

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services Canada
Telus Plaza North/Plaza Telus Nord
10025 Jasper Ave./10025 ave. Jaspe
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet Sail Training	
Solicitation No. - N° de l'invitation W4295-13C102/A	Date 2013-05-06
Client Reference No. - N° de référence du client DND	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-002-9802	
File No. - N° de dossier EDM-3-36020 (002)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-05-22	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Scott, Jasmine	Buyer Id - Id de l'acheteur edm002
Telephone No. - N° de téléphone (780) 497-3578 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE Southern Alberta Sail Centre Chestemere Alberta Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
Telus Plaza North/Plaza Telus Nord
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

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

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The 2003 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2. Submission of Bids

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

3. Former Public Servant

3.1 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, bidders 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 Bidder a FPS in receipt of a pension? **Yes ()** **No ()**

If so, the Bidder 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, Bidders agree that the successful Bidder'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 Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes ()** **No ()**

If so, the Bidder 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 Applicable Taxes.

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

5. Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)
 Section II: Financial Bid (1 hard copies)
 Section III: Certifications (1 hard copies)

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

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

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

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

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately, if applicable.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

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

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are three (3) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

1.1 Technical Evaluation**1.1.1 Mandatory Technical Criteria at Solicitation Closing**

Failure to meet any of the following mandatory requirements at solicitation closing will render your bid non-responsive and given no further consideration.

- a) Bidders must complete the mandatory requirements chart listed in Annex "A", Statement of Work, whether they "Meet" or "Does not Meet" each mandatory requirement. Failure to do so will result in the bid being deemed non-responsive and given no further consideration.
- b) The Bidders must sign and date the certification under the mandatory requirements chart listed in Annex "A" that they meet all of the mandatory requirements. Failure to do so will result in the bid being deemed non-responsive and given no further consideration.

1.2 Financial Evaluation

The total evaluated bid price for Annex "B" will be determined by the following steps:

- (a) The firm unit prices for items 1 - 6 for the contract period and the option period will be multiplied by the corresponding annual estimated usages and will be added together to determine an extended item price.

- (b) The results of the calculations in (a) above will be added together to obtain the total evaluated bid price.

SACC Manual Clause A0220T (2013-04-25), Evaluation of Price

2. Basis of Selection - Mandatory Technical Criteria

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

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder 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 Contracting Authority for additional information will also render the bid non-responsive.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are, in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

2. Additional Certifications Precedent to Contract Award and Certifications Required with the Bid

Bidders must submit the certifications as provided below:

2.1 Additional Certifications Precedent to Contract Award

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

2.1.1 Federal Contractors Program - Certification

2.1.1.1 Federal Contractors Program - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal 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 bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

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

The Bidder or the member of the joint venture

-
- a. () 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;
 - b. () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
 - c. () 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;
 - d. () has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____ .

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

2.2 Additional Certifications Required with the Bid

Bidders must submit the following duly completed certifications with their bid.

2.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods and Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the goods and services offered are Canadian goods and Canadian services, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the goods and services offered being treated as non-Canadian goods and non-Canadian services.

The Bidder certifies that:

() a minimum of 80 percent of the total bid price consist of Canadian goods and Canadian services as defined in paragraph 5 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.

2.2.2 Canadian Content Definition

SACC Manual Clause A3050T (2010-01-11), Canadian Content Definition

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

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

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

3.1 General Conditions

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

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to September 30, 2013 inclusive.

