

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

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

## Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

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

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<b>Title - Sujet</b> Dispersed Meals	
<b>Solicitation No. - N° de l'invitation</b> WN536-136856/B	<b>Date</b> 2012-12-06
<b>Client Reference No. - N° de référence du client</b> WN536-136856	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$TOR-016-6113
<b>File No. - N° de dossier</b> TOR-2-35110 (016)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-01-16</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Yari, Helen	<b>Buyer Id - Id de l'acheteur</b> tor016
<b>Telephone No. - N° de téléphone</b> (905)615-2081 ( )	<b>FAX No. - N° de FAX</b> (905)615-2060
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> VARIOUS LOCATIONS - SEE HEREIN	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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Solicitation No. - N° de l'invitation

WN536-136856/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

tor016

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

WN536-136856

File No. - N° du dossier

TOR-2-35110

CCC No./N° CCC - FMS No/ N° VME

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

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

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

The Annexes include the Statement of Work, Basis of Payment, Insurance Requirements, Quarterly Reporting Form and Financial Evaluation.

### 2. Summary

- (i) The Department of National Defence has a requirement for the set-up of Regional Individual Standing Offer (RISO) for food services (catering services) for Dispersed Meals, which consists of hot and cold meals and box meals, to be delivered on an "as and when requested basis", for military exercises, to various locations within and around the Greater Toronto Area (28 locations).

The number of participants per exercise can vary between 10 to 400 personnel, and can run up to five days consecutively. The hours will range from 0530 to 2100 hours.

The meal options must include Halal, Kosher and vegetarian meals.

There may be rare occasions, when services must be provided within 4 hours of the call-up notice. Usually, the Identified Users will place orders with a minimum of 48 hours notice for dispersed meals for during the weekdays and not later than Wednesday afternoon before 13:30 hours for weekend exercises.

The service is to be provided in accordance with Annex A, Statement of Work.

A pre-implementation meeting may be required following the issuance of any resultant Standing Offer between the Offeror, his Resident Manager, DND personnel, and PWGSC to discuss the procedures set out herein.

- (ii) It is intended to issue one RISO.
- (iii) The proposed period of the RISO is from 1 February 2013 to 31 January 2014 with the right to request an extension for an additional period of 1 year.
- (iv) pursuant to section 01 of Standard Instructions 2006, Offerors must submit a complete list of names of all individuals who are currently directors of the Offeror. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form and related documentation.
- (v) 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 issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

The 2006 (2012-11-19) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: sixty (60) days

Insert: ninety(90) days

### 2. Submission of Offers

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

### 3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

#### **4. Applicable Laws**

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

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

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

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

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

Section I: Technical Offer (3 hard copies)  
Section II: Financial Offer (1 hard copies)  
Section III: Certifications (1 hard copies)

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

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

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

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

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

To assist Canada in reaching its objectives, offerors should:

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

#### **Section I: Technical Offer**

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

**Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment and Annex E, Financial Evaluation. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

**Payment by Credit Card**

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA \_\_\_\_\_ Mastercard \_\_\_\_\_

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

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

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

**Section III: Certifications**

Offerors must submit the certifications required under Part 5.

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

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

**1.1. Technical Evaluation****1.1.1 Mandatory Technical Criteria**

		Identify Section of Proposal
1	<p>Offeror must propose at least one Primary Chef and minimum one Back-up Chef with the following:</p> <ul style="list-style-type: none"> <li>- Primary Chef must have a Red-Seal Chef certificate from a culinary program and a minimum of 5 cumulative years working experience inside Canada as a chef at an institutional environment with multi-faceted, high volume food services operation; and</li> <li>- Back-up Chef must have 10 years working experience inside Canada at an institutional environment with multi-faceted, high volume food services operation.</li> </ul>	

	<p>Offeror must submit with their offer a resume for each proposed Chef to demonstrate experience.</p> <p>Offeror must submit with their offer a proof of Red-Seal Chef Certificate for the proposed Primary Chef, but should it not be submitted with their offer, the Offeror will have 3 days to submit upon request or will be deemed non-compliant.</p>	
2	<p>Offeror's Experience:</p> <p>The Offeror must have a minimum of five (5) years experience in the food service industry similar to this requirement. Offeror must provide details of three similar food services operations currently or previously managed by the Offeror to demonstrate that they have 5 years experience in the food service industry</p>	
3	<p>The food Service Manager must have a diploma/degree in food service management from a recognized educational institution and four years recent experience in managing multi-faceted, high-volume food service operations; or 10 years recent experience in the management of multi-faceted, high-volume food services operations. The food Service Manager must also have basic computer skills in using computer programs ie word-processing and e-mail.</p> <p>Resume for the proposed Food Service Manager must be submitted with the offer to demonstrate the experience.</p> <p>Food Service Manager's diploma/degree is to be submitted with the offer but should it not be submitted with the offer, Offeror will have 3 days to submit upon request or will be deemed non-compliant.</p>	
4	<p>The Kitchen/Production Supervisor(s) must have undergone apprenticeship cook training, hold recognized journeymen cook papers, and have at least 5 years recent management experience in managing multi-faceted, high volume food service operations. A resume demonstrating the experience for the Kitchen/Production Supervisor must be submitted with the offer.</p>	
5	<p>Offerors must submit with their offer their most recent Sanitation Inspection Report issued by the city, municipality, province.</p>	
6.	<p>Offeror must transport rations in a dedicated vehicle which is covered and only utilized for food services; fresh rations shall not be transported in a vehicle used for fuel, ammunition, waste materials or other harmful materials.</p>	

### 1.1.2 Point Rated Technical Criteria

#### 1. Operations Plan (Maximum 270 points/Minimum 189 points)

The Offeror should demonstrate that the meal and other services requirements identified in the SOW can be met in a pleasing, satisfying, cost effective manner. To do so, the Offeror should submit an operations plan, which encompasses the following:

- (a) An acknowledgement of adherence to specific hours of operation, locations and points of service as set out in the S.O.W.
- (b) a description of the tool/equipment and procedures to be used in forecasting meal requirements, controlling diner access and tracking diner counts.



- (c) a detailed description of the proposed plan for procurement and storage to be taken including:
- purchasing policy with respect to quality of food and other materiel to ensure food safety
  - plan for food procurement and inventory control that ensures quality, adequacy of supply and safety of food while controlling costs, so as to ensure that quality, wholesome food services are consistently delivered according to the contents of the mandatory references.
- (d) plan for production and service/distribution of food/meals to ensure a consistent standard of food quality, quantity, safety and service is maintained while controlling costs.
- (e) plan for meeting the hygiene and sanitation standards (as per Canada Food Services) related to facilities, equipment and personal hygiene.
- (f) a description of the approach the Offeror will use to deal with short notice fluctuations in food services demands and special requirements.
- (g) a description of the communication plan, including the method and frequency that the Offeror-will use to keep the client informed.
- (h) a description of the quality control/quality assurance plan and continuous improvement program to be used to monitor food safety, and sanitation, and to enhance productivity and customer satisfaction.
- (i) flexibility to meet changes on short notice.
- (j) Vendor is required to demonstrate that they can deliver to multiple locations listed on annex A at the same time.
- (k) At times a high demand for meals could be required over the holiday period (ie Christmas time). Vendor has to demonstrate that they are able to provide meals during statutory holidays.

## **2. Personnel Qualifications (Maximum 100 points/Minimum 70 points)**

In addition to a well-qualified and capable management team, the Offeror should demonstrate that the chefs, cooks and cooks assistants provided will meet the terms of the contract. In order to demonstrate this, the Offeror is to provide:

- (a) A detailed organizational chart showing the proposed management team structure for this requirement and the interface with the DND Call up Authority.
- (b) resume(s) for the proposed primary chef(s), including educational background and relevant work experience. As a minimum, primary chef must have a Red-Seal Chef Certification or a government sponsored culinary program (such as Tourism and hospitality) with a minimum of 5 cumulative years of experience inside Canada as a chef working in an institutional environment with multi-faceted, high volume food services operation.

(c) resume(s) of proposed back up chef(s) including educational background and relevant work experience. As a minimum, each chef must have 10 years working experience inside Canada at an institutional environment with multi-faceted, high volume food services operation.

### **3. Menu Plan (Maximum 90 points/Minimum 63 points)**

The menu plays a significant role in the outcome of the meal experience to the diner. To demonstrate its ability to provide a menu that meets expectations of the diner and DND, the Offeror is required to submit the following:

(a) a three week cycle menu (including Halal, Kosher, vegetarian meals) for Dispersed Meal service that, as a minimum, complies with all Appendices attached herein and incorporates all the principles of effective menu planning

(b) a nine day cycle menu for box meals which, at a minimum, complies with the Box Breakfast, Lunch and Dinner Meal (Appendix A, Table 1) and incorporates all the principles of effective menu planning. Cycle menu must include the flexibility of offering specialty meals when requested by the end user, i.e. vegetarian, Halal and Kosher meals.

