

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
Pacific Region
401 - 1230 Government Street
Victoria, B.C.
V8W 3X4
Bid Fax: (250) 363-3344

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet HMCS QUADRA CATERING	
Solicitation No. - N° de l'invitation W0103-126525/A	Date 2012-03-30
Client Reference No. - N° de référence du client W0103-126525	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-211-5875	
File No. - N° de dossier VIC-1-34585 (211)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-05-04	Time Zone Fuseau horaire Pacific Standard Time PST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Park, Isabel	Buyer Id - Id de l'acheteur vic211
Telephone No. - N° de téléphone (250) 363-3981 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: HMCS QUADRA P.O.BOX 1000 STN MAIN LAZO British Columbia V0R 2K0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

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

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

vic211

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

W0103-126525

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VIC-1-34585

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

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

3. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of notification that their offer was unsuccessful. The debriefing may be provided 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 bid solicitation by number, date and title are set out in the Manual issued by Public Works and Government Services Canada.

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

The 2003 (2012-03-02) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2. Submission of Bids

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

To assist Canada in reaching its objectives, offerors are encouraged to:

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

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Annex B - Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

1.1 SACC Manual Clauses

C3011T (2010-01-11) Exchange Rate Fluctuation

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W0103-126525

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

1.1.1.1 Site Visit

It is mandatory that the bidder or a representative of the bidder visit the site and examine the scope of the work required and the existing conditions. Arrangements have been made for site visit to be held on Tuesday April 17, 2012 at 10:30, 13:00 and 14:30. Appointment will be given first come, first serve basis and it is bidder's responsibility to ensure that the request is received early enough to secure a time slot. Bidders should communicate with the Contracting Authority no later than **5** days before the scheduled visit to request appointment time, confirm attendance and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

NO EXCEPTIONS WILL BE MADE.

PLACE: Department of National Defence
Bldg 70, HMSC QUADRA
CFB Comox, BC
Goose Spit Site

1.1.1.2 Document Required for Bid Evaluation Purposes

The Bidder must provide the following documents with its bid:

	Included	Ref. Proposal Page #
Name, resume and certificate(s) of qualifications of Kitchen Site-Manager and Kitchen Supervisor.	5 YES	
3 Hygiene and Sanitation reports from a qualified federal or provincial or territorial or municipal inspector from contracts either run by the applicant company or where the owner of the applicant company has been in a management role.	5 YES	
Food services standing operating procedures that will govern all food services activities and those of the staff (e.g. food storage dish washing, meal service, housekeeping, staff department, etc.).	5 YES	
Written comprehensive hygiene, sanitation and general safety instructions (WHMIS)	5 YES	
A staffing plan which addresses supervision/staff/hours (e.g., number of staff and their designated positions to serve from: 1-50; 51-150; 151-350 and 351-800 diners)	5 YES	
Written & detailed statement of duties, qualifications, training and years experience required for every type of position (e.g. site-manager, kitchen supervisor, cooks, waiting staff, helpers, etc.).	5 YES	
At least one person cook must be Red Seal certified Professional Cook and be available on-site at all time.	5 YES	

1.1.2 Point Rated Technical Criteria

The bidder's technical and management proposal will be evaluated and scored in accordance with following criteria. Bidders should ensure their proposals contain sufficient details to demonstrate their ability and understanding of the requirement to the evaluators. The proposal should also address any major difficulties that are anticipated and the measures that would be taken to rectify such problems.

% of pts available	Information and content provided is...
UNSATISFACTORY 0-30 %	insufficient for any evaluation of the services offered.
POOR 31-59%	insufficient for effective evaluation and is considered not acceptable for meeting the services requirements.
FAIR 60-69%	minimal and is considered to be less than acceptable for meeting the services requirements.
GOOD 70-79%	sufficient for evaluation. Services offered are average and will meet the performance of the requirement.
VERY GOOD 80-90%	more than sufficient for effective evaluation. Services offered are of above average and will more than meet the requirement.
EXCELLENT 91-100%	exceptional. Services offered exceed the performance requirements.

