

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
**1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Bid Fax: (902) 496-5016**

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 HMCS ACADIA CADET TRAINING CENTRE		
Solicitation No. - N° de l'invitation W8484-128112/A		Date 2012-05-17
Client Reference No. - N° de référence du client W8484-12-8112		
GETS Reference No. - N° de référence de SEAG PW-\$HAL-218-8683		
File No. - N° de dossier HAL-1-66710 (218)	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-07-05		Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
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: Figueredo, Laila		Buyer Id - Id de l'acheteur hal218
Telephone No. - N° de téléphone (902) 496-5353 ()		FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE SEE HEREIN 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

Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9

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

Title: HMCS ACADIA CADET TRAINING CENTRE

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Solicitation No. - N° de l'invitation

W8484-128112/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hal218

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

W8484-12-8112

File No. - N° du dossier

HAL-1-66710

CCC No./N° CCC - FMS No/ N° VME

-
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PART 1 - GENERAL INFORMATION

1. Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

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

2. Summary

The Department of National Defence (DND), Regional Cadet Support Unit (Atlantic) has a requirement to conduct the HMCS ACADIA Sea Cadet Summer Training Centre (SCSTC). The Sea Cadet Summer Training Centre (SCSTC) trains cadets (ages 12-18) in various courses during the summer training period (third week of June to the third week of August). The cadets are primarily from the Atlantic provinces and as such HMCS ACADIA must be located within the Atlantic region.

The summer training period runs for a total of nine (9) weeks. The various courses range from two (2) to six (6) weeks in duration and results in approximately 880 persons (staff and cadets) on site per day during the six (6) week training period, and 65-300 staff on site for a two (2) week set-up period prior and one (1) week close-up period after the training period. This estimate could be within plus or minus 10% of the total.

The programs that will be delivered to the cadets at HMCS ACADIA during the summer period are the following courses: Seamanship, Drill and Ceremonial Instructor, Air Rifle Marksmanship Instructor, Fitness and Sports, Basic Drill and Ceremonial and Music, Sailing, and General Training.

The Contractor will be required to provide facilities and services to operate and support the HMCS ACADIA Sea Cadet Summer Training Centre (SCSTC) for nine (9) weeks and provide year round storage facilities. Some of the training may take place off-site. In addition, there may be optional fall and spring training weekends.

There will be various facilities required, including but not limited to: administration offices, storage space, walk-in medical clinic, theatre, classrooms, training sites, etc.

In addition to facilities, the services required include but are not limited to: accommodations, food, transportation, janitorial, laundry / dry cleaning, etc. during the training periods.

The period of the Contract shall be from date of Contract award to March 31, 2016 inclusive with the option to extend the contract for two (2) additional 12 month periods.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

3. Debriefings

After contract award, 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* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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 (2011-05-16) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

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.

Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to PWGSC will not be accepted.

3. Enquiries - Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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.

4. Applicable Laws

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

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.

5. Bidders' Conference

A bidders' conference will be held on June 5th. The conference location and time is to be determined and will be given via solicitation amendment. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the names of the person(s) who will be attending and a list of issues they wish to table at least five (5) working days before the scheduled conference.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

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 - **3 hard copies**

Section II: Financial Bid - **1 hard copy**

Section III: Certifications - **1 hard copy**

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

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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 & Management Bid

Technical Bid

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

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

The numbering system corresponding to that of the Request for Proposal and Statement of Work is to be used. All references to descriptive material, technical manuals and brochures are to be included in the Bidder's proposal.

The proposal must be properly completed and signed by the Bidder or by an authorized representative of the Bidder as indicated on the front page of the Request for Proposal. In the event of a proposal submitted by a contractual joint venture, the proposal shall either be signed by all members of the joint venture or a statement shall be provided to the effect that the signatory represents all parties of the joint venture.

Management Bid

In their management bid, bidders must describe their capability and experience, the project management team and provide client contact(s).

Section II: Financial Bid

- 1.1 Bidders must submit their financial bid in accordance with the Annex "B". The total amount of Goods and Services Tax or Harmonized Sales Tax 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, management, and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

The Mandatory Technical evaluation criteria are included in Annex D.

1.1.2 Mandatory Site Visit Evaluation

The Mandatory Site Visit Evaluation will be conducted at the Bidder's proposed location(s) during the evaluation process at an agreed upon date between Canada and the Bidder. The Bidders should be prepared for the Site Visit evaluation to be conducted as early as two (2) weeks after Bid Closing date. The Site Visit evaluation criteria are included in Annex D.

1.2 Point Rated Technical / Management Criteria

The Point Rated Technical / Management evaluation criteria are included in Annex D.

For a Bid to pass the Point Rated Technical / Management Criteria, the bid must receive the following score:

- (a) obtain a minimum of 60% of the points for each section of the technical and management evaluation criteria which are subject to point rating as follows:
 - Section A: the rating is performed on a scale of 150 points;
 - Section B: the rating is performed on a scale of 480 points; and
 - Section C: the rating is performed on a scale of 120 points;
- (b) obtain the required minimum of 70% percent overall of the points for the technical and management evaluation criteria (Sections A, B, and C) which are subject to point rating. The rating is performed on a scale of 750 points.

1.3 Financial Evaluation

SACC Manual Clause A0220T (2007-05-25), Evaluation of Price

2. Basis of Selection

- 1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation;
 - (b) meet all mandatory technical evaluation criteria;
 - (c) meet the mandatory site visit criteria; and

- (d) obtain a minimum of 60% of the points for each section of the technical and management evaluation criteria which are subject to point rating as follows:
 Section A: the rating is performed on a scale of
 Section B: the rating is performed on a scale of
 Section C: the rating is performed on a scale of
- (e) obtain the required minimum of 70% percent overall of the points for the technical and management evaluation criteria (Sections A, B, and C) which are subject to point rating. The rating is performed on a scale of 750 points.

2. Bids not meeting (a) or (b) or (c) or (d) or (e) will be declared non-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 to be awarded a contract. Canada will declare a bid non-responsive if the required certifications 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 or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. 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.

1.1 Federal Contractors Program - \$200,000.00 or more - Canadian Firms only

1. 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 all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder 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 award of the Contract.

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 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.

2. If the Bidder 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 Bidder 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.

3. 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: **(Bidder to complete)**

- (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), in which case a duly signed certificate of commitment is attached;
- (d) ☐ is subject to the 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 at:
<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>

1.2 Former Public Servant Certification - Canadian Firms Only

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, in the context of the fee abatement formula, 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

Is the Bidder a FPS in receipt of a pension as defined above? (***Bidder to complete***)

YES () NO ()

If so, the Bidder must provide the following information:

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

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? (***Bidder to complete***)

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 the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

1.3 Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources

1.4 Education and Experience

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

There is no security requirement associated with this procurement.

2. Financial Capability

SACC Manual clause A9033T(2011-05-16) Financial Capability

3. Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex C.

If the information is not provided in the bid, 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.

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

PART 7 - RESULTING CONTRACT CLAUSES

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled _____, dated _____.

1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at section 8.0 Vehicle Requirements and 9.0 Fall and Spring Weekend Sail Training in Annex A - Statement of Work of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

2.1 General Conditions

2035 (2011-05-16), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

3. Term of Contract

3.1 Period of the Contract

The period of the Contract is from date of Contract to 31 March 2016 inclusive.

3.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional 12 month periods 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 one hundred and twenty (120) 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.

4. Authorities

4.1 Contracting Authority

The Contracting Authority for the Contract is:

Laila Figueredo
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch / SIPS
1713 Bedford Row
Halifax, Nova Scotia
B3J 3C9

Telephone: 902-496-5353
Facsimile: 902-496-5016
E-mail: laila.figueredo@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.

4.2 Project Authority

The Project Authority for the Contract is: *(to be provided upon Contract award)*

Name: _____
Title: _____
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.

4.3 Contractor's Representative (*Bidder to complete*)

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

Telephone: ____-____-_____
Facsimile: ____-____-_____

E-mail address: _____

5. Payment

5.1 Basis of Payment

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, Annex "B". Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable. Based on the annual estimated number of occupants given by Canada at least 60 days in advance of the Occupancy Period, the Total Estimated Costs in Annex B will be determined annually, and will be evidenced by the Contracting Authority, for administrative purposes only, through a contract amendment. ***

5.2 Travel and Living Expenses

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

5.3 Minimum Work Guarantee - Food Services Only

1. In this clause,

"Minimum Food Services Value" means **90%** of the annual 9 week summer camp Total Estimated Cost for Food Services as detailed in section 15 Food Services, Basis of Payment, Annex B. The annual Total Estimated Cost for Food Services will be provided 60 days in advance prior to occupancy period in accordance with section 6.1.3 Food Services Requirement - General in Annex A - Statement of Work.

2. Canada's obligation under the Contract is to pay the Contractor for Food Services as detailed in section 15 Food Services, Basis of Payment, Annex B, for the annual 9 week summer camp in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in section 15 Food Services, Basis of Payment, Annex B. Canada's maximum liability for work performed under section 15 Food Services, Basis of Payment, Annex B, must not exceed the annual 9 week summer camp Total Estimated Cost for Food Services, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Food Services Value during the period of the annual 9 week summer camp, Canada must pay the Contractor the difference between the Minimum Food Services Value and the Total Cost of the Food Services requested (i.e actual cost incurred).

4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

5.4 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (to be determined on 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.

5.5 Method of Payment - Progress Payments

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 100 percent of the amount claimed and approved by Canada if:

- (a) an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) the amount claimed is in accordance with the basis of payment;
- (c) all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.

2. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

5.6 SACC Manual Clauses

H1008C (2008-05-12) Monthly Payment

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

6. Invoicing Instructions - Progress Payment Claim

1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment.

Each claim must show:

- (a) all information required on form PWGSC-TPSGC 1111;
- (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- (c) a list of all the expenses;

- (d) expenditures plus pro-rated profit or fee;

Each claim must be supported by:

- (a) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses.

2. The Contractor must prepare and certify one (1) original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Project Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

3. The Contractor must not submit claims until all work identified in the claim is completed.

7. Certifications

Compliance with the certifications 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 or 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.

8. Applicable Laws

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

9. 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 2035 (2011-05-16) Higher Complexity - Services;
- (c) Annex A, Statement of Work;

- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements
- (f) the Contractor's bid dated _____.

10. Defence Contract

SACC Manual clause A9006C (2008-05-12) Defence Contract

11. Foreign Nationals (Canadian Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

OR

11. Foreign Nationals (Foreign Contractor)

SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

12. 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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Buyer ID - Id de l'acheteur

hal218

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

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CCC No./N° CCC - FMS No/ N° VME

ANNEX A

STATEMENT OF WORK

Solicitation No. - N° de l'invitation

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ANNEX B

BASIS OF PAYMENT

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 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.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

m.Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

n.Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

o.All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.

p.Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.

q.Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

J-2, r.Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

2. AUTOMOBILE LIABILITY INSURANCE

1. The Contractor must obtain Automobile 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.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty days written notice of cancellation.
 - e. OPCF/SEF/QEF #6b - School Bus Endorsement

3. MARINE LIABILITY INSURANCE

1. The Contractor must obtain Protection & Indemnity (P&I) insurance that must include excess collision liability and pollution liability. The insurance must be placed with a member of the International Group of Protection and Indemnity Associations or with a fixed market in an amount of not less than the limits determined by the Marine Liability Act, S.C. 2001, c. 6.
 Coverage must include crew liability, if it is not covered by Worker's Compensation as detailed in paragraph (2.) Below.
2. The Contractor must obtain Worker's Compensation insurance covering all employees engaged in the Work in accordance with the statutory requirements of the Territory or Province or state of nationality, domicile, employment, having jurisdiction over such employees. If the Contractor is assessed any additional levy, extra assessment or super-assessment by a Worker's Compensation Board, as a result of an accident causing injury or death to an employee of the Contractor or subcontractor, or due to unsafe working conditions, then such levy or assessment must be paid by the Contractor at its sole cost.
3. The Protection and Indemnity insurance 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the watercraft however caused.
 - c. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

d. 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.

e. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:
 Director Business Law Directorate,
 Quebec Regional Office (Ottawa),
 Department of Justice,
 284 Wellington Street, Room SAT-6042,
 Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:
 Senior General Counsel,
 Civil Litigation Section,
 Department of Justice
 234 Wellington Street, East Tower
 Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

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ANNEX D

EVALUATION CRITERIA

REGIONAL CADET SUPPORT UNIT (ATLANTIC)

STATEMENT OF WORK

FOR

HMCS ACADIA CADET SUMMER TRAINING CENTRE



15 May 2012

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1.0 SCOPE

1.1 Purpose. The purpose of this Statement of Work (SOW) is to define the facilities and services required to operate:

- a. HMCS ACADIA Cadet Summer Training Centre (CSTC) for nine weeks from the third week of June to the third week of August annually; and
- b. provides year round storage facilities.

1.2 Background.

1.2.1 HMCS ACADIA is a Cadet Summer Training Centre (CSTC) which trains cadets (ages 12-18) in various courses during the summer training period. The various courses range from 2 to 6 weeks in duration and results in approximately 985 persons (staff and cadets) on site per day during the six week training period, and 73-335 staff on site for a two week set-up period and one week close-up period.

1.2.2 Based on the changing needs of the program, as determined by Canada, the Contractor must accommodate an increase or decrease up to 10% of the daily occupancy, up to a maximum of 100 occupants, when given 60 days prior notice by Canada.

1.2.3 If course requirements change at HMCS ACADIA, the Contractor must have the capability to increase or decrease services up to 20% of the daily occupancy, up to a maximum of 195 occupants, when given 180 days prior notice by Canada. The services that the Contractor must have the ability to increase or decrease as required are: accommodations, meals, laundry/dry cleaning, canteen space, staff cadet recreational room space, adult staff recreational room space, and depending on the courses impacted by the changes training support services may have to be adjusted.

1.2.4 The programs delivered to the cadets in HMCS ACADIA during the summer period are courses to enhance the training they have previously received throughout the year from their home units. During the summer training period, cadets receive instruction in the following courses:

- a. Seamanship - three and six week courses that teach cadets seamanship and how to handle large and small boats in navigable waters;
- b. Drill and Ceremonial Instructor – a six week course designed to develop specialists with the attitude, skills and subject matter knowledge required to be an instructor and team leader during drill and ceremonial activities;
- c. Air Rifle Marksmanship Instructor – a six week course designed to develop the cadets' individual air rifle marksmanship and summer biathlon specialty skills while reinforcing and further developing their leadership and instructional techniques skills;
- d. Fitness and Sports – three and six week courses designed to develop fitness and sports specialists with the skills and subject matter knowledge required to perform the role of a Fitness and Sports Instructor and a team leader for fitness and sports activities;
- e. Basic Drill and Ceremonial – three week course designed to prepare cadets to perform the role of a peer leader while building upon the leadership and drill and ceremonial knowledge and skills learned through the corps program;
- f. Music – three and six week courses that deliver brass, woodwind and percussion instruction for five marching and concert bands;

- g. Sailing – three and six week courses that deliver the Canadian Yachting Association (CYA) dinghy sail training program from basic to advance levels; and
- h. General Training – a two week introductory course delivered to first-year cadets. This course exposes the cadets to all the courses listed above.

1.3 Layout. The statement of work is divided into several sections. For ease of reading, a table of requirements is listed within each section. It should be noted that each table gives only an approximate size (in m²) of the facilities required.

1.4 Acronyms and Definitions

Ablution Facility – a facility that contains toilets/urinals, sinks, and showers

Cadet – a youth aged 12-18 enrolled as a member of the Canadian Cadet Organizations

Cafeteria Service – meals are collected at the serving counter and diner returns cutlery, crockery, glassware and leftovers to a specified area

Canada – For the purpose of this SOW, Canada refers to the government agency for which the services are required

CGSB - Canadian Government Standards Bureau

CIC Officer – Cadet Instructor Cadre Officer

CO – Commanding Officer

Confirmed Meal-Day Statement – A report that captures the actual number of meals and meal type served during a specific reporting period.

Contractor – individual or company providing the service

dB(A) – A-Weighted Decibel (a unit of measurement for sound levels)

Diner Strength – the total number of personnel entitled to receive meals

Dispersed Meals – meals, hot or cold, provided in the form of box lunches or bulk insulated containers for consumption away from dining facilities

DND – Department of National Defence

DVO – Data Voice Outlet

FFDC – Fire Fighting and Damage Control

Full Table Service – diners' entire meal is served at tables previously set with cutlery, crockery, glassware and condiments in the accepted restaurant fashion

LAN – Local Area Network

Lux – the unit of luminance at a point of a surface, outdoor light level on a clear day is approximately 10,000 lux

Main Training Centre – The Main Training Centre is comprised of the accommodation, administration, dining, music, parade square, range/summer biathlon, recreation, training support, and Walk in Clinic (WIC) facilities.

Must – indicates mandatory or essential requirements

NLS – National Lifeguard Service

Occupancy Period – This is approximately a nine week period starting the third week in June and finishing the end of August. It is the period when staff and/or cadets are on site to participate in summer training. Some facilities are required year-round and have been identified as such in the SOW.

Office - a room that is capable of being secured that contains an office desk, office chair, 300-500 lux of lighting, a telephone, and sufficient electrical outlets and computer drops to support requirements identified for each office. Unless otherwise stated, offices must be minimally 7.4m². A single office only has one occupant, a double office has two occupants, and a shared office has multiple occupants.

OIC – Officer in Charge

PMed – Preventative Medicine

POL – Petroleum, Oil and Lubricants

PWGSC - Public Works and Government Services Canada

Ration Day – a total of food for three meals provided to one authorized person for one day

CSTC – Cadet Summer Training Centre

Should – requirements that are not mandatory but are preferred or desirable

CSTC FSO - Cadet Summer Training Centre Food Services Officer

SOW – Statement of Work

Staff Cadet – a youth aged 16-18 enrolled as a member of the Canadian Cadet Organizations that has been selected to undergo advanced training at the summer training centre

Technical Authority (TA) – Canada representative for the contract

WHMIS - Workplace Hazardous Materials Information System

WIC – Walk in Clinic

Work space - refers to either an office or workstation.

Workstation - a work area that contains an office desk, office chair, 300-500 lux of lighting, and a telephone, sufficient electrical outlets, and computer drops as identified in this SOW. Multiple workstations can be co-located within the same room and are usually segregated by cubicle walls. Workstations must be minimally 3.7m².

XO – Executive Officer

2.0 APPLICABLE DOCUMENTS

2.1 Applicability. The following documents support this SOW and must be considered as supplemental information if not specifically identified in the text. In the event of conflicts between the documents referenced below and the content of the SOW, the contents of the SOW must take precedence. If there are references that provide different standards, the higher standard must take precedence.

2.1.1 CFAO 34-13 Hygiene and Sanitation - http://admfincs.mil.ca/admfincs/subjects/cfao/034-13_e.asp

2.1.2 CF Food Services Manual (A-85-269-001/FP-001) -
http://admmat.mil.ca/cosmat/lbi/DFoodSvc/en/food_services_manual_a85269001fp001_e.asp

2.1.3 Food Services Contracts Manual - A-85-269-001/FP-006,
http://admmat.mil.ca/cosmat/lbi/DFoodSvc/en/food_services_contracts_manual_a85269001fp006_e.asp

2.1.4 The Sanitation Code for Canada's Foodservice Industry (Canadian Restaurant and Foodservices Association, 1992) - copies may be ordered by calling 1-800-387-5649.

2.1.5 Canadian Food Inspection Agency (CFIA) Policy and Regulations -
<http://www.inspection.gc.ca/english/reg/rege.shtml>

2.1.6 The Food Safety Code of Practice for Canada's Foodservices Industry - copies may be ordered by calling 1-800-387-5649

2.1.7 Canada's Food Guide to Healthy Eating - <http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/index-eng.php>

2.1.8 Regional Cadet Support Unit (Atlantic) (RCSU(A)) Healthy Canteen Policy - available upon request by contacting CSTC Sea SO at (902)720-2356

2.1.9 Guidelines for Canadian Drinking Water Quality, 6th ed., published by the authority of the Minister of Health 1996 - copies may be ordered by calling 1-800-267-1245

2.1.10 Approved Products List (APL) - is available through National Defence Headquarters, MGEN George R. Pearkes Bldg, Directorate of Food Services, Food Evaluation Centre, Ottawa, Canada K1A 0K2.

2.1.11 Environmental Policy – the below references are the legal and policy framework regarding the environment as it relates to the SOW:

- a. Overall commitment to the environment:
 - (1) DAOD 4003-0 Environmental Protection and Stewardship - <http://www.admfincs.forces.gc.ca/dao-doa/4000/4003-0-eng.asp>; and
 - (2) MARCORD 4-12, Policy Directive Environmental Program - <http://marcom-comar.mil.ca/marc-ocom/v1/04-12-eng.doc>;
- b. Refrigerant Maintenance (Halocarbon Management):
 - (1) Canadian Environmental Protection Act: Federal Halocarbon Regulations - <http://www.ec.gc.ca/ozone/default.asp?lang=En&n=E06A6B0D-1>; and
 - (2) Environment Canada's Code of Practice for Elimination of Fluorocarbon Emissions from Refrigeration and Air Conditioning Systems - <http://www.ec.gc.ca/Publications/default.asp?lang=En&xml=906B38B7-BB63-43A3-9EAA-D9DB17063F94>.
- c. Hazardous Materials Management:
 - (1) DAOD 4003-1 Hazardous Materials Management - http://admfincs.mil.ca/admfincs/subjects/daod/4003/1_e.asp;
 - (2) A-LM-187-004/JS-001: Safe Storage - Handling and Disposal of Hazardous Materials;
 - (3) A-LM-188-001: Supply Manual for POL /Fuel Handling;
 - (4) Environment Canada Storage Systems for Petroleum Products and Allied Petroleum Products Regulations; <http://www.ec.gc.ca/rs-st/>
 - (5) MARCORD 66-5 - Hazardous Material Management Program, <http://navy.mil.ca/english/MSComptSS/msrms/env/repository/66-05.doc>; and
 - (6) CCME Guidelines for Management of Biomedical Waste in Canada - http://www.ccme.ca/assets/pdf/pn_1060_e.pdf.
- d. Solid Waste-Resource Management Regulations made under Section 102 of the Environment Act S.N.S. 1994-95, c. 1 - <http://www.ec.gc.ca/rs-st/>
- e. Planning a new Activity / Project:
 - (1) Fisheries Act - <http://laws-lois.justice.gc.ca/eng/acts/F-14/>;
 - (2) DAOD 4003-2 Environment Assessment - http://admfincs.mil.ca/admfincs/subjects/daod/4003/2_e.asp; and
 - (3) Applicable Environment Canada Regulations - <http://www.ec.gc.ca/lcpe-cepa/eng/regulations/?n=54FE5535-1>.

2.1.12 CGSB Standards (Canadian General Standards Bureau) - to obtain a copy contact 1-800-665-2472, or by mail Place du Portage III, 6B1, 11 Laurier St, Gatineau, QC, K1A-1G6.

- 2.1.13 Canadian Standards Association (CSA) – to obtain a copy contact 1-800-463-6727, or through the website <http://www.csa.ca/cm/ca/en/standards>.
- 2.1.14 Firearms Act, S.C. 1995, c.39 - <http://laws-lois.justice.gc.ca/eng/acts/F-11.6/>
- 2.1.15 Canada Labour Code. R.S.C., 1985, c. L-2 - <http://laws-lois.justice.gc.ca/eng/acts/L-2/>
- 2.1.16 The National Fire Code of Canada - to obtain a copy contact 1-800-672-7990, or by mail at Publication Sales, M-20, National Research Council of Canada, Institute for Research in Construction, Ottawa, Ontario, Canada K1A 0R6.
- 2.1.17 Watercraft Safety Orders - <http://www.cadets.ca/content-contenu.aspx?id=64076>
- 2.1.18 Cadet Administrative and Training Order (CATO) 14-41, Annex C, Annex 1 – Air Rifle Ranges, <http://www.cadets.ca/coats-saioc/cato-oaic/admin4.aspx#CATO%2014-41>
- 2.1.19 Applicable Canadian Forces Construction Engineering Manual (CFCEM) Scale – copies may be ordered by calling (613)995-2855

3.0 SUPPORT REQUIREMENTS

3.1 General Points and Conditions.

- 3.1.1 HMCS ACADIA must be located in a community that is capable of supporting an increase of approximately 985 persons at one time throughout the occupancy period. There will be a flow through of approximately 1300 persons throughout the occupancy period. All facilities must be located no more than 30 minutes ground travel from a medical centre with emergency facilities, and the Main Training Centre (MTC) must be within 30 minutes ground travel of other services to include: dental, optometrist, barber shop, police, and fire.
- 3.1.2 The personnel identified in Figure 1 are primarily from the Atlantic Provinces and as such HMCS ACADIA must be located within one of the provinces of NL, NS, NB, or PEI in order to cost effectively transport over 1300 personnel to and from the training centre.
- 3.1.3 **SPECIALTY TRAINING** - Due to the course requirements for the Boatswain's Mate Course, the Contractor must provide:
 - a. Fire Fighting and Damage Control (FFDC) Training facilities equipped with the necessary equipment to conduct the below training; details of this training are attached at Annex A:
 - (1) Firefighting Training;
 - (2) Act as a member of a Rapid Response Team for a Flood;
 - (3) Self-contained Breathing Apparatus Training; and
 - (4) Participate in Damage Control Simulations.
 - b. These requirements could be met by using Canada's and/or other civilian training venues. If such facilities are used to meet these training requirements, then the CSTC must be within 400km of these venues. All accommodation, transportation, and meal costs for the trainees and associated staff while off-site from the CSTC will be at the expense of the Contractor. Estimated numbers for this training would be two groups of 30 at two days per group. Canada will provide training dates 60 days in advance of occupancy.
 - c. If the CSTC is within 400km of Shearwater, NS then Canada will make arrangements for this training using Canadian Forces facilities and will be responsible for accommodations and meals. The Contractor will be responsible for all transportation costs.

- 3.1.4 Canada will provide the Contractor with estimates for accommodations and meals at least 60 days in advance of the start of the Occupancy Period.
- 3.1.5 The CSTC will involve marching contingents of approximately 25 cadets that will generally take up most of a traffic lane, as this is how the cadets travel from one location to another. There will also be times, usually once weekly, when traffic may be stopped due to a number of contingents marching at one time for various parades and ceremonies. The Contractor must ensure that the interruption of traffic flow as described is permissible on the roadways connecting the various facilities occupied by Canada.
- 3.1.6 The Contractor must ensure that roads and sidewalks that are part of the various training areas designated for use by Canada are maintained so that they are safe for vehicles and pedestrians.
- 3.1.7 The Contractor must provide signage identifying parking restrictions, speed limits, building names, building locations, and directional signs during occupancy period.
- 3.1.8 The Contractor must ensure that grounds surrounding all the facilities and outdoor training areas provided to Canada are maintained, clean, and safe; this includes but is not limited to adequate outdoor lighting.
- 3.1.9 To ensure the CSTC is operating at maximum efficiency the following facilities must be located within the same geographical area and will be referred to as the Main Training Centre (ref 1.4): administration, walk in clinic, music, dining, accommodations, training support, parade square, range/summer biathlon, and recreation facilities. The Contractor must provide these facilities within walking distance of each other, in particular:
- a. The accommodation facilities must be within 900m of the dining facilities, the parade square, and the Walk in Clinic (WIC); and
 - b. The parade square must be within 900m of the administration, music and training support facilities.
- 3.1.10 The Contractor must ensure all services, equipment, and furnishings provided by the Contractor are in place and available prior to occupancy period.
- 3.1.11 The Contractor must provide a list of facilities that will be utilized by Canada 30 days prior to occupancy period. A representative of Canada and the Contractor must inspect the interior of all facilities annually prior to the start of the occupancy period. An inventory of facility contents will be established and all damages and defects recorded on an inspection sheet. Both parties will retain copies of the inspection sheet. After completion of the inspection, facility keys will be provided to Canada's representative.
- 3.1.12 The Contractor must ensure that all buildings and facilities occupied or utilized by Canada are maintained such that they are in compliance with all applicable laws, acts, regulations, and codes of all governments and levels of administration including the federal and provincial governments, and territorial, regional and municipal administrations. This includes but is not limited to, the National Building Code of Canada, the Canada Labour Code, the National Fire Code of Canada, the Canadian Electrical Code, and the Canadian Environmental Protection Act. The Contractor must ensure food services and dining facilities meet the regulations as set forth in the Sanitation Code of Canada's Food Service Industry, Feral Halocarbon Regulations and Canadian Environmental Protection Act and DND Food Services Manual. In the event that there are different standards identified in the various references, the highest standard must apply.

- 3.1.13 The Contractor must ensure that buildings and facilities provided to Canada minimally meet the following lighting levels:
- a. Ablution Facilities – 300 lux;
 - b. Accommodation areas – 150-300 lux
 - c. Auditoriums – 100-200 lux;
 - d. Building Entrances – 50 lux;
 - e. Classrooms – 300-500 lux;
 - f. Conference Rooms – 300 lux;
 - g. Corridors and stairways– 50 lux;
 - h. Dining areas – 100 lux;
 - i. Elevators – 50 lux;
 - j. Finance Office – 500 lux;
 - k. High Detail Work – 1000-2000 lux;
 - l. Kitchen/cooking area – 500 lux;
 - m. Laundry areas – 300 lux;
 - n. Library – 300-500 lux;
 - o. Lobbies – 100 lux;
 - p. Maintenance/Mechanical Areas – 500-700 lux;
 - q. Offices/Work Stations – 300-500 lux;
 - r. Parking areas (covered) – 20 lux;
 - s. Parking areas (open) – 2 lux;
 - t. Storage Area (Outdoors) – 20 lux;
 - u. Storage Area (Indoors) – 50 lux;
 - v. Street lighting (roadways) – 7 lux; and
 - w. Walk In Clinic Examination Rooms – 500 lux.
- 3.1.14 The Contractor must provide emergency lighting for all facilities used by Canada.
- 3.1.15 The Contractor must provide a lighted outdoor emergency gathering area capable of holding up to 950 personnel. The Parade Square referenced in section 4.2 of this SOW would suffice as the outdoor emergency gathering area.
- 3.1.16 The Contractor must ensure there are approved electrical outlets in quarters and facilities to meet National Building codes and CSTC requirements as outlined in subsequent sections of this SOW.
- 3.1.17 The Contractor must provide a continuous supply of potable water in all facilities in accordance with Guidelines for Canadian Drinking Water Quality. In addition to providing potable water in all facilities, the Contractor must provide continuous supply potable water to the large boats at Sea Operations, sports, drill, and training areas.
- 3.1.18 The Contractor must provide suitably furnished work spaces during the occupancy period as listed in this SOW. The Contractor must ensure each work space be furnished with an office desk, office chair, encased lighting, and sufficient electrical outlets to support the requirements outlined in subsequent sections of the SOW.
- 3.1.19 The Contractor should provide at least one notice board of minimum size 1m² in the common areas listed below:
- a. Accommodation common areas;
 - b. Operational Centre as outlined in Figure 2;
 - c. Main entrance of the Walk in Clinic (WIC); and
 - d. Main entrances of all training buildings.
- 3.1.20 The Contractor must ensure that all classrooms and offices have access to washroom/toilet facilities within the building(s) of which they are located.