(c) a description of the mechanism that will be used to solicit diner feedback, identify unpopular menu items, and submit proposed alternate choices for approval by the Project Authority. (When planning the menu, the same protein CANNOT be served for lunch and supper, i.e. hamburgers for lunch and meatloaf for supper.

### **4. Personnel plan (Maximum 80 points/Minimum 56 points)**

The Offeror should demonstrate that sufficient qualified journeyman cooks and trained staff will be provided on an on-going basis to meet all food services support requirements promptly and responsively considering the proposed menu plan and operations plan. To do so, the Offeror should provide:

(a) a sample personnel plan detailing all phases human resource management including, staffing, scheduling, employment and separation, required to meet all meal requirements.

(b) The number and types of staff that will be provided on an on-going basis. This should include a work description for each type of position. The proposed weekly scheduling plan, by location, should include the positions, hours of work and total weekly staff hours for production and for management/administration. It is expected that the number of meals per labour hour will be no greater than 12 meals per production labour hour. This productivity factor must be supported by a balanced and sustainable distribution of labour hours between cooks and food services assistants.

(c) A proposed staff replacement system to ensure an adequate pool of trained staff exists to address staff absenteeism.

(d) A detailed list of methods the Offeror intends to use to deter staff turnover.

(e) An orientation and training plan that ensures that staff is adequately trained to assume their tasks efficiently, safely and with due diligence in food safety.

### **5. Corporate Experience (Maximum 35 points/Minimum 24.5 points)**

The Offeror should have relevant corporate experience in similar types of food services operations. Bidder will automatically receive zero point for incorrect reference contact information. To demonstrate this experience, the Offeror is to provide:

(a) The number of years of experience the Offeror has in the food services industry (minimum of five (5) years);

(b) Details of three (3) similar food services operations currently or previously managed by the Offeror. The Offeror must provide the following information below for each similar food services operation:

- Name and location of account + contact information.
- Start and end date, where applicable.
- Type(s) of service provided at location - specify cafeteria, catering, retail restaurant, take-out, executive dining, dispersed meals or a form thereof, other (specify).
- Size and type of population served.
- Number of meals served daily/annually.

## **1.2 Financial Evaluation**

### **1.2.1 Mandatory Financial Criteria**

The Offeror must complete and submit with its offer, Annex B - Basis of Payment, in Canadian funds. Pricing must be provided for all line items.

Bids will be evaluated based on the prices detailed in Annex B - Basis of Payment. The prices detailed in Annex B - Basis of Payment will be input into Annex E - Financial Evaluation for price evaluation purposes.

The evaluated price will be the Aggregate Price, the sum of the Total Price for Period 1 and Total Price for Extension Period 2. See Annex E, Financial Evaluation.

### **1.2.2 SACC Manual Clause**

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

## **2. Basis of Selection - Minimum Point Rating**

1. To be declared responsive, an offer must:

- a. comply with all the requirements of the Request for Standing Offers (RFSO); and
- b. meet all mandatory technical evaluation criteria; and
- c. obtain the required minimum of points overall for each of the point rated technical criteria which are subject to point rating.

2. Offers not meeting (a) or (b) or (c) above will be declared non-responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

## PART 5 - CERTIFICATIONS

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

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

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer.

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

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

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

**1.1.1** By submitting an offer, the Offeror certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting an offer, the Offeror certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Offeror, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any offer in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Offeror and any of the Offeror's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the entire period of the Standing Offer and any call-ups made against the Standing Offer.

Offerors who are incorporated, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide the name of the owner with their offer or promptly thereafter. Offerors submitting offers as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply will render the offer non-responsive. Providing the required names is a mandatory requirement for issuance of a standing offer and award of a contract.

Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the offer being declared non-responsive.

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

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

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

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

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

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

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

The Offeror or the member of the joint venture

- ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full- time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

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

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

## 2.2 Former Public Servant Certification

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 spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, offerors must provide the information required below.

### Definitions

For the purposes of this clause,

"former public servant" means a 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 and includes:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made up 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 Public Service.

"pension" means a pension payable pursuant to the *Public Service Superannuation Act*, R.S., 1985, c. P-36 as indexed pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24.

### Former Public Servant in Receipt of a Pension

Is the Offeror a FPS in receipt of a pension as defined above? YES ( ) NO ( )

If so, the Offeror must provide the following information:

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

### Work Force Reduction Program

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

If so, the Offeror must provide the following information:

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

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

For all contracts awarded during the lump sum payment period, the total amount of fee 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.

### 2.3 Education and Experience

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

### 2.4 Status and Availability of Resources

SACC Manual Clause A3005T (2010-01-11) Status and Availability of Resources

## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

- 1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.

#### 2. Standard Clauses and Conditions

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

#### 2.1 General Conditions

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

#### 2.2 Standing Offers Reporting

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

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

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: February 1 to April 30;

2nd quarter: May 1 to July 31;

3rd quarter: August 1 to October 31;

4th quarter: November 1 to January 31.

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

### **3. Term of Standing Offer**

#### **3.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from 1 February 2013 to 31 January 2014.

#### **3.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional period, from 1 February 2014 to 31 January 2015 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

### **4. Authorities**

#### **4.1 Standing Offer Authority**

The Standing Offer Authority is:

Helen Yari  
Public Works and Government Services Canada  
Acquisitions Branch, Ontario Region  
33 City Centre Drive Suite 480C  
Mississauga, Ontario L5B 2N5  
Telephone: (905) 615-2061  
Facsimile: (905) 615-2060  
E-mail address: helen.yari@pwgsc.gc.ca

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

#### **4.2 Project Authority**

The Project Authority for the Standing Offer is: (inserted at time of Standing Offer Award)

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

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

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



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

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

#### 4.3 Offeror's Representative

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

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

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

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

##### 4.3.1 Offeror Contact Information

Contact information for an individual who can be reached on weekends and during silent hours, potentially including statutory holidays:

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

Title: \_\_\_\_\_

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

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

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

#### 5. Identified Users

The Identified User(s) authorized to make call-ups against the Standing Offer are the following:

*See Appendix D of Annex A, Statement of Work*

#### 6. Call-up Procedures

6.1 The Identified User must create a Call-up against a Standing Offer using form PWGSC-TPSGC 942 or an Electronic Purchase Order for the required goods/services. Each call-up must have all the information requested.

6.2 Orders will be placed with a minimum of 48 hours notice for dispersed meals during the weekdays and no later than Wednesday afternoon before 13:30 hours for weekend exercises.

6.3 Amendments to orders will be placed up to and including Thursday prior to 16:00 hours for weekend exercises.

6.4 A cycle menu must be provided to the call-up authority.

6.5 A minimum of 48 hours notice must be given to cancel an order.

6.2 The Identified User must fax or email the call-up document to the Standing Offer holder.

6.3 The Standing Offer holder must acknowledge receipt of the call-up within twenty four (24) hours of receiving the call-up.

## 7. Call-up Instrument

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

## 8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000 (Goods and Services Tax or Harmonized Sales Tax included).

## 9. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$insert at standing offer award (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 10. Priority of Documents

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

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

## 11. Certifications

### 11.1 Compliance

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

## **12. Applicable Laws**

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

## **13. 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.

## **B. RESULTING CONTRACT CLAUSES**

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

### **1. Statement of Work**

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

### **2. Standard Clauses and Conditions**

#### **2.1 General Conditions**

2010C (2012-11-19), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13. Interest on Overdue Accounts, of 2010C (2012-07-16) General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

### **3. Term of Contract**

#### **3.1 Period of the Contract**

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

### **4. Payment**

#### **4.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B - Basis of Payment for a cost of \$\_\_\_\_\_ (Insert the amount at contract award). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### **4.2 Limitation of Price**

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

#### **4.3 Single Payment**

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

#### **4.4 Payment by Credit Card**

The following credit card is accepted: \_\_\_\_\_.

**OR**

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

### **5. Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract

### **6. 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

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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.

## **7. SACC Manual Clauses**

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

B7500C (2006-06-16) Excess Goods

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## **ANNEX A**

### **STATEMENT OF WORK**

(Statement of Work is attached herein separately.)

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

Prices herein are firm unit prices, including all delivery charges, FOB Destination, GST/HST extra. The firm unit prices include provision of chafing dishes; clean up costs; cups, dinnerware, cutlery utensils, napkins (all being of disposable nature). Pricing must be in accordance with all Tables and Annexes herein. Average number of meals per call-up is estimated at 20 +. Minimum Quantity per call-up is 10 meals.