Schedule - 2013 Dates:

31 May-2 June 2013

7-9 June 2013

14-16 June 2013

21-23 June 2013

6-8 September 2013

20-22 September 2013

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one (1) year period October 1, 2013 to September 30, 2014 under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Jasmine Scott
Supply Specialist
Acquisitions, Western Region
Department of Public Works and Government Services
Telus Plaza North,
10025 Jasper Avenue, 5th Floor
Edmonton, AB T5J 1S6

Telephone: (780) 497-3578
Facsimile: (780) 497-3510
E-mail address: jasmine.scott@pwgsc-tpsgc.gc.ca

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

5.2 Project Authority

(To be provided at contract award)

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

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

5.3 Contractor's Representative

(To be filled in by Contractor)

Name: _____
Title: _____
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. Payment

7.1 Basis of Payment - Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of \$___(to be determined at contract award)_. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed *to be determined at contract award*_. Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.3 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C0705C (2010-01-11), Discretionary Audit
H1001C (2008-05-12), Multiple Payment

8. 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.

9. Certifications

9.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9.2 SACC Manual Clauses

A3060C (2008-05-12), Canadian Content Certification

10. Applicable Laws

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

11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2013-04-25) General Conditions - Services (Medium Complexity);
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Cadet Feeding Operations;
- (f) the Contractor's bid dated _____.

12. Defence Contract

SACC Manual clause A9006C (2012-07-16), Defence Contract

13. SACC Manual Clauses

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)
G1005C (2008-05-12), Insurance

ANNEX "A" STATEMENT OF WORK

The Southern Alberta Sail Centre has a requirement for Sail Training during the period of 31 May to 22 September 2013. The requirement includes availability of a body of water/training area as described below, classrooms, accommodations and food services as per the cadet feeding standard attached in Annex "C" for up to 46 Cadets and 6 Supervising Officers.

Location of training site can be no further than 3 hours from Sea Cadet Unit to be serviced at this location. Locations to be serviced are Calgary, Medicine Hat, Lethbridge, and Drumheller, Alberta.

Location of training site should have 911 services, or be no further than 20 Minutes of a medical facility with an emergency room physician in continuous attention, for safety purposes.

Location of site should be no more than 10km from the Body of water/training area. Body of water must have a history of wind conditions capable of delivering the Sail Canada CANSail Level II, minimum of 8-16 km/hr or 4-9 knots, be minimum 30 ft depth in sail area, as to not cause damage to the mast of the sailboat, all hazards are clearly marked, vessel traffic is minimal, so as to provide a safe sail training environment, and large enough area to support 20 sailboats and 3 rescue boats.

Schedule / Itinerary

Cadets and Officers will arrive the Friday after 18:00 hrs and leave Sunday at approximately 15:00 hrs for each scheduled training weekend.

2013 Dates Required:	Estimated People
31 May-2 June 2013	52
7-9 June 2013	52
14-16 June 2013	52
21-23 June 2013	52
6-8 September 2013	52
20-22 September 2013	52

The Period of Contract will be from 31 May 2013 until 22 September 2013 with 1 additional option period for the same services to take place between June 2014 and September 2014. Training dates will change each year but the training period will remain the same along with the estimated number of cadets and number of sessions. Confirmation of the 2014 schedule will be provided to the contractor by the Project Authority no later than 31 March 2014. The Project Authority will confirm these dates and numbers as this option period is an estimate.

Meals:

Meals are to be delivered no later than:

Breakfast - 7:00 a.m.

Lunch - Paper bag lunch to be delivered in morning

Dinner - 5:30 p.m

Snack - To be prepared and delivered at same time as dinner on Saturday and on arrival to the location on Friday evening.

Day	Breakfast	Bag Lunch	Supper	Snack
Friday	0	0	0	52
Saturday	52	52	52	52
Sunday	52	52	0	0

The following meals will be provided each weekend the facility is booked and as per the Cadet Feeding Operations, Sample Meal Guideline in Annex "C":

Breakfast for Saturday and Sunday:

Scrambled eggs
Bacon
Sausages
Pancakes/Syrup
Coffee/Tea
Juice
Milk

Lunch for Saturday and Sunday:

Sandwiches (1 meat and 1 non-meat), Qty – 2 sandwiches/person/day
Desert, such as: cake, cookies, etc.
Season Fruit of Choice
Coffee/Tea
Juice
Milk

Dinner for Saturday:

Lasagna (or alternate meal as identified in Annex "C")
Garlic Toast
Caesar Salad
Desert, such as: cake cookies, etc.
Coffee/Tea
Juice
Milk

Snack for Friday and Saturday evening:

Hot Chocolate
Desert, such as cookies, cake, cinnamon rolls

Note – Desert should not be the same for all meals.