- 3.1.22 The Contractor must provide a minimal of two portable toilets and one wash station for each outdoor training site that is not within 180m of an indoor bathroom. The Contractor must ensure the portable toilets and wash stations are cleaned and consumables replenished as often as required based on usage.
- 3.1.23 The Contractor must provide receptacles for the collection of garbage, recyclable, and refundable materials in all facilities and training areas. Additionally, the Contractor must provide receptacles for the collection of compostable material for designated eating areas. The Contractor must remove the garbage, recyclable, and compostable materials in a timely manner and must maintain the receptacles, to include cleaning and replacement as required. Canada will be responsible for the removal of refundable materials.
- 3.1.24 The Contractor must permit Canada access, in early June and as and when requested by Canada, to all facilities to be utilized by Canada in order to conduct Fire, Preventative Medicine (PMed), Hazmat, Environmental, and Safety Inspections. The Contractor must meet the minimum requirements identified in the resulting inspection reports and provide a written update to Canada on the status of any infractions within 14 calendar days of receiving the reports.
- 3.1.25 Upon completion of the occupancy period and the vacating of a facility or portion thereof, the Contractor, along with a representative of Canada, must inspect the interior of the facility, including rooms. The inventory of facility contents previously established will be reviewed and any deficiencies or surpluses noted. Furthermore, all damages and defects, with exception of fair wear and tear not previously noted, will be recorded. Both parties will retain copies of the vacating inspection record. After completion of the inspection, all keys will be returned to the Contractor.
- 3.1.26 The Contractor must submit a report outlining the damages and defects noted during the vacating inspection along with pictures of the damages to Canada representative for the contract within 14 calendar days of Canada vacating the facilities. Canada will be responsible for all damages, with exception of fair wear and tear, noted during the vacating inspection that were not previously noted on the initial inspection prior to occupancy. The Contractor must have all repairs completed prior to 31 March of the current fiscal year. The Contractor must request authorization from Canada to conduct repairs outside the current fiscal year.
- 3.1.27 When and as requested by Canada, the Contractor must provide a representative to attend any Canada-led emergency response exercise. The Contractor must provide any site specific emergency response information for facilities utilized by Canada prior to occupancy period.
- 3.1.28 The Contractor must ensure that all of their employees and sub-contractors undergo a reliability check (criminal and child abuse registry) through the Canadian Police Information Centre (CPIC). The refusal of the applicant to authorize or provide the screening request or the failure to provide complete and accurate information must result in the applicant being denied a position. Prior to the occupancy period, the Contractor must provide a written statement confirming that all reliability checks have been completed. If any checks reveal offences or charges, the Contractor must outline such findings in the letter; identification of the applicant is not required. Canada reserves the right to refuse acceptance of any person that is deemed a high risk to a youth environment.
- 3.1.29 The Contractor must provide a Facilities and Services Manager, located in the region of the camp, with sufficient authority within the Contractor's organization to implement and manage all work required under the Contract. The Contractor must provide an 'after normal working hours' emergency point of contact within its Organization to Canada.

- 3.1.30 As and when requested by Canada, the Contractor must convene meetings at the Contractor's facility or at an alternate location as agreed to by the Contractor and the Contract Authority. The meetings will be co-chaired by Canada and the Contractor, unless specified otherwise. Examples of meetings include, but are not limited to, Progress Review Meetings, Operations Meetings, and Weekly Briefings. At a minimum the Contractor must agree to meet with Canada for the following meetings:
- a. Kick-Off meeting: Topics to be covered at this meeting must include but are not limited to: Contractor briefing on the company and how it will be organized to manage the contract, roles and responsibilities of key personnel and points of contact, key contract terms, review of all pertinent portions of the contractor's bid with a focus on contract requirements which were identified as not yet in place at the time of bid submission/ contract award, timelines, deliverables, communications to include procedures for monitoring and reporting progress, and procedures for managing risks and issues.
 - b. Annual pre-occupancy period meeting: Topics to be covered at this meeting must include but are not limited to: action items arising from previous meetings and correspondence, contractual issues, specific dates for upcoming occupancy period, issues and concerns, and changes to how services will be delivered as a result of lessons learned or potential efficiencies.
 - c. Annual post-occupancy period meeting: Topics to be covered at this meeting must include but are not limited to: Feedback gathered from the occupants regarding the Contractor's performance during the occupancy period, observations made by the Contractor and Canada, action items arising from previous meetings and correspondence, contractual issues, and a review of the report produced as a result of the vacating inspection and expected dates for repairs as required.
- 3.1.31 The Contractor must ensure that all signage related to building locations, safety, environmental, and food services are posted in both official languages.
- 3.1.32 The Contractor must institute a Quality Control/Quality Assurance and continuous self-improvement program to increase productivity and improve customer service. The program is to monitor and control the quality, quantity and safety of goods used and the quality of all services provided. The Contractor must allow representatives of Canada access to all facilities where the Contractor is performing work, in order to perform its Quality Assurance and Contract Management functions. The Contractor must continually aim to improve consumer satisfaction, by using an appropriate customer feedback system established by the Contractor. A sample Performance Incident Report is attached at Appendix 8 to Annex B.
- 3.1.33 The Contractor must provide a written response to the TA for any reports generated by inspections conducted by Canada within 48 hours of having received the report. The Contractor's response must indicate corrective action taken by the Contractor to rectify areas of concern within the report.

3.2 Accommodations

- 3.2.1 The Contractor must provide accommodations in accordance with the forecasted arrival/departure schedule which will be supplied by Canada 60 days prior to occupancy period. The estimated number of bed nights is detailed in Figure 1. The Contractor must ensure the following conditions are met:
- a. accommodations must consist of fixed walls and roofing;

- b. coin operated phones should be available in all accommodation buildings, however if not provided within each accommodation building they must be within 450m of each building and be accessible 24 hours a day; and
 - c. accommodations must have adequate heating, lighting, electrical, water, and sewer services as outlined in the Canadian Standards Bureau (CSA).
- 3.2.2 The Contractor must ensure that staff cadets, course cadets and adult staff have separate accommodations. The Contractor must ensure that these accommodations meet minimally the requirements outlined in Figure 1.
- 3.2.3 The Contractor must provide the following for each occupant:
 - a. acceptable single bed and mattress. Vinyl mattresses preferred over cloth mattresses. Canada reserves the right to determine what is acceptable. Bunk beds are acceptable for the course cadets;
 - b. two sheets, one pillow, one pillow case, two blankets (one blanket must be heavyweight), and a mattress cover. Upon request by an occupant, the Contractor must provide alternate bedding for cadets and staff that have allergies, up to a maximum of 10% of occupancy. The Contractor must ensure that as a minimum the sheets and pillowcases are exchanged for clean linen once a week. The Contractor must pick-up and deliver linen to and from accommodation areas to laundering facility. Occupants will be responsible for stripping and making their beds;
 - c. a complete set of clean bed linen (including heavyweight blankets and mattress liners) each time a new intake of cadets arrive; and
 - d. a full size locker or closet suitable for securing personal effects and hanging clothing, uniforms, etc. Canada will provide pad-locks as required.
- 3.2.4 The Contractor should ensure extra linen is available to Canada when required up to 10% of occupancy.
- 3.2.5 The Contractor must ensure there are window curtains/blinds on all windows in sleeping and washroom areas.
- 3.2.6 The Contractor must ensure screens are installed on all windows which are capable of being opened.
- 3.2.7 The Contractor must ensure there is adequate encased lighting (overhead and/or lamp);
- 3.2.8 The Contractor must provide ablution facilities in the accommodation buildings for all adult staff, and in the case of cadets and staff cadets they must provide ablution facilities in the accommodations buildings or in a nearby stand-alone building adjacent to the living quarters. Male and females must have separate ablution facilities. Ablution facilities must include a minimum of:
 - a. 1 shower per 10 occupants. Showers must be partitioned to provide privacy;
 - b. 1 toilet and 1 urinal per 13 male occupants;
 - c. 2 toilets per 13 female occupants;
 - d. 1 sink with soap dispenser per 10 occupants;

- e. 1 paper towel dispenser or hand dryer per 20 occupants; and
 - f. appropriate number of waste receptacles per facility, including separate covered receptacles for feminine hygiene products either within the bathroom stalls or just outside the stalls.
- 3.2.9 The Contractor must provide 24 hour laundry facilities within the accommodation buildings for all adult staff, and in the case of cadets and staff cadets they must provide 24 hour laundry facilities within the accommodation buildings or in a stand-alone building not more than 450m from the accommodation buildings. The Contractor must ensure these facilities are available to all occupants at no cost to the occupants. Laundry facilities must include a minimum of:
- a. 1 industrial washer and 1 industrial dryer per 25 occupants;
 - b. 1 laundry basin per 50 occupants;
 - c. 1 ironing board and 1 iron per 14 occupants; and
 - d. a sufficient number of electrical outlets to operate one iron per ironing board provided.
- 3.2.10 The Contractor must provide a room complete with table/desk, chair and phone for supervisory staff within each cadet and staff cadet accommodation buildings.
- 3.2.11 The Contractor must provide storage for luggage within the cadet and staff cadet accommodation buildings.
- 3.2.12 The Contractor should provide a common area within each accommodation building with the minimum capacity and seating to accommodate minimally 20% of the occupants. The common area(s) in the adult accommodations should be equipped with cable TV and high speed internet at no cost to occupants.
- 3.2.13 The Contractor must provide cleaning supplies and equipment in each accommodation building. The Contractor must post applicable Materials Safety Data Sheets for products provided. Occupants, except as stated otherwise, are responsible for the daily cleaning of their room or bed space using cleaning materials and supplies provided by the Contractor.
- 3.2.14 The assignment of accommodation/bed spaces will be at the discretion of Canada. Canada's representatives will be available to coordinate and supervise all arrivals and departures including the allocation of areas, issue and collection of keys, etc. Lost keys will be replaced at Canada's expense. Canada will advise the Contractor if a key has been lost.
- 3.2.15 For security reasons, the Contractor must ensure that accommodation areas that are to be assigned to cadets and staff cadets are occupied by Canada on an exclusive use basis.
- 3.2.16 The Contractor must provide minimally the accommodations as outlined in Figure 1. Figure 1 lists the approximate number of persons residing weekly and the type of accommodations required.

Item	Group	Week 1	Week 2	Weeks 3-8	Week 9	Type / Living Space per Occupant	Features / Comments
1	Staff Cdr	1	1	1	1	Single Room 13.5m ²	a. Must have telephone; and b. Washroom preferred.
2	Staff LCdr	9	11	11	9	Single Room 11.6m ²	a. Washroom preferred.
3	Staff Lt(N)	33	42	42	33	Double Room 7.4m ²	a. Maximum two staff per room; and b. Washroom preferred.
4	Staff SLt	22	126	126	22	Quad Room 5m ²	a. Maximum four staff per room; and b. Washroom preferred.
5	Staff Sr NCO	6	7	7	6	Double Room 7.4m ²	a. Maximum two staff per room; and b. Washroom preferred.
6	Staff Jr NCO	2	8	8	2	Quad Room 5m ²	a. Maximum four staff per room; and b. Washroom preferred.
7	Staff Cadet	0	140	140	0	3.7m ² in open dormitories 2.8m ² in partitioned dormitories	a. If shared rooms are allocated, minimum of 5m ² living space per occupant is required; b. Should have 1 desk with desk lamp and 1 chair per room, or per 10 occupants in open/partitioned dormitories; and c. Must have one electrical outlet available per cadet in sleeping area.
8	Cadet	0	0	650	0	3.7m ² in open dormitories 2.8m ² if partitioned	a. If shared rooms are allocated, minimum of 5m ² living space per occupant is required.
9	Total	73	335	985	73		

Figure 1 Accommodation Requirements

3.3 Administration

- 3.3.1 The Contractor must provide a large facility with chairs for seating of at least 350 personnel suitable for making presentations, holding concerts, showing movies, etc. for use as and when requested by Canada, with Canada providing a schedule of requirements 60 days prior to occupancy. There will be times Canada will require use of this facility outside the original schedule of requirements and on these occasions Canada will provide minimally 48 hours notice and will work with the Contractor to coordinate a mutually agreed upon amended schedule of use.
- 3.3.2 The Contractor must provide a display area for trophies, awards and plaques in the main administrative building. Display case should be at least 65cm deep, 2m high, 2m wide, have three shelves and a clear display window.
- 3.3.3 The Contractor must provide the work space requirements as outlined in Figure 2. As defined in section 1.4, offices must be minimally 7m² unless otherwise noted and capable of being secured, and work stations must be minimally 3.7m². Work space requirements for the various training departments are outlined in sections 4 and 5 of the SOW.

Item	Occupant	Type	Work Spaces	Phone	Computer Connection	Features / Comments
1	CO	Single Office 15m ²	1	1	1	a. Should have 6 additional chairs.
2	XO	Single Office 11.5m ²	1	1	1	a. Must be co-located with CO's office.
3	Coxswain	Double Office 15m ²	2	1	1	a. Must be co-located with the CO's office.
4	CO Secretary	Single Office 7.4m ²	1	1	2	a. Must be co-located with the CO's Office; and b. 1 computer connection is for network printer.
5	Unit Cadet Conflict Management	Single Office 7.4m ²	1	1	2	a. 1 computer connection is for network printer.
6	Support Services	Single Office 9m ²	1	1	1	a. Must be co-located with Administration Office; and b. Should be co-located with XO's office.
7	Admin/ Orderly Room	Shared Office	4	3	3	a. Must have a receiving counter and mail sorting area; b. 1 computer connection is for network printer; c. 2 phones may have same number; and d. 1 phone line is for a fax machine.
8	Operational Centre	Shared Office	3	2	3	a. Must have a serving counter; b. Must have a mounted key cabinet; c. Must be located near the main entrance; d. Must have a notice board, minimally 1m ² ; e. 1 computer connection is for network printer; and f. 2 phones with different lines.
9	Military Police	Shared Office	3	2	1	a. Should have three additional chairs; and b. 2 phones may have the same line.
10	Chaplains	Shared Office	2	1	1	a. Should have three additional chairs.
11	Youth Advisor	Shared Office	2	1	1	a. Should have three additional chairs.
12	Finance Officer	Single Office 7.4m ²	1	1	1	a. Must be co-located with Finance Office.
13	Finance Office	Shared Office 80m ²	3	1	4	a. Must have a serving counter; b. Must be available year-round due to size of safe and can double as storage area for Canada's filing cabinets during non-occupancy period; and c. 1 computer connection is for network printer.
14	Standards Office	Shared Office 25m ²	3	1	4	a. Size includes sorting area; and b. 1 computer connection is for network printer.
15	ISO	Single Office 9m ²	1	1	1	a. Must be located in the same building as network server.
16	Housing, Foods, Transport	Work Stations	4	4	6	a. 2 computer connections are for network printers; and b. May be individual offices.
17	Conference Room	As described		1	1	a. Must be co-located with CO's office; c. Must have conference table with 20 chairs; d. Should have projection screen; and e. Must have conference phone.
18	UIO	Single Office 7.4m ²	1	1	2	a. 1 computer connection is for network printer.
19	Supply Office	Single Office 15m ²	2	2	2	a. Must have access for use year round; b. Must be heated year round; c. Must have access to washroom year round; d. 1 phone line is for fax machine; and e. 1 computer connection is for network printer.
20	Library	Secured room 9m ²	0	0	0	a. Heated year-round.

Figure 2 Administration Requirements

3.4 Storage Space

- 3.4.1 The Contractor must provide both heated and non-heated facilities that can be utilized as warehouses for assets of Canada. These facilities must be secured to Canada's satisfaction and if required the Contractor must make any necessary modifications identified by Canada.
- 3.4.2 The Contractor must provide minimally the storage facilities outlined in Figure 3. The Contractor must provide these storage facilities year-round and Canada must retain the right to control access to all storage facilities occupied year round.
- 3.4.3 For control purposes, storage areas marked for supply must be located within a 5km radius of each other, and storage areas marked for other training departments must be located within a 5km radius their individual training sites.

Item	Storage Areas	Type	Phone	Features / Comments
1	Distribution Area	Secured room 450m ²	1	a. Must be co-located with Supply Office; b. Must be located within 450m of the Administration building; and c. Should have serving window with counter that can be secured.
2	Weapons Storage	Secured room 16m ²	1	a. Must be heated year round; b. Canada must retain sole access year round; c. Must be self-contained and wire mesh/bars on all windows; d. Must be separate from ammunition room; e. Must have wired/monitored security system; f. Must be in an area that is within 450m from the parade square; and g. Must adhere to the Canadian Firearms Act and Criminal Code.
3	Ammunition Storage	Secured room 4m ²	1	a. Must be heated year round; b. Canada must retain sole access year round; c. Must permit two ammunition boxes to be secured to the floor; d. Must have wired/monitored security system; e. Must be in the same building as the Weapons Storage area; and f. Must adhere to the Canadian Firearms Act and Criminal Code.
4	POL Storage (Sail Ops)	Outdoor Storage 10m ²	0	a. Must be located outside at the Sail Ops Training Site and meet Canada and all environmental regulations; and b. Must be capable of being secured.
5	POL Storage (Sea Ops Site)	Outdoor Storage 10m ²	0	a. Must be located outside at the Sea Ops Site and meet Canada and all environmental regulations; and b. Must be capable of being secured.
6	Storage (Supply)	Indoor Storage 200m ²	1	a. Must be heated year round; b. Must have large access doors, minimally 2.7m wide by 2.1m high with access ramps to accommodate forklift; and c. Should be within 450m of Supply Office.
7	Storage Supply Warehouse	Indoor storage 500m ²	1	a. Must be capable of being secured; b. Must have large access doors minimally 2.7m wide by 2.1m high with access ramps to accommodate forklift; c. Must have ceilings with minimal height of 4.8m; and d. Should be located within 450m of Supply Office.
8	Storage (Music)	Indoor Storage 125m ²	1	a. Must be heated year round with consistent temperatures between 15-20°C; b. Storage space may be made up of various rooms; and c. Some spaces used for storing instruments must have monitored security system and Canada must have exclusive access.
9	Storage (Sea Ops)	Indoor and Outdoor Storage 1060m ²	0	a. Storage required year-round; b. Storage space may be combination of both indoor and outdoor spaces; c. Some spaces may double as offices/classrooms during occupancy period; d. Must have large access doors minimally 2.7m wide by 2.1m high with access ramps to accommodate forklift; e. Should have ceilings with minimal height of 4.8m; and f. Spaces must allow for: (1) 130m ² of indoor storage space; and (2) 930m ² storage for whalers and power boats. Preference is for indoor storage, however if outdoor storage is provided then space should be covered (i.e. hut) and must have a method of securing area (i.e. fencing, gated access).
10	Storage (Sail Ops)	Indoor and Outdoor Storage 830 m ²	0	a. Storage required year-round; b. Storage space may be combination of both indoor and outdoor spaces; c. Must have large access doors, minimally 2.7m wide by 2.1m high with access ramps to accommodate forklift. d. Some spaces may double as offices/classrooms during CSTC period; and e. Spaces must allow for: (1) 145m ² of indoor storage space; (2) Storage of sailboats and powerboats. Preference is for indoor storage, however if outdoor storage is provide then space should be covered (i.e. hut) and must have a method of securing area (i.e. fencing, gated access); and (3) 55m ² of indoor storage space separate from other storage areas.
11	Storage (Training Support)	Indoor Storage 100 m ²	0	a. Storage required year-round; b. Spaces must be divided into minimally two separate rooms; (1) 30m ² for parade requirements; and (2) 70m ² for sports equipment storage. b. Must be within 900m of the Parade Square and sports fields.

Figure 3 Storage Requirements

3.5 Data Communications

- 3.5.1 **Communications Connectivity:** The Contractor must provide hard wired data communications for all occupied facilities during the period of mid May to end August. The Contractor must ensure that data communications to the central communications closet and to any space occupied by Canada on a permanent basis be provided year round.
- 3.5.2 **Communications Lines:** The Contractor must provide minimally category 5 data communication lines in every work space as outlined in this SOW. In each work space, and with respect to the number of occupants in the room, the Contractor must ensure there is a Data Voice Outlet (DVO) with no more than 3m between DVOs or an arrangement that is mutually agreed upon by both Canada and the Contractor which will be reviewed on an annual basis. In addition, the number of available DVOs must account for the equipment being used and the type of work space including, but not limited to: common or group accessed computers, network printers, network scanners, network projectors, and network photocopiers. This will need to be agreed upon by both Canada and the Contractor.
- 3.5.3 **Communications Closet:** The Contractor must provide a Main Telecommunications Closet (MTC) for the CSTC network server and other required communications equipment. The MTC must be minimally 2.4mx3m and contain air conditioning so that the room temperature does not exceed 25 degrees Celsius. The location must be mutually agreed upon by the Contractor and the Regional Information Management / Information Technology Manager to ensure that network connectivity and adequate space are maintained. If adequate space cannot be made available for the CSTC equipment, the Contractor must provide a free standing, industry approved, locking data-cabinet to be located in the CSTC Information Systems Officer (ISO) office with adequate data connectivity to the communications closet. MTC and the ISO spaces must be access-controlled and restricted to IT Staff identified by Canada and the Contractor. Canada will require year round access.
- 3.5.4 **Supplemental Communications Equipment Areas:** The Contractor must ensure all buildings occupied by Canada have secure telecommunications closets for locating Data Communication hardware (switches, routers, etc.). If adequate closet space cannot be made available for Canada's equipment, the Contractor must provide a wall mounted, industry approved, locking data-cabinet. The Contractor must ensure all spaces and cabinets are access-controlled and restricted to IT Staff identified by Canada and the Contractor. Canada will require year round, 24/7 access. All CSTC Network equipment should remain installed in the various closet spaces or wall-mounted cabinets year around. If this is not possible, the equipment will be installed and removed by Canada annually on a date agreeable to both the Contractor and Canada.
- 3.5.5 **Service Outages:** The Contractor must provide Canada with advance notification of all scheduled or otherwise necessary data services outages.
- 3.5.6 **External Bandwidth Requirements:** The Contractor must allow Canada to install government network feed to all facilities occupied by Canada. If government feed is not feasible then the Contractor must provide a minimum of 5 MBs synchronous (up/down) dedicated Internet service to be terminated in the MTC identified in paragraph 3.5.3. The Contractor must ensure this service is available year round to any space occupied on a permanent basis. This service should be isolated to the CSTC; however, in the event it is shared with other tenants then the Contractor must isolate the CSTC data-traffic and guarantee the required bandwidth. The Contractor must ensure the service is able to support Virtual Private Network (VPN) connections between sites occupied by Canada.
- 3.5.7 **Internal Bandwidth Requirements:** The Contractor must provide a minimum of 10MB/sec dedicated data communication lines between the MTC and each supplemental communications equipment areas in all occupied facilities within the Main Training Centre. The lines must be dedicated circuit (DSL / FDDS) or fibre. All dedicated data communication lines must terminate in communications closets or cabinets previously identified.

- 3.5.8 **Off-Site Bandwidth Requirements:** The Contractor must provide a 5 MBs synchronous (up/down) high speed Internet connection to any facility occupied by Canada located away from the Main Training Centre. The service must be able to support VPN connections between various sites occupied by Canada.
- 3.5.9 **Network Security:** The Contractor must provide network infrastructure capable of isolating the CSTC Network from all other tenants. Virtual Local Area Networks (VLANs) will be permitted as long as all security, connection, and quality-of-service issues can be addressed to the satisfaction of Canada. The Contractor must provide administrative rights to Canada for any data network equipment not owned by Canada but connected to the CSTC network.
- 3.5.10 **Infrastructure:** The Contractor must not alter data cabling or equipment configurations used by the CSTC without prior notice given to Canada.

3.6 Voice Communications

- 3.6.1 The Contractor must provide phone services and phones as noted in the different sections of this SOW. Phone services must include minimally voice mail, call waiting, and call transfer.
- 3.6.2 The Contractor must provide a cost effective long distance plan. The Contractor must provide Canada with a detailed long distance usage report for each phone used by Canada. Canada will be responsible for all long distance fees identified in this report.
- 3.6.3 The Contractor must ensure that spaces occupied year-round have phone connectivity 12 months of the year.
- 3.6.4 Except where noted in the SOW, the Contractor must ensure all phones are non-coin operated.

3.7 Provision of Laundry/Dry Cleaning Service

- 3.7.1 The Contractor must provide a laundry/dry cleaning service for the period of mid June to Mid September. The pick-up and delivery will be once weekly or as required, at a time to be mutually agreed upon by the Contractor and Canada. This laundry service is separate from the linen requirements outlined in sections 3.2.3 and 3.2.4.
- 3.7.2 The pick-up and delivery will be at a specified area to be determined by the Contractor and Canada. Both the Contractor and Canada must confirm quantities of items being laundered at time of pick-up by the Contractor and again when laundered items are returned to Canada by the Contractor.
- 3.7.3 The Contractor must provide laundering for items listed in Figure 4. Figure 4 shows the estimated quantities of items to be laundered during each week of Canada's occupancy. Due to circumstances such as inclement weather, extra laundering of sleeping bags and sleeping bag liners may be required.

Week	Pants	Shirts	Sleeping Bags	Sleeping Bag Liners	Mesh Laundry Bags	Combat Pants	Combat Shirts	Traditional Uniforms			
								Pants	Shirts	Collars	Silks / Scarves
4	120	245	0	0	120	0	0	0	0	0	0
5	245	485	80	80	245	0	0	0	0	0	0
6	120	245	110	110	120	0	0	0	0	0	0
7	0	0	65	65	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0	0	0	0	0
9	925	1580	0	0	790	60	60	200	200	200	200
Total	1410	2555	255	255	1275	60	60	200	200	200	200

Figure 4 Laundry/Dry Cleaning Requirements

3.8 Medical

- 3.8.1 The Contractor must provide a Walk in Clinic (WIC) for the exclusive use by Canada that satisfies the requirements listed in Figure 5. The Contractor must ensure the WIC is air-conditioned.
- 3.8.2 The WIC must be accessible to both wheelchairs and gurneys. If the facility is co-located with other offices/training areas, the area used for the WIC must not be shared with any other occupants.
- 3.8.3 The Contractor must provide signage throughout the training facility identifying the location of the WIC and an outdoor sign must mark site at point of location.
- 3.8.4 The Contractor must provide a biohazardous waste disposal unit and Canada will be responsible for proper disposal of such items.
- 3.8.5 The Contractor must provide minimally the following furniture and equipment:
 - a. 2 surgical cabinets;
 - b. 2 cabinets containing 8 drawers or more (for small instruments);
 - c. wash station outside examining room to include hot/cold water, soap dispenser, and paper towel dispenser;
 - d. blinds/curtains on windows along with window screens;
 - e. large laundry hamper (on wheels);
 - f. linen, blankets, towels and facecloths. These must be laundered or exchanged as required at the Contractor's expense. Canada will separate any laundry that is considered biohazardous and the Contractor must ensure that all Government regulations are followed when laundering;
 - g. night time motion detector lighting at entrance ways;
 - h. a reception area capable of seating up to 30;
 - i. 3 upright cabinets capable of being locked.
- 3.8.6 The Contractor must provide one examining room that is capable of being used as a quarantine area.
- 3.8.7 The Contractor must provide 1 hopper sink. The Contractor must be responsible for any sewage capabilities that are affected.
- 3.8.8 The Contractor must minimally provide facility requirements for the WIC as outlined in Figure 5. These facilities must be located in a common area as they are a cohesive unit.

Item	Occupant	Type	Work Spaces	Phone	Computer Connection	Features / Comments
1	WIC OIC Office	Single Office 9m ²	1	1	1	
2	WIC Coord Office	Work Station 3.7m ²	2	2	3	a. May be located in common office; b. 1 computer connection used for network printer; and c. 1 phone line used for fax machine.
3	Reception Area	Open Room 35m ²	0	0	0	a. Must not impede access to treatment areas; and b. Must have seating for 10 personnel.
4	Record Storage	Separate Room 7m ²	1	1	0	a. Must be capable of being secured; and b. Should be adjoined to reception area with a wicket window and serving counter between the two areas.
5	Pharmacy	Separate Room 5m ²	1	0	0	a. Must be secured with two locks, one dead bolt and door knob; b. Windows must have security bars; c. Must have a refrigerator, minimally 19cu ft in size; and d. Should have shelving that totals to minimally 9.5 m.
6	Examining Room / Doctor's Office	Single Office 9m ²	1	1	1	a. Must have examining table with stirrups and privacy curtain/screen; b. Must have wall mounted combination ophthalmoscopes/otoscope; and c. Must have second chair.
7	Treatment Room	Separate Room 30m ²	1	0	0	a. Must have 8 hospital-style beds with privacy curtains/screens; b. Must have 8 night stands; c. Must have 8 tables to wheel over beds (for in-bed meals); and d. Must be air-conditioned.
8	Sick Bay	Separate Room 30m ²	0	0	0	a. Must have 8 hospital-style beds with privacy curtains/screens; b. Must have 8 night stands; c. Must have 8 tables to wheel over beds (for in-bed meals); d. Must have a refrigerator, minimally 19cu ft in size; and e. Must be air-conditioned.
9	Washroom	Male	0	0	0	a. Must have one washroom wheelchair accessible.
10	Washroom	Female	0	0	0	a. Must have one washroom wheelchair accessible.
11	Shower	Male/Female	0	0	0	a. Must be barrier-free.
12	Storage Room	Separate Room 7m ²	0	0	0	a. Should have shelving that totals to minimally 9.5 m; b. Must be capable of being secured.
13	Kitchen	Separate Room 13m ²	0	0	0	a. Must have a refrigerator, minimally 19cu ft in size; b. Must have a kitchen style sink; d. Must have a convention oven with stove top; and c. Must have sufficient electrical outlets to run refrigerator, convention oven and up to five counter top appliances simultaneously.