**Period 1 - Firm Period: 1 February 2013 to 31 January 2014**

#	Meals	Firm Unit Price
1	Breakfast	\$_____ ea
2	Lunch	\$_____ ea
3	Supper	\$_____ ea
4	Box Breakfast	\$_____ ea
5	Box Lunch	\$_____ ea
6	Box Supper	\$_____ ea
7	Workplace Refreshment Entitlement (price per 1 issue)	\$_____ ea
8	Between Meal Food Entitlement (price per 1 issue)	\$_____ ea
9	Night Snack Food Entitlement (price per 1 issue)	\$_____ ea
10	Halal Breakfast	\$_____ ea
11	Halal Lunch	\$_____ ea
12	Halal Supper	\$_____ ea
13	Halal Box Breakfast	\$_____ ea
14	Halal Box Lunch	\$_____ ea
15	Halal Box Supper	\$_____ ea
16	Kosher Breakfast	\$_____ ea
17	Kosher Lunch	\$_____ ea
18	Kosher Supper	\$_____ ea
19	Kosher Box Breakfast	\$_____ ea

**Period 1 - Firm Period: 1 February 2013 to 31 January 2014**

20	Kosher Box Lunch	\$_____ ea
21	Kosher Box Supper	\$_____ ea
22	Vegan Breakfast	\$_____ ea
23	Vegan Lunch	\$_____ ea
24	Vegan Supper	\$_____ ea
25	Vegan Box Breakfast	\$_____ ea
26	Vegan Box Lunch	\$_____ ea
27	Vegan Box Supper	\$_____ ea
28	Gluton Free Breakfast	\$_____ ea
29	Gluton Free Lunch	\$_____ ea
30	Gluton Free Supper	\$_____ ea
31	Gluton Free box Breakfast	\$_____ ea
32	Gluton Free box Lunch	\$_____ ea
33	Gluton Free box Supper	\$_____ ea
34	Vegetarian Breakfast	\$_____ ea
35	Vegetarian Lunch	\$_____ ea
36	Vegetarian Supper	\$_____ ea
37	Vegetarian Box Breakfast	\$_____ ea
38	Vegetarian Box Lunch	\$_____ ea
39	Vegetarian Box Supper	\$_____ ea



**Optional Extension Period 2 - 1 February 2014 to 31 January 2015**

#	Meals	Firm Unit Price
1	Breakfast	\$_____ ea
2	Lunch	\$_____ ea
3	Supper	\$_____ ea
4	Box Breakfast	\$_____ ea
5	Box Lunch	\$_____ ea
6	Box Supper	\$_____ ea
7	Workplace Refreshment Entitlement (price per 1 issue)	\$_____ ea
8	Between Meal Food Entitlement (price per 1 issue)	\$_____ ea
9	Night Snack Food Entitlement (price per 1 issue)	\$_____ ea
10	Halal Breakfast	\$_____ ea
11	Halal Lunch	\$_____ ea
12	Halal Supper	\$_____ ea
13	Halal Box Breakfast	\$_____ ea
14	Halal Box Lunch	\$_____ ea
15	Halal Box Supper	\$_____ ea
16	Kosher Breakfast	\$_____ ea
17	Kosher Lunch	\$_____ ea
18	Kosher Supper	\$_____ ea
19	Kosher Box Breakfast	\$_____ ea
20	Kosher Box Lunch	\$_____ ea
21	Kosher Box Supper	\$_____ ea
22	Vegan Breakfast	\$_____ ea
23	Vegan Lunch	\$_____ ea

**Optional Extension Period 2 - 1 February 2014 to 31 January 2015**

24	Vegan Supper	\$_____ ea
25	Vegan Box Breakfast	\$_____ ea
26	Vegan Box Lunch	\$_____ ea
27	Vegan Box Supper	\$_____ ea
28	Gluton Free Breakfast	\$_____ ea
29	Gluton Free Lunch	\$_____ ea
30	Gluton Free Supper	\$_____ ea
31	Gluton Free box Breakfast	\$_____ ea
32	Gluton Free box Lunch	\$_____ ea
33	Gluton Free box Supper	\$_____ ea
34	Vegetarian Breakfast	\$_____ ea
35	Vegetarian Lunch	\$_____ ea
36	Vegetarian Supper	\$_____ ea
37	Vegetarian Box Breakfast	\$_____ ea
38	Vegetarian Box Lunch	\$_____ ea
39	Vegetarian Box Supper	\$_____ ea

**NOTE: The Department of National Defence prefers to pay invoices under \$5,000.00 by credit card. All credit card information shall be provided to the Offeror at the time of acceptance of the goods - credit card information shall not be provided at the time of the order.**

**Payments for requirements over \$5,000.00 shall be made in accordance with the payment terms detailed herein after the submission of an invoice by the Offeror.**

---

## **ANNEX C INSURANCE REQUIREMENTS**

### **1. Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

- 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. 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.

## 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 (30) days written notice of cancellation.

**ANNEX D****Standing Offer Reporting Form - Example**

(The report must include the following information.)

The Offeror understands that it is their responsibility to implement a system for tracking all call-ups against this standing offer in order to provide usage reports and ensure that the financial limitation is not exceeded. Failure to comply may result in the setting aside of the Standing offer.

Reports must be submitted to the Standing Offer Authority to: [helen.yari@pwgsc.gc.ca](mailto:helen.yari@pwgsc.gc.ca)

**Report(s) is/are to be submitted every quarter**, detailing the information below.

Offerors' Name: _____		Offerors' Contact Info: _____				
Title: _____						
Original Value of SO: \$ _____		Amended Value of SO \$ _____				
Standing Offer No.		Start Date of SO (DD/MM/YYYY)	End Date of SO (DD/MM/YYYY)			
Total Value to Date (\$)	Total Value for Reporting Period (\$)	Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)			
Location	Call-up No.	Product Description	Delivery Date	Call-up value (without tax)	HST/GST(as applicable)	Total

Included in the above report a separate spreadsheet must be provided for monthly Meal Category Count as follows:

MEAL CATEGORY COUNT SUMMARY				
Meals	November 2012	December 2012	January 2013	Etc.
Breakfast	50			
Lunch	100			
Supper	50			
Box Breakfast	0			
Box Lunch	0			
Box Supper	150			
etc. (from Annex B)				

Refer to Part 6.A. Article 2.2.

NIL REPORT: We have not done any business with the federal government for this period \_\_\_\_

The FINAL REPORT is to provide a list showing items requisitioned that represent approximately the total value of all call-ups.

**ANNEX E****FINANCIAL EVALUATION**

Prices offered in Annex B, Basis of Payment will be used herein for price evaluation. **Quantities herein are estimates only. It is not a guarantee of business.**

The aggregate price will be the sum of the Total for Period 1 and Total for Extension Period 2.

**Estimated Number of Meals per Month, including night snacks and meal entitlements for 2012:**

Sept: 1097	Oct: 3330	Nov: 5530	Dec: 3054
Jan: 4405	Feb: 5076	March: 6542	April: 3213
May: 5051	June: 1032	July: 85	Aug.: 1269

**Period 1 - Firm Requirement : 1 February 2013 to 31 January 2014**

#	Meals	Est. Qty. Per Period	Firm Unit Price	Extended Price
1	Breakfast	6258	\$_____ ea	\$_____
2	Lunch	15170	\$_____ ea	\$_____
3	Supper	4003	\$_____ ea	\$_____
4	Box Breakfast	974	\$_____ ea	\$_____
5	Box Lunch	6426	\$_____ ea	\$_____
6	Box Supper	1365	\$_____ ea	\$_____
7	Workplace Refreshment Entitlement (price per 1 issue)	1427	\$_____ ea	\$_____
8	Between Meal Food Entitlement (price per 1 issue)	1205	\$_____ ea	\$_____
9	Night Snack Food Entitlement (price per 1 issue)	440	\$_____ ea	\$_____
10	Halal Breakfast	24	\$_____ ea	\$_____
11	Halal Lunch	164	\$_____ ea	\$_____
12	Halal Supper	28	\$_____ ea	\$_____
13	Halal Box Breakfast	5	\$_____ ea	\$_____
14	Halal Box Lunch	46	\$_____ ea	\$_____
15	Halal Box Supper	1	\$_____ ea	\$_____
16	Kosher Breakfast	5	\$_____ ea	\$_____
17	Kosher Lunch	21	\$_____ ea	\$_____

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File No. - N° du dossier

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18	Kosher Supper	5	\$_____ ea	\$_____
19	Kosher Box Breakfast	5	\$_____ ea	\$_____
20	Kosher Box Lunch	10	\$_____ ea	\$_____
21	Kosher Box Supper	4	\$_____ ea	\$_____
22	Vegan Breakfast	10	\$_____ ea	\$_____
23	Vegan Lunch	10	\$_____ ea	\$_____
24	Vegan Supper	10	\$_____ ea	\$_____
25	Vegan Box Breakfast	10	\$_____ ea	\$_____
26	Vegan Box Lunch	10	\$_____ ea	\$_____
27	Vegan Box Supper	5	\$_____ ea	\$_____
28	Gluton Free Breakfast	7	\$_____ ea	\$_____
29	Gluton Free Lunch	3	\$_____ ea	\$_____
30	Gluton Free Supper	3	\$_____ ea	\$_____
31	Gluton Free Box Breakfast	4	\$_____ ea	\$_____
32	Gluton Free Box Lunch	2	\$_____ ea	\$_____
33	Gluton Free Box Supper	2	\$_____ ea	\$_____
34	Vegetarian Breakfast	242	\$_____ ea	\$_____
35	Vegetarian Lunch	1022	\$_____ ea	\$_____
36	Vegetarian Supper	139	\$_____ ea	\$_____
37	Vegetarian Box Breakfast	63	\$_____ ea	\$_____
38	Vegetarian Box Lunch	489	\$_____ ea	\$_____
39	Vegetarian Box Supper	67	\$_____ ea	\$_____
<b>TOTAL FOR PERIOD 1</b>				\$_____