Cancellation

Cancellation policy for a given weekend:

- If notice of cancellation is given at least 14 days in advance: no cancellation fee applies.
- If notice of cancellation is given less than 14 days in advance: a cancellation fee equivalent to the price for the minimum of 52 people per weekend applies. In the case where another group books subsequent to DND's cancellation, then the cancellation fee would be waived if that other group is at least 52 people. If the other group is less than 52 people, the fee to apply to DND would be equivalent to the price for the minimum of 52 people less the size of the other group. The contractor must advise DND of such booking in the event of a cancellation.

Mandatory Requirements Chart:

Bidders must outline on the chart below, whether they "Meet" or "Does not Meet" each mandatory requirement. Failure to do so will result in the bid being deemed non-responsive and given no further consideration.

The Bidders must sign and date below certifying that they meet the mandatory requirements below. Failure to do so will result in the bid being deemed non-responsive and given no further consideration.

Item	Description	Meet	Does not Meet
1	Accommodations must be provided within 10 kilometers of the sailing location.		
2	Sufficient accommodations based on 2 people per room for the Cadets, and one for each of the Supervising Officers and exclusive use of dormitory by Cadets. One bed per person, no male and females sharing accommodations. Total number of males/females to be confirmed 48 hours prior to arrival.		
3	Location of training site can be no further than 3 hours from Sea Cadet Unit to be serviced at this location. Locations to be serviced are Calgary, Medicine Hat, Lethbridge, and Drumheller, Alberta.		
4	Location of training site should have 911 services, or be no further than 20 Minutes of a medical facility with an emergency room physician in continuous attention, for safety purposes.		
5	Prepared meals and snacks as per Annex "C". A sample meal menu is attached as Annex "C". Total numbers to be confirmed 48 hours prior to arrival.		
6	Dining room/classroom/study room/common room, to accommodate 46 Cadets and 6 Adult Staff, complete with seating, tables, and power to operate DND owned electronic devices.		
7	Access to a minimum of 2 male/2 female washrooms/toilets, and 2 male/2 female shower facilities.		
8	Access to laundry facilities, including washer and dryer.		
9	Parking space for 1 vehicle.		
10	The contractor must ensure that all buildings/areas are clean and maintained prior to arrival of the cadets each training weekend.		
11	Provide clean bedding services for each visit as scheduled herein.		
12	Provide access to telephones.		
13	Ensure all areas comply with the National Building Code and National Fire Code and that Kitchen has a current Health Permit issued by the Alberta Department of Health.		
14	Current Occupancy Permit and Alberta Permit to operate a food service establishment are available to provide upon request.		
15	Facilities will be made available for a pre-acceptance inspection and annual inspection for fire and life safety by representatives		

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CCC No./N° CCC - FMS No/ N° VME

DND

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	of DND. Where a disagreement exists between the provincial authority and the DND authority, the DND authority shall take precedence, unless a mutual decision can be reached.		
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The bidder certifies that they meet the mandatory requirements chart above.

Signed

Date

Bids which do not meet all of the mandatory requirements listed in the chart above will be deemed non-responsive and given no further consideration.

ANNEX "B"

BASIS OF PAYMENT

- Bidders must submit firm prices as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.
- The quantities specified below are provided for evaluation purposes only.
- Prices quoted must remain firm for the period of the Contract and the option year period. Prices MUST include ALL costs associated with providing the requirement in accordance with the Statement of Work detailed in Annex "A" .
- GST/HST, if applicable, is not included and is to be shown as a separate item on any resulting invoice.
- This section, when completed, will be considered as the Bidders Financial Proposal and payment will be made in accordance with the following pricing.