Figure 5 Walk in Clinic Room Facilities Requirements

3.9 Transport Area

- 3.9.1 The Contractor must provide a bus embarkation/debarkation point adjacent to the accommodation and administration buildings. These areas must be situated such that they comply with traffic regulations, and personnel are safe from vehicle traffic while embarking/disembarking.
- 3.9.2 The Contractor must provide a vehicle holding area within 450m of the Dispatch Office to accommodate six 48-passenger busses, three 1 ton trucks and 20 vehicles.
- 3.9.3 The Contractor must provide 8 barricades for special parades.
- 3.9.4 The Contractor must provide the requirements listed in Figure 6, Transport Requirements.

Item	Requirements	Type	Work Spaces	Phone	Computer Connection	Features / Comments
1	Dispatch Office	Double Office	2	1	2	a. Should have notice board, minimally 1m ² ; b. Must have mounted key cabinet; and c. 1 computer connection for network printer.
2	Driver Room	Open Room 12m ²	0	0	0	a. Should have a notice board, minimally 1m ² ; and b. Should have minimally six chairs.
3	Vehicle Wash Area		0	0	0	a. The Contractor must provide a vehicle wash site that meets all environmental regulations and is equipped with: pressurized water, vehicle soap, hoses, and nozzles. This site must be within 30km of the vehicle holding area.

Figure 6 Transport Requirements

3.10 Parking

- 3.10.1 The Contractor must provide non-meter parking for 40 vehicles within 450m of the adult accommodation facilities.
- 3.10.2 The Contractor must provide non-meter parking for 15 vehicles adjacent to the main administration building and three non-meter parking spaces adjacent to each training facility.

3.11 Canteen

- 3.11.1 The Contractor must provide a canteen area capable of being secured. Canada will be responsible for the operation of the canteen.
- 3.11.2 The canteen must provide areas to meet minimally the following requirements:
- cadet line-up area and indoor gathering area that can accommodate 85 cadets with seating for 30;
 - a serving room adjoined to the cadet line-up area with a wicket window capable of being secured and a serving counter; this room must be minimally 24m² to allow for items to be displayed;
 - a storage room minimally 6m² in size capable of being secured; and
 - an outdoor gathering area with seating for 30 cadets, picnic tables are suitable seating.

3.11.3 The Contractor must provide the following:

- a. minimally 15m² sections of shelving, approximately 0.5m deep;
- b. a commercial-style freezer, approximately 21 cubic feet;
- c. 2 upright refrigerators/coolers, approximately 19 cubic feet;
- d. a display case with minimally 500cm² surface area of shelving that are approximately 35cm deep, and a securable front window panel;
- e. 2 display racks that consist of some angled shelving; and
- f. sufficient electrical outlets, minimally 10 quantity.

3.11.4 In areas used exclusively by Canada, the Contractor should allow Canada to place vending machines. In the event where machines must be provided by a separate vendor, then all machines must contain items approved by the Regional Cadet Support Unit (Atlantic) Healthy Canteen Policy.

3.11.5 The Contractor must provide not less than 12 coin operated phones in either the outdoor or indoor gathering areas. If phones are provided in the outdoor gathering area then they must be located within a covered area (i.e. hut).

3.12 Staff Cadet Recreational Room

3.12.1 The Contractor must provide a facility, considered suitable by Canada for use as a Staff Cadet Recreational Room. The facility must be located within 900m of the staff cadet accommodation building(s). This facility must contain sufficient tables and chairs to seat 35 persons and permit occupancy of 65 personnel. Room size should be able to accommodate a games table. Canada must have exclusive use of the facility. The Contractor must ensure that there are minimally 16 electrical outlets to run various electronic games provided by Canada.

3.13 Adult Staff Recreational Room

3.13.1 The Contractor must provide an Adult Recreational Room to be used to host various functions and is capable of being licensed by the applicable provincial liquor authority. Canada will be responsible for arranging for a liquor license, daily operation of facility, and will retain all profit. This facility must have a secure area with serving bar and a chilled secure beverage cooler with minimum storage capacity of 75L. The facility must be located within 900m of the adult accommodation building(s). This facility must contain sufficient tables and chairs to seat 70 persons, and permit occupancy of 140 personnel. Room size should be able to accommodate two games tables. Canada must have exclusive use of the facility. Video lottery terminals must be prohibited within this facility. This facility must contain minimally 24 electrical outlets to supply power to run various electronic games provided by Canada. The Contractor should provide an outdoor patio area capable of accommodating 25 persons in an area that permits the use of a BBQ.

4.0 TRAINING REQUIREMENTS - GENERAL

4.1 Training Support.

4.1.1 All courses, common training, and evening recreation programs are coordinated through the Training Support Section.

- 4.1.2 All courses outlined in section 1.2.4 must have offices and classrooms co-located with their respective training sites as outlined in Figures 7, 8, 9, and 10. Canada should have exclusive use of all classrooms during the occupancy period, however if classrooms are shared with other users, Canada must have priority for use.
- 4.1.3 The Contractor must ensure that each classroom identified meet the conditions outlined below:
- a. free from the elements;
 - b. desks or tables and chairs for 25 trainees;
 - c. instructor's table no less than 0.5m^2 at the front of the room;
 - d. have encased lighting;
 - e. have proper ventilation; and
 - f. have at least one mounted white board no less than 1.25m^2 .
- 4.1.4 The Contractor may provide combined classroom spaces with the provision that the individual areas are sectioned off so that there is privacy between groups and sufficient sound absorption so that concurrent periods of instruction are not disruptive to each other.
- 4.1.5 The Contractor must provide one classroom that meets the requirements of 4.1.3 and contains minimally 32m^2 of unoccupied floor space to allow for the trainees to participate in Standard First Aid training. The Contractor must provide easy access to a large/deep sink, similar to a household laundry tub, with hot/cold running water near this classroom to facilitate the cleansing and disinfecting of First Aid equipment.
- 4.1.6 In addition to desks, tables and chairs provided in the classrooms, the Contractor must provide 10 lightweight folding tables minimally 1.8m long, and 100 stacking/folding chairs for use by Canada with 48 hours notice given to the Contractor.
- 4.1.7 The Contractor must ensure that training sites do not have restricted noise levels. Training will include marching bands playing as early as 0645, and the firing of rifles and cannons.
- 4.1.8 The Contractor must provide minimally the specific requirements for training support listed in Figure 7. Requirements listed in Figure 7, items 5 to 13 may share one large office, with individual work stations.

Item	Occupant	Type	Work Spaces	Phone	Computer Connection	Features / Comments
1	Training Support Officer	Single Office 9m ²	1	1	1	
2	Land Training Officer	Single Office 9m ²	1	1	1	
3	Training Administration	Double Office 15m ²	2	1	3	a. One computer connection is for network printer.
4	Physical Education and Recreation Trg (PE&RT)	Open Office 75m ²	2	1	1	a. Should have a wicket window with serving counter.
5	Physical Education and Recreation Officer (PERO)	Single Office 7m ²	1	1	1	
6	Fitness and Sports	Shared Office	4	1	2	
7	Parade	Double Office 15m ²	2	1	1	
8	Drill and Ceremonial	Shared Office	3	1	2	
9	General Training (GT)	Shared Office	3	1	2	
10	Range	Shared Office	2	1	1	
11	Air Rifle Marksmanship	Shared Office	2	1	1	
12	First Aid	Single Office 7m ²	1	1	1	a. May be shared space with Fire Prevention.
13	Fire Prevention	Single Office 7m ²	1	1	1	a. May be shared space with First Aid.
14	Classroom	As outlined in 4.1.2, 4.1.4, and 4.1.5.	0	0	0	a. One classroom must meet requirements identified in 4.1.2, 4.1.3, and 4.1.4; and b. All other classrooms must meet requirements identified in 4.1.2, and 4.1.3.
15	Classroom		0	0	0	
16	Classroom		0	0	0	
17	Classroom		0	0	0	
18	Classroom		0	0	0	
19	Storage Room (Training Support)	As outlined in Figure 3.	0	0	0	

Figure 7 Training Support Requirements

4.2 Parade Requirements

4.2.1 The Contractor must provide a large uncovered outdoor area suitable for use as a Parade Square during Canada's occupancy period. This area must be available for use exclusively by Canada between the hours of 0600 and 2359 daily during the occupancy period. The Parade Square must meet the following conditions:

- minimally 5000m², preferably larger;
- paved smooth surface and in safe condition, free of ruts or pot holes;
- be a reasonable rectangular shape, whereby the length to width is approximately 1.5m:1m;

- d. have sufficient lighting so that the area can be safely used after dark;
 - e. have a raised dais, minimally 1m high, that meets the following requirements:
 - (1) be placed along one of the longer sides of the parade square;
 - (2) consist of seating for 8 persons;
 - (3) be wheelchair accessible; and
 - (4) have a public address system for exclusive use by Canada.
 - f. have an area for public viewing with seating to accommodate 200 persons, temporary seating is acceptable;
 - g. have a flag pole located in the same area as the dais that is minimally 9m high, measured from ground level, with yard arm and 6 halyards;
 - h. be accessible to vehicles; and
 - i. be in an area with no noise restrictions.
- 4.2.2 The parade square should have a minimum of thirteen permanently placed flag poles relatively evenly spaced around three sides of the parade square, not to include the side where the dais is placed.
- 4.2.3 The Contractor must provide an indoor drill area in support of the Drill and Ceremonial Instructor and Basic Drill and Ceremonial Courses. This area should have minimally a 5m high ceiling, and should be minimally 600m². The facility must permit the wearing of cadet boots, have at least four electrical outlets, encased lighting, and be properly ventilated.
- 4.2.4 The area designated as the parade square must be no more than 900m from the accommodation buildings and the Training Support facility.
- 4.3 Recreation**
- 4.3.1 The Contractor must provide ready to use indoor or outdoor recreational facilities within 900m of the Training Support facility as a minimum to include:
- a. two basketball courts;
 - b. one softball field;
 - c. one soccer field;
 - d. one volleyball/badminton court; and
 - e. one hockey court with appropriate court lines.
- 4.3.2 The Contractor should ensure each of the facilities noted in section 4.3.1 consist of perimeter seating for 15 persons; bench seating is acceptable.
- 4.3.3 The Contractor must ensure the facilities noted in section 4.3.1 be available for use at scheduled times determined by Canada. Canada will provide a schedule of requirements 60 days prior to the occupancy period. In addition to these scheduled times, the Contractor must ensure Canada has exclusive use of the facilities in section 4.3.1 between the hours of 1800 and 2130 daily.
- 4.3.4 The Contractor must ensure the upkeep and maintenance of all sports fields, tracks, and recreational facilities, to include: grass cutting, marking boundary lines on a regular basis, providing anchoring points for nettings, and keeping playing surface clear of hazards.

4.4 Swimming

- 4.4.1 The Contractor must provide as and when requested by Canada a supervised swimming area at least 25m long (indoor or outdoor) to be used by the Intermediate and Sail Coach Courses for aquatics training for a minimum of 25 hours during the occupancy period. Canada will provide a schedule of requirements 60 days prior to occupancy. There may be times Canada will require use of this facility outside the original schedule of requirements and on these occasions Canada will provide minimally 48 hours notice and will work with the Contractor to coordinate a mutually agreed upon amended schedule of use. This time may be shared with other facility users; however Canada will require a minimum of two dedicated swimming lanes.
- 4.4.2 The Contractor must ensure there are male and female change rooms located at the swimming area.
- 4.4.3 The swimming facility provided by the Contractor must provide certified NLS lifeguards in correct ratio of lifeguards to swimmers. Lifeguards must be a minimum of 17 years of age and assistant lifeguards may be 16 years of age provided that they do not constitute more than 50% of the lifeguarding staff.
- 4.4.4 If the swimming area is a pool, the following criteria for lifeguards must be met:
- a. National Lifeguard Service Certification; and
 - b. one of St. John's Ambulance Standard First Aid, Lifesaving Society Aquatic Emergency Care or Red Cross Standard First Aid (must be current - not more than one year old).
- 4.4.5 If the swimming area is a waterfront, the following criteria for lifeguards must be met:
- a. National Lifeguard Service Certification for the appropriate environment (waterfront or surf);
 - b. one of Aquatic Emergency Care, Red Cross Standard First Aid or St. John's Ambulance Standard First Aid (must be current); and
 - c. Basic Rescuer CPR level "C" from Red Cross, Heart and Stroke Foundation or St. John's Ambulance (must be current).

4.5 Range / Summer Biathlon

- 4.5.1 The Contractor must provide an indoor facility or outdoor space to be used as an air rifle range. The facility/space must meet the following conditions:
- a. the area forward of the firing line must be capable of being blocked for controlled access;
 - b. sufficient lighting so that there is a clear visual acuity from firing position to target without glare;
 - c. have minimally a 2m space behind the firing points to allow for unimpeded movement of range staff;
 - d. must allow for minimally 25 firing lanes, 1.25m in width each and set back 10m from the target; and
 - e. lanes must be divided into two firing areas with one area containing at least 15 lanes, and the other containing at least 10 lanes.

- 4.5.2 If the two firing areas are located in separate areas, then the Contractor must ensure they are within 200m of each other.
- 4.5.3 If the range is an indoor facility then the Contractor must ensure the room meets the following conditions:
- a. be minimally 15m in length;
 - b. allow for 1.25m per lane;
 - c. all doors located down range must be able to be locked shut from the inside;
 - d. all openings such as windows or vents must be covered; suitable coverings include:
 - (1) 5mm plywood, dense particle board for openings to the sides of the firing lanes; and
 - (2) 10mm plywood or dense particleboard for openings in direct line of fire.
 - e. The room must be free of obstructions such as columns or partitions.
- 4.5.4 If the range is set-up in an outdoor area then following conditions must be met:
- a. minimal of 250m clearance (unobstructed space) left and right of outer firing lanes;
 - b. minimal 255m clearance (unobstructed space, with exception of target boards) from firing point forward;
 - c. the area being used for the range must be fully controlled by the Range Safety Officer; and
 - d. Canada must be permitted to place physical barriers preventing vehicles or pedestrians from entering the area identified in 4.5.4a and 4.5.4b.
- 4.5.5 The Contractor must provide a minimum 250m track near one of the ranges for the summer biathlon program that can be safely accessed by cadets. This track must be no closer than 250m to the range if located to either side or front of the range, and no further than 300m from the range. This track must be level and surfaced with suitable material conducive to running.
- 4.5.6 Canada is responsible for collecting and properly disposing the expended lead pellets.

4.6 Orienteering

- 4.6.1 The Contractor must provide a site suitable for Orienteering that allows for a 3km Orienteering Course to be set. The orienteering area should have trails, recognizable landmarks and natural obstacles. The area must be accessible by roadway for an emergency vehicle. There must be an open area to use as a start/finish point and a first aid station. This site should be located within the Main Training Centre, in particular within 900m of the Training Support Facility. However if located offsite it must be no more than 15km from the Main Training Centre.

5.0 INDIVIDUAL COURSE TRAINING REQUIREMENTS

5.1 Music Training

- 5.1.1 The Contractor must provide a training facility suitable for teaching music.

5.1.2 Due to the disturbance that may be caused by music training, the music facility must be located in a separate building within the Main Training Centre. The Contractor must provide suitable sound absorption rooms to meet the safety requirements as agreed upon by Canada and outlined in Figure 8. These rooms must be capable of handling loud sounds over an extended period of time.

5.1.3 The Contractor must minimally provide the requirements listed in Figure 8. Items 5 to 7 of Figure 8 may share one large office with individual work stations.

Item	Occupant	Type	Work Spaces	Phone	Computer Connections	Features / Comments
1	Music Director	Single Office 7m ²	1	1	2	a. One computer connection is for network printer.
2	Asst Music Director	Single Office 7.4m ² 7m ²	1	1	1	
3	Administration	Shared Office	3	1	2	a. One computer connection is for network printer.
4	Instructors Room	Shared Office	8	0	3	
5	Basic Music Coord	Shared Office	3	0	1	
6	Intermediate Music Coord	Shared Office	3	0	1	
7	Advanced Music Coord	Shared Office	3	0	1	
8	Full Rehearsal Room	100m ²	0	0	0	a. Sound absorbent so as sounds levels within rooms do not exceed 70 dBA, preferably not exceed 65 dBA; and b. Contractor must modify rooms as requested by Canada to meet safe sound levels.
9	Full Rehearsal Room	100m ²				
10	Rehearsal Room	6.5m ²	0	0	0	a. Sound absorbent so as sounds levels do not exceed 70 dBA, preferably not exceed 65 dBA and; b. Contractor must modify rooms as requested by Canada to meet safe sound levels.
11	Rehearsal Room	6.5m ²	0	0	0	
12	Rehearsal Room	6.5m ²	0	0	0	
13	Rehearsal Room	6.5m ²	0	0	0	
14	Classroom		0	0	0	a. As defined in 4.1.3; and b. Minimally 2 must be sound absorbent so as sounds levels do not exceed 70 dBA, preferably not exceed 65 dBA.
15	Classroom		0	0	0	
16	Classroom		0	0	0	
17	Classroom		0	0	0	
18	Classroom		0	0	0	
19	Library	Secure room 9.3m ² 9m ²	0	0	0	a. Heated year-round; b. Required year-round.
20	Storage					a. As identified in Figure 3, item 8.

Figure 8 Music Training Requirements

5.2 Seamanship Training

- 5.2.1 The Contractor must provide access to an area to be used for small boat operations and navigation that meets Watercraft Safety Orders and Transport Canada Regulations. This body of water must be tidal and navigable to allow for more realistic training, which would include over night trips. Items 1 to 8 of Figure 9 must be located within 250 m from the water for safety reasons. The site must be located no more than 30 minutes ground travel from the Main Training Centre.
- 5.2.2 If the seamanship training site is not located within 900m of the dining facilities, then the Contractor must provide an indoor area equipped with collapsible tables and stacking chairs to comfortably seat 100 cadets and staff. This area must be suitable for the consumption of meals and be equipped with the appropriate waste receptacles. This area must also contain a refrigerator, minimally 19cu ft in size.
- 5.2.3 The area designated for training must be accessible to a crane and low bed to launch and retrieve boats. The Contractor must launch the whalers (length 9 meters, weight 1 tonne) and motor workboats (length 15 meters, weight 1.5-2 tonnes) prior to the occupancy period and removing them at the end of the occupancy period. The launch/recovery of whalers and motor workboats will be done under the direction of Canada.
- 5.2.4 The Contractor must provide minimally one launch area suitable to launch boats with trailers. The launch must be textured/non-slip concrete and have a minimum width of 5m. The launch area must be located in an open area suitable for minor boat repair / maintenance and allow for vehicle manoeuvrability.
- 5.2.5 The Contractor must provide docking and mooring areas for the occupancy period capable of securing a minimum of 4 (15m) boats and 12 (9m) boats. The docking area must be capable of providing secure docking for a minimum of 4 (15m) boats. It should be capable of securing 12 (9m) boats, however moorings may be used in place of docks for these smaller boats. If moorings are used, there must be a water depth of 6.7m. In consultation with Canada, the Contractor must provide and set the moorings and ensure they have permission from the Canadian Coast Guard to do so. Canada will inspect and provide the final approval for use of all moorings annually as well as approve the location of where they are to be set.
- 5.2.6 The Contractor should ensure that classrooms and offices used by the Seamanship course are located within 250m of the boat launch area.
- 5.2.7 The Contractor must provide a separate indoor space of no less than 55m² for boat and motor maintenance that meets the following conditions:
- a. located close to the water/launch area;
 - b. have minimally four electrical outlets for the use of power tools;
 - c. have a cement floor;
 - d. have an engine flushing area; and
 - e. have an industrial wash basin with running water.
- 5.2.8 The Contractor must provide a fuel tank capable of holding 3500 litres. The tank must be located at the seamanship training site and in a secured location that meets all government regulations. Canada will provide the fuel.
- 5.2.9 The Contractor must provide a safe indoor area at the seamanship training site that is free of obstacles such as furniture, partial walls, pillars, etc., suitable for practicing riggings and shipboard drills. The area should have minimally 5m high ceilings and must be at least 350m². This area must allow for bolts/hooks to be secured to the walls and ceilings as required.

- 5.2.10 The Contractor must provide minimally two 6m masts equipped with yardarms and three halyards each which are positioned at least 6 meters apart but within eyesight of each other and visible from the water training area.
- 5.2.11 The Contractor must provide a suitable site away from the Main Training Centre and seamanship training area that can be used for a whaler outward bound expedition. This site must provide access to navigable waters suitable for small boat training, have a boat launch area, and an area to secure five whalers overnight. This site must permit the use of tents, portable/chemical toilets, and cooking stoves. Canada will determine if the location is suitable for training. The site must be able to contact the Main Training Centre through cell phones or radio. This area will be required for two to three whaler expeditions each summer, each two nights in duration. Each expedition will involve approximately 35 cadets and staff. If area provided is not owned by the Contractor, then the Contractor must provide Canada with documents stating permission for use was obtained from the landowner.
- 5.2.12 The Contractor must minimally provide the requirements listed in Figure 9. Items 3 to 6 of Figure 9 may share one large office, with individual work stations.

Item	Occupant	Type	Work Spaces	Phone	Computer Connection	Features / Comments
1	Sea Ops O	Single Office 7m ²	1	1	2	a. One computer connection is for network printer; and b. Must have a mounted key cabinet with exclusive access to Canada.
2	2IC / Logistics	Double Office	2	1	1	a. Separate phone line.
3	Snr SCOP/Snr Vessel OIC	Shared Office	2	1	1	a. Separate phone line.
4	Basic Smnshp Crs O	Shared Office	2	0	1	
5	Ship's Boat Op Crse O	Shared Office	2	0	1	
6	Boatswain's Mate Crse O	Shared Office	2	0	1	
7	Instructors Room	Shared Office	4	0	2	a. One computer connection is for network printer.
8	First Aid/Safety Room	Designated room 20m ²	1	1	0	a. This area must be located close to the water (no more than 150m) and easily accessible to everyone on site.
9	Classroom		0	0	0	a. As defined in 4.1.3.
10	Classroom		0	0	0	a. As defined in 4.1.3.
11	Classroom		0	0	0	a. As defined in 4.1.3.
12	Classroom		0	0	0	a. As defined in 4.1.3.
13	Storage - onsite		0	0	0	If item 9 (1) of Figure 3 is located offsite of the Seamanship Training site, then an onsite, indoor, secure storage area must be provided during the occupancy period.

Figure 9 Seamanship Training Requirements

5.3 Sail Training

- 5.3.1 The Contractor must provide an area in both size and depth to conduct sail training, and small boat handling. A large portion of the training program adheres to the qualifying standards of the Canadian Yachting Association (CYA) and meets Transport Canada regulations. The site must have a minimal amount of geographical and local hazards. The CYA standards require training be completed in wind speeds ranging from 7-12 knots. The site must be capable of supporting up to seventy-five (75) sail boats and twenty (20) instructional / safety boats. Facilities used by the Sailing course must be located within 250m from the water training site for safety reasons. The site must be located no more than 30 minutes ground travel from the Main Training Centre.
- 5.3.2 If the sail training site is not located within 900m of the dining facilities then the Contractor must provide an indoor area equipped with collapsible tables and stacking chairs to comfortably seat 100 cadets and staff. This area must be suitable for the consumption of meals and be equipped with the appropriate waste receptacles. This area must also contain a refrigerator, minimally 19cu ft in size.
- 5.3.3 The Contractor must provide a sheltered docking area for the duration of occupancy. It must be capable of providing secure docking for minimally 75 power / sail boats, with an average length of 4.3m. It can be one long dock or several adjoining docks. The area must allow for sailing to and from the docking area.
- 5.3.4 The Contractor must ensure that the docking area used for the sailboats is in the same area designated for sail training. The water may be tidal, fresh or brackish and must be safe for swimming. The body of water must be suitable for dingy training, which includes at times the capsize and turtle positions of a boat (partially or completely flipped over in the water). Therefore, a minimum depth for the training area must be 6.7m, excluding the shoreline areas. The area must have a minimal amount of commercial traffic as there will be times when sailboats will have limited to no manoeuvrability because of training and/or weather conditions.
- 5.3.5 The Contractor must provide minimally one launch area suitable to launch boats with trailers. The launch must be textured/non-slip concrete and have a minimum width of 5m. The launch area must be located in an open area suitable for minor boat repair / maintenance and allow for vehicle manoeuvrability.
- 5.3.6 The Contractor must provide a separate indoor space of no less than 55m² for boat and motor maintenance that meets the following conditions:
- a. located close to the water/launch area;
 - b. have minimally four electrical outlets for the use of power tools;
 - c. have a cement floor;
 - d. have an engine flushing area; and
 - e. industrial wash basin with running water.
- 5.3.7 The Contractor must provide a fuel tank capable of holding 3500 litres. The tank must be located at the sail training site and in a secured location that meets all government regulations. Canada will provide the fuel.
- 5.3.8 The Contractor must provide a safe, open, and level area at the sail training site suitable for small outdoor activities for a maximum of 150 people. minimally 600m². This area will also be used to rig sailboats and secure boats during inclement weather.
- 5.3.9 The Contractor must provide minimally a 6m mast which is visible from the water training area. If the training site is located away from the main training the mast must have three halyards.

5.3.10 The Contractor must provide four change room areas that meet the following conditions:

- a. areas must provide suitable privacy for changing;
- b. two areas will be designated for the male and female cadets;
- c. two areas will be designated for the male and female staff;
- d. the male and female staff areas must have 20 small lockers each capable of being secured; and
- e. washroom facilities must not double as change rooms, unless facilities have a separate adjoining change room.

5.3.11 The Contractor must provide two private indoor showers, one for males and one for females. These may be located in the washroom facilities.

5.3.12 The Contractor must minimally provide the requirements listed in Figure 10. Items 4 to 7 of Figure 10 may share one large office, with individual work stations.

Item	Requirements	Type	Work Spaces	Phone	Computer Connection	Features / Comments
1	Sail Ops O	Single Office 9 m ²	1	1	2	a. Separate phone line; and b. One computer connection is for network printer.
2	Sail Trg O	Single Office 7 m ²	1	1	1	a. May have same phone line as Sail Ops O; and b. Must have a mounted key cabinet with exclusive access to Canada.
3	Sail Log O	Single Office 7 m ²	1	1	2	a. Separate phone line; b. One computer connection is for network printer; and c. May share office space with Sail Trg O with individual work stations.
4	IDC Coord/ Snr SCOP	Double Office	2	0	1	
5	Basic/GT Course O	Open Office	2	0	1	
6	Intermediate/ Senior Crse O	Open Office	2	0	1	
7	Instructors Room	Open Office	5	0	1	
8	First Aid/Safety Room	Designated room 20m ²	1	1	0	a. Same phone line as Sail Log O; and b. This area must be located close to the water (no more than 150m) and easily accessible to everyone on site.
9	Classroom		0	0	0	a. As defined in 4.1.3.
10	Classroom		0	0	0	a. As defined in 4.1.3.
11	Classroom		0	0	0	a. As defined in 4.1.3.
12	Classroom		0	0	0	a. As defined in 4.1.3.
13	Storage					if items 10 (1) and 10(3) of Figure 3 are located offsite of the Sail Training site, then two onsite, indoor, secure storage areas must be provided during the occupancy period.

Figure 10 Sail Training Requirements

6.0 Food Services Requirements

6.1 General

- 6.1.1 The Contractor must provide the Food Services (labour) and Food Service Facilities as per the CF Food Services Contracts Manual to meet the requirements outlined in the CF Food Services Manual, attached Appendices, and as detailed below. This includes, but is not limited to, the provision of meals, facilities and services to authorized personnel. These meals may be served as a cafeteria self-service style operation. As and when requested by Canada, with 48 hours notice, the Contractor must provide meals to temporary or remote training locations.
- 6.1.2 The Contractor must have the capability in terms of facilities/equipment/personnel/food and logistical support to provide three meals served a day, feeding a population of 890 per meal with the ability to accommodate a temporary increase or decrease of approximately 150 personnel with a 48 hour advance notice. Meal services may be provided in two back to back shifts, serving 445 personnel per shift. An estimate of 47,000 ration days will be required, whereby the number of rations days is calculated by taking the total number of personnel on site multiplied by total number of days. Each ration day consists of three meals per person. Demographics is 12-65 years of age, mixed gender, highly active, working in various conditions (i.e. office, on the water, in the field).
- 6.1.3 Canada will provide an updated number of ration days 60 days in advance of the occupancy period. Additionally, the CSTC Food Services Officer (FSO) will provide meal requirements 72 hours prior to the Monday of each week services are to be provided.
- 6.1.4 The Contractor must provide an eating facility capable of feeding all staff and cadets in two shifts at the MTC. The facility must be no more than 900m from the accommodations and have fixed roofing. The dining area located at the MTC must be capable of seating minimally 445 cadets and staff, providing suitable seating space to accommodate a place setting which includes a serving tray. The eating facility should have two distinct sitting areas; one for the cadets and one for the adult staff.
- 6.1.5 The Contractor must provide and maintain storage facilities adjacent to the kitchen, including ambient storage, refrigerated food storage, frozen food storage and bottled water storage (chilled and ambient), in accordance with the Food Safety Code of Practice for Canada's Foodservices Industry.
- 6.1.6 The Contractor must ensure the kitchen and storage areas have suitable climate control commensurate with the need to ensure food is stored and preserved in suitable environmental conditions in accordance with the Food Safety Code of Practice for Canada's Foodservice Industry specifications and to ensure the kitchen and dining areas have reasonable comfort levels for staff and diners.