**Extension Period 2 - : 1 February 2014 to 31 January 2015**

#	Meals	Est. Qty. Per Period	Firm Unit Price	Extended Price
1	Breakfast	6258	\$_____ ea	\$_____
2	Lunch	15170	\$_____ ea	\$_____
3	Supper	4003	\$_____ ea	\$_____
4	Box Breakfast	974	\$_____ ea	\$_____
5	Box Lunch	6426	\$_____ ea	\$_____
6	Box Supper	1365	\$_____ ea	\$_____
7	Workplace Refreshment Entitlement(price per 1 issue)	1427	\$_____ ea	\$_____
8	Between Meal Food Entitlement (price per 1 issue)	1205	\$_____ ea	\$_____
9	Night Snack Food Entitlement (price per 1 issue)	440	\$_____ ea	\$_____
10	Halal Breakfast	24	\$_____ ea	\$_____
11	Halal Lunch	164	\$_____ ea	\$_____
12	Halal Supper	28	\$_____ ea	\$_____
13	Halal Box Breakfast	5	\$_____ ea	\$_____
14	Halal Box Lunch	46	\$_____ ea	\$_____
15	Halal Box Supper	1	\$_____ ea	\$_____
16	Kosher Breakfast	5	\$_____ ea	\$_____
17	Kosher Lunch	21	\$_____ ea	\$_____
18	Kosher Supper	5	\$_____ ea	\$_____
19	Kosher Box Breakfast	5	\$_____ ea	\$_____
20	Kosher Box Lunch	10	\$_____ ea	\$_____
21	Kosher Box Supper	4	\$_____ ea	\$_____
22	Vegan Breakfast	10	\$_____ ea	\$_____
23	Vegan Lunch	10	\$_____ ea	\$_____
24	Vegan Supper	10	\$_____ ea	\$_____
25	Vegan Box Breakfast	10	\$_____ ea	\$_____
26	Vegan Box Lunch	10	\$_____ ea	\$_____
27	Vegan Box Supper	5	\$_____ ea	\$_____



Solicitation No. - N° de l'invitation

WN536-136856/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

tor016

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

WN536-136856

TOR-2-35110

28	Gluton Free Breakfast	7	\$_____ ea	\$_____
29	Gluton Free Lunch	3	\$_____ ea	\$_____
30	Gluton Free Supper	3	\$_____ ea	\$_____
31	Gluton Free Box Breakfast	4	\$_____ ea	\$_____
32	Gluton Free Box Lunch	2	\$_____ ea	\$_____
33	Gluton Free Box Supper	2	\$_____ ea	\$_____
34	Vegetarian Breakfast	242	\$_____ ea	\$_____
35	Vegetarian Lunch	1022	\$_____ ea	\$_____
36	Vegetarian Supper	139	\$_____ ea	\$_____
37	Vegetarian Box Breakfast	63	\$_____ ea	\$_____
38	Vegetarian Box Lunch	489	\$_____ ea	\$_____
39	Vegetarian Box Supper	67	\$_____ ea	\$_____
<b>TOTAL FOR EXTENSION PERIOD 2</b>				\$_____

**Aggregate Price (Total for Period 1 + Total for Extension Period 2) \$\_\_\_\_\_**

NOTE: The Department of National Defence prefers to pay invoices under \$5,000.00 by credit card. All credit card information shall be provided to the Offeror at the time of acceptance of the goods - credit card information shall not be provided at the time of the order.

Payments for requirements over \$5,000.00 shall be made in accordance with the payment terms detailed herein after the submission of an invoice by the Offeror.

## ANNEX A

### STATEMENT OF WORK

#### Overview

The Department of National Defence has a requirement for the provision of Dispersed Meals, which consist of hot and cold meals, and box meals, on an "as and when requested basis", for military exercises, to various locations within and around the Greater Toronto Area, as outlined in Appendix 3 of Annex A.

The work is to be completed in accordance with the Annexes attached hereto and forming part of this Standing Offer (SO) document. The number of participants per exercise can vary between 10 to 400 personnel, and can run up to five days consecutively. The hours will range from 0530 to 2100 hours.

On rare occasions service must be provided within 4 hours of the call-up notice. Usually users will place orders with a minimum of 48 hours notice for dispersed meals during the weekdays and not later than Wednesday afternoon before 13:30 hours for the weekend exercise. Amendments to orders will be placed up to and including Thursday prior to 16:00 for weekend exercises. A minimum of 48 hours notice must be given to cancel an order. A cycle menu must be provided to the call up authority.

The Offeror must provide the following:

- a. Serving dishes including chafing dishes;
- b. Appropriate serving utensils;
- c. All dishes, cutlery, and napkins that are to be used by diners must be of a disposable nature; and
- d. Clean-up of facilities.

DND will be responsible for the removal of garbage. There is never to be garbage, fuel or non food services items transported in Food Service vehicles.

The following Tables are incorporated into Annex A:

**Table 1** - Dispersed Meal Pattern

**Table 2** - Portion Size Standard

**Table 3** - Workplace Refreshment (WR) Entitlement Table

**Table 4** - Between Meal Food Entitlement Table

**Table 5** - Night Snack Food Entitlement Table

**Table 6** - Typical Consumption Pattern Statistics

**Table 7** - Standards for Food Quality

**Please note that items from Tables 3, 4 and 5 will only be ordered in conjunction with meals from the Offeror's menu and are only meant as supplements.**

1. **DEFINITIONS**

- a. **"DND"** means Department of National Defence
- b. **"PWGSC"** means Public Works and Government Services Canada
- c. **"ESTABLISHMENT"** means base, camp, unit or other organization where the work is performed.
- d. **"SUPPORTING UNIT"** means the base which negotiates and manages the contract and which may be providing some logistic support to the establishment.
- e. **"FOOD AND FOOD SERVICE IN THE CATERER'S FACILITIES"** means the provision of meals where the caterer provides all food service resources and uses his facilities.
- f. **"CATERER/FOOD SERVICE PROVIDER"** means the person, firm, or corporation with whom a contract has been entered into.
- g. **"COMMANDING OFFICER"** means the senior officer appointed to command the establishment.
- h. **"CALL-UP AUTHORITY"** means the officer in charge of the administration of the establishment or another member responsible for liaising with the caterer about day to day contract implementation aspects.
- i. **"CONTRACT MANAGER"** means the Base Supply Officer (or his representative) of the supporting unit who negotiates the contract with PWGSC and administers the contract for the commanding officer of the camp.
- j. **"CONTRACT SUPERVISOR"** means a DND Food Services Officer or a cook of the rank of Sgt. or above of the supporting unit, appointed by the supporting Base/Unit Commander/CO. The contract supervisor, or his representative, will make periodic unannounced visits to conduct inspections and the Offeror must not unreasonably deny him access for this purpose. In addition, the Contract Supervisor is available to the Offeror to provide advice in all areas of the Work.
- k. **"INCIDENT DEFICIENCY REPORT"** means a register kept by the Call-up Authority and in which he and the Contract Supervisor record the caterer's performance deficiencies as well as corrective measures taken by the caterer or administrative procedures initiated by the Commanding Officer.
- l. **"RATION ENTITLEMENT STRENGTH"** means the total number of personnel at the establishment entitled to receive meals at public expense.
- m. **"BOX MEAL"** means a take-out form of meal prepared in lieu of a meal normally served in the dining room and which contains the same ration value.
- n. **"DISPERSED MEAL"** means hot food transported in insulated containers or whatever container necessary to maintain the proper temperatures in accordance with the specifications referenced herein. Once the DISPERSED MEAL has been delivered on-site, the food must be transferred to chafing dishes in order to maintain proper temperatures. Serving spoons must be provided with the chafing dishes.
- o. **"CAFETERIA STYLE"** means a method of providing food wherein:  
The diner dishes his own meal from the chafing dishes at the serving table, along with the necessary condiments, accessories including dishes and cutlery of a disposable nature, and napkins.