POINT-RATED TECHNICAL EVALUATION CRITERIA		
ORGANIZATION	POINTS	Ref. Proposal Page #
Overall organization of the Contract and the Contract Team, including: - operating procedures - availability, clear, concise, covers full circle including before and after shift procedures (5) - team structure - stability of team (years working for or with a company or manager), reporting structure including emergencies, complaints, etc, organization chart (5) - hygiene and safety standards - availability of written instructions on hand washing, cleaning, sanitizing, hazards material, cleaning supplies and equipment handling, etc (5) - staff training program - availability of in-house training program, on the job training, availability of WHMIS/HACCP training (5) - Strategy proposed and information provided - (6)	26	
Sub Total	26	
Corporate Experience		
Details of 2 contracts completed in past 3 years		
Contract #1 Size: Less than 50 diners - 0 point; between 50- 250 diners - 2 point, between 50- 250 diners - 4 points Scope: table service - 0 point; cafeteria service - 2 point; table and cafeteria service - 4 points Duration: Less than 3 wks duration sustained peak period or less- 0 point; 3 - 4 weeks duration of sustained peak period - 2 point, 3 months duration of sustained peak period or more - 4 points	12	
Contract #2 Size: Less than 50 diners - 0 point; between 50- 250 diners - 2 point, between 50- 250 diners - 4 points Scope: table service - 0 point; cafeteria service - 2 point; table and cafeteria service - 4 points Duration: Less than 3 wks duration sustained peak period or less- 0 point; 3 - 4 weeks duration of sustained peak period - 2 point, 3 months duration of sustained peak period or more - 4 points	12	
Sub Total	24	
MANAGERIAL AND STAFF QUALIFICATIONS		
Years of relevant experience of the Resident Manager with Food Service Contracts of a similar size, scope and duration. Experience: 1-4 years: 1 point, 5 years: 2 points, 6 years: 3 points, 7 years: 4 points, 8+ years: 5 points	05	

Years of relevant experience and the education level of the Kitchen Supervisor with Food Service Contracts of a similar size, scope and duration. Experience: 1-4 years: 1 point, 5 years: 2 points, 6 years: 3 points, 7 years: 4 points, 8 years: 5 points, 9 years: 6 points, 10+ years: 7 points Education:(Red Seal Professional Cook, Level I cook - 1 pt) (Red Seal Professional Cook, Level II - 3 pts) (Red Seal Professional Cook, Level III - 5 pts)	10	
Years of relevant experience and the education level of cook: Experience: 1-4 years: 1 point, 5 years: 2 points, 6 years: 3 points, 7 years: 4 points, 8+ years: 5 points Education:(Red Seal Professional Cook, Level I cook - 1 pt) (Red Seal Professional Cook, Level II - 3 pts) (Red Seal Professional Cook, Level III - 5 pts)	10	
Sub Total	25	
Menu Plan		
At a minimum, comply with the Minimum Meal Service Item Availability and Standard Meal Entitlement Patterns specified in Appendices.		
Two proposed week (Monday breakfast to Sunday dinner) cycle menu for meal services. Menus will be assessed for: - variety (5) - choice (5) - popularity of items (5) - frequency of repeat (5) - ability to meet diner's aspirations with regard to healthy eating (5)	25	
Sub Total	25	
TOTAL SCORE	100	

1.2 Financial Evaluation

The lowest-price, technically-acceptable proposal will score the maximum percentage allocated in the "Contractor Ranking" section for price. Each subsequent proposal will be prorated accordingly. Evaluation total will be based on the prices provided in Annex B.

EVALUATION TOTAL = Subtotal A+B+C...

2. Basis of Selection Highest Combined Rating Technical Merit and Price

1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation; and
 - (b) meet all mandatory technical evaluation criteria; and
 - (c) obtain the required **minimum of 50 % of each section** and **70% overall** of the points for the technical/management evaluation herein.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the highest total percentage score will be recommended for award of a contract.

3. The evaluation will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

	Bidder		
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Calculations			
Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating	83.84	75.56	80.89
Overall Rating	1st	3rd	2nd

PART 5 - CERTIFICATIONS

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

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

1. Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to

meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

1.1 Federal Contractors Program - \$200,000 or more

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

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

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

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

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

1.2 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

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

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

The Bidder certifies that:

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

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

1.2.1 Canadian Content Definition

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

1.3 Education and Experience

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

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

1.1 Task Authorization - Special Functions (Appendix 11, clause 10)

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

1.1.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

-
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

1.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of **\$10,000.00**, Goods and Services Tax or Harmonized Sales Tax extra, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

1.1.3 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

1.1.4 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by DND Contracting Officer/CFB Esquimalt. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

2. Statement of Work

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

3. Standard Clauses and Conditions

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

3.1 General Conditions

2010C (2012-03-02), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is 1 year from date of Contract and the Work is to be performed during the period of 12 June 2012 to 27 August 2012, inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 1-year period(s) under the same conditions. The Contractor agrees that, during the extended

period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 60 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Ji-Yon Isabell Park
Supply Specialist
Public Works and Government Services Canada
Pacific Region
Acquisitions - Victoria

Telephone: (250) 363-3981
E-mail address: ji-yonisabell.park@pwgsc-tpsgc.gc.ca

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

5.2 Project Authority

The Project Authority for the Contract is: **TBA**

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

5.3 Contract Administrator

TBD

5.4 Contractor's Representative

Name: _____

Company: _____

Telephone # : () _____

Facsimile #: () _____

E-mail address: _____

6. Payment

6.1 Basis of Payment - Limitation of Expenditure

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

6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ (*to be determined at contract award*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. To increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (a) when it is 75 percent committed, or
 - (b) four (4) months before the contract expiry date, or
 - (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

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

6.3 Multiple Payments

SACC Manual clause H1001C (2008-05-12) Multiple Payments

7. 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. The Contractor must submit bi-weekly invoices (Appendix 7) to the FSO for services rendered under the contract for the periods from 1st to 15th and from 16th to the last day of each month. Invoices will be based on the information contained in the Certified Daily Ration Entitlement Statement (Appendix 8) prepared by the Ration clerk, (Note: Should the difference between the forecast numbers provided in advance by the FSO and the actual number in the Certified Daily Ration Entitlement Statement prepared by the Ration Clerk be greater than 5%, the invoice must be based on the higher number);

3. 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.