6.2 Meals

- 6.2.1 The Contractor must provide prepared meal items and other food items in accordance with approved cycle menus (sample menus found at Appendix 1 to Annex B) and Standard Meal Item Availability Table – Appendix 2 to Annex B. The Contractor must acquire, prepare, store and cook sufficient quantities of quality, wholesome food items to feed entitled personnel three meals per day in accordance with the daily diner forecast. Preparation of food and prepared products must be in accordance with the Food Safety Code of Practice for Canada's Foodservice Industry. Healthy cooking methods must be consistently practiced using standardized recipes for healthy cooking, and that they are incorporated in at least one main course choice to ensure healthy choices are available at each meal.

- 6.2.2 The Contractor must ensure adequate quantities of each item be prepared to ensure that, as much as possible, the last diner has the same choice as the first. Diner entitlement is set out in the Standard Meal Entitlement Pattern at Appendix 3 to Annex B. The Contractor must ensure serving sizes must meet Standard Portion Sizes detailed in Appendix 4 to Annex B.

6.3 Meal Service

- 6.3.1 Meals must be served Monday to Saturday 0615 to 0745 hours for breakfast, 1145 to 1300 hours for lunch and 1630 to 1800 hours for supper. Sunday meal hours must be 0900 to 1000 hours for cold breakfast with duty staff having access to cold breakfast at 0745, 1030 to 1300 hours for brunch, and 1630 to 1800 hours for supper. Meal times may require adjustments from time to time and may also require changes due to special occasions, holidays and operational requirements as directed by Canada. Timings will be coordinated with the CSTC FSO.
- 6.3.2 The Contractor must provide meals at the dining facility as outlined in section 6.1.4. Unless otherwise specified the style of service is cafeteria service with the Contractor serving the main course from a steam line, and self-service salad, dessert, condiment and beverage bars. Minimum rates of service are: each diner is served within fifteen minutes of accessing the room during peak diner flow periods, and within five minutes outside of peak periods. Where meal service includes items for pick-up (i.e. dispersed meals) with specified pick-up time, designated staff of Canada should not wait longer than five minutes between arriving at the service counter and receiving the meal order. Holding temperatures at the time of pick-up must comply with the Food Safety Code of Practice for Canada's Foodservices Industry and outlined in 6.7.4.
- 6.3.3 The Contractor is not expected to allow diners to take out food and beverages from the facility, unless a Food Service Requisition has been submitted to replace a meal being consumed on site. The Contractor must post signs instructing that taking food items offsite is not permissible if that is the case.

6.4 Dispersed Meals

- 6.4.1 The Contractor must provide other types of meals, non-food accessories as identified in Figure 11, and meal services as required and as described below:
- a. **Hot Dispersed Meals** To provide and issue, at the time requested, quality, individual hot bulk meals and condiments in the quantity requested and in accordance with the approved three week cycle menu. The Contractor will be afforded insulated food containers when hot bulk meals are required. It is the responsibility of the Contractor to return the food containers back to Canada in the same condition they were received. Holding times and temperatures must be in accordance with section 6.7.4 of the SOW and the Food Safety Code of Practice for Canada's Foodservices Industry. Meals are to be picked up by a designated member of Canada at a specified food service location. Where possible, the Contractor is to be advised by the CSTC FSO of a requirement 48 hours in advance of pick-up.

- b. **Cold Dispersed Box Meals** - To provide and issue, at the time requested, quality, individual cold-box meals, and condiments in the quantity requested and in accordance with the approved cycle menu outlined in 6.6.3 and Standard Meal Item Availability Table – Appendix 2 to Annex B. The Contractor will be afforded insulated food containers when box lunches are required. It is the responsibility of the Contractor to return the food containers back to Canada in the same condition in which they were received. Each box meal is to be time and date stamped when completely assembled and stamped in French and English with "Consumption must be within four hours unless refrigerated" and "Doit être consommé dans les quatre heures, sauf si réfrigéré". Meals are to be held under refrigeration until pick-up. Holding times and temperatures must be in accordance with the Food Safety Code of Practice for Canada's Foodservices Industry. Meals are to be picked up by a designated member of Canada at a specified food service location. Where possible, the Contractor is to be advised by the CSTC FSO of a requirement 48 hours in advance of pick-up.
- c. **Workplace Refreshments** – To provide water, juice, popsicles, and fruit to the Walk in Clinic (WIC) to help hydrate cadets. In order to provide meals to cadets that miss a regularly scheduled meal as a result of being at the WIC, Canada will pick up from the Food Service Facility a replacement meal up to the equivalent value of the meal that had been missed. Such a meal could include sandwich items and cereals. All training and office sites must have access to drinking water. The Contractor must provide bottled water to cadets training on the vessels. Where possible, the Contractor is to be advised by the CSTC FSO of a requirement 48 hours in advance of pick-up.
- d. **Night Snacks (Offsite only)** - Night snacks must be provided for personnel at a location agreed upon by Canada and Contractor in accordance with the Night Snack Food Entitlement Table – Appendix 5 to Annex B. Night snacks are to be available to those personnel that are being accommodated overnight away from the Main Training Centre, or do not return to the Main Training Centre until after 2000 (i.e. whaler expedition). Night snacks must be available for pick-up at a date and time requested by the CSTC FSO. Where possible, the Contractor is to be advised by the CSTC FSO of a requirement 48 hours in advance of pick-up.
- e. **Assemble and issue Precooked Food Items** – In support of isolated locations the Contractor must provide precooked food items as required and in accordance with the Standard Meal Availability Table - Appendix 2 to Annex B. Items are to be agreed upon by Canada and the Contractor. Food items are to be picked up by a designated member of Canada at a specified food service location. Where possible, the Contractor is to be advised by the CSTC FSO of a requirement 48 hours in advance of pick-up. Precooked food items are those foods which are ready to eat hot or cold and do not require cooking before consumption as outlined below:
 - (1) Frozen items - These products must remain in the pre-cooked and frozen state and be consumed on day one of training. They must be stored in some type of cooler or refrigeration unit (i.e. - bacon, sausages, chicken, beef, pork, hamburger patties, hot dogs, etc);
 - (2) Packaged sliced meats - These products must be vacuumed packaged and used on day 1 of exercises only (i.e. - cooked ham, bologna, chicken, beef, etc.).
 - (3) De-hydrated food items - protein dishes, pre-seasoned dry pastas, cereal, rice dishes, potatoes, vegetables, fruits, desserts or other similar types of food that can be reconstituted with water and do not require refrigeration; and

- (4) Dry food items - coffee, tea, hot chocolate, pancake mix, nuts, fruits, cookies, crackers, jerky (beef or other types), trail mix, fruit bars, cereals, pastas, breads, ultra-high-temperature milk, milk powders and other such food items that do not require refrigeration.

6.4.2 Sample meal requisition is attached at Appendix 6 to Annex B.

6.4.3 The Contractor must provide non-food accessories listed in Figure 11 as required and authorized

Item	Requirement	Authorized Usage
1	Lunchbox (box folding)	a. 1 per box lunch; b
2	Dining packet disposable - knife, fork, teaspoon, salt, pepper, napkin, sugar, whitener and straw	a. 1 each per dispersed meal (not authorized for box lunches unless cold plate is served); and b. Provided only when no entitlement exists for field knife, fork, and spoon combinations.
3	Cup, paper, hot or cold liquid without lid	a. Provided only when it is not feasible to serve beverages by other means.
4	Plate, paper	a. Provided only when it is not feasible to serve meals by other means.
5	Knife, plastic,	a. When dining packet is not necessary and when no entitlement exists for field knife, fork and spoon combination.
6	Fork, plastic,	a. When dining packet is not necessary and when no entitlement exists for field knife, fork and spoon combination.
7	Spoon, plastic,	a. When dining packet is not necessary and when no entitlement exists for field knife, fork and spoon combination.

Figure 11 Non-food Accessories

6.5 Special Meal Requirements

- 6.5.1 The Contractor must respond to special dietary needs to accommodate religious beliefs and temporary illness, when requested by the CSTC FSO. Special meals must be provided for sick patients on a request basis. Vegetarian choices must be available for each meal and at each meal location.
- 6.5.2 Recognition will be given to special traditions as identified by the CSTC FSO. As a minimum, the Contractor must support three table service dinners following naval customs and traditions. Guidelines will be provided by the CSTC FSO. One dinner will be for the staff cadets, another dinner will be for the Drill and Ceremonial Course cadets, and the third dinner will be for the adults. The Contractor must plan appropriate menus that are cost effective.
- 6.5.3 The Contractor must be prepared for contingency feeding, which includes but is not limited to, the provision of meal service (typically on short notice) outside of hours stated in existing locations and/or the provision of meal service at a new location to meet emergency and/or operational requirements. Under these circumstances, the CSTC FSO may authorize modification of approved Three Week Cycle Menu and Standard Meal Item Availability Table - Appendix 2 to Annex B.

6.6 Menu Planning

- 6.6.1 The Contractor must implement a Provisioning Plan including the Procurement, Transportation, Receipt, Storage and Accounting of food commodities, in compliance with section 6 of this SOW and applicable Annexes. The Plan must address any conditions (i.e. environmental conditions, storage, etc.) affecting the provision of food services per location in order to ensure uninterrupted services.
- 6.6.2 The Contractor must comply with Federal and Provincial Legislation Canada's Food and Drug Regulations and the Canadian Food Inspection Agency (CFIA) for the procurement of all material unless otherwise notified in writing by Canada (for example restrictions on the purchase of beef). The Contractor must serve food products that meet the minimally the Food Quality Standard outlined in Appendix 7 to Annex B.
- 6.6.3 The Contractor must prepare minimally Three Week Cycle Menus for room feeding at locations identified in 6.1.4, for hot dispersed meals, and box lunch meals that meet the requirements of the Standard Meal Item Availability Table - Appendix 2 to Annex B and the Standard Meal Entitlement Pattern at Appendix 3 to Annex B. The cycle menu must incorporate all principles of effective menu planning that include, but are not limited to elaborating menu choices that ensure nutritional value and balance in accordance with the principles of Canada's Food Guide to Healthy Eating; offering variety in food types and methods of preparation; including popular items that appeal to the diner population and are developed to suit Canadian preferences and cooking styles; and avoiding frequent repetition. Menus are to be submitted for approval to the CSTC FSO 10 calendar days in advance of implementation and the CSTC FSO will respond within 72 hours of having received the menus. Changes to the approved menus require prior approval from the Food Services Officer (FSO) for minor modifications and the Technical Authority (TA) for any major changes.
- 6.6.4 The Contractor must post menus prior to each meal in a clearly visible spot within each facility, preferably near each point of service prior to the serving line. The Contractor must ensure menus are to be posted in both official languages.
- 6.6.5 The Contractor must establish a process to monitor and respond to customers' requests and comments and set in place a mechanism to identify unpopular items on the menu and to submit proposed alternative choices of a similar value to the CSTC FSO for approval. The CSTC FSO must have continual access to the feedback obtained through the Contractor's Quality Control/Quality program outlined in 3.1.32.

6.7 Sanitation, Safety, and Environmental Controls

- 6.7.1 The Contractor must ensure that at a minimum, all food is handled, prepared, stored and that all areas are maintained in accordance with the Food Safety Code of Practice for Canada's Foodservice Industry and The Sanitation Code for Canada's Food Service Industry. All containers used for dispersed meals must be cleaned and sanitized prior to each use.
- 6.7.2 The Contractor must maintain all food preparation areas, service areas, rooms, storage and related areas, equipment, furniture, dishware, utensils, etc. in a clean, safe and sanitary state. The Contractor must implement a Cleaning and Hygiene Management Plan that is compliant with the Food Safety Code of Practice for Canada's Foodservice Industry. The Contractor must be responsible for correcting any deficiencies identified by Canada or through the Cleaning and Hygiene Management Plan. A sample Equipment Cleaning Instructions and Schedule outlining minimum requirements is attached at Appendix 9 to Annex B.
- 6.7.3 The Contractor must ensure all facilities and equipment are properly safeguarded and maintained to ensure continuation of the level of service and to ensure there are no degradations to facilities

and equipment. The Contractor must correct any identified problems within 48 hours to the satisfaction of the CSTC FSO and the applicable officials.

6.7.4 The Contractor must comply minimally with the following standards of food services sanitation and safety throughout the duration of the contract:

a. Safe Food Handling

- (1) Only products of the standard shown in Appendix 7 to Annex B are to be used;
- (2) Goods are free of signs of spoilage, adulteration and filth upon delivery;
- (3) Frozen food are received in the frozen state and guaranteed that the food has not been refrozen; and
- (4) Perishable foods are delivered in refrigerated vehicles.

b. Food Storage

- (1) Foods are properly stored immediately upon receipt;
- (2) Refrigerated foods are stored at 4°C (40°F) or lower;
- (3) Frozen foods are stored at -18° (0°F) or lower;
- (4) In the refrigerator, uncooked (raw) foods are stored on the shelves below and cooked (prepared) food items stored on top shelves;
- (5) All foods are covered and stored on racks or pallets 15 cm from the floor;
- (6) Dry foods are covered and stored in a clean, well-ventilated area; and
- (7) Fridges/freezers are equipped with calibrated thermometers and temperature must be recorded twice daily.

c. Food Preparation

- (1) Food preparation is done in a quick, efficient and professional manner;
- (2) Food is prepared just in time for serving;
- (3) Separate cutting boards/utensils are used for cooked and raw foods;
- (4) Foods are thawed under refrigeration;
- (5) Foods are kept under the “**DANGER ZONE**” 4-60°C (40-140°F) as much as possible;
- (6) Hot foods are held at 60°C (140°F) or higher;
- (7) Cooked meats/poultry are held at 60°C (140°F) for no more than two hours (batch cooking is the norm);
- (8) Cooked meats/poultry are held at 4°C (40°F) for no more than seventy-two hours;

- (9) Fresh meats/poultry, which have been cooked, chopped or minced, are to be used within two days;
- (10) Fresh meat cuts are held at 4°C (40°F) or less for no more than five days;
- (11) Cooked fish is held at 2°C for no more than two days;
- (12) Fresh eggs are not served uncooked;
- (13) Fresh eggs are stored at 4°C (40°F);
- (14) Milk or milk products are stored at 4°C (40°F) or lower;
- (15) Outdated food/drink **must** be discarded;
- (16) Custards, fillings and puddings are held at 4°C (40°F) for no more than two days. If not served under refrigeration, leftovers are discarded;
- (17) Food mixtures containing poultry, eggs, meat, fish or other potentially hazardous items are held at 4°C (40°F) for no more than one day;
- (18) Cooked fruits/vegetables are held at temperature of 4°C (40°F) for no more than 48 hours, while open canned of the same are held for no more than 72 hours;
- (19) Fresh fruits and vegetables are stored under refrigeration;
- (20) Open fat and oil are stored under refrigeration;
- (21) Prepared foods are dated prior to storage; and
- (22) Any or all items returned from Dispersed Meals are to be immediately discarded (**They are not to be reused**).

d. Personnel - General

- (1) All staff to begin in-service training on sanitation prior to the start of the contract;
- (2) Follow-up in-service sessions are held throughout the contract;
- (3) One staff member is certified with the Canadian Food Service and Restaurant Association's National Sanitation Training Program;
- (4) Personnel appear to bath daily;
- (5) Hair and beards are clean, and hair is completely covered by a hair net or a hat;
- (6) Hands are washed frequently and correctly - prior to the start of working, after using the washroom facilities, after any type of break, after coughing, sneezing or touching the face, after handling raw foods and before handling potentially hazardous foods such as fish or poultry;
- (7) Fingernails are kept short, clean and neatly trimmed;
- (8) Ladles, lifters, tongs and scoops are used when handling foods;
- (9) Hands are not used as serving tools;

- (10) Plastic gloves are worn when employees have a cut, burn or abrasion on their hands;
- (11) Personnel are not nibbling or eating in the kitchen and/or the serving areas;
- (12) Neat and clean uniforms are to be worn by all food services personnel;
- (13) Disposable plastic gloves must be worn at all times in food preparation areas as well as serving lines;
- (14) Professional laundering service for staff uniforms will be provided by the Contractor; and
- (15) All staff must wear nametags.

e. Equipment

- (1) All food contact surfaces used for the preparation, service, display or storage of food, except cooking surfaces, are cleaned and sanitized after each use;
- (2) Cooking surfaces used throughout the day are kept free of waste food material or grease and scraped and clean after each use;
- (3) All other surfaces are cleaned at regularly scheduled intervals;
- (4) Special attention is directed to the cleaning and sanitizing of cutting/chopping boards and meat slicers. These items are cleaned and sanitized after each use;
- (5) Large equipment is cleaned after each use, while equipment that is used less frequently is cleaned and sanitized before and after each use;
- (6) Small equipment such as can openers, mixers and kitchen knives are cleaned and sanitized on a regular basis;
- (7) The exterior surfaces of all equipments, serving areas and utensils are cleaned regularly and kept free of all marks, spills and debris; and
- (8) A cleaning schedule is to be employed by the Contractor. A sample Equipment Cleaning Instructions and Schedule outlining minimum requirements is attached at Appendix 9 to Annex B.

f. Facilities

- (1) Doors and screens are kept closed to prevent the entrance of insects and rodents;
- (2) Floors are kept free of debris and spills at all times;
- (3) Staff lockers/washrooms are kept clean and continuously supplied with hand soap, nail brushes, paper towels, etc;
- (4) Hand-washing facilities are clean and must be stocked with soap, nail brushes, paper towels;
- (5) Mops, brooms, buckets and cleaning supplies are available and are properly stored when not in use;

- (6) Racks are used for the drying and storage of all pots and utensils;
- (7) Walls, especially those behind sinks and cooking or mixing equipments, and shelves used for air drying, are cleaned and sanitized regularly;
- (8) Dining tables are cleaned and washed on an ongoing basis during the meals and completely cleaned and washed with hot soapy water immediately after each meal (**wipe down is not acceptable**);
- (9) Seats and table legs are washed on a weekly basis or more often if required;
- (10) Floors are swept after each meal service and kept free of marks, spills and debris.
- (11) Alleyways are to be washed after each meal and, after the evening meal, tables are to be moved and floor washed thoroughly.
- (12) Cold and hot equipment is to be cleaned after each meal and check for proper temperature before each meal; and
- (13) Condiment containers and dispensers, including salt and pepper shakers, sugar dispensers and napkin holders are cleaned regularly and kept full.

g. Dishwashing/Pot Washing

- (1) These areas are to be cleaned after each meal;
- (2) Dishwasher and pot washing machine are to be cleaned and de-scaled as outline in the cleaning schedule; and
- (3) Dishwasher temperatures are checked regularly to insure temperatures of 60-70°C (140-150°F) and 80-90°C (176-194°F) is met for wash cycles.

h. Garbage

- (1) Garbage is removed from the kitchen/dining room area as required and at the end of each meal period;
- (2) Wet garbage (swill) is placed in small cans, which are covered and taken to the dumpster as required or at the end of each meal period;
- (3) Dry garbage except for cardboard are to be bagged and taken to the wet garbage dumpster for disposal;
- (4) Cardboard boxes are to be taken apart and put in the cardboard dumpster for disposal. It is the Contractor's responsibility to insure only cardboard are being put in the cardboard dumpster;
- (5) All garbage containers are covered when not in immediate use;
- (6) Cans and mobile bins are cleaned and sanitized inside and out after each meal in the area provided for that purpose; and
- (7) Particular attention must be paid to the garbage disposal area (Dumpsters). Garbage must be properly bagged/contained to insure wildlife and the prevailing winds do not have access and opportunity of distributing garbage in the camp

area. Dumpsters' lids must be closed at night before securing the kitchen.

i. Dry Storage

- (1) All dry storage areas are kept neat, cleaned and organized;
- (2) Storage containers, shelves and floors are cleaned regularly; and
- (3) All open food containers are tightly covered and elevated from the floor surface.

j. Refrigerators/Freezers

- (1) Foods are organized, and all food is covered;
- (2) All leftovers food stored in the refrigerator/freezer must be dated;
- (3) Time expired leftovers and/or spoiled food items are discarded;
- (4) Spills, food debris, empty containers etc. are cleaned and/or remove immediately; and
- (5) Floors are washed daily.

k. Hallways

- (1) Hallways are kept clean and clear of all debris and empty cartons/boxes;
- (2) Floors are swept and washed daily; and
- (3) Walls and baseboards are cleaned regularly.

6.8 Materials

- 6.8.1 The Contractor must ensure foodstuffs procured for use in the provision of meals and refreshments are consistent with the purchase standards set out in existing government standards where and when applicable. Where standards do not exist, the Contractor must purchase food products that are consistent with the "good" quality standards defined for CF/DND Food Services outlined in Chapter 2 of the CF Food Services Manual. Only federally inspected products are to be used, minimum grade allowed for beef is AA.
- 6.8.2 The Contractor must provide all other consumable items required. Consumable supplies include, but are not limited to, cleaning materials, consumable paper, and food wrapping material.
- 6.8.3 The Contractor must provide all other materials including room furnishings, and occupational health and safety equipment required to deliver the meal services. This includes, but is not limited to crockery and cutlery, tables and chairs and related safety equipment.
- 6.8.4 The Contractor must ensure all facilities and equipment are properly safeguarded and maintained to ensure continuation of the level of service and to ensure there are no degradations to facilities and equipment. When beyond economical repair, the Contractor must perform the necessary overhauls and/or replacement of the equipment or facility.

6.9 Labour

- 6.9.1 The Contractor as a minimum must employ personnel identified in 6.9.1 a, b and c in order to meet the food service requirements outlined in Section 6 of the SOW. The Contractor must

ensure that personnel employed in each of these positions meet the associated minimum qualifications listed below.

a. Resident/Food Services Manager:

The Resident/Food Services Manager must have a diploma/degree in food services management from a recognized educational institution and four (4) years recent experience in managing multifaceted, high volume food services operations; or 10 years recent experience in the management of multifaceted, high volume food services operations. The Food Service Manager must also have basic computer skills in using computer programs i.e. word-processing and email.

b. Kitchen/Production Supervisor(s):

The Kitchen/Production Supervisor must have undergone apprenticeship cook training, and have a Certification of Chef de Cuisine or Certification in Hospitality Management. The Kitchen/Supervisor must hold a recognized cook Journeyman Certification and have at least five (5) years recent management experience in managing multifaceted, high-volume food services operations.

c. Chef(s):

The Chef(s) must have a red-seal Chef Certification and have a minimum of five (5) combined years as a chef working in a multifaceted, high-volume food services operations.

6.9.2 The Contractor may also wish to employ chef assistants, cooks, cook assistants, bakers, and kitchen helpers in order to meet the food service requirements outlined in Section 6 of the SOW.

6.9.3 The Contractor must appropriately assign labour in response to the changes in the volumes of activity. Labour must be staffed in accordance with 6.9.1 at levels that appropriately support the volume of activity and optimize labour productivity. The Contractor must demonstrate effective labour productivity management.

6.9.4 The Contractor must provide the management structure, processes and resources to ensure the delivery of all the services specified in this SOW. The Contractor must sustain, monitor and improve all services, as well as manage, supervise, and care for the workforce, ensuring that there are sufficient resources available to meet all contracted obligations. The Contractor must provide employment conditions that promote a motivated and satisfied workforce reflective of a harmonious environment. The Contractor must ensure employees work in an environment that is safe and secure.

6.9.5 The Contractor must ensure that all personnel working in Food Services receive orientation training in safety and sanitation, safe equipment operation, workplace hazards and fire prevention, including safe handling of cleaning chemicals. The Contractor must ensure that safety precautions for personnel working in food services areas are taken in accordance with the Canada Labour Code and Canada Occupational Safety and Health Regulations.

6.10 Plans and Reports

6.10.1 The Contractor must have a verifiable means to track the Volume of Activity and provide to the CSTC FSO an accurate and complete weekly report of the total Volume of Activity and an accumulative monthly report at the end of each month. The CSTC FSO will issue a Confirmed Meal-Day Statement for the reporting period, within 48 hours following the receipt of each of the reports. The Volume of Activity report must be clearly laid out and must include the daily volume of activity as detailed below:

- a. number of daily meals served for breakfast, lunch and supper within the designated eating facilities at the main training site;

- b. the number of daily dispersed meals (hot and cold) issued for breakfast, lunch and supper;
 - c. the number of Workplace Refreshment issues (where applicable);
 - d. the number of Night Snack issues (where applicable);
 - e. the equivalent number of meals issued as bulk precooked food supplies for all requests based on the number of meals required; and
 - f. the dollar value of catering and meal sales, as applicable.
- 6.10.2 The Contractor must provide the TA one final report to include total volume of activity for the occupancy period within 7 calendar days of the last day of occupancy.
- 6.10.3 The Contractor must ensure that the Food Services Manager meet at least weekly with the CSTC FSO and/or the TA to discuss day-to-day operations, observations, and concerns and to provide updates on self-improvement plans and initiatives as a result weekly inspections conducted by the Contractor/Food Services Manager. Attached at Appendix 10 to Annex B are sample inspection forms.
- 6.10.4 The Contractor must provide all equipment, both hardware and software considered necessary to provide reports and returns as identified in this section. This may include, but is not limited to: computers, printers, scanners, LAN/WAN equipment, phones, etc.

7.0 Janitorial Requirements

7.1 Special Conditions.

- 7.1.1 The Contractor must provide cleaning and janitorial services 7 days a week including statutory holidays throughout the occupancy period, during non-sleeping hours, for all facilities utilized by the CSTC.
- 7.1.2 All work must be carried out in accordance with Federal, Provincial and Municipal Codes, Regulations, Laws or Bylaws. Costs incurred to comply with such Codes, Regulations, Laws or Bylaws must be the Contractor's responsibility.
- 7.1.3 The Contractor must provide daily cleaning and janitorial services to include:
- a. cleaning and disinfecting all washrooms, including showers, toilets, sinks, urinals and laundry rooms, and ensuring facilities are well stocked with toilet paper, paper towel, hand soap, and sanitary napkin disposal bags;
 - b. cleaning of medical facilities to meet all relevant regulations, laws and standards;
 - c. cleaning all common areas/lounges within the living quarters, including entryways;
 - d. providing separate receptacles for garbage, compost, and recyclable material and the safe disposal of such material in accordance with the local regulations;
 - e. ensure mops, brooms, buckets, soap and cloths are available for immediate use, by occupants, and to respond to accidental situations such as spills;

- f. provide daily cleaning and janitorial services for the eating facilities which are covered in detail in section 6.0;
- g. provide suitable storage space for cleaning supplies; and
- h. provide workmanship of a uniformly high quality and in strict accordance with the best trade practices as interpreted by Canada.

7.1.4 The Contractor must provide additional cleaning when necessary to maintain a clean, healthy environment. The facilities occupied year round must be cleaned on an as required basis after the occupancy period to be agreed upon between the Contractor and Canada.

7.2 Safety

7.2.1 The Contractor must observe and enforce safety measures required by Canadian Construction Safety Code, Provincial Government, Worker's Compensation Board and Municipal statutes and authorities.

7.2.2 The Contractor must ensure all employees working with hazardous materials are WHMIS trained and must provide the required necessary clothing and equipment in accordance with Labour Canada or Provincial Labour Department.

7.2.3 The Contractor must supply Canada with "Material Safety Data Sheets" in accordance with WHMIS legislation and Hazardous Products Act – Schedule 2, for each hazardous product on site and post a duplicate of these sheets at each site where the products are located.

7.3 Inspections

7.3.1 The Contractor must maintain a log in which all work performed other than the normal day-to-day cleaning is recorded. The log must be made available for inspection by Canada as required.

7.4 Products and Equipment

7.4.1 The Contractor must provide all products, tools, applicators, and equipment to include toilet paper, paper towels, liquid hand soap, and deodorant blocks. The Contractor must ensure sufficient stock is maintained to avoid disruption of services.

7.4.2 The Contractor must ensure that all cleaning supplies/products are in accordance with Canadian General Standards Board.

7.5 Related Cleaning Requirements

7.5.1 As and when requested by Canada, the Contractor must clear any blocked toilets, urinals and drains.

OPTIONAL SERVICES

8.0 VEHICLE REQUIREMENTS

8.1 Busses

8.1.1 As and when requested by Canada, the Contractor must provide passenger busses with minimal capacity of 44 passengers from early July to end August. It is likely that Canada will require at a minimum 4 busses and two additional busses for each training site identified in section 5 of this SOW and that are located away from the MTC. The busses could be required for approximately 45 days during the occupancy period; specific dates will be provided to the Contractor 60 days prior to occupancy.

- 8.1.2 The Contractor must provide qualified operators for each bus provided and the busses with operators must be available any time of the day, and any day of the week.
- 8.1.3 The Contractor must have the ability to provide up to two additional busses with qualified operators on an as required basis with Canada providing minimally 72 hours notice.
- 8.1.4 The Contractor must be responsible for all associated maintenance, cleanliness, vehicle fuel, and consumables. The busses will be under the direct supervision of the CSTC Movements Officer for the duration of the occupancy period.
- 8.1.5 There will be times when the busses must be required to travel over a meal hour and possibly required for overnight visits away from the MTC. On these occasions, Canada will be responsible to reimburse such expenses for bus the operators through the Contractor in accordance with Treasury Board Guidelines. The CSTC Movements Officer will provide such requirements to the Contractor 72 hours in advance of requirements.
- 8.1.6 The Contractor must be responsible to provide licensed replacement busses, minimally of the same type and size for those taken out of service for repairs or maintenance.