CONTRACT YEAR PRICING Firm All-Inclusive Prices, GST Extra				
Item	Description - each item must be provided in accordance with Annex "A"	Unit of Issue	Estimated Quantity of People for Scheduled Dates	Firm Price
1	SINGLE Accommodation per person per night	Each	96	\$____/each
2	DOUBLE Accommodation per person per night	Each	264	\$____/each
3	BREAKFAST - Meal rations	Each	624	\$____/each
4	LUNCH - Meal rations	Each	624	\$____/each
5	SUPPER - Meal rations	Each	312	\$____/each
6	SNACK - Meal rations	Each	624	\$____/each

OPTION YEAR PRICING Firm All-Inclusive Prices, GST Extra				
Item	Description - each item must be provided in accordance with Annex "A"	Unit of Issue	Estimated Quantity of People for Scheduled Dates	Firm Price
1	SINGLE Accommodation per person per night	Each	96	\$____/each
2	DOUBLE Accommodation per person per night	Each	264	\$____/each
3	BREAKFAST - Meal rations	Each	624	\$____/each
4	LUNCH - Meal rations	Each	624	\$____/each
5	SUPPER - Meal rations	Each	312	\$____/each
6	SNACK - Meal rations	Each	624	\$____/each

ANNEX "C"

CADET FEEDING OPERATIONS

Sample Meal Guideline

BREAKFAST			
Category	Meal Item Availability Standard	Definition/Specification	Healthy Choices
Fruit	Fruit Salad 3 other varieties of fresh fruit	A total of 4 varieties of fresh fruit. Vary variety throughout All 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
Juice	3 flavors (2 Fruit and 1 Vegetable)	Pasteurized 100% fruit juice from the named fruit or vegetable, no sugar added, with in accordance with Canada's Food and Drug Regulations and the Canadian Food Inspection Agency (CFIA). Vary selection throughout the week.	All
Entrée	Eggs any style Cereals 7 varieties – ready to eat 2 Breakfast entrées	In accordance with the Egg Regulations under the Canadian Agricultural Products Standards Act and Canadian Food And Drug Regulations. 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
Meats	2 hot breakfast meats 1 cold meat	e.g. bacon, ham, sausage, back bacon. Meat from federally inspected source and CFIA approved only. e.g. Sliced ham. In accordance with the Canadian Food And Drug Regulations or equivalent.	Lean Meat
Cheese	2 varieties of cheese 4 varieties of yogurt	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.
Starch	1 breakfast starch item	e.g. baked beans, potatoes	Prepared with little or no fat
Vegetable	Not required		
Bread Product	1 baked product 2 types commercial bread products and 1 variety of each type 3 types of loaves	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
Beverage	3 types of Hot Beverages 2 types of cold beverages, 3 if non-dairy are provided: Dairy (3 varieties) Fruit Flavored Drinks (4 varieties) Non-Dairy Beverages (2 varieties) when requested	e.g. Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavored), Hot Chocolate Refers to pasteurized cow's milk with Vitamin D and A added, in accordance with Canada's Food and Drug Regulations. No chocolate milk at breakfast. 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 Canada's Food and Drug Regulations. Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow's milk. i.e. Soya milk, rice milk.	Less than 2% M.F. Less than 2% M.F. Low calorie, low sugar
Condiment	2 types of spreads 3 varieties jam/jellies plus honey, syrup, butter, margarine, ketchup, mustard, mayonnaise, hot sauce, meat sauce	e.g Peanut butter, chocolate nut spread, cheese spread	Low fat varieties