## QUALITY OF FOOD SERVICE

2. The Offeror must prepare the Dispersed Meals, transport them to the applicable establishment(s), organize and supervise his staff to:

- a. Provide attractive, palatable, nicely seasoned and nutritious Dispersed Meals in accordance with the rotating menu cycle provided by the Offeror and agreed to by the Contract Supervisor. These menus may not be altered without prior consent from the Call-up Authority. The Offeror must provide the menu to the Call-up Authority for every call-up. No substitution allowed without prior approval from call up authority
- b. Prepare appetizing box meals to the standards outlined in Annex A, Table 1.
- c. Ensure the timely and safe service of food observing the following maximum holding items and procedures:
  - (1) Hot foods that have been prepared, cooked, and are to be served hot, must be held at a temperature of at least 140 degrees F (60 degrees C). Hot food must be served within two hours of preparation. Frozen vegetables must be cooked directly from the frozen state.
  - (2) Salads containing mayonnaise, salad dressing, poultry, eggs, fish, meat, cheese or whipped cream must be served no more than 12 hours after preparation and must be refrigerated at all times after preparation. Once removed from refrigeration, these items must be served within one hour after which time they must be discarded.
  - (3) Other salads must be served no more than 24 hours after preparation and must be refrigerated at all times after preparation. Once removed from refrigeration, these items must be served within one and one-half hours after which time they must be discarded.
  - (4) Desserts containing custard, milk, eggs, cream, whipped egg, edible oil simulated filler, etc. must be served no more than 24 hours after preparation and must be refrigerated at all times after preparation. Once removed from refrigeration, these items must be served within one hour after which time they must be discarded. These items must be chilled prior to service.
  - (5) Other bakery items must be served no more than 12 hours after preparation and must be covered during storage
  - (6) Fresh milk must be dispensed from the original container and must not be held longer than one hour at room temperature.
- d. Ensure that all food preparation/cooking takes place as close as possible to actual time of consumption and that meals/box meals are prepared from ingredients as per the minimum standards set out at Table 1 - Table 3, and Table 6.
  - (1) During meal preparation and service, cold foods must be kept below 7 degrees C, (45 degrees F) while hot foods must be maintained at a minimum of 60 degrees C, (140 degrees F).
- e. Present a sufficient quantity of each menu item to provide for a well balanced food intake, generally pleasing to the clientele. An adequate quantity of each selection on the menu must be prepared to ensure that last diners have the same choice as the first. Also, the Offeror MUST provide a card with each chafing dish, detailing the portion of food to be allocated to each individual, for example, specify how many ladles of scrambled eggs equate to one serving.
- f. Maintain control, receive and store food supplies, properly ensuring storage on a first-in, first-out basis with minimum wastage.

- g. The Offeror is responsible for providing the Authorized User/Unit, with a Food & Equipment Checklist (see article 5 below) and a Meal Satisfaction Checklist as per appendix 2 of Annex A (see article 4 below), to be completed and returned to the Offeror for each meal provided. The Offeror is responsible for the pickup of his equipment no later than two hours after consumption.
- h. The Contract Supervisor or representative will conduct periodic assessments of the food served by the Offeror to ensure that the established menu patterns, menus and food quality standards are met. The Offeror must, at the request of the Contract Supervisor or representative, provide an on site visit of the Offeror's meal production and storage areas to verify that the standards of Hygiene and Sanitation are being met in accordance with Appendix 1 of Annex A.
- i. Offerors are to be aware that the delivery of meals could be for multiple locations at one time, and that the distances between, as listed on Annex E, can be great. The Offeror must ensure that they have sufficient transportation available to make multiple deliveries to different locations at the same time. Box meals are to be transported in a refrigerated vehicle.
- j. The Offeror must provide a rotating three-week menu cycle (including Halal, Kosher, vegetarian meals, gluten free, vegan) for Dispersed Meal service, and the menu cycle must incorporate all the principles of effective menu planning.
- k. The Offeror must provide a nine-day menu cycle for box meals, consisting of the Box Breakfast, Lunch and Dinner and must incorporate all the principles of effective menu planning. The nine-day menu cycle must include the flexibility of offering specialty meals when requested by the end user, (i.e. vegetarian, vegan, gluten free, Halal and Kosher meals).

#### **Offeror Contact Information**

- 3. The Offeror must provide contact information for an individual who can be reached on weekends and during silent hours, potentially including statutory holidays.

#### **Meal Satisfaction Checklist**

- 4. A "Meal Satisfaction Checklist" (MSC) attached herein as Appendix 2 of Annex A, will be filled out by the commanding officer or his authorized representative of the receiving unit and returned to the Offeror's representatives within 48 hours.

#### **Equipment and Food Checklist Form**

- 5. This form, which is to be supplied by the Offeror, must detail the equipment and food delivered to each site and must be signed upon delivery of the goods by the officer in command or his representative. It must be signed again by both the DND representative and the Offeror when equipment has been retrieved.

#### **Call-up Authorities and Invoicing**

- 6. The current list of call-up authorities as per Appendix 3 of Annex A. Amendments to this list to add or delete locations may be issued from time to time over the period of the Standing Offer. Each user is to be invoiced separately as indicated on the call-up document.

**TABLE 1  
DISPERSED MEAL PATTERN**

**Hot Meals**

Dispersed hot meals must be produced using foods that travel well and can withhold being held at the required temperature for reasonable periods of time in approved CF containers. A card indicating the amount per serving (for example, pork chop - 1; boiled potato - 2 pieces; cookies - 2) must accompany each meal. **Food and equipment must be prepared in accordance with the direction in SOW.**

<b>Breakfast</b>	<b>Lunch / Supper</b>
Same as Regular meal pattern	Soup Main protein dish Starch item Vegetable Tossed salad, coleslaw or assorted raw vegetables Fresh fruit One prepared or baked dessert Bread or rolls and butter or margarine Two beverages <b>Note: canned pop and bottled water are not permitted.</b> Appropriate condiments

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

**Cold Meals (including flight box meals)**

<b>Box Breakfast</b>	<b>Box Lunch /Supper</b>
-1 fruit (1 piece or 175 ml canned fruit) -1 juice (250 ml) -Ind cereal with 250 ml milk -2 Eggs -Breakfast meat (45 grams), cheese (30 grams) or yogurt (175 ml) -2 breakfast bread products. (Note: at least one bread product must be whole wheat or multi-grain.) -Condiments Note: a breakfast wrap (115 grams) may be used in place of egg, breakfast meat and bread product.	-2 sandwiches - 1 of sliced solid meat (90 g meat less than 5 grams of fat and less than 1,000 mg of sodium per serving) and 1 with a mixed filling (110 grams filling) <b>Or</b> 1 sandwich with a mixed filling e.g. tuna, salmon, egg etc. (110 grams filling) 1 solid meat item with a roll (90 grams meat less than 5 grams of fat and less than 1,000 mg of sodium per serving) <b>Or</b> 1 cold plate with sliced meats/solid meat item with 2 rolls (90 grams meat) <b>(Note: at least one bread product must be whole wheat or multi-grain.)</b> -Vegetable salad or assorted raw vegetables (125 ml) (Note: if salad is rice, pasta or potato, a serving of vegetables must also be provided.) -Condiments including at least 1 low-calorie/reduced fat condiment (e.g. mustard) -Fresh or canned fruit (1 piece fresh or 175 ml canned) -1 dessert IAW Portion Size Standard -1 milk and 1 juice (250 ml each). Milk may be substituted with another juice of a different variety. <b>Note: canned pop and bottled water are not permitted.</b> -1 pocket supplement (for example, granola bar, nuts, or cheese and cracker pack) <b>Note: potato chips are not permitted.</b>

**TABLE 2**

Regular Meal Pattern (Hay Boxes/hot meals)

<i><b>Breakfast</b></i>
<p>Juice  Fruit  Breakfast entrée  Breakfast meat or alternative  Cheese or Yogurt  Breakfast starch  Breakfast vegetable  Bread product  Two beverages <b>Note: canned pop and bottled water are not permitted.</b>  Condiments/Preserves</p>
<i><b>Lunch</b></i>
<p>Soup  Main Entrée <ul style="list-style-type: none"> <li>• Choice of freshly prepared protein dish, pasta, à la carte, or sandwich</li> </ul> Starch  Cooked vegetable  Salad Bar  Fruit  Dessert  Bread product  Two beverages <b>Note: canned pop and bottled water are not permitted.</b>  Condiments</p>
<i><b>Supper</b></i>
<p>Soup  Main Entrée dish <ul style="list-style-type: none"> <li>• Choice of freshly prepared protein dish, pasta, or à la carte item</li> </ul> Starch  Cooked vegetable  Salad Bar  Fruit  Dessert  Bread product  Two beverages <b>Note: canned pop and bottled water are not permitted.</b>  Condiments</p>

## PORTION SIZE STANDARD

**NOTE: 10% must be added to the quantity below for main protein dishes and starch choices**

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



Portion Size Standard	
Cookies (12.5 cm diam.)	1 each
Doughnuts / Sweet Buns	1 each
Bread	1 slice
Dinner Roll	1 each
<b>Beverages</b>	
Juice	250 ml
Milk (2%, 1%, skim, choc, non dairy)	250 ml
Fruit Drinks	250 ml
Pop	355 ml
Hot Beverages	250 ml

**TABLE 3**

**WORKPLACE REFRESHMENT ENTITLEMENT TABLE**

Refreshments available up to a maximum of four issues per person. The standard portion size is 250 ml per issue (reconstituted).