9.0 FALL AND SPRING WEEKEND SAIL TRAINING

9.1 General

- 9.1.1 The Regional Cadet Sailing School (Atlantic), (RCSS(A)), conducts Canadian Yachting Association sail training as part of the Sea Cadet Training Programme. This training is conducted on weekends commencing the first weekend in September through to the last weekend in October and the second weekend in May through to the last weekend in June, weather permitting. The estimated number of participants on any given weekend is between 30-60 cadets and between 5-10 staff.
- 9.1.2 In addition to scheduled weekends there may be an additional requirement for a set-up period at the start of the spring sail season and a shut-down period at the end of the fall sail season, usually two days each. A "weekend" normally refers to arrival on site after 1600 on the Friday and departure by 1500 on the Sunday. The Contractor must provide accommodations and meals for the set-up and shut-down periods for approximately four adult staff.
- 9.1.3 As and when requested by Canada, the Contractor must make available the sail training site outlined in section 5.3 of this SOW. The number of sail boats used for the fall and spring weekend programme is estimated to be 20 and the number of instructional/safety boats are reduced to 4 boats.
- 9.1.4 Canada will request use of the facilities, by providing a schedule of the required weekends, at least 21 days in advance of the first training weekend.
- 9.1.5 The Contractor must provide a continuous supply of potable water to both the training and accommodation facilities.
- 9.1.6 The Contractor must ensure that all accommodation and training facilities have access to ablution facilities in sufficient quantities that meet the requirements outlined in par 3.2.8 of this SOW.

9.2 Support Services

- 9.2.1 Throughout the period of the training weekends, the Contractor must provide similar support

services as provided throughout the occupancy period to include: linen services, garbage, recycling, and composting, meals and cleaning services, and data and voice communication services.

- 9.2.2 The Contractor must provide a facility liaison and management services that is available as required during sail training weekends.

9.3 Accommodation Requirement

- 9.3.1 As and when requested by Canada, the Contractor must provide accommodations in accordance with a forecasted arrival/departure schedule which will be provided by Canada minimally 21 days in advance.
- 9.3.2 The Contract must provide separate accommodations for cadets and staff.
- 9.3.3 The Contractor must meet the same requirements as outlined in paragraphs 3.2.3 to 3.2.7 of this SOW.
- 9.3.4 The Contractor must pick-up and deliver linen to and from accommodation areas to laundering facility. Occupants will be responsible for stripping and making their beds as well as bundling used linen for cleaning.
- 9.3.5 A representative of Canada and the Contractor must inspect the interior of all facilities prior to the start of the occupancy period. An inventory of facility contents will be established and all damages and defects recorded on an inspection sheet. Both parties will retain copies of the inspection sheet. After completion of the inspection, facility keys will be provided to Canada's representative.
- 9.3.6 Upon completion of the occupancy period the Contractor, along with a representative of Canada, must inspect the occupied facilities. The inventory of facility contents previously established will be reviewed and any deficiencies or surpluses noted. Furthermore, all damages and defects, with exception of fair wear and tear not previously noted, will be recorded. Both parties will retain copies of the vacating inspection record. After completion of the inspection, all keys will be returned to the Contractor. Canada will be responsible for all damages and defects to individual spaces and areas. The Contractor must notify Canada within 24 hours of end of training weekend if damages occurred as a result of Canada's occupancy.
- 9.3.7 The Contractor must ensure that a non-coin operated phone is available in the accommodation area for emergency purposes.

9.4 Food Services Requirements

- 9.4.1 As and when requested by Canada, the Contractor must provide meals as outlined in section 6 of this SOW. If the sail training site is within 900m of the dining facilities then meals will be consumed at the designated dining facility. However if the sail training site is further than 900m from the dining facility then lunch meals must be prepared as outlined in paragraph 6.4.1a or 6.4.1b, while breakfast and supper will be consumed at the dining facility. Weekend meals will normally consist of: supper on Friday; breakfast, lunch, and supper on Saturday; and breakfast and lunch on Sunday.

PO S453

1. **Performance:** Act as a Member of a Damage Control Team
2. **Conditions:**
 - a. Given:
 - (1) First aid fire extinguishers, to include:
 - (a) Class "A",
 - (b) Class "B", and
 - (c) Class "C";
 - (2) Firehose,
 - (3) Wooden mallet,
 - (4) Plugs,
 - (5) Wedges,
 - (6) Banding tool,
 - (7) Banding,
 - (8) Banding buckle,
 - (9) Rubber gasket material,
 - (10) Metal patch material,
 - (11) Personal protective equipment (PPE), to include:
 - (a) hard hat,
 - (b) safety goggles,
 - (c) gloves, and
 - (d) cadet boots;
 - (12) Supervision, and
 - (13) Assistance as required.
 - b. Denied: Nil.
 - c. Environmental: On board a sea cadet training vessel (SCTV).
3. **Standard:** The cadet will act as a member of a damage control team by:
 - a. participating in firefighting training;
 - b. acting as a fire boundary;
 - c. acting as a member of a rapid response team (RRT) during a flood; and
 - d. participating in self-contained breathing apparatus (SCBA) training.
4. **Remarks:** Nil.

EO S453.01

1. **Performance:** Participate in Firefighting Training
2. **Conditions:**
 - a. Given:
 - (1) First aid fire extinguishers, to include:
 - (a) Class "A",
 - (b) Class "B", and
 - (c) Class "C";
 - (2) Personal protective equipment (PPE) for firefighting,
 - (3) Portable shipboard firefighting equipment,
 - (4) Fixed shipboard firefighting equipment,
 - (5) Fire , to include:
 - (a) Class "A",
 - (b) Class "B", and
 - (c) Class "C";
 - (6) Aqueous film forming foam (AFFF),
 - (7) Supervision, and
 - (8) Assistance as required.
 - b. Denied: Nil.
 - c. Environmental: Fire training area large enough to accommodate the entire group.
3. **Standard:** The cadet shall participate in firefighting training, to include:
 - a. defining:
 - (1) combustion,
 - (2) ignition temperature, and
 - (3) flash point;
 - b. describing sources of heat;
 - c. describing methods of heat transfer;
 - d. describing the five stages of shipboard fires;
 - e. describing the four classes of shipboard fires;
 - f. operating first aid fire extinguishers, to include:
 - (1) air-water,
 - (2) carbon dioxide (CO₂), and
 - (3) dry-chemical

- g. describing PPE for firefighting;
- h. operating portable shipboard firefighting equipment, to include:
 - (1) hose,
 - (2) nozzle,
 - (3) inline foam eductor,
 - (4) AFFF, and
 - (5) portable pumps;
- i. operating fixed shipboard firefighting equipment, to include:
 - (1) fire hydrants, and
 - (2) fitted fire suppression systems;
- j. describing a ship's damage control organization, to include
 - (1) its aims,
 - (2) the Damage Control Survival Rules, and
 - (3) the duties of the following members of a fire team:
 - (a) rapid response,
 - (b) attack team leader,
 - (c) nozzleman,
 - (d) backup, and
 - (e) sentry; and
- k. handling hoses, to include:
 - (1) grasping,
 - (2) positioning personnel,
 - (3) rigging, and
 - (4) operating a nozzle.

4. Teaching Points:

TP	Description	Method	Time	Refs
TP1	Describe what fire is, to include: a. ignition temperature, b. flash point, c. spontaneous combustion, d. combustion, e. sources of heat, and f. methods of heat transfer.	Interactive Lecture	10 min	A1-070 (pp. 4-1-1 to 4-1-3)
TP2	Describe the five stages of shipboard fires.	Interactive Lecture	10 min	A1-070 (p. 4-1-3)
TP3	Identify and explain the four classes of shipboard fires, to include: a. Class "A", b. Class "B", c. Class "C", and d. Class "D".	Interactive Lecture	10 min	A1-070 (p. 4-1-4)
TP4	Explain, demonstrate and have the cadets operate first aid fire extinguishers, to include: a. air-water, b. CO2, and c. dry-chemical.	Demonstration and Performance	40 min	A1-070 (pp. 4-3-1 to 4-3-6)
TP5	Explain, demonstrate and have the cadets wear protective clothing used to combat shipboard fires.	Demonstration and Performance	20 min	A1-070 (pp. 4-3-25 to 4-3-29)
TP6	Explain, demonstrate and have the cadets operate portable shipboard firefighting equipment, to include: a. hose, b. nozzle, c. inline foam eductor, d. AFFF, and e. portable pump.	Demonstration and Performance	20 min	A1-070 (pp. 4-3-7 to 4-3-16, p. 4-3-25, p. 4-3-26, p. 4-3-31)
TP7	Explain, demonstrate and have the cadets operate fixed shipboard firefighting equipment, to include: a. fire hydrants, and b. fixed fire suppression system.	Demonstration and Performance	10 min	A1-070 (pp. 4-4-1 to 4-4-11, pp. 4-4-16 to 4-4-20)
TP8	Describe a ship's damage control organization, to include: a. its aims, b. the Damage Control Survival Rules, and c. the duties of the following members of a fire team: (1) rapid response, (2) attack team leader, (3) nozzleman, (4) backup, and	Interactive Lecture	30 min	A1-070 (pp. 2-2-1 to 2-2-4, pp. 2-4-1 to 2-4-11)

TP	Description	Method	Time	Refs
	(5) sentry.			
TP9	Conduct an activity where the cadets will handle hoses while wearing PPE for firefighting.	Practical Activity	40 min	

5. **Time:**

- | | | |
|----|--------------------------------|---------|
| a) | Introduction / Conclusion: | 10 min |
| b) | Interactive Lecture: | 60 min |
| c) | Demonstration and Performance: | 90 min |
| d) | Practical Activity: | 40 min |
| e) | Total: | 200 min |

6. **Substantiation:**

- a. An interactive lecture was chosen for TPs 1–3 and TP 8 to introduce the cadets to the identification, cause and development of shipboard fires.
- b. A demonstration and performance was chosen for TPs 4–7 as it allows the instructor to demonstrate the various techniques for combating a shipboard fire while providing an opportunity for the cadets to practice these skills under supervision.
- c. A practical activity was chosen for TP 9 as it allows the cadets to handle hoses while wearing PPE for firefighting in a safe and controlled environment.

7. **References:** A1-070 C-23-045-000/AG-001 Director Maritime Requirement Sea 3-6. (2009). *Shipboard damage control* (Vol. 1). Ottawa, ON: Department of National Defence.

8. **Training Aids:**

- a. Presentation aids (eg, whiteboard / flip chart / OHP) appropriate for the classroom / training area,
- b. First aid fire extinguishers, to include:
 - (1) Class "A",
 - (2) Class "B", and
 - (3) Class "C";
- c. PPE for firefighting,
- d. Portable shipboard firefighting equipment,
- e. Fixed shipboard firefighting equipment,
- f. Fire simulator, and
- g. Simulated AFFF.

9. **Learning Aids:**

- a. First aid fire extinguishers, to include:
 - (1) Class "A",
 - (2) Class "B", and
 - (3) Class "C";

- b. PPE for firefighting,
- c. Portable shipboard firefighting equipment,
- d. Fixed shipboard firefighting equipment,
- e. Fire simulator, and
- f. Simulated AFFF.

10. **Test Details:** Nil.

Remarks: Training is to be conducted by a qualified shipboard firefighting instructor.

EO S453.02

1. **Performance:** Establish a Fire Boundary

2. **Conditions:**

a. Given:

(1) First aid fire extinguishers, to include:

- (a) Class "A",
- (b) Class "B", and
- (c) Class "C";

(2) Personal protective equipment (PPE) for firefighting,

(3) Portable shipboard firefighting equipment,

(4) Fixed shipboard firefighting equipment,

(5) Supervision, and

(6) Assistance as required.

b. Denied: Nil.

c. Environmental: Training area large enough to accommodate the entire group.

3. **Standard:** The cadet shall establish a fire boundary.

4. **Teaching Points:** Explain, demonstrate and have the cadets establish a fire boundary.

TP	Description	Method	Time	Refs
TP1	Explain, demonstrate and have the cadets establish a fire boundary.	Demonstration and Performance	35 min	A1-070 (p. 4-5-6, p. J-1)

5. **Time:**

a. Introduction / Conclusion: 5 min

b. Demonstration and Performance: 35 min

c. Total: 40 min

6. **Substantiation:** A demonstration and performance was chosen for this lesson as it allows the instructor to demonstrate how to establish a fire boundary while providing an opportunity for the cadets to practice this skill under supervision.

7. **References:** A1-070 C-23-045-000/AG-001 Director Maritime Requirement Sea 3-6. (2009). *Shipboard damage control* (Vol. 1). Ottawa, ON: Department of National Defence.

8. **Training Aids:**

a. Presentation aids (eg, whiteboard / flip chart / OHP) appropriate for the classroom / training area,

b. First aid fire extinguishers, to include:

- (1) Class "A",
- (2) Class "B", and
- (3) Class "C";

- c. PPE for firefighting,
- d. Portable shipboard firefighting equipment, and
- e. Fixed shipboard firefighting equipment.

9. **Learning Aids:**

- a. First aid fire extinguishers, to include:

- (1) Class "A",
- (2) Class "B", and
- (3) Class "C";

- b. PPE for firefighting,
- c. Portable shipboard firefighting equipment, and
- d. Fixed shipboard firefighting equipment.

10. **Test Details:** Nil.

Remarks: Training is to be conducted by a qualified shipboard firefighting instructor.

EO S453.03

1. **Performance:** Act as a Member of a Rapid Response Team (RRT) for a Flood
2. **Conditions:**
 - a. Given:
 - (1) Wooden mallet,
 - (2) Plugs,
 - (3) Wedges,
 - (4) Banding tool,
 - (5) Banding,
 - (6) Banding buckle,
 - (7) Rubber gasket material,
 - (8) Metal patch material,
 - (9) Personal protective equipment (PPE), to include:
 - (a) hard hat,
 - (b) safety goggles,
 - (c) gloves, and
 - (d) cadet boots;
 - (10) Portable water pump,
 - (11) Supervision, and
 - (12) Assistance as required.
 - b. Denied: Nil.
 - c. Environmental: Training area large enough to accommodate the entire group.
3. **Standard:** The cadet shall act as a member of an RRT for a flood.
4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Identify and explain the watertight markings for the following: <ol style="list-style-type: none"> a. decks and sections, b. compartments, c. doors, d. hatches, and e. escape hatches. 	Interactive Lecture	10 min	A1-070 (pp. 2-9-2 to 2-9-7)
TP2	Describe the duties of the RRT.	Interactive Lecture	10 min	A1-070 (p. 3-2-1, p. 3-2-2)
TP3	Explain, demonstrate and have the cadets perform leak stopping on a ship's hull.	Demonstration and Performance	45 min	A1-070 (pp. 3-3-1 to 3-3-4)

TP	Description	Method	Time	Refs
TP4	Explain, demonstrate and have the cadets perform leak stopping on a pipe break.	Demonstration and Performance	90 min	A1-070 (pp. 3-3-4 to 3-3-7) C1-235
TP5	Explain, demonstrate and have the cadets operate a portable water pump, to include: a. setting up; b. starting; c. adjusting; d. stopping; and e. storing. (Due to the wide variety of portable water pumps used on the Sea Cadet Training Vessels [SCTVs], refer to the operating manual of the specific portable water pump being demonstrated.)	Demonstration and Performance	35 min	

5. **Time:**

d.	Introduction / Conclusion:	10 min
e.	Interactive Lecture:	20 min
f.	Demonstration and Performance:	170 min
g.	Total:	200 min

6. **Substantiation:**

- a. An interactive lecture was chosen for TPs 1 and 2 to introduce the cadets to watertight markings and the duties of an RRT for a flood.
- b. A demonstration and performance was chosen for TPs 3–5 as it allows the instructor to demonstrate the procedures for leak stopping on a ship's hull, leak stopping on a pipe break and operating a portable water pump while providing an opportunity for the cadets to practice these skills under supervision.

7. **References:**

- a. A1-070 C-23-045-000/AG-001 Director Maritime Requirement Sea 3-6. (2009). *Shipboard damage control* (Vol. 1). Ottawa, ON: Department of National Defence.
- b. C1-235 BAND-IT-IDEX Incorporated. (2008). *C00169 Hand tool: Operating instructions*. Retrieved October 21, 2009, from www.band-it-idex.com/pdfs/P05886.pdf

8. **Training Aids:**

- a. Presentation aids (eg, whiteboard / flip chart / OHP) appropriate for the classroom / training area,
- b. Wooden mallet,
- c. Plugs,
- d. Wedges,

- e. Banding tool,
- f. Banding,
- g. Banding buckle,
- h. Rubber gasket material,
- i. Metal patch material, and
- j. Portable water pump.

9. Learning Aids:

- a. Wooden mallet,
- b. Plugs,
- c. Wedges,
- d. Banding tool,
- e. Banding,
- f. Banding buckle,
- g. Rubber gasket material,
- h. Metal patch material,
- i. Portable water pump, and
- j. PPE, to include:
 - (1) hard hat,
 - (2) safety goggles,
 - (3) gloves, and
 - (4) cadet boots.

10. Test Details: Nil.

11. Remarks: Training is to be conducted by a qualified shipboard damage control instructor.

EO S453.04

1. **Performance:** Participate in Self-Contained Breathing Apparatus (SCBA) Training
2. **Conditions:**
 - a. Given:
 - (1) Personal protective equipment (PPE) for firefighting,
 - (2) SCBA equipment,
 - (3) Supervision, and
 - (4) Assistance as required.
 - b. Denied: Nil.
 - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard:** The cadet shall participate in SCBA training.
4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Supervise the cadets while they participate in an SCBA fit test.	Practical Activity	80 min	A1-075 (pp. 4-1 to 4-15)
TP2	Explain, demonstrate and have the cadets operate an SCBA, to include: <ol style="list-style-type: none"> a. assembling; b. donning; c. activating; d. doffing; e. cleaning; and f. stowing. 	Demonstration and Performance	190 min	A1-076 C1-233
TP3	Conduct an activity where the cadets will wear an SCBA.	Practical Activity	40 min	

5. **Time:**
 - a. Introduction / Conclusion: 10 min
 - b. Practical Activity: 120 min
 - c. Demonstration and Performance: 190 min
 - d. Total: 320 min

6. **Substantiation:**

- a. A practical activity was chosen for TPs 1 and 3 as it allows the cadets to be fit tested for an SCBA face piece and provides an opportunity for the cadets to wear an SCBA in a safe and controlled environment.
- b. A demonstration and performance was chosen for TP 2 as it allows the instructor to demonstrate the procedures for operating an SCBA while providing an opportunity for the cadets to practice these skills under supervision.

7. **References:**

- a. A1-075 C-87-040-000/MS-001 Canadian Forces Fire Marshal 2. (2006). *Respiratory protection program*. Ottawa, ON: Department of National Defence.
- b. A1-076 Director Maritime Training and Education. (2008). *Shipboard SCBA conversion training qualification standard and plan*. Ottawa, ON: Department of National Defence.
- c. C1-233 Draeger Safety Incorporated. (2007). *AirBoss series self contained breathing apparatus*. Retrieved October 19, 2009, from www.draeger.com/media/10/01/25/10012510/AirbossPss100_cbrnapproved.pdf

8. **Training Aids:**

- a. Presentation aids (eg, whiteboard / flip chart / OHP) appropriate for the classroom / training area,
- b. PPE for firefighting, and
- c. SCBA equipment.

9. **Learning Aids:**

- a. PPE for firefighting, and
- b. SCBA equipment.

10. **Test Details:** This EO is assessed IAW Director Maritime Ship Supply (DMSS) approved SCBA trainee assessment checklist for Drager SCBA.

11. **Remarks:**

- a. Training is to be conducted by a qualified SCBA instructor.
- b. The fit test conducted in TP 1 may be scheduled separately if required.

EO S453.05

1. **Performance:** Participate in Damage Control Simulations
2. **Conditions:**
 - a. Given:
 - (1) First aid fire extinguishers, to include:
 - (a) Class "A",
 - (b) Class "B", and
 - (c) Class "C";
 - (2) Personal protective equipment (PPE) for firefighting,
 - (3) Self-contained breathing apparatus (SCBA) equipment,
 - (4) Portable shipboard firefighting equipment,
 - (5) Fixed shipboard firefighting equipment,
 - (6) Damage control simulator,
 - (7) Wooden mallet,
 - (8) Plugs,
 - (9) Wedges,
 - (10) Banding tool,
 - (11) Banding,
 - (12) Banding buckle,
 - (13) Rubber gasket material,
 - (14) Metal patch material,
 - (15) Supervision, and
 - (16) Assistance as required.
 - b. Denied: Nil.
 - c. Environmental: Training area large enough to accommodate the entire group.
3. **Standard:** The cadet shall participate in damage control simulations.
4. **Teaching Points:** Supervise the cadets while they participate in damage control simulations.
5. **Time:**
 - a. Introduction / Conclusion: 10 min
 - b. Simulation: 190 min
 - c. Total: 200 min
6. **Substantiation:** A simulation was chosen for this lesson as it is an interactive way to allow the cadets to experience acting as a member of a damage control team in a realistic but safe environment.
7. **References:** A1-070 C-23-045-000/AG-001 Director Maritime Requirement Sea 3-6. (2009). *Shipboard damage control* (Vol. 1). Ottawa, ON: Department of National Defence.

8. **Training Aids:** Nil.
9. **Learning Aids:**
 - a. First aid fire extinguishers, to include:
 - (1) Class "A",
 - (2) Class "B", and
 - (3) Class "C";
 - b. PPE for firefighting,
 - c. SCBA equipment,
 - d. Portable shipboard firefighting equipment,
 - e. Fixed shipboard firefighting equipment,
 - f. Damage control simulator,
 - g. Wooden mallet,
 - h. Plugs,
 - i. Wedges,
 - j. Banding tool,
 - k. Banding,
 - l. Banding buckle,
 - m. Rubber gasket material, and
 - n. Metal patch material.
10. **Test Details:** Nil.
11. **Remarks:** Simulations to be conducted under the supervision of qualified shipboard firefighting / damage control instructors.

Appendix 1 to Annex B – Sample Three Week Cycle Menus

THREE WEEK CYCLE MENU MAIN KITCHEN

BREAKFAST WEEK 1						
STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
FRUIT	One Fresh Fruit Salad and three other type of Fruit including Citrus – Vary selection throughout the week and seasons. (Fresh implies that the food has not been processed or preserved in any way)					
JUICE [100%]	Two fruit [100% pure] and one Vegetable – Vary selection throughout the week					
CEREAL [IND]	Seven varieties in total: Six ready-to-eat cereals [to include three whole wheat and three sweetened] and one hot instant cereal.					
EGGS	Eggs any style including Scrambled and Hard Boil					
BREAKFAST ENTREE	Pancake	French Toast	Eggo Waffles	Pancake	French Toast	Eggo Waffles
BREAKFAST MEAT	Bacon One Cold Meat (Variety)	Grilled Sausages One Cold Meat (Variety)	Grilled Ham One Cold Meat (Variety)	Bacon One Cold Meat (Variety)	Grilled Sausages One Cold Meat (Variety)	Grilled Ham One Cold Meat (Variety)
STARCH	Baked Beans Hash Brown Potatoes	Baked Beans Rissole Potatoes	Baked Beans Fried Potatoes	Baked Beans O'Brian Potatoes	Baked Beans Hash Brown Potatoes	Baked Beans Rissole Potatoes
CHEESE YOGURT	Two Varieties of Processed cheese, e.g. Sliced, Cream, Spread, etc Four varieties of ind. Fruit Yogurt including low fat					
BREAD PRODUCT	Two freshly Baked Product e.g. Muffins, Croissant, Danish, Cinnamon Buns, Naan Bread, etc Two type Bread Product e.g. Bagels and English Muffins Three varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc					
BEVERAGES	Three types of hot beverages e.g. Tea, Coffee, Hot Chocolate Two type dairy e.g. Milk 2%, 1%, skim (No Chocolate Milk at Breakfast) Four Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc Two Varieties Non-Dairy Beverages non-dairy beverage e.g. Soy Milk					
CONDIMENTS	Two Spreads e.g. Peanut Butter, Chocolate, Caramel, Cheese Spread, etc. Three varieties of Jam/Jellies e.g. Strawberry, Raspberry, Apple Jelly, etc Plus Honey, Syrup, Butter, Margarine, Ketchup, Meat Sauce, Mayonnaise, Salt, Pepper, Sugar, Coffee Whitener, etc.					

Appendix 1 to Annex B – Sample Three Week Cycle Menus

THREE WEEK CYCLE MENU
MAIN KITCHEN

LUNCH WEEK 1

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
ENTRÉE # 1	Baked Chicken Breast Italian Style	Grilled Pork Chop w/ Apple Sauce	Chicken Pot Pie w/ Gravy	Salisbury Steak Onion Gravy	Breaded Sole/w Tartar Sauce Lemon Wedges	Sweet & Sour Meat Balls on Fettuccini Noodle	Weiner Schnitzel w/ Hunter Sauce
ENTRÉE # 2	Mexican Burger Wrap w/ Tomato and Basil Tortilla	Taco	Beef Burritos	Chilli Dog	Italian Sausages on Panini Bun	Pizza Pockets	Chicken Burger
PASTA With Two Sauces	Penne w/ Cheese or Meat Sauce	Tuna Noodle or Vegetable Casserole	Lasagne Bolognaise or Cheese Lasagne	Rigatoni w/ Cheese or Meat Sauce	Linguini w/ White Clam or Tomato Sauce	Fettuccini w/ Tomato/Veg or Seafood Alfredo Sauce	Spaghetti w/ Marinara or Meat Sauce
STARCH CHOICE	Basmati Rice	Garlic Mashed Potatoes	Mexican Black Rice	Jumbo Chips	Cream Whipped Potatoes	Spiral Fried Potatoes	Spaetzle
VEGETABLE	Diced Butternut Squash	Baby Carrots	Whole Green Beans	Mexican Style Kernel Corn	Green Peas	Mixed Vegetable	Roasted Red Pepper
SALAD BAR	See Salad Bar Menu						
DESSERT	Iced Banana Cake Chocolate Chip Cookies Bread pudding w/ Raisin sauce Canned Pears Lime Jell-o	Strawberry Shortcake Date Square Chocolate Pudding Fruit Salad Raspberry Jell-o	Iced Chocolate Cake Peanut Butter Cookies, Fruit Trifle Peach Halves Pineapple Jell-o	Raisin Pie Iced Marble Cake Tapioca Pudding Sliced Pineapple Strawberry Jell-o	Carrot Cake W/Cheese Icing Pecan Pie Vanilla Pudding Fruit Cocktail Lemon Jell-o	Blueberry Cheesecake Jellied Donuts Apricot Cream Pudding Pear Halves Orange Jell-o	Nanaimo Bar Apple Turn-over Butterscotch Pudding Fruit Salad Cherry Jell-o
BREAD PRODUCT	Two type Bread Product e.g. Rolls/Buns, Flat Bread, etc Three varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc						
FRESH FRUITS	4 varieties of Fresh Fruits, 1 could be replaced by a canned variety and will be in the dessert menu list.						
CONDIMENTS	Two Spreads e.g. Peanut Butter, Chocolate, Caramel, etc. Three varieties of Jam/Jellies e.g. Strawberry, Raspberry, Apple Jelly, etc Honey, Syrup, Butter, Margarine, Ketchup, Mayonnaise, Mustard, Relish, Vinegar, Salt, Pepper, Sugar, Coffee Whitener, etc. Meat Sauce e.g. H.P., Steak Sauce, Worcestershire Sauce, Tabasco Sauce, Soya Sauce,						
BEVERAGES	Three types of hot beverages e.g. Tea, Coffee, Hot Chocolate Three type dairy e.g. Milk 2%, Skim, Chocolate 2%, Two Fruit/Vegetable Juice Four Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc One non-dairy beverage e.g. Soy Milk						

NOTE 1: Four Varieties of Yogurt to be available at lunch and Dinner

NOTE 2: A minimum of four varieties of Ice Cream will be available at Lunch and Dinner as an accompaniment to the dessert and not as a Dessert Choice

Appendix 1 to Annex B – Sample Three Week Cycle Menus

THREE WEEK CYCLE MENU MAIN KITCHEN

DINNER WEEK 1

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
ENTRÉE # 1	Jamaican Pot Roast w/ Melon Salsa	Bar-B-Q Chicken	Roast Leg of Pork w/ dressing & Gravy	Chinese Night (sweet & Sour Sparerib, Chicken Balls, Chow Mein and Egg rolls)	Charbroiled Pork Chop w/ Mushroom sauce	Grilled Veal Cutlet w/ Creole Sauce	Oven Glazed Ham w/Pineapple Sauce
ENTRÉE # 2	Seafood Stir Fry	Veal Scaloppini w/ Marcella Sauce	Hot Hamburger Sandwich		Pepperoni & Cheese Pizza	Cheeseburger Deluxe	Chicken Brochettes
MEATLESS CHOICE	Black Beans & Cheese Enchilada	Vegetable & Tofu Stir Fry	Caribbean Beans & Rice	Chilli Bean Casserole	Vegetarian Pizza	Veggie burger	Cheese Omelette
STARCH CHOICE	Seasoned Potato Wedges	Rice Pilaf	Cream Whipped Potatoes	Chinese Noodles	Curried Rice	French Fried Potatoes	Scalloped Potatoes
VEGETABLE	Sautéed Zucchini	Roast Winter Vegetable	Green Peas	Oriental Vegetable	Broccoli Spears	French Green Beans	Baby Carrots
SALAD BAR	See Salad Bar Menu						
DESSERT	Apple Crisp Fruit Cocktail Squares, Vanilla Pudding Fresh Strawberry /w Cream Lime Jell-o	Iced Chocolate Brownies Coconut Cream Pie Banana Pudding Peaches Halves Raspberry Jello	Pineapple Upside- Down Cake Glazed Donut Butterscotch Pudding Canned Peas Pineapple Jell-o	Black Forest Cake Cherry Pie Strawberry Cobbler Fresh Fruit Salad Strawberry Jello	Rice Krispies Square Lemon Tarts Bread Pudding w/ Raisin Sauce Peaches Halves Lemon Jello	Date Squares Strawberry Rhubarb Pie Chocolate Pudding Sliced Pineapple Orange Jello	Lemon Cake w/ Orange Icing Honey Dip Donut Fruit Trifle Banana in Fresh Cream Cherry Jello
BREAD PRODUCT	Two type Bread Product e.g. Rolls/Buns, Flat Bread, etc Three varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc						
FRESH FRUITS	4 varieties of Fresh Fruits, 1 could be replaced by a canned variety and will be in the dessert menu list.						
CONDIMENTS	Two Spreads e.g. Peanut Butter, Chocolate, Caramel, etc. Three varieties of Jam/Jellies e.g. Strawberry, Raspberry, Apple Jelly, etc Honey, Syrup, butter, Margarine, Ketchup, Mayonnaise, Mustard, Relish, Vinegar, Salt, Pepper, Sugar, Coffee Whitener, etc. Meat Sauce e.g. H.P., Steak Sauce, Worcestershire Sauce, Tabasco Sauce, Soya Sauce,						
BEVERAGES	Three types of hot beverages e.g. Tea, Coffee, Hot Chocolate Three type dairy e.g. Milk 2%, Skim, Chocolate 2%, Two Fruit/Vegetable Juice Four Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc One non-dairy beverage e.g. Soy Milk						

NOTE 1: Four Varieties of Yogurt to be available at lunch and Dinner

NOTE 2: A minimum of four varieties of Ice Cream will be Available at Lunch and Dinner as an accompaniment to the dessert and not as a Dessert Choice

Appendix 1 to Annex B – Sample Three Week Cycle Menus

THREE WEEK CYCLE MENU MAIN KITCHEN

BREAKFAST WEEK 2						
STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
FRUIT	One Fresh Fruit Salad and three other types of Fruit including Citrus – Vary selection throughout the week and seasons. (Fresh implies that the food has not been processed or preserved in any way)					
JUICE [100%]	Two fruit [100% pure] and one Vegetable – Vary selection throughout the week					
CEREAL [IND]	Six ready-to-eat cereals – [to include three whole wheat and three sweetened] and one hot instant cereal.					
EGGS	Eggs any style including Scrambled and Hard Boil					
BREAKFAST ENTREE	French Toast	Eggo Waffles	Pancake	French Toast	Eggo Waffles	Pancake
BREAKFAST MEAT	Grilled Sausages One Cold Meat (Variety)	Grilled Ham One Cold Meat (Variety)	Bacon One Cold Meat (Variety)	Grilled Sausages One Cold Meat (Variety)	Grilled Ham One Cold Meat (Variety)	Bacon One Cold Meat (Variety)
STARCH	Baked Beans O'Brian Potatoes	Baked Beans Hash Brown Potatoes	Baked Beans Rissolle Potatoes	Baked Beans Fried Potatoes	Baked Beans O'Brian Potatoes	Baked Beans Hash Brown Potatoes
CHEESE YOGURT	Two Varieties of Processed cheese, e.g. Sliced, Cream, Spread, etc Four varieties of ind. Fruit Yogurt including low fat					
BREAD PRODUCT	Two freshly Baked Product e.g. Muffins, Croissant, Danish, Cinnamon Buns, Naan Bread, etc Two type Bread Product e.g. Bagels and English Muffins Three varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc					
BEVERAGES	Three types of hot beverages e.g. Tea, Coffee, Hot Chocolate Two type dairy e.g. Milk 2%, 1%, skim (No Chocolate Milk at Breakfast) Four Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc Two Varieties Non-Dairy Beverages non-dairy beverage e.g. Soy Milk					
CONDIMENTS	Two Spreads e.g. Peanut Butter, Chocolate, Caramel, Cheese Spread, etc. Three varieties of Jam/Jellies e.g. Strawberry, Raspberry, Apple Jelly, etc Plus Honey, Syrup, Butter, Margarine, Ketchup, Meat Sauce, Mayonnaise, Salt, Pepper, Sugar, Coffee Whitener, etc.					