LUNCH			
Category	Meal Item Availability Standard	Definition/Specification	Healthy Choices
Soup	1 freshly prepared soup	A total of 4 varieties of fresh fruit. Vary variety throughout All 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)	Homemade vegetable soups Homemade milk based soups or chowders made from milk with less than 2% M.F.
Main Entrée At least one choice is to be a healthy choice prepared with little or no fat. One meatless protein dish to be included. Vary on a rotating basis.	1 freshly prepared hot protein dish with appropriate accompaniments.	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 serving. Provide fish option at least twice per week. Meat from federally inspected source and CFIA approved only.	Lean meats prepared with little or no added fat or salt. Meat alternatives such as beans, lentils and tofu.
	1 pasta dish	With 2 varieties of sauce, one of which contains a source of protein.	Whole-wheat pasta, 2% M.F. or less sauce, tomato sauce.
	1 item from the following dishes: Pizza Hamburger Hot dog Tacos Burritos and similar dishes	Vary on a rotating basis	Lean meats prepared with little or no added fat or salt. Meatless burritos.
	Cold Sandwiches 3 varieties of sandwich fillings	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.	Crusts/buns made with whole-wheat flour. Salmon provides omega 3 fatty acids, tuna packed in water. Low fat spreads, e.g. mustard. Lean meats (ham, turkey) Whole grain products
Starch	1 starch item	Potato, rice, couscous, not fried or is prepared with little or no fat. Brown or wild rice. Potatoes with skin. cereal be identified, then one hot cereal can be added and 6	Prepared with little or no fat.
Vegetable	1 cooked vegetable	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.

Salads	Salads	Selection of salads as per the salad bar menu	Made with little or no fat
Fruit	4 varieties of fresh fruit A maximum of one variety of fruit can be replaced by a canned variety.	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.
Dessert	1 prepared dessert	e.g. milk puddings, Jell-o, fruit based desserts (i.e. cobblers, crisps), cereal squares.	2% or less M.F.
	Baked desserts (2 types)	e.g. cakes, cookies, pies, square.	Make with whole-wheat flour or whole grains.
	Ice Cream (2 flavors)	To include low fat varieties, can include sorbets and Parfaits	2% or less M.F
	Yogurt (4 flavors)	To include low fat varieties	2% or less M.F
Bread Product	2 types of bread	e.g. roll/bun, flat bread, loaves, bagels, pita	Whole grain products
	Loaves - 3 varieties	e.g. Whole wheat, multi grain, white, etc (whole wheat bread containing not less than 60 % whole wheat flour)	Whole grain products
Beverage	3 types of Hot beverages	e.g. Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavoured) Hot Chocolate	Less than 2% M.F.
	3 types of cold beverages, 4 if non-dairy are provided: Dairy (4 varieties)	Refers to pasteurized cow's milk with Vitamin D and A added, in accordance with Canada's Food and Drug Regulations.	Less than 2% M.F.
	Fruit/vegetable juice	Pasteurized fruit juice from the named fruit in accordance with Canada's Food and Drug Regulations and the Canadian Food Inspection Agency (CFIA) Vary selection throughout the week	All
	Fruit Flavored Drinks (4 varieties)	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 Canada's Food and Drug Regulations	Low calorie, low sugar
	Non-Dairy Beverages (2 varieties) when requested	Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow's milk. i.e. Soya milk, rice milk.	

SUPPER			
Category	Meal Item Availability Standard	Definition/Specification	Healthy Choices
Soup	Not required		
Main Entrée At least one choice is to be a healthy choice prepared with little or no fat. One meatless protein dish to be included. Vary on a rotating basis.	2 freshly prepared hot protein dish with appropriate accompaniments. 1 omelette OR 1 item from the following dishes: Pizza Hamburger Hot dog Tacos Burritos and similar Dishes	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 serving. Provide fish option at least twice per week. Meat from federally inspected source and CFIA approved only. 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.
Starch	1 starch item	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.
Vegetable	1 cooked vegetable	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.
Salads	Salads	Selection of salads as per the salad bar menu	Made with little or no fat
Fruit	4 varieties of fresh fruit A maximum of one variety of fruit can be replaced by a canned variety.	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.
Dessert	1 prepared dessert Baked desserts (2 types)	e.g. milk puddings, Jell-o, fruit based desserts (i.e. cobblers, crisps), cereal squares. e.g. cakes, cookies, pies, square.	2% or less M.F. Make with whole-wheat flour or whole grains.

