical Equipment**

Equipment that cannot be processed in accordance with subpara a or b, eg. oversized equipment or electrical appliances, shall be cleaned with a warm detergent solution, sanitized and rinsed with clear water. The following are recommended as sanitizing agents:

(1) **Chlorine Solution**

A 100 PPM (parts per million) available chlorine solution is produced by adding one-half ounce of ten percent sodium hypo chlorite (NSN 6810-21-572-1850) to a gallon of cool water.

(2) **Quaternary Ammonium Solution**

A satisfactory sanitizing agent may be produced by adding two ounces of quaternary ammonium compound (NSN 6505-21-570-2100) to a gallon of cool water.

5. Regardless of the dishwashing method used, the sanitizing of dishes and other utensils must meet recognized public health standards. The plate count must not exceed 100 bacterial per article when tested in accordance with the Standard Plate Test utilizing the "swab" technique.
6. Normally, after sanitizing the equipment and utensils can be air-dried. However, where air-drying is not possible, dishtowels may be used, but it is essential that the towels be clean and used for this purpose only.

**Food Handlers**

7. As food services personnel can be carriers of disease organisms that contaminate food, the following precautions shall be taken:

- a. Employees who are to be employed to prepare or handle food shall be examined in accordance with CFAO 34-12.
  - b. Food services personnel who incur a common cold, sore throat, gastro-intestinal upset, skin rash or an infected cut or sore, shall:
    1. report to the person in charge of food services and
    2. be removed from food handling duties until approval has been obtained from a medical authority for their return to duty.
8. A high standard of personal hygiene is essential to prevent the transmission of infectious diseases through food. In order to maintain this standard, food services personnel shall adhere to the following:
- a. While on duty they shall wear clean outer garments provided for food service activities; however, this working dress shall not be worn outside the food services establishment.
  - b. They shall avoid handling food with their hands; appropriate utensils should be used.
  - c. Smoking, combing hair, applying cosmetics, and changing clothing in food service areas are prohibited.
  - d. Female personnel shall wear a hair net. Male personnel who's hairstyle reaches or extends below the collar shall wear a hair net; other male personnel shall wear a cap. Beards worn by food handlers shall be kept shorn, neatly trimmed and clean.
  - e. Personnel shall thoroughly wash their hands prior to starting work, after using the toilet facilities, handling raw foods, using a handkerchief, coughing or sneezing.

### **Storage and Refrigeration**

9. Food that does not require refrigeration or frozen storage shall be stored:
- a. in clean, well-ventilated rodent-proof areas;
  - b. on racks or pallets with a minimum six inch clearance from the floor to facilitate cleaning and pest control, and
  - c. in unbroken packages or in closed containers to prevent insect contamination.
10. All refrigeration units such as domestic and walk-in refrigerators, deep freezers, cold top tables and sandwich displays shall be maintained as follows:
- a. The interior surfaces, racks and trays shall be kept clean. Racks, shelves and trays shall be of corrosion-resistant metal.
  - b. Cooling coils shall be defrosted regularly on units that are not equipped with automatic defrosting devices.
  - c. Proper temperatures shall be maintained.
  - d. An indicating thermometer, readily accessible for reading shall be located in each refrigerator, deep freeze and refrigerated food display counter.

11. Perishable foods, both cooked and uncooked, when not actually being used in the preparation of meals being served, shall be stored according to the Sanitation Code of Canada, current issue.

**ANNEX L**

**NON FOOD ACCESSORY AND PACKAGING ITEMS**

Non food accessory and packaging items may be issued for use in conjunction with the preparation, packaging, storage and service of public foods. i.e box lunches, dispersed meals. Use of these items shall be disciplined and in accordance with the direction provided in the "Authorized Usage" column hereunder.

<b><u>ITEM</u></b>	<b><u>NUMBER</u></b>	<b><u>STANDARD</u></b>	<b><u>AUTHORIZED USAGE</u></b>
Box Folding	21-841-9984	D693B	1 per box lunch