Appendix 1 to Annex B – Sample Three Week Cycle Menus

THREE WEEK CYCLE MENU
MAIN KITCHEN

LUNCH WEEK 2

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
ENTRÉE # 1	Meat Pie w/ Brown Gravy	Curried Salmon W/ Lemon Wedges & Tartar Sauce	Swiss Style Steak	Swedish Meat Balls on Noodles	Battered Cod w/ Lemon Wedges & Tartar Sauce	Sheppard's Pie	Chicken Tandoori
ENTRÉE # 2	Fish Burger w/ Garlic Mayonnaise	Spicy Chicken Wings	Bratwurst on a Bun	Ham, Turkey & Mozzarella Cheese Hot Sub	Chicken Caesar Wrap	Burritos w/ Salsa Sauce	Mozzarella Burger
PASTA With Two Sauces	Cream Cheese or Beef Stuffed Manicotti W/ Tomato Mushroom Sauce	Penne w/ Tomato or Italian Sausage Sauce	Cheese or Beef Ravioli w/ Marinara Sauce	Fettuccini Alfredo or Fettuccini Chicken Alfredo	Mexicali Radiatore Casserole or Napolitana Sauce	Vegetable or Ham Noodle Casserole	Baked Meat / Cheese Cannelloni
STARCH CHOICE	Mashed Potatoes	Wild Rice	Jumbo Chips	Brown Rice, Pinto Beans and Pepper Pilaf	German Fried Potatoes	Spanish Rice	French Fried Potatoes
VEGETABLE	Whole Green Beans	Garden Green Peas	Sautéed Napa Cabbage	Broccoli w/ Cheese Sauce	Diced Carrots & Turnip	Roasted Cauliflower	Whole Kernel Corn
SALAD BAR	See Salad Menu						
DESSERT	Boston Cream Pie Oreo Cookies Banana Pudding Sliced Pineapple Watermelon Jell- o	Peach Square Blueberry Turnover Bread Pudding w/ Raisin Sauce Pear Halves Peach Jell-o	Lemon Cake w/ Orange Icing Coconut Cream Pie Butterscotch Pudding Fruit Cocktail Lime Jell-o	Blueberry Crisp w/ Whipped Topping Butter Tart Rice Pudding Sliced Cantaloupe Raspberry Jell-o	Poor Man's Pudding w/ Fresh Cream Jellied Donut Fruit Trifle Fruit Salad Lemon Jell-o	Glazed Cinnamon Roll Cherry Pie Chocolate Pudding Slice Honeydew Strawberry Jell-o	Raisin Pie Peanut Butter Cookies Vanilla Pudding Sliced Watermelon Cherry Jell-o
BREAD PRODUCT	Two type Bread Product e.g. Rolls/Buns, Flat Bread, etc Three varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc						
FRESH FRUITS	4 varieties of Fresh Fruits , 1 could be replaced by a canned variety and will be in the dessert menu list.						
CONDIMENTS	Two Spreads e.g. Peanut Butter, Chocolate, Caramel, etc. Three varieties of Jam/Jellies e.g. Strawberry, Raspberry, Apple Jelly, etc Honey, Syrup, butter, Margarine, Ketchup, Mayonnaise, Mustard, Relish, Vinegar, Salt, Pepper, Sugar, Coffee Whitener, etc. Meat Sauce e.g. H.P., Steak Sauce, Worcestershire Sauce, Tabasco Sauce, Soya Sauce,						
BEVERAGES	Three types of hot beverages e.g. Tea, Coffee, Hot Chocolate Three type dairy e.g. Milk 2%, Skim, Chocolate 2%, Two Fruit/Vegetable Juice Four Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc One non-dairy beverage e.g. Soy Milk						

NOTE 1: Four Varieties of Yogurt to be available at lunch and Dinner

NOTE 2: A minimum of four varieties of Ice Cream will be Available at Lunch and Dinner as an accompaniment to the dessert and not as a Dessert Choice

Appendix 1 to Annex B – Sample Three Week Cycle Menus

THREE WEEK CYCLE MENU
MAIN KITCHEN

DINNER WEEK 2

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
ENTRÉE # 1	Maple Garlic Pork Loin	Beef Bourguignon on Egg Noodles	Roast Beef w/ Gravy	East Indian Night (Chicken Tikka, Beef Biryani)	Jamaican Jerk Ribs	Spicy Chicken w/ Rosemary, Chillies & Plum Sauce	Roast Turkey w/ Dressing, Gravy & Cranberry Sauce
ENTRÉE # 2	Corn Beef Hash w/ Fried Egg	Lemon Turkey Cutlet w/ Creamy Mustard Sauce	Paeilla		BBQ Beef on a Bun	Taco	Calzone
MEATLESS CHOICE	Miso Tofu Mushroom Burger	Vegetarian Cabbage roll	Vegetable Samosas	Vegetarian Hopping John w/ Garlic Bread	Stir Fried Vegetable w/ Tofu	Vegetable Burritos w/ Salsa Sauce	Cheese & Vegetable Fajitas
STARCH CHOICE	Rice Pilaf	Rizzoli Potatoes	Cream Whipped Potatoes	Basmati Rice	Baked Potatoes w/ Sour Cream and Chives	Broccoli and Cheddar Rice	Mashed Potatoes
VEGETABLE	Brussels Sprout	Asparagus Tips	French Green Beans	Alloo Gobi	Florentine Mixed Vegetable	Wax Beans	Roasted Mediterranean Mix
SALAD BAR	See Salad Menu						
DESSERT	Blueberry Cheesecake Rice Krispies Square Lemon Tart Fresh Fruit Salad Watermelon Jello	Strawberry & Rhubarb Pie Jellied Cookies Chocolate Pudding Banana in Fresh Cream Peach Jell-o	Strawberry Shortcake Shortbread Cookies Banana Pudding Pear Halves Lime Jell-o	Iced Brownies Honey Glazed Donut Vanilla Pudding Fresh Strawberry w/ Cream Raspberry Jell-o	Iced White Cake Banana Cream Pie Tapioca Pudding Peach halves Lemon Jell-o	Pecan Pie Apple Turnover Butterscotch Pudding Fruit Cocktail Strawberry Jell-o	Black Forest Cake Blueberry Crisp Strawberry Danish Canned Pears Cherry Jell-o
BREAD PRODUCT	Two type Bread Product e.g. Rolls/Buns, Flat Bread, etc Three varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc 4 varieties of Fresh Fruits, 1 could be replaced by a canned variety and will be in the dessert menu list.						
FRESH FRUITS	Two Spreads e.g. Peanut Butter, Chocolate, Caramel, etc. Three varieties of Jam/Jellies e.g. Strawberry, Raspberry, Apple Jelly, etc Honey, Syrup, butter, Margarine, Ketchup, Mayonnaise, Mustard, Relish, Vinegar, Salt, Pepper, Sugar, Coffee Whitener, etc. Meat Sauce e.g. H.P., Steak Sauce, Worcestershire Sauce, Tabasco Sauce, Soya Sauce,						
CONDIMENTS	Three types of hot beverages e.g. Tea, Coffee, Hot Chocolate Three type dairy e.g. Milk 2%, Skim, Chocolate 2%, Two Fruit/Vegetable Juice Four Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc One non-dairy beverage e.g. Soy Milk						
BEVERAGES							

NOTE 1: Four Varieties of Yogurt to be available at lunch and Dinner

NOTE 2: A minimum of four varieties of Ice Cream will be Available at Lunch and Dinner as an accompaniment to the dessert and not as a Dessert Choice

Appendix 1 to Annex B – Sample Three Week Cycle Menus

THREE WEEK CYCLE MENU MAIN KITCHEN

BREAKFAST WEEK 3

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
FRUIT	One Fresh Fruit Salad and three other type of Fruit including Citrus – Vary selection throughout the week and seasons. (Fresh implies that the food has not been processed or preserved in any way)						
JUICE [100%]	Two fruit [100% pure] and one Vegetable – Vary selection throughout the week						
CEREAL [IND]	Six ready-to-eat cereals – [to include three whole wheat and three sweetened] and one hot instant cereal.						
EGGS	Eggs any style including Scrambled and Hard Boil						
BREAKFAST ENTREE	Eggo Waffles	Pancake	French Toast	Eggo Waffles	Pancake	French Toast	Eggo Waffles
BREAKFAST MEAT	Grilled Ham One Cold Meat (Variety)	Bacon One Cold Meat (Variety)	Grilled Sausages One Cold Meat (Variety)	Grilled Ham One Cold Meat (Variety)	Bacon One Cold Meat (Variety)	Grilled Sausages One Cold Meat (Variety)	Grilled Ham One Cold Meat (Variety)
STARCH	Baked Beans Fried Potatoes	Baked Beans O'Brian Potatoes	Baked Beans Hash Brown Potatoes	Baked Beans Rissole Potatoes	Baked Beans Fried Potatoes	Baked Beans O'Brian Potatoes	Baked Beans Hash Brown Potatoes
CHEESE YOGURT	Two Varieties of Processed cheese, e.g. Sliced, Cream, Spread, etc Four varieties of ind. Fruit Yogurt including low fat						
BREAD PRODUCT	Two freshly Baked Product e.g. Muffins, Croissant, Danish, Cinnamon Buns, Naan Bread, etc Two type Bread Product e.g. Bagels and English Muffins Three varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc						
BEVERAGES	Three types of hot beverages e.g. Tea, Coffee, Hot Chocolate Two type dairy e.g. Milk 2%, 1%, skim (No Chocolate Milk at Breakfast) Four Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc Two Varieties Non-Dairy Beverages non-dairy beverage e.g. Soy Milk						
CONDIMENTS	Two Spreads e.g. Peanut Butter, Chocolate, Caramel, Cheese Spread, etc. Three varieties of Jam/Jellies e.g. Strawberry, Raspberry, Apple Jelly, etc Plus Honey, Syrup, Butter, Margarine, Ketchup, Meat Sauce, Mayonnaise, Salt, Pepper, Sugar, Coffee Whitener, etc.						

Appendix 1 to Annex B – Sample Three Week Cycle Menus

THREE WEEK CYCLE MENU
MAIN KITCHEN

LUNCH WEEK 3

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
ENTRÉE # 1	Beef and Vegetable Stew w/ Tea Biscuit	Salisbury Steak w/ Gravy & Onion	Hot Turkey Sandwich w/ Gravy	Balsamic Chicken Breast and Sauce	Seared Tilapia w/ Orange & Yellow Pepper	Chicken Brochette	Grilled Minute Steak au Poivre
ENTRÉE # 2	Szechwan Pork and Pepper Stir Fry	Grilled Ham & Cheese	Asian Beef and Mushroom Wrap	Hot Dog Deluxe	Meat Ball Sub	Cheese Burger	Chicken Nuggets
PASTA With Two Sauces	Cheese / Meat Tortellini w/Garlic Pesto Sauce	Shell w/ Primavera or Meat Sauce	Rigatoni w/ Cheese or Italian Sausage Tomato Sauce	Penne/Creamy Chicken and Basil or Maitre Sauce	Spaghetti w/ Meat Ball or Carbonara Sauce	Fuseli w/ Cheese or Clam Sauce	Bowlie w/ Tomato Vegetable or Bolognese Sauce
STARCH CHOICE	Log Cabin Potatoes	Biarritz Potatoes	Mushroom Basmati Rice	Mashed Potatoes	Rice Pilaf	Curly Fried Potatoes / Couscous	Fried Rice
VEGETABLE	Broccoli Almandine	Green Beans	Three Pepper Sauté	Ginger and Honey Glazed Carrots	California Mix	Mashed Turnips	Mixed Peas & Carrots
SALAD BAR	See Salad Menu						
DESSERT	Iced White Cake Blueberry Pie Rice Pudding Peaches Halves Orange Jell-o	Boston Cream Pie Peanut Butter Cookies Rice Krispies Square Pineapple Sliced Lime Jell-o	Nanaimo Bars Oreo Cookies Butterscotch Pudding Pears Halves Pineapple Jell-o	Apple Pie Iced Chocolate Chip Cake Tapioca Pudding Fruit Cocktail Raspberry Jell-o	Pecan Pie Rocky Road Square Granola & Yogurt Pudding Canned Cherry Lemon Jell-o	Iced Blueberry Cake Cherry Cheesecake Chocolate Pudding Slice Honeydew Peach Jell-o	Strawberry Rhubarb Pie Fruit Trifle Chocolate Chip Cookies Pear Halves Strawberry Jello
BREAD PRODUCT	Two type Bread Product e.g. Rolls/Buns, Flat Bread, etc Three varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc						
FRESH FRUITS	4 varieties of Fresh Fruits , 1 could be replaced by a canned variety and will be in the dessert menu list.						
CONDIMENTS	Two Spreads e.g. Peanut Butter, Chocolate, Caramel, etc. Three varieties of Jam/Jellies e.g. Strawberry, Raspberry, Apple Jelly, etc Honey, Syrup, butter, Margarine, Ketchup, Mayonnaise, Mustard, Relish, Vinegar, Salt, Pepper, Sugar, Coffee Whitener, etc. Meat Sauce e.g. H.P., Steak Sauce, Worcestershire Sauce, Tabasco Sauce, Soya Sauce,						
BEVERAGES	Three types of hot beverages e.g. Tea, Coffee, Hot Chocolate Three type dairy e.g. Milk 2%, Skim, Chocolate 2%, Two Fruit/Vegetable Juice Four Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc One non-dairy beverage e.g. Soy Milk						

NOTE 1: Four Varieties of Yogurt to be available at lunch and Dinner

NOTE 2: A minimum of four varieties of Ice Cream will be Available at Lunch and Dinner as an accompaniment to the dessert and not as a Dessert Choice

Appendix 1 to Annex B – Sample Three Week Cycle Menus

THREE WEEK CYCLE MENU
MAIN KITCHEN

DINNER WEEK 3						
STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
ENTRÉE # 1	Southern Fried Chicken	Roast Veal w/ Dressing & Gravy	Chicken Cordon Blue w/ Mushroom Sauce	German Night (Bratwurst in Sauerkraut, Buckhurst, Weiner Schnitzel w/ Hunter Sauce,	Hungarian Goulash on Egg Noodle	Turkey Divan
ENTRÉE # 2	Pork Kabob	Pork and Mushroom Risotto	Grilled Fish Burger on Kaiser	Caribbean Beans & Rice	Beef and Broccoli Stir Fry	Glazed or charbroil Halibut Steak
MEATLESS CHOICE	Pepperoni & Cheese or Vegetarian Pizza	Vegetarian Wrap	Veggie Burritos		Vegetarian Bean Chilli	Beef or Vegetarian Taco
STARCH CHOICE	Garlic Mashed Potatoes	Roast Baby Potatoes	Franconia Potatoes	German Fried Potatoes	Vegetable Jasmine Rice	Roast Sweet Potatoes
VEGETABLE	Stir Fried Zucchini	Carrot Coins	Corn on a Cob	Mixed Vegetables	Broccoli Spears	Baked Cauliflower au Gratin
SALAD BAR	See Salad Menu					
DESSERT	Carrot Apple Square Nanaimo Bar Hermit Cookies Fresh Fruit Salad Orange Jell-o	Lemon Meringue Pie Apple Turnover Fruit Cocktail Square Sliced Cantaloupe Lime Jell-o	Peach Upside-Down Cake Sugar Cookies Bread Pudding w/ Raisin Sauce Fresh Strawberry w/ Fresh Cream Pineapple Jell-o	Carrot Cake w/ Cheese Icing Glazed Donut Chocolate Pudding Fresh Fruit Salad Raspberry Jell-o	Iced Marble Cake Blueberry Danish Banana Pudding Sliced Watermelon Lemon Jell-o	Banana Cream Pie Shortbread Cookies Fruit Squares Pineapple Sliced Peach Jell-o
BREAD PRODUCT	Two type Bread Product e.g. Rolls/Buns, Flat Bread, etc Three varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc					
FRESH FRUITS	4 varieties of Fresh Fruits , 1 could be replaced by a canned variety and will be in the dessert menu list.					
CONDIMENTS	Two Spreads e.g. Peanut Butter, Chocolate, Caramel, etc. Three varieties of Jam/Jellies e.g. Strawberry, Raspberry, Apple Jelly, etc Honey, Syrup, butter, Margarine, Ketchup, Mayonnaise, Mustard, Relish, Vinegar, Salt, Pepper, Sugar, Coffee Whitener, etc. Meat Sauce e.g. H.P., Steak Sauce, Worcestershire Sauce, Tabasco Sauce, Soya Sauce,					
BEVERAGES	Three types of hot beverages e.g. Tea, Coffee, Hot Chocolate Three type dairy e.g. Milk 2%, Skim, Chocolate 2%, Two Fruit/Vegetable Juice Four Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc One non-dairy beverage e.g. Soy Milk					

NOTE 1: Four Varieties of Yogurt to be available at lunch and Dinner

NOTE 2: A minimum of four varieties of Ice Cream will be Available at Lunch and Dinner as an accompaniment to the dessert and not as a Dessert Choice

Appendix 1 to Annex B – Sample Three Week Cycle Menus

THREE WEEK CYCLE MENU
MAIN KITCHEN SANDWICH BAR

WEEK 1

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
SOUP	Cream of Broccoli and Cheddar Cheese Soup	Beef & Vegetable Soup	Chicken Vegetable Soup	Minestrone Soup	New England Clam Chowder	French Onion Soup	Chicken Noodle Soup
SANDWICH # 1	Ham and Lettuce	Shaved Beef	Submarine (Turkey, Salami, Lettuce and Cheese)	Black Forest Ham and Lettuce	Pastrami on Rye	Roast Turkey	Submarine (Beef, Ham, Lettuce and Cheese)
SANDWICH # 2	Egg Salad	Salmon Salad	Chicken Caesar Wrap	Tuna Salad	Seafood Salad Wrap	Bologna	Ham Salad Wrap
SANDWICH # 3	Salami and Cheese	Sliced Turkey	Shaved Pork	Roast Beef	Chicken Breast	Egg Salad	Shaved Beef
STARCH	French Fries Potatoes						
CONDIMENTS	Soda Crackers, Croutons, Bread Stick, Melba Toast, etc...						

Portion Size Sandwich Filling Sliced Meat 90 g Salad Filling 110 g Sandwiches will be made with 50% Whole Wheat and 50% White Bread

WEEK 2

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
SOUP	Turkey Rice Soup	Garden Soup	Beef Noodle Soup	Chunky Vegetable Soup	Seafood Chowder	Chicken Rice Soup	Cream of Mushroom Soup
SANDWICH # 1	Sliced Turkey	Ham and Cheese	Black Forest Ham and Lettuce	Submarine (cold cuts Lettuce and Cheese)	Sliced Turkey	Salami and Cheese	Submarine (Turkey, Salami, Lettuce and Cheese)
SANDWICH # 2	Tuna Salad	Chicken Wrap	Egg Salad	Seafood Salad Wrap	Salmon Salad	Ham Salad Wrap	Egg Salad
SANDWICH # 3	Shaved Pork	Pastrami on Rye	Bologna	Shaved Beef	Shaved Pork	Chicken Breast	Pastrami on Rye
STARCH	French Fries Potatoes						
CONDIMENTS	Soda Crackers, Croutons, Bread Stick, Melba Toast, etc...						

Portion Size Sandwich Filling Sliced Meat 90 g Salad Filling 110 g Sandwiches will be made with 50% Whole Wheat and 50% White Bread

Appendix 1 to Annex B – Sample Three Week Cycle Menus

THREE WEEK CYCLE MENU
MAIN KITCHEN SANDWICH BAR

WEEK 3

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
SOUP	Split Pea Soup	Beef & Barley Broth	Tomato & Rice Soup	Mulligatawny Soup	Salmon Bisque	Southern Vegetable Soup	Creamy Asparagus Soup
SANDWICH # 1	Black Forest Ham and Lettuce	Submarine (cold cuts Lettuce and Cheese)	Shaved Pork	Chicken Breast	Black Forest Ham and Lettuce	Submarine (Beef, Ham, Lettuce and Cheese)	Sliced Turkey
SANDWICH # 2	Bologna	Chicken Wrap	Seafood Salad Wrap	Egg Salad	Tuna Salad	Chicken Salad	Mock Lobster Wrap
SANDWICH # 3	Salmon Salad	Shaved Beef	Turkey Salad	Salami and Cheese	Chicken Caesar Wrap	Roast Beef	Shaved Pork
STARCH	French Fries Potatoes						
CONDIMENTS	Soda Crackers, Croutons, Bread Stick, Melba Toast, etc....						

Portion Size Sandwich Filling Sliced Meat 90 g Salad Filling 110 g Sandwiches will be made with 50% Whole Wheat and 50% White Bread

Appendix 1 to Annex B – Sample Three Week Cycle Menus

HOT DISPERSED MEALS
THREE WEEK CYCLE MENU

BREAKFAST WEEK 1						
STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
FRUIT & JUICE [100%] CEREAL [IND]	One type of fruit (to alternate every morning) One 100% fruit or Vegetable Juice (to alternate every morning)					
	Three ready-to-eat cereals – [to include two whole wheat and one sweetened].					
EGGS	Scrambled Soft Boiled					
BREAKFAST MEAT	Bacon	Grilled Sausages	Grilled Ham	Bacon	Grilled Sausages	Grilled Ham
STARCH	Hash Brown Potatoes	Baked Beans	O'Brian Potatoes	Baked Beans	Rissole Potatoes	Baked Beans
CHEESE YOGURT	One Varieties of Processed cheese Four varieties of ind. Fruit Yogurt including low fat					
BREAD PRODUCT	One freshly Baked Product e.g. Muffins, Croissant, Danish, Cinnamon Buns, etc One type Bread Product e.g. Bagels and English Muffins Three varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc					
BEVERAGES	Coffee, Hot Chocolate Milk 2%					
CONDIMENTS	Two Spreads e.g. Peanut Butter, Chocolate, Caramel, Cheese Spread, etc. One varieties of Jam/Jellies e.g. Strawberry, Raspberry, Apple Jelly, etc Plus Honey, Syrup, Butter, Margarine, Ketchup, Meat Sauce, Mayonnaise, Salt, Pepper, Sugar, Coffee Whitener, etc.					

NOTE: Portion sizes for Main Course and Starch shall be 10% greater than the minimum portion size standard

Appendix 1 to Annex B – Sample Three Week Cycle Menus

**HOT DISPERSED MEALS
THREE WEEK CYCLE MENU**

LUNCH WEEK 1

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
ENTRÉE # 1	Baked Chicken Breast Italian Style	Grilled Pork Chop w/ Apple Sauce	Chicken Pot Pie w/ gravy	Salisbury Steak w/ Onion Gravy	Italian Sausages on Panini Bun	Sweet & Sour Meat Balls on Fettuccini Noodle	Weiner Schnitzel w/ Hunter Sauce
STARCH CHOICE	Basmati Rice	Mashed Potatoes	Home Fried Pot	Boiled Potatoes	Cream Whipped Potatoes	Spiral Fried Potatoes	Spaetzle
VEGETABLE	Wax Beans	Baby Carrots	Whole Green Beans	Kernel Corn	Fresh Green Peas	Mixed Vegetable	Wax Beans
SALAD	Tossed Salad Sliced Tomatoes Dill Pickles	Creamy Cole Slaw Sliced Cucumber Sweet Mix Pickles	Macaroni Salad Carrot & Celery Stick Dill Pickles	Green Salad Sliced Tomatoes Sweet Mix Pickles	Cole Slaw Sliced Cucumber Dill Pickles	Creamy Cole Slaw Sliced Tomatoes Sweet Mix Pickles	Chef Salad Carrot & Celery Stick Dill Pickles
CHEESE	Sliced Process	Marble	Cheddar	Marble	Cheddar	Marble	Cheddar
DESSERT	Iced Banana Cake Chocolate Chip Cookies	Date Square Chocolate Pudding	Iced Chocolate Cake Peanut Butter Cookies	Marble Cake Raisin Pie	Apple Turn over Ind Chocolate Pudding	Blueberry Cheesecake Jellyed Donuts	Nanaimo Bar Peach Square
BREAD PRODUCT	Two varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc						
FRESH FRUITS	One Types of Fresh Fruits to alternate daily						
BEVERAGES	Coffee Milk 2% and Chocolate 2%, (50% of each) One Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc						
CONDIMENTS	Jam, Peanut Butter Honey, Syrup, butter, Margarine, Ketchup, Mustard, Salt, Pepper, Sugar, Coffee Whitener, etc. Meat Sauce e.g. H.P., Steak Sauce, Worcestershire Sauce, Tabasco Sauce, Soya Sauce, Any other Condiments required according to the menu, e.g. Relish, Mayonnaise etc...						

NOTE: Portion sizes for Main Course and Starch shall be 10% greater than the minimum portion size standard

Appendix 1 to Annex B – Sample Three Week Cycle Menus

**HOT DISPERSED MEALS
THREE WEEK CYCLE MENU**

DINNER WEEK 1						
STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
ENTRÉE # 1	Jamaican Pot Roast w/ Melon Salsa	Bar-B-Q Chicken	Roast Leg of Pork w/ Gravy	Chicken Fingers w/ Plum, Sweet & Sour & Honey Sauces	Charbroiled Pork Chop w/ Mushroom sauce	Cheeseburger Deluxe
STARCH CHOICE	Seasoned Potato Wedges	Rice Pilaf	Cream Whipped Potatoes	Chinese Noodles	Curried Rice	French Fried Potatoes
VEGETABLE	Sautéed Zucchini	Roast Winter Vegetable	Green Peas	Oriental Vegetable	Broccoli Spears	French Green Beans
SALAD	Cole Slaw Carrot & Celery Stick Sweet Gurken Pickles	Greek Salad Sliced Tomatoes Pickles Beets	Tossed Salad Sliced Cucumber Sweet Mix Pickles	Cabbage & Apple Salad Carrot & Celery Stick Sweet Gurken Pickles	Potato Salad Sliced Cucumber Dill Pickles	Creamy Cole Slaw Sliced Tomatoes Sweet Mix Pickles
CHEESE	Marble	Cheddar	Marble	Cheddar	Marble	Cheddar
DESSERT	Apple Crisp Vanilla Pudding	Iced Brownies Banana Pudding	Pineapple Upside-Down Cake Glazed Donut	Cherry Pie Strawberry Cobbler	Rice Krispies Squares Asst'd Mini Danish	Strawberry Rhubarb Pie Chocolate Pudding
BREAD PRODUCT	Two varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc					
FRESH FRUITS	One Types of Fresh Fruits Coffee					
BEVERAGES	Milk 2% or Chocolate 2%, One Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc One non-dairy beverage e.g. Soy Milk (if required)					
CONDIMENTS	Jam, Peanut Butter Honey, Syrup, butter, Margarine, Ketchup, Mustard, Salt, Pepper, Sugar, Coffee Whitener, etc. Meat Sauce e.g. H.P., Steak Sauce, Worcestershire Sauce, Tabasco Sauce, Soya Sauce, Any other Condiments required according to the menu, e.g. Relish, Mayonnaise etc...					