	Ice Cream (2 flavors)	To include low fat varieties, can include sorbets and Parfaits	2% or less M.F
	Yogurt (4 flavors)	To include low fat varieties	2% or less M.F
Bread Product	2 types of bread	e.g. roll/bun, flat bread, loaves, bagels, pita	Whole grain products
	Loaves - 3 varieties	e.g. Whole wheat, multi grain, white, etc (whole wheat bread containing not less than 60 % whole wheat flour)	Whole grain products
Beverage	3 types of Hot beverages	e.g. Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavoured) Hot Chocolate	Less than 2% M.F.
	3 types of cold beverages, 4 if non-dairy are provided: Dairy (4 varieties)	Refers to pasteurized cow's milk with Vitamin D and A added, in accordance with Canada's Food and Drug Regulations.	Less than 2% M.F.
	Fruit/vegetable juice (2 Varieties)	Pasteurized fruit juice from the named fruit in accordance with Canada's Food and Drug Regulations and the Canadian Food Inspection Agency (CFIA) Vary selection throughout the week	All
	Fruit Flavored Drinks (4 varieties)	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 Canada's Food and Drug Regulations	Low calorie, low sugar
	Non-Dairy Beverages (2 varieties) when requested	Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow's milk. i.e. Soya milk, rice milk.	

SALAD BAR			
Category	Meal Item Availability Standard	Definition/Specification	Healthy Choices
Each brunch, lunch, and supper shall have a salad bar and offer the following choices			
Leaf 1 leaf salad pre-mixed e.g. Caesar salad, Greek salad ,etc. Prepared with a small amount of dressing or low fat dressing.			
Raw Vegetables	4 Varieties	e.g. radishes, green onions, celery sticks, carrot sticks, turnip sticks, sliced cucumber, tomato wedges, mushrooms, sliced zucchini, green/red pepper, broccoli, cauliflower, etc., ensure a variety at each meal	All
Starch, Bean, or Marinated Salad	3 varieties per meal	e.g. coleslaw, pasta salad, three-bean salad, marinated vegetable salad, etc. ensure a variety at each meal	prepared using oil or dressing sparingly

Protein Choice	Not Required		
Meatless Protein Choice	1 meatless protein choice 2 types of cheese: 1 hard 1 soft	e.g. chick peas, other legumes, egg, hummus, bean dip e.g. cheddar e.g. brie, cream, cottage, etc. Cheese products produced in a dairy establishment registered by CFIA or equivalent To include low fat varieties.	All if prepared with little or no fat. Less than 2% M.F.
Pickles	3 Varieties of pickles	e.g. olives, beets, onions, dill pickles, gherkin pickles, etc.	
Condiment	<ul style="list-style-type: none"> mustard, ketchup, mayonnaise (reg and low fat), vinegar, oil 3 varieties of meat sauce salad dressings: <ul style="list-style-type: none"> 5 varieties of regular 5 varieties of low fat 3 varieties of Crackers 2 spreads 3 varieties of jams/jellies salt, pepper, and other assorted spices 	e.g. BBQ Sauce, HP Sauce e.g. melba toast, bread sticks, biscuits e.g. peanut butter, cheese	

Portion Size Standard	
Breakfast	
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 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)
Lunch and Supper	
Soup	250 ml
Steaks and chops (bone in)	250 g (raw)
Chicken pieces (bone-in)	275 g (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
Gelatin dessert	125 ml
Ice cream	125 ml

Portion Size Standard	
Breakfast	
Fruit Yougurt	175 ml
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
Beverages	
Juice	250 ml
Milk (2%, 1%, skim, choc, non dairy)	250 ml
Fruit Drinks	250 ml

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Pop	250 ml
Hot Beverages	250 ml