Any of the following beverage items can be provided as a refreshment:
Coffee or tea, plus cream or milk, plus sugar
Hot chocolate beverage mix
Iced tea mix
Fruit beverage powder drink mix

**TABLE 4****BETWEEN MEAL FOOD ENTITLEMENT TABLE**

To a maximum of four issues per person, and as per the standard portion size.
Coffee or tea, plus cream or milk, plus sugar, plus Individual plain cookie pkg (oatmeal, social tea, digestive, or other plain biscuit)
Hot chocolate beverage mix plus Individual plain cookie pkg (oatmeal, social tea, digestive, or other plain biscuit)
Fruit beverage powder plus Individual plain cookie pkg (oatmeal, social tea, digestive, or other plain biscuit)
Iced tea mix plus Individual plain cookie pkg (oatmeal, social tea, digestive, or other plain biscuit)
Soup, individual canned or instant package plus Individual soda cracker pkg
Individual cheese pkg plus Individual soda cracker pkg
Fruit juice
Fresh fruit (orange, apple, pear, peach, banana, etc)
Cereal or granola bar
Individual higher calorie cookie pkg (shortcake, chocolate chip, oatmeal chocolate chip, cream filled, fruit and nut cookies, or fig newton)

Note: High-energy bars, sports drinks or other meal replacement beverages are not included as a standard BMA. These items are not nutritionally differentiated by the body, and therefore, cannot be endorsed as nutritional beverages and supplements because of their higher cost. The items listed in the above table are nutritionally adequate and are metabolized in the same way as "specialized" commercial products.

**TABLE 5**

**NIGHT SNACK FOOD ENTITLEMENT TABLE**

The night snack must be available in accordance with the portion size standard.

All of the following food and/or beverage items must be available as a night snack. To a maximum of 4 issues per person, and as per the standard portion size.
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

**TABLE 6**  
**TYPICAL CONSUMPTION PATTERN STATISTICS**

The following data is based on historical averages and must only be used as an indicator of potential consumption.

**Breakfast**

<b>Meal Component</b>	<b>% Use</b>
Bacon	80
Ham	10
Sausage	28
Bagels	35
English Muffins	13
Croissant	15
Cereal	38
Toast	72
French Toast, Pancakes	15
Eggs	94
Fruit	45
Juice	70
Milk	65
Yoghurt	16
Tea, Coffee	74
Grilled Potato	16
Condiments	145

Note: Over 100 means more than one portion was taken

**Lunch**

<b>Meal Component</b>	<b>% Used</b>
Bread	25
Cheese	49
Coffee, Tea	31
Cold Meat	18
Desserts	49
Fresh Vegetables	91
Fruit	32
Jell-O Pudding	05
Juice	55
Milk	76
Potato Choice	67
Prepared Salad	22
Salad	27
Sandwich	36
Soup	18
Vegetable Choices	47
Yoghurt, Ice Cream	22
Hot Choice	72
Condiments	89

**Dinner**

<b>Meal Component</b>	<b>% Used</b>
Bread	34
Cheese	66
Coffee, Tea	31
Cold Meat	20
Dessert	60
Fresh Vegetables	80
Fruit	33
Hot Choice	102
Juice	53
Milk	72
Potato Choice	89

Prepared Salad	22
Salad	35
Soup	17
Vegetable Choice	70
Yoghurt, Ice Cream	30
Condiments	112
Jell-O Pudding	06

**TABLE 7**  
**STANDARDS FOR FOOD QUALITY**

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 1G8.

**Milk**

<b>Commodity</b>	<b>Grade Variety Standard</b>	<b>CGSB Standard Number</b>
Milk, Fresh, 2% B.F./1% B.F., homogenized	A minimum of 1 must be skim milk or 1% M.F. Pasteurized cow's milk with vitamin D and A added IAW <a href="#">Canada's Food and Drug Regulations</a>	32.165M
Milk chocolate flavoured, 2% B.F./1% B.F.		32.165M
Ice Cream and Sherbet		32.163M

**Breads and Cereals**

<b>Commodity</b>	<b>Grade Variety Standard</b>	<b>CGSB Standard Number</b>
Bread, (enriched white, rye, raisin, whole wheat, French, cracked wheat)	Minimum of 50% must be 100% whole wheat or multi-grain with a minimum if 2.5 grams of fibre per slice.  e.g. bagels, pita bread etc. If 2 are provided, 1 must be low fat/high fibre (less than 30% of calories from fat and a minimum of 3 grams of fibre per serving).	32.1M, 32.2M, 32.3M, 32.4M
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
Cream of Wheat, enriched quick cooking or bran, natural		32.15M

**Fruits and Vegetables**

<b>Commodity</b>	<b>Grade Variety Standard</b>	<b>CGSB Standard Number</b>
Fruit Juice, unsweetened, (apple, grapefruit, orange, grape, tomato, vegetable)	Pasteurized 100% juice with no sugar added, IAW <a href="#">Canada's Food and Drug Regulations</a> and the <a href="#">Canadian Food Inspection Agency</a> (CFIA). 1 fruit juice may have sugar added, such as cranberry cocktail	32.253M
Fruit Juice, pure concentrate, frozen unsweetened	Orange: Brix content not less than 11.8 when reconstituted. Brix/acid ratio minimum of 12.5 to 1	32.254M
Fruit fresh, assorted (except apples)	Canadian or US No. 1	32.250M
Apples, fresh	Canada Fancy	32.250M

Fruit, canned light syrup (apricot halves, grapefruit sections, pineapple slices, pineapple tidbits, crushed pineapple)	Canada Fancy or equivalent	32.253M
Apple slices, canned, solid pack pie fruit, unsweetened	Canada Choice	32.253M
Fruit Frozen, blueberries, strawberries (whole & sliced unsweetened dry pack)	Canada Choice	32.254M
Fruit frozen, raspberries & rhubarb	Canada Fancy	32.254M
Vegetables, frozen, all (except asparagus spears and peas)	Canada Choice	32.254M
Vegetables, frozen, (asparagus spears, peas)	Canada Fancy	32.254M

### **Potatoes, Rice and Lentils**

<b>Commodity</b>	<b>Grade Variety Standard</b>	<b>CGSB Standard Number</b>
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		32.262

### **Meat, Fish, and Poultry**

<b>Commodity</b>	<b>Grade Variety Standard</b>	<b>CGSB Standard Number</b>
Bacon, smoked, side rindless, sliced		32.61M
Sausages, pure pork		32.69M
Sausages, pure beef		32.69M
Wieners, skinless, all beef		32.69M
Beef, ground, medium		32.44M Cut 136
Beef, patty, ground, medium	19%-23% fat content, not to include head, heart, tongue, giblets, glands or organ meats	32.44 Cut 136
Veal, Cutlets, fabricated/ Portion cuts, fresh or frozen	Choice Veal that is light in colour, cut 1300, Canada A2	32.46M
Lamb, fabricated/portion cuts, fresh or frozen	Canada A1 or A2 New Zealand Spring Lamb	32.48M
Pork, fabricated/portion cuts, fresh or frozen		32.50M, cut 1400
Chicken, eviscerated fresh or frozen, whole	Utility	32.181M
Turkey, eviscerated fresh or frozen whole	Utility	32.183M
Ham, whole, smoked skin on shank on		32.63M Type 2, Style A
Ham, smoked, boneless, full muscle ham, skinless, fully cooked, tinned		32.63m Type 2, Style B



Ham, canned, or vacuum packaged, Pasteurized Pullman	Minimum protein content 12%	32.65M Type 1
Fish, whole natural fillet, or steak		32.141M
Fish, natural fillet raw, breaded, frozen		32.141M
Fish, fillet, deep fried in batter, frozen		32.141M
Fish portions, lightly breaded, frozen		32.141M
Fish, canned, solid pack		32.141M
Eggs, fresh, shell, medium	Grade A. Large	32.184M
Beef, ground lean	15%-17% fat content	32.44M Cut 136
Beef, Liver, skinned, de-veined		32.56M
Beef, brisket, boneless (dickle off) corned (mild sweet, pickled)	Canada Grade AA, surface fat 4-122mm max	32.44M Cut 120
Beef, inside round (top round)	Canada Grade AA, surface fat 4-122mm max	32.44M Cut 168
Veal, inside round, cap on. Boneless	Grade A2, Grain fed	32.48M Cut 1334
Lamb, leg, boneless tied and netted	Canadian or New Zealand Spring Lamb	32.46M Cut 1234R
Chicken, raw quarter fryer	Utility	32.181M
Chicken, wings, raw all muscle & skin intact IQF split wing, tip off	Utility	32.181M
Chicken breasts, boneless, natural (not massaged) full muscle skinless	Utility	32.181M
Pork (Sow products only) Pork, side spareribs, whole		32.50M
Pork, side ribs		32.50M
Cold cuts	less than 5 grams of fat and less than 1,000 mg of sodium per serving)	32.69M
Salmon, IQF, glazed		32.141M
Trout, head on, dressed, IQF, glazed		32.141M
Arctic Char, head on, dressed, IQF, glazes		32.141M
Herring (Kippers) smoked, frozen	Top Grade	32.142M
Sea Scallops, domestic raw, frozen		32.141M
Shrimp, unbreaded, raw, peeled and de-veined, IQF, glazed, saltwater only		32.141M
Shrimp, lightly breaded raw, peeled and de-veined, frozen IQF		32.141M