NOTE: Portion sizes for Main Course and Starch shall be 10% greater than the minimum portion size standard

Appendix 1 to Annex B – Sample Three Week Cycle Menus

**HOT DISPERSED MEALS
THREE WEEK CYCLE MENU**

BREAKFAST WEEK 2

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
FRUIT	One Fresh Fruit Salad and three other type of Fruit including Citrus (Total of 4 Varieties) – Vary selection throughout the week and seasons. (Fresh implies that the food has not been processed or preserved in any way)						
JUICE [100%]	Two fruit [100% pure] and one Vegetable – Vary selection throughout the week						
CEREAL [IND]	Six ready-to-eat cereals – [to include three whole wheat and three sweetened] and one hot instant cereal.						
EGGS	Scrambled and Soft Boil						
BREAKFAST ENTREE	Pancake	French Toast	Eggo Waffles	Pancake	French Toast	Eggo Waffles	Pancake
BREAKFAST MEAT	Bacon One Cold Meat (Variety)	Grilled Sausages One Cold Meat (Variety)	Grilled Ham One Cold Meat (Variety)	Bacon One Cold Meat (Variety)	Grilled Sausages One Cold Meat (Variety)	Grilled Ham One Cold Meat (Variety)	Bacon One Cold Meat (Variety)
STARCH	Hash Brown Potatoes	Baked Beans	O'Brian Potatoes	Baked Beans	Rissole Potatoes	Baked Beans	Fried Potatoes
CHEESE YOGURT	Two Varieties of Processed cheese, e.g. Sliced, Cream, Spread, etc Four varieties of ind. Fruit Yogurt including low fat						
BREAD PRODUCT	One freshly Baked Product e.g. Muffins, Croissant, Danish, Cinnamon Buns, etc Two type Bread Product e.g. Bagels and English Muffins Three varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc						
BEVERAGES	Three types of hot beverages e.g. Tea, Coffee, Hot Chocolate Two type dairy e.g. Milk 2%, 1%, skim (No Chocolate Milk at Breakfast) Four Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc Two Varieties Non-Dairy Beverages non-dairy beverage e.g. Soy Milk						
CONDIMENTS	Two Spreads e.g. Peanut Butter, Chocolate, Caramel, Cheese Spread, etc. Three varieties of Jam/Jellies e.g. Strawberry, Raspberry, Apple Jelly, etc Plus Honey, Syrup, Butter, Margarine, Ketchup, Meat Sauce, Mayonnaise, Salt, Pepper, Sugar, Coffee Whitener, etc.						

NOTE: Portion sizes for Main Course and Starch shall be 10% greater than the minimum portion size standard

Appendix 1 to Annex B – Sample Three Week Cycle Menus

HOT DISPERSED MEALS
THREE WEEK CYCLE MENU

BREAKFAST WEEK 2						
STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
FRUIT & JUICE [100%] CEREAL [IND]	One type of fruit (to alternate every morning)					
	One 100% fruit or Vegetable Juice (to alternate every morning)					
EGGS	Three ready-to-eat cereals – [to include two whole wheat and one sweetened].					
	Scrambled Soft Boiled					
BREAKFAST MEAT	Grilled Sausages	Grilled Ham	Bacon	Grilled Sausages	Grilled Ham	Bacon
STARCH	Hash Brown Potatoes	Baked Beans	O'Brian Potatoes	Baked Beans	Rissole Potatoes	Baked Beans
CHEESE YOGURT	One Varieties of Processed cheese Four varieties of ind. Fruit Yogurt including low fat					
BREAD PRODUCT	One freshly Baked Product e.g. Muffins, Croissant, Danish, Cinnamon Buns, etc One type Bread Product e.g. Bagels and English Muffins Three varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc					
BEVERAGES	Coffee, Hot Chocolate Milk 2%					
CONDIMENTS	Two Spreads e.g. Peanut Butter, Chocolate, Caramel, Cheese Spread, etc. One varieties of Jam/Jellies e.g. Strawberry, Raspberry, Apple Jelly, etc Plus Honey, Syrup, Butter, Margarine, Ketchup, Meat Sauce, Mayonnaise, Salt, Pepper, Sugar, Coffee Whitener, etc.					

NOTE: Portion sizes for Main Course and Starch shall be 10% greater than the minimum portion size standard

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HOT DISPERSED MEALS
THREE WEEK CYCLE MENU

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
ENTRÉE # 1	Meat Pie w/ Brown Gravy	Spicy Chicken Wings	Swiss Style Steak	Swedish Meat Balls on Noodles	Mexicali Radiatore Casserole	Sheppard's Pie	Chicken Tandoori
STARCH CHOICE	Mashed Potatoes	Wild Rice	Home Fried Pot	Buttered Noodles	Jumbo Chips	Spanish Rice	French Fries
VEGETABLE	Whole Green Beans	Garden Green Peas	Wax Beans	Broccoli	German Fried Potatoes	Cauliflower	Whole Kernel Corn
SALAD	Tossed Salad Sliced Tomatoes Dill Pickles	Creamy Cole Slaw Sliced Cucumber Sweet Mix Pickles	Macaroni Salad Carrot & Celery Stick Dill Pickles	Green Salad Sliced Tomatoes Sweet Mix Pickles	Cole Slaw Sliced Cucumber Dill Pickles	Creamy Cole Slaw Sliced Tomatoes Sweet Mix Pickles	Chef Salad Carrot & Celery Stick Dill Pickles
CHEESE	Sliced Process	Marble	Cheddar	Marble	Cheddar	Marble	Cheddar
DESSERT	Boston Cream Pie Banana Pudding	Peach Square Blueberry Turnover	Coconut Cream Pie Butterscotch Pudding	Blueberry Crisp Butter Tart	Jellied Donut Ind Vanilla Pudding	Cherry Pie Chocolate Pudding	Raisin Pie Peanut Butter Cookies
BREAD PRODUCT	Two varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc						
FRESH FRUITS	One Types of Fresh Fruits						
BEVERAGES	Coffee Milk 2% or Chocolate 2%, One Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc One non-dairy beverage e.g. Soy Milk (if required)						
CONDIMENTS	Jam, Peanut Butter Honey, Syrup, butter, Margarine, Ketchup, Mustard, Salt, Pepper, Sugar, Coffee Whitener, etc. Meat Sauce e.g. H.P., Steak Sauce, Worcestershire Sauce, Tabasco Sauce, Soya Sauce, Any other Condiments required according to the menu, e.g. Relish, Mayonnaise etc...						

NOTE: Portion sizes for Main Course and Starch shall be 10% greater than the minimum portion size standard

Appendix 1 to Annex B – Sample Three Week Cycle Menus

**HOT DISPERSED MEALS
THREE WEEK CYCLE MENU**

DINNER WEEK 2

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
ENTRÉE # 1	Maple Garlic Pork Loin	Beef Bourguignon on Egg Noodles	Roast Beef w/ Gravy	Chicken Fingers w/ Plum, Sweet & Sour & Honey Sauces	Jamaican Jerk Ribs	Spicy Chicken w/ Rosemary, Chilies & Plum Sauce	Roast Turkey w/ Dressing, Gravy & Cranberry Sauce
STARCH CHOICE	Lyonnais Potatoes	Rissole Potatoes	Cream Whipped Potatoes	Fried Rice	Baked Potatoes w/ Sour Cream and Chives	Broccoli and Cheddar Rice	Mashed Potatoes
VEGETABLE	Brussels Sprouts	Asparagus Tips	French Green Beans	Alloo Gobi	Florentine Mixed Vegetable	Waxed Beans	Whole Green Beans
SALAD	Cole Slaw Carrot & Celery Stick Sweet Gurken Pickles	Greek Salad Sliced Tomatoes Pickles Beets	Tossed Salad Sliced Cucumber Sweet Mix Pickles	Cabbage & Apple Salad Carrot & Celery Stick Sweet Gurken Pickles	Potato Salad Sliced Cucumber Dill Pickles	Creamy Cole Slaw Sliced Tomatoes Sweet Mix Pickles	Chef Salad Carrot & Celery Stick Dill Pickles
CHEESE	Marble	Cheddar	Marble	Cheddar	Marble	Cheddar	Marble
DESSERT	Rice Krispies Square Lemon Tart	Strawberry & Rhubarb Pie Jellied Cookies	Shortbread Cookies Banana Pudding	Iced Brownies Honey Glazed Donut	Banana Cream Pie Tapioca Pudding	Apple Turnover Butterscotch Pudding	Blueberry Crisp Strawberry Danish
BREAD PRODUCT	Two varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc						
FRESH FRUITS	One Types of Fresh Fruits						
BEVERAGES	Coffee Milk 2% or Chocolate 2%, One Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc One non-dairy beverage e.g. Soy Milk (if required)						
CONDIMENTS	Jam, Peanut Butter Honey, Syrup, butter, Margarine, Ketchup, Mustard, Salt, Pepper, Sugar, Coffee Whitener, etc. Meat Sauce e.g. H.P., Steak Sauce, Worcestershire Sauce, Tabasco Sauce, Soya Sauce, Any other Condiments required according to the menu, e.g. Relish, Mayonnaise etc...						

NOTE: Portion sizes for Main Course and Starch shall be 10% greater than the minimum portion size standard

Appendix 1 to Annex B – Sample Three Week Cycle Menus

HOT DISPERSED MEALS
THREE WEEK CYCLE MENU

BREAKFAST WEEK 3						
STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
FRUIT & JUICE [100%]	One type of fruit (to alternate every morning)					
	One 100% fruit or Vegetable Juice (to alternate every morning)					
CEREAL [IND]	Three ready-to-eat cereals – [to include two whole wheat and one sweetened].					
EGGS	Scrambled					
	Soft Boiled					
BREAKFAST MEAT	Bacon	Grilled Sausages	Grilled Ham	Bacon	Grilled Sausages	Grilled Ham
STARCH	Hash Brown Potatoes	Baked Beans	O'Brian Potatoes	Baked Beans	Rissole Potatoes	Baked Beans
CHEESE YOGURT	One Varieties of Processed cheese Four varieties of ind. Fruit Yogurt including low fat					
BREAD PRODUCT	One freshly Baked Product e.g. Muffins, Croissant, Danish, Cinnamon Buns, etc					
	One type Bread Product e.g. Bagels and English Muffins Three varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc					
BEVERAGES	Coffee, Hot Chocolate Milk 2%					
CONDIMENTS	Two Spreads e.g. Peanut Butter, Chocolate, Caramel, Cheese Spread, etc.					
	One varieties of Jam/Jellies e.g. Strawberry, Raspberry, Apple Jelly, etc Plus Honey, Syrup, Butter, Margarine, Ketchup, Meat Sauce, Mayonnaise, Salt, Pepper, Sugar, Coffee Whitener, etc.					

NOTE: Portion sizes for Main Course and Starch shall be 10% greater than the minimum portion size standard

Appendix 1 to Annex B – Sample Three Week Cycle Menus

**HOT DISPERSED MEALS
THREE WEEK CYCLE MENU**

LUNCH WEEK 3

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
ENTRÉE # 1	Beef and Vegetable Stew w/ Tea Biscuit	Salisbury Steak w/ Gravy & Onion	Hot Turkey Sandwich w/ Gravy	Balsamic Chicken Breast and Sauce	Spaghetti w/ Meat Ball	Chicken Brochette	Chicken Nuggets
STARCH CHOICE	Mashed Potatoes	Blarritz Potatoes	Mushroom Basmati Rice	Mashed Potatoes	Rice Pilaf	Couscous	Fried Rice
VEGETABLE	Broccoli	Green Beans	Whole Green Beans	Glazed Carrots	California Mix	Mashed Turnips	Mixed Peas & Carrots
SALAD	Tossed Salad Sliced Tomatoes Dill Pickles	Creamy Cole Slaw Sliced Cucumber Sweet Mix Pickles	Macaroni Salad Carrot & Celery Stick Dill Pickles	Green Salad Sliced Tomatoes Sweet Mix Pickles	Cole Slaw Sliced Cucumber Dill Pickles	Creamy Cole Slaw Sliced Tomatoes Sweet Mix Pickles	Chef Salad Carrot & Celery Stick Dill Pickles
CHEESE	Sliced Process	Marble	Cheddar	Marble	Cheddar	Marble	Cheddar
DESSERT	Iced White Cake Blueberry Pie	Boston Cream Pie Peanut Butter	Nanaimo Bars Oreo Cookies	Apple Pie Iced Chocolate Chip Cake	Pecan Pie Vanilla Pudding	Iced Blueberry Cake Iced Chocolate Pudding	Strawberry Rhubarb Pie Chocolate Chip Cookies
BREAD PRODUCT	Two varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc						
FRESH FRUITS	One Types of Fresh Fruits						
BEVERAGES	Coffee Milk 2% or Chocolate 2%, One Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc One non-dairy beverage e.g. Soy Milk (if required)						
CONDIMENTS	Jam, Peanut Butter Honey, Syrup, butter, Margarine, Ketchup, Mustard, Salt, Pepper, Sugar, Coffee Whitener, etc. Meat Sauce e.g. H.P., Steak Sauce, Worcestershire Sauce, Tabasco Sauce, Soya Sauce, Any other Condiments required according to the menu, e.g. Relish, Mayonnaise etc....						

NOTE: Portion sizes for Main Course and Starch shall be 10% greater than the minimum portion size standard

Appendix 1 to Annex B – Sample Three Week Cycle Menus

**HOT DISPERSED MEALS
THREE WEEK CYCLE MENU**

DINNER WEEK 3

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
ENTRÉE # 1	Southern Fried Chicken	Roast Veal w/ Dressing & Gravy	Chicken Cordon Blue w/ Mushroom Sauce	Bratwurst on a Bun	Hungarian Goulash on Egg Noodle	Turkey Divan	Baron of Beef w/ Gravy
STARCH CHOICE	Garlic Mashed Potatoes	Roast Baby Potatoes	Franconia Potatoes	German Fried Potatoes	Vegetable Jasmine Rice	Roast Sweet Potatoes	Cream Whipped Potatoes
VEGETABLE	Fresh Green Peas	Carrot Coins	Corn on a Cob	Mixed Vegetables	Broccoli Spears	Baked Cauliflower au Gratin	Asparagus Tips w/ Cheese Sauce
SALAD	Cole Slaw Carrot & Celery Stick Sweet Gurken Pickles	Greek Salad Sliced Tomatoes Pickles Beets	Tossed Salad Sliced Cucumber Sweet Mix Pickles	Cabbage & Apple Salad Carrot & Celery Stick Sweet Gurken Pickles	Potato Salad Sliced Cucumber Dill Pickles	Creamy Cole Slaw Sliced Tomatoes Sweet Mix Pickles	Chef Salad Carrot & Celery Stick Dill Pickles
CHEESE	Marble	Cheddar	Marble	Cheddar	Marble	Cheddar	Marble
DESSERT	Nanaimo Bar Hermit Cookies	Apple Turnover Fruit Cocktail Square	Peach Upside-Down Cake Sugar Cookies	Carrot Cake w/ Cheese Icing Glazed Donut	Rice Krispies Squares Asst'd Mini Danish	Banana Cream Pie Shortbread Cookies	Black Forest Cake Jellied Donut
BREAD PRODUCT	Two varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc						
FRESH FRUITS	One Types of Fresh Fruits						
BEVERAGES	Coffee Milk 2% or Chocolate 2%, One Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc One non-dairy beverage e.g. Soy Milk (if required)						
CONDIMENTS	Jam, Peanut Butter Honey, Syrup, butter, Margarine, Ketchup, Mustard, Salt, Pepper, Sugar, Coffee Whitener, etc. Meat Sauce e.g. H.P., Steak Sauce, Worcestershire Sauce, Tabasco Sauce, Soya Sauce, Any other Condiments required according to the menu, e.g. Relish, Mayonnaise etc....						

NOTE: Portion sizes for Main Course and Starch shall be 10% greater than the minimum portion size standard

Appendix 1 to Annex B – Sample Three Week Cycle Menus

**BOX LUNCHES CYCLE MENU
THREE WEEK CYCLE MENU**

WEEK 1						
STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
SANDWICH # 1	Ham and Lettuce on Brown Bread	Salmon Salad on Brown Bread	Submarine (Turkey, Salami, cheese and Lettuce)	Black Forest Ham on Brown Bread	Seafood Salad Wrap	Bologna on Brown Bread
SANDWICH # 2	Egg Salad on White Bread	Sliced Turkey and Lettuce on a Kaiser	Chicken Caesar Wrap	Tuna Salad on White Bread	Chicken Breast on a Kaiser	Turkey Salad on a Bun
SALAD	Green Salad	4 kind Veg stick w/ Dip	Coleslaw	Tomato Wedges	4 kind Veg stick w/ Dip	Chef Salad
CONDIMENTS	As required according to the type of sandwiches					
FRUIT	Orange	Granny Smith Apple	Pears	Nectarine	Fruit Salad	Apple Red Delicious
BAKED DESSERT	Chocolate Pudding	Peanut Butter Cookies	Rice Krispies Square	Butterscotch Pudding	Oreo Cookies	May West
BEVERAGES	Fruit Punch Apple Juice	Grape Juice Peach Juice	Orange Juice Fruit Punch	Peach Juice Grape Juice	Fruit Punch Orange Juice	Grape Juice Apple Juice
CHEESE	Assorted Cheese Stick					
NOTE	<ol style="list-style-type: none"> Although most of the Box Lunches are prepared and issued in bulk instead of individual form, each item has to be individually prepared and wrapped. 90 gr. Solid Meat Filling and 110 gr. for salad filling is the portion size for all sandwiches except for Chicken Breast on a Bun which is 110 gr. Cheese portion is 28 gr. Portion size for Dessert is in accordance with the Minimum Portion Size Standard in Appendix 4 to Annex A 					

Appendix 1 to Annex B – Sample Three Week Cycle Menus

**BOX LUNCHES CYCLE MENU
THREE WEEK CYCLE MENU**

WEEK 2

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
SANDWICH # 1	Tuna Salad on White Bread	Chicken Wrap	Black Forest Ham on Brown Bread	Submarine (Cold Cuts, cheese and Lettuce)	Shaved Pork on Brown Bread	Salami and Cheese on Brown Bread	Submarine (Turkey, Salami, cheese and Lettuce)
SANDWICH # 2	Sliced Turkey on a Kaiser	Ham and Cheese on Brown Bread	Egg Salad on White Bread	Seafood Salad Wrap	Salmon Salad on White Bread	Chicken Breast on Kaiser	Ham Salad Wrap
SALAD	Green Salad	4 kind Veg stick w/ Dip	Coleslaw	Tomato Wedges	4 kind Veg stick w/ Dip	Chef Salad	Tossed Salad
CONDIMENTS	As required according to the type of sandwiches						
FRUIT	Orange	Granny Smith Apple	Pears	Nectarine	Orange	Apple Red Delicious	Pears
BAKED DESSERT	Honey Glazed Donut	Vanilla Pudding	Jellied Cookies	Jellied Donut	Nanaimo Bar	Fig Newton	Iced Brownies
BEVERAGES	Fruit Punch Apple Juice	Grape Juice Peach Juice	Orange Juice Fruit Punch	Peach Juice Grape Juice	Fruit Punch Orange Juice	Grape Juice Apple Juice	Orange Juice Peach Juice
CHEESE	Assorted Cheese Stick						

NOTE	<ol style="list-style-type: none"> 1. Although most of the Box Lunches are prepared and issued in bulk instead of individual form, each item has to be individually prepared and wrapped. 2. 90 gr. Solid Meat filling and 110 gr. for salad filling is the portion size for all sandwiches except for Chicken Breast on a Bun which is 110 gr. 3. Cheese portion is 28 gr. 4. Portion size for Dessert is in accordance with the Minimum Portion Size Standard in Appendix 4 to Annex A
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Appendix 1 to Annex B – Sample Three Week Cycle Menus

**BOX LUNCHES CYCLE MENU
THREE WEEK CYCLE MENU**

WEEK 3

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
SANDWICH # 1	Black Forest Ham on Brown Bread	Shaved Beef on Brown Bread	Seafood Salad Wrap	Chicken Breast on Kaiser	Black Forest Ham on Brown Bread	Submarine (Beef, Ham, Lettuce and Cheese)	Sliced Turkey on a Kaiser
SANDWICH # 2	Salmon Salad on White Bread	Turkey Salad on White Bread	Shaved Pork on a Bun	Egg Salad on White Bread	Tuna Salad on White Bread	Chicken Salad on White	Mock Lobster Wrap
SALAD	Green Salad	4 kind Veg stick w/ Dip	Coleslaw	Tomato Wedges	4 kind Veg stick w/ Dip	Chef Salad	Tossed Salad
CONDIMENTS	As required according to the type of sandwiches						
FRUIT	Orange	Granny Smith Apple	Pears	Nectarine	Orange	Apple Red Delicious	Pears
BAKED DESSERT	Rice Pudding	Apple Turnover	Jelly Rolls	Joe Louis	Swiss Rolls	Carrot Cake /w Cheese Icing	Half Moon
BEVERAGES	Fruit Punch Apple Juice	Grape Juice Peach Juice	Orange Juice Fruit Punch	Peach Juice Grape Juice	Fruit Punch Orange Juice	Grape Juice Apple Juice	Orange Juice Peach Juice
CHEESE	Assorted Cheese Stick						

NOTE	<ol style="list-style-type: none"> 1. Although most of the Box Lunches are prepared and issued in bulk instead of individual form, each item has to be individually prepared and wrapped. 2. 90 gr. Solid Meat filling and 110 gr. for salad filling is the portion size for all sandwiches except for Chicken Breast on a Bun which is 110 gr. 3. Cheese portion is 28 gr. 4. Portion size for Dessert is in accordance with the Minimum Portion Size Standard in Appendix 4 to Annex A
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Appendix 2 to Annex B – Standard Meal Item Availability Table

The Food Service standards set out here are absolute, as compared to performance standards that may be met at less than 100%, in that the contractor must meet these standards – Standard Meal Item Availability, Portion Size Standard, and the Standard Meal Entitlement Pattern, at all times.

BREAKFAST			
Category	Meal Item Availability Standard ¹	Definition/ Specification	Healthier Choices
Fruit	Fruit Salad 3 other varieties of fresh fruit	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
Juice	3 flavours (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 – 6 ready to eat and one hot instant cereal 1 Breakfast entrée	In accordance with the Egg Regulations under the Canadian Agricultural Products Standards Act and Canadian Food And Drug Regulations . Includes 3 whole grain varieties and 3 sweetened varieties. Since this standard is primarily intended for summer camps, there is no requirement for hot cereals. 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	1 hot breakfast meat 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 1 type 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 fibre muffins, whole grain products 100% Whole grain products

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

Appendix 2 to Annex B – Standard Meal Item Availability Table

BREAKFAST continued			
Category	Meal Item Availability Standard ¹	Definition/ Specification	Healthier Choices
Beverage²	3 types of Hot beverages	e.g. Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavoured), Hot Chocolate	Less than 2% M.F.
	2 types of cold beverages, 3 if non-dairy are provided: Dairy (3 varieties)	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.	Less than 2% M.F.
	Fruit Flavoured Drinks (4 varieties)	Made of natural fruit flavour extract, of artificial fruit flavours, 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.	
Condiments	2 types of spreads	e.g. Peanut butter, chocolate nut spread, cheese spread	Low fat varieties
	3 varieties jam/jellies plus honey, syrup, butter, margarine, ketchup, mustard, mayonnaise, hot sauce, meat sauce		

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

² 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

Appendix 2 to Annex B – Standard Meal Item Availability Table

LUNCH			
Category	Meal Item Availability Standard ¹	Definition/ Specification	Healthier Choices
Soup	1 freshly prepared soup		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 healthier choice² prepared with little or no fat. One meatless protein dish to be included³. Vary on a rotating basis.	1 freshly prepared hot protein dish ⁴ with appropriate accompaniments. 1 pasta dish 1 item from the following dishes: Pizza Hamburger Hot dog Tacos Burritos and similar dishes Cold Sandwiches 3 varieties of sandwich fillings	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 ⁵ . Provide fish option at least twice per week. Meat from federally inspected source and CFIA approved only . With 2 varieties of sauce, one of which contains a source of protein. Vary on a rotating basis. 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.	Lean meats prepared with little or no added fat or salt. Meat alternatives such as beans, lentils and tofu. Whole-wheat pasta, 2% M.F. or less sauce, tomato sauce. Lean meats prepared with little or no added fat or salt. Meatless burritos. 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

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

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

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

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

⁵ Foods for 50, Professional Chef, or the CF recipes are approved resources for recipes.

Appendix 2 to Annex B – Standard Meal Item Availability Table

LUNCH continued			
Category	Meal Item Availability Standard	Definition/ Specification	Healthier Choices
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.
Vegetables	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) Ice Cream (2 flavours) Yogurt (4 flavours)	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
Bread Product	2 types of bread Loaves - 3 varieties	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
Beverage¹	3 types of Hot beverages 3 types of cold beverages, 4 if non-dairy are provided: Dairy (4 varieties) Fruit/vegetable juice Fruit Flavoured Drinks (4 varieties) Non-Dairy beverages (2 varieties) when requested	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 Canada's Food and Drug Regulations . Pasteurized fruit juice from the named fruit in accordance with Canada's Food and Drug Regulations s and the Canadian Food Inspection Agency (CFIA) Vary selection throughout the week Made of natural fruit flavour extract, of artificial fruit flavours, 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. All Low calorie, low sugar

¹ 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

Appendix 2 to Annex B – Standard Meal Item Availability Table

SUPPER			
Category	Meal Item Availability Standard¹	Definition/ Specification	Healthier Choices
Soup	Not required		
Main Entrée At least one choice is to be a healthier choice ² prepared with little or no fat. One meatless protein dish to be included ³ . Vary on a rotating basis.	2 freshly prepared hot protein dish ⁴ 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 (electronic database to be provided by Canada) or come from a standardized tested quantity recipe and contain a minimum of 18 gms of protein per serving ⁵ . Provide fish option at least twice per week. Meat from federally inspected source and CFIA approved only . 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 prepared with little or no fat.	Brown or wild rice, Potatoes with skin. Prepared with little or no fat.
Vegetables	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 fresh 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) Ice Cream (2 flavours) Yogurt (4 flavours)	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.
Bread Product	2 types of bread Loaves - 3 varieties	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

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

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

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

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

⁵ Foods for 50, Professional Chef, or the CF recipes are approved resources for recipes.

Appendix 2 to Annex B – Standard Meal Item Availability Table

SUPPER continued			
Category	Meal Item Availability Standard ¹	Definition/ Specification	Healthier Choices
Beverage ¹	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 Flavoured Drinks (4 varieties)	Made of natural fruit flavoured extract of artificial fruit flavours 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.	

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

² 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

Appendix 2 to Annex B – Standard Meal Item Availability Table

SALAD BAR			
Category	Meal Item Availability Standard	Definition/ Specification	Healthier Choices
<i>Each brunch, lunch, and supper shall have a salad bar and offer the following choices</i>			
Leaf	1 leaf salad pre-mixed 1 leaf salad which allows diner to select from following ingredients and add dressing: sliced radishes, onion rings, diced cucumber, diced tomato, diced green peppers	e.g. Caesar salad, Greek salad ,etc. e.g. tossed salad, spinach 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 <u>2 types of cheese:</u> 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.	
Condiments	➤ mustard, ketchup, mayonnaise (reg and low fat), vinegar, oil ➤ 3 varieties of meat sauce ➤ <u>salad dressings:</u> <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	

Appendix 2 to Annex B – Standard Meal Item Availability Table

DEFINITIONS:

Type: Identifies a group of food items within the same **category** that has similar characteristics. For instance, in the *dessert category*, you have the following types: Prepared, Baked, and Frozen. For the *fruit category*, types include: Apple, orange, banana, grapes, berries, etc.

Variety: Identifies a group of food items of the same **type** that has comparable characteristics. For example, *prepared dessert* would include the following varieties: Milk-based, Gelatine, Fruit-based (baked, stewed, fresh), Cereal squares (non-baked). For the *apple type*, you have some of the following varieties: Macintosh, Gala, Granny Smith, Golden Delicious, etc.

Appendix 3 to Annex B - Standard Meal Entitlement Pattern

Regular Meal Pattern

BREAKFAST
Juice Fruit Breakfast entrée Breakfast meat or alternative Cheese or yogurt Breakfast starch Breakfast vegetable Bread product Two beverages Condiments/Preserves
LUNCH
Soup Main entrée <ul style="list-style-type: none">Choice of fresh prepared protein dish, pasta, or à la carte item Starch Cooked vegetable Salad Bar Fruit Dessert Bread Product Three beverages Condiments
DINNER
Main entrée dish <ul style="list-style-type: none">Choice of fresh prepared protein dish, pasta, or à la carte item Starch Cooked vegetable Salad Bar Fruit Dessert Bread Product Three beverages Condiments

Dispersed Meal Pattern

Dispersed hot meals shall be produced using foods that travel and hold temperature for reasonable period of time in approved CF containers. A card indicating the amount per serving (for example, pork chop – 1; boiled potatoes – 2 pieces; cookies – 3) shall accompany each meal.¹

NOTE: The quantity for main protein dish and starch choice shall be **10% greater** for dispersed hot meals than for regular meals served in the dining room.

BOX BREAKFAST	BOX LUNCH/DINNER
One fruit One juice Cereal (with 250 ml milk) Egg Breakfast meat or alternative (meat, cheese yogurt) Two breakfast bread products Appropriate condiments	Two sandwich – 1 of sliced solid meat - 1 with a mixed filling Or 1 sandwich with mixed filling 1 solid meat item with a roll, Or 1 cold plate with sliced meats + a solid meat item with two rolls. (Note: a variety of fresh bread products is to be used, e.g. one sandwich whole wheat and one white bread.) Side salad or assorted raw vegetables Condiments appropriate for sandwich and salad Fresh or canned fruit One prepared or baked dessert Two beverages ² One pocket supplement (for example, granola bar, nuts, or cheese and cracker pack)

² One of the two beverages should be milk. However, during the Summer Camp, due to hot weather condition, 2 X 250 ml juice/cold beverages will be issued.

Appendix 4 to Annex B - Portion Size Standard

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
- cold	1nd 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)	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

Appendix 4 to Annex B - Portion Size Standard

Portion Size Standard	
Lunch and Supper continued	
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
Pop	250 ml
Hot Beverages	250 ml

NOTE: Pizza topping is to be 115g on an 8 inch pizza or on two X 6 inches.

Appendix 5 to Annex B – Night Snack Food Entitlement Table

The night snack should be available for pick-up at the kitchen in the evening, timing as specified on the request, in accordance with the following table and the portion size standard.

NIGHT SNACK FOOD ENTITLEMENT TABLE	
All of the following food and two choices of beverage items (one hot and one cold) must be available as a night snack	
Coffee or tea, plus cream or milk, plus sugar	
Hot chocolate beverage mix	
Iced tea mix	
Milk	
Fruit juice	
Soup, and soda crackers	
Bread, spreads (peanut butter, cheese spread, jam, etc)	
Fresh fruit (orange, apple, pear, banana, etc	
Pastries	

Food Service Requisition (FSR)

INDEX

Box Lunch Hot / Cold ----- (BLH) or (BLC)
Between Meal Allowance----BMA

Flight Meal-----FM
Night Snack-----NS
Hay Box-----HB

Date originated	Unit	Unit Request #

OPI	Local	Unit OC

Activity Name	Location

Date Required	0600-0900				1100-1300				1630-1900							
	Breakfast				Lunch				Supper							
	#'s	Meal Type	PU Time	#'s	Meal Type	PU Time	# ,	Meal Type	PU Time	# ,	Meal Type	PU Time	#'s	PU Time	#'s	PU Time

Comments or Special Instructions
Example: 1 x pers allergic to mushrooms or 2 x pers Vegetarian

Approved by HMCS ACADIA Food Service TA					
IO #		Date	Name		
	MWO Boggins				
	JTFG JSE Foods				
	XXXX				

Appendix 7 to Annex B – Food Quality Standard

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 CGSB Sales Unit, Ottawa, Canada K1A 1G6**

A. Milk

Commodity	Grade Variety	CGSB Standard Number
Milk, Fresh, 2% B.F. /1% B.F. Homogenized		32.165M
Milk, Chocolate Flavoured, 2% B.F. /1% B.F.		32.165M
Ice Cream and Sherbet		32.163M

B. Breads and Cereals

Commodity	Grade Variety	CGSB Standard Number
Bread, (enriched white, rye, raisin, whole wheat, French, cracked wheat)		32.1M, 32.2M 32.3M, 32.4M
Flour (all purpose, cake and pastry, rye, whole wheat)		32.5M, 32.6M
Rolls, bread enriched (white or whole wheat)		32.4M
Pancake Mix (buckwheat, buttermilk, plain)		32.11M
Cereal, ready-to-eat, assorted		32.13M
Rolled Oats, Regular or Quick Cooking		32.14M
Rolled Oats, Instant		32.14M
Cream of Wheat, enriched quick cooking or Bran, Natural		32.15M

C. Fruits and Vegetables

Commodity	Grade Variety	CGSB Standard Number
Fruit Juice, unsweetened, (apple, grapefruit, orange, grape, vegetable)	Apple Juice Canada Choice, Tomato Juice Canada Fancy	32.253M
Fruit Juice, pure concentrated, frozen unsweetened	Orange: Brix content not less than 11.8 when reconstituted. Brix/acid ratio minimum of 12.5 to 1	32.254M
Fresh Fruit assorted (except apples)	Canada or US No. 1	32.250M
Apple, fresh	Canada Fancy	32.250M
Fruit, canned light syrup, [apricot halves, grapefruit sections, pineapple (sliced, tidbits and crushed)]	Canada Fancy or equivalent	32.253M
Fruit, Frozen, unsweetened, dry, blueberries or whole strawberries	Canada Choice	32.254M
Apple sliced, canned, solid pack fruit pie fruit, unsweetened	Canada Choice	32.253M
Pumpkin, Canned	Canada Choice	32.253M
Fruit frozen, blueberries, strawberries, (whole or sliced), unsweetened dry pack	Canada Choice	32.254M
Fruit frozen, raspberries, and rhubarb	Canada Fancy	32.254M
Vegetables frozen, all (except asparagus spears and peas)	Canada Choice	32.254M
Vegetables frozen, asparagus spears and peas	Canada Fancy	
Tomato paste or puree, canned		32.253

Appendix 7 to Annex B – Food Quality Standard

D. Potatoes, Rice and Lentils

Commodity	Grade Variety	CGSB Standard Number
Potatoes, fresh	Canada 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.	Canada Fancy	32.254M
Rice, white, Parboiled,(long or short grain)		32.17M
Rice, Brown		32.17M
Peas, Dried (split or whole)	Grade A	32.262M
Beans, dried (black eye, kidney, lima, white navy)	Grade A	32.262M
Lentils	Grade A	32.262M
Potatoes, Sweet	Canada Choice	32.250M
Potatoes, Canned	Canada Choice	32.253M
Beans, Baked, Canned		32.253m
Beans, kidney, chick, canned		32.253M
Barley		32.262M

E. Meat, Fish and Poultry

Commodity	Grade Variety	CGSB Standard Number
Bacon, smoked, side rind less, sliced		32.61M
Sausages, pure pork		32.69M
Sausages, pure beef		32.69M
Wieners, skinless, all beef		32.69M
Beef, patties, ground, medium, 90g cooked 10MM	19%-23% fat content, not to include head, heart, tongue, giblets, glands, or organ meats	32.44M Cut 136
Veal, cutlets, portion cuts, fresh or frozen	Choice veal that is light in color, cut 1300, Canada A2	32.46M
Pork, cutlets, portion cuts, fresh or frozen		32.50 Cut 1400
Chicken, eviscerated, fresh or frozen, whole	Utility	32.181M
Pork (Sow products only) pork, side spareribs, whole		32.50M
Pork, side ribs		32.50M
Cold Cuts		32.69M
Salmon, IQF, glazed		32.14M
Shrimp, unbreaded, raw, peeled and deveined, IQF, glazed		
Shrimp, lightly breaded raw, peeled and deveined, frozen, IQF		32.141M

Appendix 7 to Annex B – Food Quality Standard

F. Cheese

Commodity	Grade Variety	CGSB Standard Number
Cheese, Cheddar	Canada Grade A	32.172M
Cheese, process cheddar cheese food		32.172M
Cheese, cottage, cream, ricotta, Feta		32.172M
Cheese, Gruyere blue veined (Bulk), mozzarella (partially skimmed, Edam, Havarti, brick, Brie, Gouda, Swiss, Emmenthal		32.172M
Parmesan (pure grated)		32.172M
Processed skim milk or cheddar cheese spread		32.172M

G. Fats and Oil

Commodity	Grade Variety	CGSB Standard Number
Margarine, soft, maximum 25% total fat saturated		32.78M
Salad oil, all vegetable (made from the followings oils: corn, cotton-seed, soybean, sunflower. Canola)		32.76M
Butter		32.161M
Shortening – all vegetable, general purpose, all vegetable frying, puff pastry		32.75M
Lard		32.77M

I. Jams, etc...

Commodity	Grade Variety	CGSB Standard Number
Jam, pure or Jelly, pure or Marmalade		32.236M
Honey, Pasteurized	Canada No. 1	
Peanut Butter, smooth and chunky		32.237M
Maple Flavoured Syrup		32.20M
Molasses Table or cooking		32.211M

J. Beverages

Commodity	Grade Variety	CGSB Standard Number
Coffee, ground regular or decaffeinated		32.110M
Coffee, instant regular or decaffeinated		32.110M
Tea, black, bags, regular or decaffeinated	3 Star (Tea Council of Canada grading Standard	
Hot Chocolate, Premixed Liquid Type	Brand Name "VITALITY"	

Appendix 7 to Annex B – Food Quality Standard

K. Miscellaneous

Commodity	Grade Variety	CGSB Standard Number
Soup base and soup mixes, dehydrated		32.281M
Gravy Mix		
Ketchup, tomato		32.258M
Olive (stuffed green or black)		
Cake Mix requiring addition of water only		32.9M

Appendix 8 to Annex B – Performance Incident Report

Performance Incident Report

To: Food Services Manager

PERFORMANCE INCIDENT REPORT # _____

DATE AND TIME OF OBSERVATION (S) _____

CONTRACT # _____

LOCATION _____

OBSERVATION (S):

[illegible]

Corrective action to be taken within 48 hours
Copy is held on file at _____

OBSERVED BY: _____
Signature and Appointment

RECEIVED BY FOOD SERVICES MANAGER: Date: _____ Time: _____

Signature of Food Services Manager

Appendix 8 to Annex B – Performance Incident Report

Performance Incident Report

To: Performance Monitor

CORRECTIVE ACTION TAKEN OR TO BE TAKEN

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Date: _____

Signature of Food Services Manager

Appendix 8 to Annex B – Performance Incident Report

Performance Incident Report

To: Food Services Manager

ASSESSMENT OF OBSERVED ACTION TAKEN WITHIN 48 HOURS

Satisfactory / Unsatisfactory

(If necessary, note deficiencies and action taken)

[illegible]

Date: _____

Signature and Appointment

Appendix 8 to Annex B – Performance Incident Report

PERFORMANCE INCIDENT REGISTER

DATE	TIME	PERFORMANCE INCIDENT REPORT #	OBSERVED BY (NAME, RANK, APPT)	DATE/TIME Food Svcs Mgr NOTIFIED	ACTION TAKEN BY CONTRACTOR (Satisfactory/Unsatisfactory)

Appendix 9 to Annex B – Equipment Cleaning Instructions

BASIC EQUIPMENT CLEANING INSTRUCTIONS AND SCHEDULE

WHAT	HOW	WHEN
Ranges/Grills	Scrape deposits off grill using a blunt scraper. Clean debris from grease trap tray. Polish surface of grill and wipe with a cloth. Oil grills lightly using salad oil. Empty and clean the drip container.	Daily
Bake/Roast Oven	Clean boiled over foods immediately. Brush and wipe out oven area Clean outside of oven with detergent and a soft brush or cloth. Clean with oven cleaner as directed.	Daily
Rational Oven	Wipe clean all spilled foods immediately. After the evening meal, wash using the wash/rinse cycle and the proper detergent tablets as recommended by the manufacturer. This has to be done daily to insure proper function of these ovens.	Daily
Deep Fat Fryer	Cool fat and drain the fryer. Filter fat by passing through the mechanical filter built in. Clean baskets, strainer and entire fryer with hot water and detergent. Rinse well. When ready to use, refill with filtered fat and top off with fresh fat	After ea use
Mixers	Remove parts, wash, rinse and sanitize in the pot washing area Clean the stationary base parts.	After ea use
Tilting Skillet	Wash outside and inside fryer with hot water and detergent. Rinse surfaces with warm water and flush with a sanitizer.	After ea use
Steam Cooker	Wash kettle immediately after use. Clean inside and out with a mild detergent. Rinse well and sanitize.	Daily
Steam Table	Clean pans, tops and sides with a mild detergent, rinse and sanitize. Remove any particles and drain the water. Remove scale on the inside of the water bath using a de-scaling compound.	After ea use
Dish Washer And Pot Washer	Open drain valves and empty tanks. Clean strainers and wipe excess water around the machine area Clean nozzles and detergent dispensers. Scrub inside tanks around pipes and outside area with brush. Leave machine open to air. De-scale inside of machine.	After ea use After supper
Slicer	Unplug machine and remove parts. Wash, rinse and sanitize. Clean remainder of machine.	After ea use
Rotary Toaster	Brush out crumbs and clean the retaining tray. Wipe and clean exterior surface.	After ea use
Can Openers	Wash, rinse and sanitize. Clean and remove all debris from the blade.	Daily
Juice Dispenser	Clean handles, faucets, drip trays, storage tanks, cover and all exterior surfaces.	After ea meal
Milk Dispenser	Clean and sanitize all dispenser parts. Wipe clean interior surfaces. Clean milk spills immediately.	After ea meal
Coffee Makers	Clean after each use	After ea meal
Coffee Dispenser	Rinse with hot water before use. Brush inside with hot water and rinse.	After ea use

Appendix 10 to Annex B – Assessment Forms

Standard Meal Item Availability Table

BREAKFAST				
Category	Meal Standard Availability Standard	Met	Not Met	Comments
Fruit	Fruit Salad 3 other varieties of fresh fruit <div>Total of 4 varieties</div>			
Juice	3 flavors (2 Fruit 1 Vegetable)			
Entrée	Eggs any Style			
	Cereals ¹ <ul style="list-style-type: none"> 7 varieties of ready to eat cereals 			
	1 breakfast entrée			
Meats	1 variety of hot breakfast meat			
	1 cold meat			
Cheese	Varieties of cheese			
	4 varieties of yogurt ²			
Starch	2 breakfast starch item			
Vegetable	Not required			
Bread Product	1 baked product			
	2 type of commercial bread product			
	3 types of loaves			
Beverages	<u>types of hot beverages:</u> <ul style="list-style-type: none"> Coffee Tea Hot chocolate 			
	<u>2 types of cold beverages 3 if non-dairy are provided):</u> <ul style="list-style-type: none"> Dairy (3 varieties) Fruit Flavored Drinks (4 varieties) Non-dairy beverage 			
Condiments	2 Spreads 3 varieties of jam/jellies, Honey, syrup, butter, margarine, ketchup, mayonnaise, mustard, hot sauce, meat sauce			

¹ to include 1 whole grain and 1 sweetened

² to include low fat varieties

Appendix 10 to Annex B – Assessment Forms

LUNCH				
Category	Meal Standard Availability Standard	Met	Not Met	Comments
Soup	1 prepared soup			
Main Entrée ¹	1 freshly prepared hot protein dish with appropriate accompaniments 1 pasta choice with 2 varieties of sauce 1 variety of the following dishes: <ul style="list-style-type: none"> • Pizza • Hamburger • Hot dog • Tacos • Burritos, or similar dishes Cold Sandwiches <ul style="list-style-type: none"> • 3 varieties of sandwiches filling 			
Starch	1 starch choice ²			
Vegetable	1 cooked vegetable ³			
Salads	Selection of salads as per the Salad Bar Menu			
Fruit	4 varieties of fruit (1 is part of the dessert menu)			
Dessert	1 Prepared Dessert			
	2 types of baked dessert			
	Ice cream 4 flavors (see note)			
	4 varieties of yogurt			
Bread Products	2 types of bread			
	<u>Loaves:</u> <ul style="list-style-type: none"> • 3 varieties 			
Beverages	<u>3 types of hot beverages</u> <ul style="list-style-type: none"> • coffee • tea • hot chocolate 			
	<u>3 types of cold beverages (4 if non-dairy are provided):</u> <ul style="list-style-type: none"> • Dairy (4 varieties) • Fruit/vegetable juice • Fruit Flavored Drinks (4 varieties) • Non-dairy beverage 			
Condiments	2 Spreads 3 varieties of jam/jellies, Honey, syrup, butter, margarine, ketchup, mayonnaise, mustard, hot sauce, meat sauce			

¹ At least ONE is to be a healthier choice meeting the criteria: vary on a rotating basis

² TWO if one is a fried product

³ Prepared with no added fat. At least one dark or orange vegetable daily

NOTE: Ice cream is an accompaniment to the dessert and is not a Dessert Choice

Appendix 10 to Annex B – Assessment Forms

DINNER				
Category	Meal Standard Availability Standard	Met	Not Met	Comments
Soup	1 prepared soup			
Main Entrée ¹	2 freshly prepared hot protein dish with appropriate accompaniments 1 omelette OR 1 variety of the following dishes: <ul style="list-style-type: none"> • Pizza • Hamburger • Hot dog • Tacos • Burritos, or similar dishes 			
Starch	1 starch choice ²			
Vegetable	1 cooked vegetable ³			
Salads	Selection of salads as per the Salad Bar Menu			
Fruit	4 varieties of fruit (1 is part of the dessert menu)			
Dessert	1 Prepared Dessert			
	2 types of baked dessert			
	Ice cream 4 flavors (see note)			
	4 varieties of yogurt			
Bread Products	2 types of bread			
	Loaves: <ul style="list-style-type: none"> • 3 varieties 			
Beverages	3 types of hot beverages <ul style="list-style-type: none"> • coffee • tea • hot chocolate 			
	3 types of cold beverages (4 if non-dairy are provided): <ul style="list-style-type: none"> • Dairy (4 varieties) • Fruit/vegetable juice • Fruit Flavored Drinks (4 varieties) • Non-dairy beverage 			
Condiments	2 Spreads 3 varieties of jam/jellies, Honey, syrup, butter, margarine, ketchup, mayonnaise, mustard, hot sauce, meat sauce			

¹ At least ONE is to be a healthier choice meeting the criteria: vary on a rotating basis

² TWO if one is a fried product

³ Prepared with no added fat. At least one dark or orange vegetable daily

NOTE: 1. Fresh or frozen vegetable are to be used. Canned vegetables are only to be used as a last resource in an emergency.

2. Ice cream is an accompaniment to the dessert and is not a Dessert Choice

Appendix 10 to Annex B – Assessment Forms

DINNER				
Category	Meal Standard Availability Standard	Met	Not Met	Comments
<i>Each brunch, lunch, and dinner shall have a salad bar and offers the following choices:</i>				
Leaf	1 leaf salad pre-mixed			
Raw Vegetables	4 varieties			
Starch, Bean, or Marinated Salad	3 varieties per meal ¹			
Meatless Protein Choice	1 meatless protein choice			
Cheese	<div> <div>2 types of cheeses</div> <ul style="list-style-type: none"> 1 processed 1 hard </div> <div>Total of 2 varieties</div>			
Pickles	3 varieties of pickles			
Condiments	Mustard, ketchup, mayonnaise (reg and low fat), vinegar, oil <u>Salad dressing</u> <ul style="list-style-type: none"> 5 varieties of regular 5 varieties of low fat 3 varieties of crackers 2 spreads 3 jam/jellies Salt, pepper, and other assorted spices			

¹ Prepared using oil or dressing sparingly; vary daily

Appendix 10 to Annex B – Assessment Forms

Appendix 9 to Annex A – Forms – SANITATION EVALUATION CHECKLIST

DATE & TIME: _____

CONTRACT LOCATION: _____

CARRIED OUT BY: _____

Mark each items as satisfactory or unsatisfactory, includes comments.

DINING ROOM/SERVING AREA:	Satisfactory / Unsatisfactory
Tabletops are clean.	
Condiments containers are clean.	
Floors are free of debris and spills.	
Beverage dispenser drip trays are clean.	
Hot foods are covered in steam table.	
Dessert / cold food items are properly displayed / refrigerated	
Appropriate serving utensils are available on serving line and at buffets.	
KITCHEN AREA: The followings are clean:	Satisfactory / Unsatisfactory
Counter / preparation area.	
Cutting boards.	
Meat slicer.	
Deep fat fryer.	
Pots, dishes and utensils.	
Walls, and,	
Floors.	
Traffic areas are free from clutter.	
Fridge/freezer temperatures are recorded.	
Storerooms are well organized and food is safely stored.	
In refrigerators, all food items are properly covered and dated.	
Foods are not left out at room temperature.	
All garbage containers are well covered.	
Wet/dry garbage cans in preparation areas are emptied frequently.	
Doors have impact screens and are kept closed when not in use.	
PERSONNEL:	Satisfactory / Unsatisfactory
Staff is dressed in clean uniforms.	
Staffs are using hairnets/hats.	
Safety shoes are worn.	

SANITATION EVALUATION RESULTS

Total all satisfactory responses and divide by total responses and time it by 100%.

Result = _____%.

90% IS CONSIDERED THE MINIMUM STANDARD.

PROXIMITY TABLE

Section	Starting Point (A)	Ending Point (B)	Max allowable distance between A and B	Preferred distance between A and B
3.1.1	Main Training Centre	Nearest Community providing services such as: dental, optometrist, barber shop, police, and fire.	30 minutes ground travel	Co-located
3.1.1	All Facilities and Training Sites	Medical centre with 24 hour emergency services	30 minutes ground travel	Co-located
3.1.3b	Main Training Centre	Fire Fighting and Damage Control Training Site	400km	
3.1.9a	Accommodation Facilities	Dining Facilities	900m	
		Parade Square	900m	
		Walk in Clinic	900m	
3.1.9b	Parade Square	Administration Building	900m	
		Music Training Facility	900m	
		Training Support Facility	900m	
3.2.1b	Coin Operated Phones	All Accommodation Buildings	450m	Co-located
3.2.9	Laundry Facilities	Staff Cadet Accommodations	450m	Co-located
		Cadet Accommodations	450m	Co-located
Item 2, Figure 2	XO's Office	CO's Office	Co-located	
Item 3, Figure 2	Coxswain's Office	CO's Office	Co-located	
Item 4, Figure 2	CO Secretary's Office	CO's Office	Co-located	
Item 6, Figure 2	Support Service's Office	Administration	Co-located	Should be co-located with XO's Office.
Item 12, Figure 2	Finance Officer's Office	Finance Office	Co-located	
Item 15, Figure 2	ISO's Office	Network Server	Co-located	
Item 1, Figure 3	Distribution Area	Supply Office	Co-located	
Item 1, Figure 3	Distribution Area	Administration Building	450m	
Item 2, Figure 3	Weapons Storage	Parade Square	450m	
Item 3, Figure 3	Ammunition Storage	Weapons Storage	Co-located	
Item 4, Figure 3	POL Storage (Sail Ops)	Sail Training Site	Co-located	
Item 5, Figure 3	POL Storage (Sea Ops Site)	Seamanship Training Site	Co-located	
Item 6, Figure 3	Storage (Supply)	Supply Office	5km	450m

PROXIMITY TABLE

Section	Starting Point (A)	Ending Point (B)	Max allowable distance between A and B	Preferred distance between A and B
Item 7, Figure 3	Supply Warehouse	Supply Office	5km	450m
Item 9, Figure 3	Storage (Sea Ops)	Seamanship Training Site	5km	Co-located
Item 10, Figure 3	Storage (Sail Ops)	Sail Training Site	5km	Co-located
Item 11, Figure 3	Storage (Training Support)	Parade Square	900m	
		Sports Fields	900m	
Items 1-13 of Figure 5			Co-located	
3.9.2	Vehicle Holding Area	Dispatch Office	450m	
3.10.1	40 non-meter parking spaces	Adult Accommodations	450m	
3.10.2	15 non-meter parking spaces	Administration Building	Adjacent	
3.10.2	3 non-meter parking spaces	Training Support Facility	Adjacent	
		Music Training Facility	Adjacent	
		Sail Training Facility	Adjacent	
		Seamanship Training Facility	Adjacent	
		Parade Square	Adjacent	
		Range/Summer Biathlon Facility	Adjacent	
		Orienteering Site	Adjacent	
		Food Service Facility	Adjacent	
3.12.1	Staff Cadet Recreational Room	Staff Cadet Accommodations	900m	
3.13.1	Adult Staff Recreational Room	Adult Staff Accommodations	900m	
4.3.1	Recreational Facilities	Training Support Facility	900m	
4.5.2	Firing Areas		Within 200m of each other.	
4.5.5	250m Running Track	Range	No closer than 250m to the designated firing area and no further than 300m.	
4.6.1	Orienteering Site	Main Training Centre	15km	On site, within 900m of the Training Support Facility.
5.1.2	Music Training Facility	Main Training Centre (MTC)	Located within MTC.	
Items 1-20 of Figure 8			Co-located	
5.2.1	Items 1-8 of Figure 9	Water Training Site (Seamanship)	250m	
5.2.1	Seamanship Training Site	Main Training Centre	30 minutes ground travel	Co-located

PROXIMITY TABLE

Section	Starting Point (A)	Ending Point (B)	Max allowable distance between A and B	Preferred distance between A and B
5.2.2	Seamanship Training Site	Dining Facility		900m (If not within 900m then a designated eating area must be provided at the Seamanship Training Site.)
5.2.6	Classrooms designated for Seamanship Training	Boat Launch Area	As per 4.1.2, all courses outlines in 1.2.4 must have offices and classrooms co-located with their respective training sites.	250m
Items 1- 13 of Figure 9			Co-located with Seamanship Training Site.	
5.3.1	Sail Training Site	Main Training Centre	30 minutes ground travel	Co-located
5.3.2	Sail Training Site	Dining Facility		900m (If not within 900m then a designated eating area must be provided at the Sail Training Site.)
Items 1 – 13 of Figure 10			Co-located with Sail Training Site.	

Section	Requirement	Notice provided by:	
		Canada to Contractor	Contractor to Canada
Annex D 1.2.2	Based on the changing needs of the program, as determined by Canada, the Contractor must accommodate an increase or decrease up to 10% of the daily occupancy, up to a maximum of 100 occupants, when given 60 days prior notice by Canada.	60 days	
1.2.3	If course requirements change at HMCS ACADIA, the Contractor must have the capability to increase or decrease services up to 20% of the daily occupancy, up to a maximum of additional 195 occupants, when given 180 days prior notice by Canada.	365 days	
3.1.3b	Canada will provide training dates for the Fire Fighting and Damage Control Training 60 days in advance of occupancy.	60 days	
3.1.11	The Contractor must provide a list of facilities that will be utilized by Canada 30 days prior to occupancy period.		30 days
3.1.24	The Contractor must permit Canada access, in early June and as and when requested by Canada, to all facilities to be utilized by Canada in order to conduct Fire, Preventative Medicine (PMed), Hazmat, Environmental, and Safety Inspections. The Contractor must meet the minimum requirements identified in various inspection reports and provide a written update to Canada on the status of any infractions within 14 calendar days of receiving the reports.		14 days
3.1.26	The Contractor must submit a report outlining the damages and defects noted during the vacating inspection along with pictures of the damages to Canada representative for the contract within 14 calendar days of Canada vacating the facilities.		14 days
3.1.30a	Kick-off Meeting	Approximately 3 weeks after award of contract	
3.1.30b	Annual Pre-occupancy Meeting	Second Tuesday of March (annually)	
3.1.30c	Annual Post-Occupancy Meeting	Second Tuesday of September (annually)	
3.1.33	The Contractor must provide a written response to the TA for any reports generated by inspections conducted by Canada within 48 hours of having received the report.		48 hours
3.2.1	The Contractor must provide accommodations in accordance with the forecasted arrival/departure schedule which will be supplied by Canada 60 days prior to occupancy period.	60 days	
3.3.1	The Contractor must provide a large facility with chairs for seating of at least 350 personnel for use as and when requested by Canada, with 48 hours notice given to the Contractor	48 hours	
4.1.6	The Contractor must provide 10 lightweight folding tables minimally 1.8m long, and 100 stacking/folding chairs for use by Canada with 48 hours notice given to the Contractor.	48 hours	
4.3.3	Canada will provide a schedule of requirements for use of recreational facilities 60 days prior to the occupancy period.	60 days	
4.4.1	The Contractor must provide at the times identified by Canada with 60 days notice to the Contractor, a supervised swimming area at least 25m long (indoor or outdoor).	72 hours	
6.1.3	Canada will provide an updated number of ration days 60 days in advance of the occupancy period.	60 days	
6.1.3	The SCSTC Food Services Officer (FSO) will provide meal requirements 72 hours prior to the Monday of each week services are to be provided.	72 hours	
6.4.1	Dispersed Meals - As and when requested by Canada, with 48 hours notice, the Contractor must provide meals to temporary or remote training locations.	48 hours	6.4.1
6.6.3	The Contractor must submit menus for approval to the SCSTC FSO 10 calendar days in advance of implementation.		10 days
Section	Requirement	Notice provided by:	
		Canada to Contractor	Contractor to Canada
6.6.3	The SCSTC FSO will respond within 72 hours of having received menus from the Contractor.	72 hours	
6.10.1	The Contractor must have a verifiable means to track the Volume of Activity and provide to the SCSTC FSO an accurate and complete weekly report of the total Volume of Activity and an accumulative monthly report at the end of each month.		Monthly (end of each month)
D1/2 6.10.1	The SCSTC FSO will issue a Confirmed Meal-Day Statement for the reporting period, within 48 hours following the receipt of each of the reports.	48 hours	
	The Contractor must provide the TA one final report to include total volume of activity for the occupancy period within 7 calendar days of the		

TABLE OF SIGNIFICANT TIMELINES

OPTIONAL SERVICES			
8.1.1	Canada will provide specific bus requirement dates the Contractor 60 days prior to occupancy.	60 days	
8.1.3	The Contractor must have the ability to provide up to two additional busses with qualified operators on an as required basis within 72 hours notice.	48 hours	
8.1.5	There will be times when the busses must be required to travel over a meal hour and possibly required for overnight visits away from the MTC. The SCSTC Movements Officer will provide such requirements to the Contractor minimally 72 hours in advance of requirements.	36 hours	
9.1.4	Canada will request use of the facilities, by providing a schedule of the required sail weekends, at least 21 days in advance of the first training weekend.	21 days	
9.3.1	As and when requested by Canada, the Contractor must provide accommodations in accordance with a forecasted arrival / departure schedule which will be provided by Canada minimally 21 days in advance.	21 days	
9.3.6	The Contractor must notify Canada within 24 hours of end of training weekend if damages occurred as a result of Canada's occupancy.		24 hours