### **Cheese**

<b>Commodity</b>	<b>Grade Variety Standard</b>	<b>CGSB Standard Number</b>
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

### **Fats and Oils**

<b>Commodity</b>	<b>Grade Variety Standard</b>	<b>CGSB Standard Number</b>
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Margarine, soft, maximum 25% total fat saturated	Canada Grade A	32.78M
Salad Oil, all vegetable made from the following oils: corn, cottonseed, soybean, sunflower, canola)		32.76M
Butter		32.161M

#### **Jams, etc.**

<b>Commodity</b>	<b>Grade Variety Standard</b>	<b>CGSB Standard Number</b>
Jam, pure or Jelly, pure or Marmalade	Canada Grade A	32.236M
Honey, pasteurized	Canada No. 1	
Peanut butter		32.237M
Pure maple syrup	Canada No. 1, Medium colour	
Maple flavoured syrup		32.208M

#### **Beverages**

<b>Commodity</b>	<b>Grade Variety Standard</b>	<b>CGSB Standard Number</b>
Fruit beverage powder, bulk package	. Made of natural fruit flavour extract and/or artificial fruit flavours. Must contain 24 - 48 mg of vitamin C per 100 ml of ready to serve portion IAW <a href="#">Canada's Food and Drug Regulations</a>	32.283M
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)	

#### **Miscellaneous**

<b>Commodity</b>	<b>Grade Variety Standard</b>	<b>CGSB Standard Number</b>
Ketchup, tomato		32.258M
Olives, (stuffed green or black)		

## **APPENDIX 1 OF ANNEX "A"**

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

#### **General**

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

#### **Definitions**

2. In this order "food services personnel" means those persons who are employed in:

- a. The handling, processing, serving or storage of food; or
- b. The cleaning of food services areas or food dispensing equipment.

#### **Construction**

3. A satisfactory standard of sanitation in food services must begin with a building that is properly designed and constructed to be free of conditions that are hazardous to food and service. This includes the planning of space to provide adequate room for each operation and adequate separation of operations to reduce the possibility of food contamination.

4. Floors must be constructed of a smooth, slip-resistant, non-absorptive and non-flaking or peeling material. The flooring surface material must be carried up the wall for at least six inches. Any floor that is cleaned by water flushing or receives water discharges must be suitably sloped to a drain.

5. Wall and surfaces must be of hard, smooth, non-absorbent and easily cleaned material that is capable of withstanding high humidity conditions. Joints must be tight and sealed to eliminate harbouring of insects.

6. An adequate supply of potable hot and cold water must be provided. Steam supplies, where used directly on food or food-contact surfaces, must be clean and non-toxic. The use of live steam produced by the central heating plant is not recommended for this purpose since this steam cannot be guaranteed clean or non-toxic. Potable water line must be separate from, and installed so as to prevent any cross connection with sewage or non-potable water lines.

7. Floor drains must be trapped, vented and sealed into the floor surface and must be provided with grilles which can be easily removed to allow cleaning.

8. Adequate lighting must be provided for all food service areas. The recommended levels of illumination for these areas are contained in Annex A to CFMO 40-06.

9. Ventilation systems must conform to fire regulations and be designed so as to prevent a back flow of contaminating material on to food or food preparation surfaces from vents or hoods.

Air intakes must be designed to prevent the entrance of dirt, dust and insects. Filters must be removed and cleaned at regular intervals and systems must be kept free of grease and dust accumulation.

10. Washrooms and personnel locker or changing rooms must be structurally separated from food storage, handling, preparation and serving areas. Separate facilities must be provided for male and female personnel.

11. Staff washrooms shall have an adequate supply of hot and cold water, soap, nail brushes, and single service disposable towels or an approved hand drying device.

## **Garbage Disposal**

12. Food wastes and garbage are a source of food contamination and odours and attract insects and rodents. Since these wastes must be handled, stored or removed in such a way as to prevent food contamination or nuisances, the following measures must be taken:

- a. Food services establishments must be provided with refrigerated garbage storage rooms, otherwise adequately ventilated and screened garbage rooms must be made available;
- b. Garbage must be held in leak-proof, non-absorptive, easily cleaned containers with tight fitting lids. Garbage cans must be lined with plastic garbage bags to facilitate cleaning; and
- c. Adequate facilities must be provided for washing and sanitizing garbage containers after each use. Whenever possible a can washer-sterilizer unit must be installed.

## **Pest Control**

13. The prime consideration in the prevention of insect or rodent infestation in food service areas is cleanliness. Infestation will occur in food service areas unless particular attention is paid to building maintenance, garbage disposal, cleaning and sanitizing, and storage of food.

14. The following measures, in addition to those prescribed at paras 5, 9,12,16,17, and 26, must be taken to prevent insect or rodent infestation:

- a) Cleanliness in all areas, including corners and behind the equipment is mandatory;
- b) All food must be properly covered and stored; and
- c). Tight fitting window screens and self-closing screen doors must be provided for all food service areas during the fly season.

15. If insect or rodent infestation occurs, the following measures apply:

- a. Cleanliness must be emphasized. Chemical control by the use of pesticides will not be effective unless the infested premises are kept scrupulously clean;
- b. Pest control procedures must be carried out in accordance with CFAO 34-36 and CFMO 36-03.

## **Equipment and Utensils**

16. All equipment and utensils must be of a design that is easily cleaned and be constructed of an approved material that is durable and resistant to corrosion.

17. The following measures must be observed in the installation and maintenance of equipment:

- a. Non-mobile equipment must be either sealed into the floor or mounted on legs with a minimum six inch clearance between the floor and the base of the equipment. the sides and back of this equipment must also be either sealed into adjacent walls or installed with an eight inch clearance to enable cleaning; and
- b. Wooden topped preparation tables, meat blocks and cutting boards must be kept clean and in good repair. Items with splits or open cracks must be repaired or replaced. Locally made plywood cutting boards must not be used.

18. All chipped or cracked plastic ware or crockery, and other utensils or heavy equipment items which have surface damage rendering them difficult to sanitize must be replaced. Plastic ware which has lost the glaze finish must be replaced.

19. Personnel must not carry their field utensils into static dining rooms; they must use the plates and cutlery normally provided in these facilities.

### **Cleaning and Sanitizing**

20. Since food is easily contaminated it is imperative that:

- a. All equipment and utensils be cleaned and sanitized at regular intervals;
- b. All food contact surfaces be cleaned and sanitized after each use;
- c. Cooking surfaces be kept free of waste food material and be scraped and cleaned daily on completion of use;
- d. Infrequently used or stored equipment be cleaned and sanitized before use; and
- e. Utensils and equipment once sanitized must be air dried and stored in a clean place to prevent recontamination.

21. One of the following methods of washing and sanitizing must be used for all food and beverage dishes and other equipment:

a. Mechanical Dishwashing Method

- (1) Remove all food debris by pre-washing or scraping;
- (2) The wash water must contain a suitable detergent and be maintained at a temperature between 120 deg. F (49 deg C) and 140 deg. F (60 deg. C); and
- (3) Rinse water must be maintained at a minimum temperature of 180 deg. F or 82 degrees C.

b. Manual Dishwashing Method

- (1) Normally, three compartment sinks or sanitary containers will be provided. Where space limitations prohibit the installation of three compartment sinks, two compartment sinks may be used with the prior approval of NDHQ/Surgeon General;
- (2) Remove all food debris by pre-washing or scraping;
- (3) Wash the utensils in the first sink or container, using a suitable detergent. The water must be maintained at a minimum temperature of 110 degrees F or 44 degrees C;
- (4) In a three compartment unit rinse the utensils in clean water in the second sink or container. The water must be maintained at a minimum of 110 degrees F or 44 degrees C. In a two compartment unit the second sink must be used both for the clean water rinse and as a sterilization compartment and the sterilization procedure must be the same as prescribed in subpara (5);
- (5) Sterilize in the third sink or container by:
  - (a) Immersing the utensils for at least two minutes in a solution of not less than 100 PPM available chlorine (see

subpara c(1)) or for at least 30 seconds in a quaternary ammonium solution (see subpara c(2)), and in either case the solution must be maintained at a minimum temperature of 180 degrees F or 44 degrees C.

- (b) Immersing the utensils for at least two minutes, using a wire basket, in clean water maintained at a minimum temperature of 180 degrees F or 82 degrees C.
- (c) Oversized and Electrical Equipment. Equipment that cannot be processed in accordance with subpara a or b, e.g. oversized equipment or electrical appliances, must be cleaned with a warm detergent solution, sanitized and rinsed with clear water. The following are recommended as sanitizing agents:
  - (1) Chlorine Solution. A 100 PPM (parts per million) available chlorine solution is produced by adding one-half ounce of ten percent sodium hypo chlorite (NSN 6810-21-572-1850) to a gallon of cool water; or
  - (2) Quaternary Ammonium Solution. A satisfactory sanitizing agent may be produced by adding two ounces of quaternary ammonium compound (NSN 6505-21-5702100) to a gallon of cool water.

22. Regardless of the dishwashing method used, the sanitizing of dishes and other utensils must meet recognized public health standards. The plate count must not exceed 100 bacteria per article when tested in accordance with the Standard Plate Test Utilizing the "swab" technique.

23. Normally, after sanitizing the equipment and utensils must be air dried. However, where air drying is not possible, dish towels may be used, but it is essential that the towels be clean and used for this purpose only.

### **Food Handlers**

24. As food services personnel can be carriers of disease organisms which contaminate food the following precautions must be taken:

- a. Civilians who are to be employed to prepare or handle food must be examined in accordance with CFAO 34-12;
- b. Food services personnel who incur a common cold, sore throat, gastro-intestinal upset, skin rash or an infected cut or sore must:
  - (1) Report to the person in charge of Food Services; and
  - (2) Be removed from food handling duties until approval has been obtained from a medical authority for their return to duty.

25. A high standard of personal hygiene is essential to prevent the transmission of infectious diseases through food. In order to maintain this standard, food services personnel must adhere to the following:

- a. While on duty they must wear clean outer garments provided for food service activities; however, this working dress must not be worn outside the food service establishment;

- b. They must avoid handling food with their hands; ladles, lifters, tongs or scoops must be used;
- c. Smoking, combing hair, applying cosmetics, and changing clothing in food service areas are prohibited;
- d. Female personnel must wear a hair net. Male personnel who have hair longer than one inch or that reaches or extends below the collar must wear a hair net; other male personnel must wear a cap. Beards worn by civilian food handlers must be kept short, neatly trimmed and clean; and
- e. Personnel must thoroughly wash their hands prior to starting work, and also after using the toilet facilities, handling raw foods, using a handkerchief, coughing or sneezing.

### **Storage and Refrigeration**

26. Food that does not require refrigeration or frozen storage must be stored:
- a. In clean, well ventilated, rodent proof areas;
  - b. On racks or pallets with a minimum of six inches clearance from the floor to facilitate cleaning and pest control; and
  - c. In unbroken packages or in closed containers to prevent insect contamination.
27. All refrigeration units such as domestic and walk-in refrigerators, deep freezers, cold to tables and sandwich displays must be maintained as follows:
- a. The interior surfaces, racks and trays must be kept clean. Racks, shelves and trays must be of corrosion resistant metal;
  - b. Cooling coils must be defrosted regularly on units that are not equipped with automatic defrosting devices;
  - c. Proper temperatures must be maintained; and
  - d. An indicating thermometer, readily accessible for reading, must be located in each refrigerator, deep freeze and refrigerated food display counter.
28. Perishable foods, both cooked and uncooked, when not actually being used in the preparation of meals or being served, must be stored according to the following temperatures (degrees).

		Fahrenheit	Centigrade
a.	Vegetables and fruits	39 to 50	4 to 10
b.	Meats	33 to 39	0.4 to 5
c.	Dairy products	35 to 38	1.5 to 3.5
d.	Frozen foods	0 or lower	-18 or lower
e.	Garbage	35 to 38	1.5 to 3.5

29. During meal preparation and service, cold foods must be kept below 45 degrees F (7 degrees C) while hot foods must be maintained at a minimum of 140 degrees F (60 degrees C). Leftover foods must be cooled rapidly to 45 degrees F. (7 degrees C), loosely covered to prevent contamination, and stored in the refrigerator. Maximum storage period for leftover foods must conform to recommended food service industry standards.

30. Further information relating to hygiene and conditions in food service areas is contained in:
- a. CFP 213, Chapter 6;
  - b. The Sanitation Code for Canada's Food Service Industry, published by the Canadian Restaurant Association; and
  - c. 1605-34-13 (DPM) Issued 7 Jun 74.



**APPENDIX 2 OF ANNEX A**

**MEAL SATISFACTION CHECKLIST**

NAME \_\_\_\_\_ RANK \_\_\_\_\_ POS \_\_\_\_\_

UNIT \_\_\_\_\_ DATE \_\_\_\_\_

NO. MEALS ORDERED \_\_\_\_\_ NO. MEALS SERVED \_\_\_\_\_

TIME MEAL REQUESTED \_\_\_\_\_ TIME MEAL SERVED \_\_\_\_\_

<i><b>BREAKFAST</b></i>		<i><b>LUNCH</b></i>		<i><b>SUPPER</b></i>	
<b>ITEM</b>		<b>POOR</b>		<b>FAIR</b>	<b>GOOD</b>
1. MAIN DISH					
2. SIDE DISH					
3. SALAD					
4. DESSERT					
5. BEVERAGE					
6. OVERALL DINNER IMPRESSION					

COMMENTS

\_\_\_\_\_

\_\_\_\_\_  
OFFEROR

\_\_\_\_\_  
UNIT AUTHORITY

**APPENDIX 3 OF ANNEX A  
CALL UP AUTHORITIES**

Each call-up authority is to be invoiced separately as indicated herein and as per "Call-up against the standing offer" form (PWGSC – TPSGC 942).

	<b><u>Delivery Locations</u></b>	<b><u>Invoice Address</u></b>
1	32 CER Denison Bldg 1 Yukon Lane Toronto M3K 0A1	Same as location
2	Queen own Rifles Of Canada Moss park Armouries 130 Queen ST East Toronto Ontario M5A 1R9	Same as location
3	Governor General Horse Guard Denison Bldg 1 Yukon Lane North York M3K 0A1	Same as location
4	32 Canadian Brigade Group Denison Bldg 1 Yukon Lane North York M3K 0A1	Same as location
5	2 Intelligence Company Denison Bldg 1 Yukon Lane North York M3K 0A1	Same as location
6	The Queen York Rangers Fort York Armoury 660 Fleet Street West Toronto Ont m5V 1A9	Same as location
7	The Lorne Scots (Peel/Halton Regt) 2 Chapel Street Brampton On L6W 2H1	Same as location
8	48 <sup>th</sup> Highlanders of Canada Moss Park Armoury 130 Queen Street East Toronto On M5A 1R9	Same as location
9	7 Toronto Regt Moss Park Armoury 130 Queen Street East Toronto M5A 1R9	Same as location
10	The Royal Regt of Canada 660 Fleet Street West Toronto On M5V 1A9	Same as location
11	25 Toronto Medical Co 130 Queen Street East Toronto On M5A 1R9	Same as location
12	The Toronto Scottish Regt 70 Birmingham St. Toronto, On M8V 3W6	Same as location
13	32 Service Battalion Denison Bldg 1 Yukon Lane Toronto M3K 0A1	Same as location

14	HMCS York 659 Lakeshore Blvd W Toronto Ont M5V 1A7	Same as location
15	32 Canadian Brigade Group Battle 660 Fleet Street West Toronto Ontario M5V 1A9	Same as location
16	Ontario Regt 53 Simcoe St North Oshawa on L1G 4R9	Same as location
17	32 Signal Regt 660 Fleet St W Toronto Ont M5W 1A9	Same as location
18	National Defence Public Affairs Office 4900 Yonge St 6 th floor Toronto Ont M2N 6B7	Same as location
19	Dwyer Hill Training Centre LFCA HQ 7 Yukon Lane North York On M3K 0A1	Same as location
20	Central Region Cadet Detachment Suite 600 4900 Yonge Street Toronto M2N 6B7	Same as location
21	LFCA Denison Armoury 1 Yukon Lane Toronto On M3K 0A1	Same as location
22	Queens Own Rifle Dalton Aromoury 37 Mid-Dominion Acres Scarborough Ont M1S 5K5	Queen own Rifles Of Canada Moss park Armouries 130 Queen ST East Toronto Ontario M5A 1R9
23	Toronto Scottish Regt Miss 7535 9 <sup>th</sup> line Mississauga Ont L5N 7C3	The Toronto Scottish Regt 70 Birmingham St Toronto On M8V 3W6
24	Queens York Rangers 138 Larmont St Aurora On L4G 1V7	Same as location
25	Queens York Rangers 215 Industrial Parkway South Aurora On L4G 3T9	Same as location
26	Lorne Scottish Regt 90 Todd Road Georgetown On L4G 1V7	The Lorne Scots (Peel/Halton Regt) 2 Chapel Street Brampton On L6W 2H1
27	Ont Regt 1225 Keith Ross Drive Oshawa on L1H 7K4	Ontario Regt 53 Simcoe St North Oshawa on L1G 4R9
28	Lorne Scottish Regt 90 Thomas Oakville Ont L6J 3A6	The Lorne Scots (Peel/Halton Regt) 2 Chapel Street Brampton On L6W 2H1