8. Certifications

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

8.2 SACC Manual Clauses

A3060C (2008-05-12) Canadian Content Certification
 A3015C (200812-12) Certifications

9. Applicable Laws

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

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 Articles of Agreement;
- (b) 2010C (2012-03-02), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work, including all Appendices;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated (*to be determined*).

11. SACC Manual Clauses

A9062C (2011-05-16) Canadian Forces Site Regulations
 A7017C (2008-05-12) Replacement of Specific Individuals
 A9014C (2006-06-16) Specific Person(s)

12. Insurance

12.1 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 **\$2,000,000.00** per accident or occurrence and in the annual aggregate.

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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.

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.

12.2 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 **\$2,000,000.00** 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.

12.3 All Risk Property Insurance

The Contractor must obtain All Risks Property insurance while the Government Property is under its care, custody or control, and maintain it in force throughout the duration of the Contract, in an amount of not less than **\$2,000,000.00**. The Government's Property must be insured on Replacement Cost (new) basis.

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
2. The All Risks Property insurance policy must include the following:
 - (a) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of policy cancellation.

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- (b) Loss Payee: Canada as its interest may appear or as it may direct.
 - (c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

13. Liquidated Damages

1. In the event the Contractor fails to perform any aspect of the service in accordance with the specifications and if this failure is not corrected within 24 hours of notification by the Site Manager or his/her Representative, the Contractor agrees to pay to Canada as Liquidated Damages the following:
 - a) 10 percent of the day's total invoice amount based on the applicable price per Ration Day, multiplied by the number of personnel on strength and entitled to food and food services as shown on the applicable certified daily statement of Ration Entitlement & Ration Days Chargeable; OR
 - b) The cost to Canada to have the food services performed by another Contractor; OR
 - c) The cost to Canada to have the service performed by alternate internal food services, as determined by DND.
2. Canada and the Contractor agree that the amount stated above is their best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is it to be interpreted as, a penalty.
3. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any liquidated damages owing and unpaid under this section.
4. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.

ANNEX A - STATEMENT OF WORK

1. REQUIREMENT

To provide Food Services at the Department of National Defence, HMCS Quadra Sea Cadet Summer Training Centre, CFB Comox, Lazo, BC, in accordance with the specifications herein.

2. N/A

3. DEFINITIONS

The following definitions apply to the content of the Statement of Work.

BAG/BOX LUNCH

A take out form of meal prepared in lieu of a meal normally served in the dining room and which has the same ration value.

CADET

Trainee at HMCS Quadra. Trainees make up the largest number of diners

CAFETERIA SERVICE

A method of serving food wherein:

- (1) The diner collects his meal at the serving counter;
- (2) Tables are laid with necessary condiments or condiment stands if available.
- (3) At the end of his meal the diner removes his cutlery, crockery glassware and leftovers to an area provided for their reception.

CAMP FOOD SERVICES OFFICER

(CFSO) the officer or Sr. NCM appointed by Quadra CO to liaise with the caterer about day-to-day contract implementation IAW references and special requests

CATERING STAFF

The Caterer's employees engaged to perform the work.

CLIENT

The base, unit or group seeking food services for its personnel.

COMMANDING OFFICER

The senior officer appointed to command the establishment.

CONTRACT

The agreement between the Crown and the Contractor governing the food services described in this Statement of Work.

CONTRACT ADMINISTRATOR

The Quadra Services Officer who administer the contract on behalf of the Commanding Officer.

PROJECT AUTHORITY'S ADVISOR

A DND FSO or a cook of the rank of WO or above of the supporting unit (19 Wing Comox), appointed by the supporting Base/Unit Commander/CO. The technical advisor, or his representative, is to make periodic visits one at camp opening, a minimum of once per week or at any time as requested by the Commanding Officer's representative. He/she is to be available to give specialist advice to ensure that contract specifications are observed, to provide the caterer with administrative advice, and to assist in interpreting the specifications as related to food, food services, sanitation and hygiene.

CONTRACTOR (CATERER)

The organization responsible for provision of food services, which are the subject of this Statement of Work.

CROWN PAID

Refers to food services which are paid for by the Crown.

CUSTOMER.

The individual consuming food.

DND

Department of National Defence

DINER STRENGTH

The total number of personnel at the establishment entitled to receive meals at public expense.

DISPERSED MEALS

Hot food provided in insulated containers (Hay Boxes) for consumption away from dining facilities, sickbay meal trays and bag/box meals.

ENTITLEMENT.

The amount of food that a Customer may consume which is Crown Paid, expressed as a dollar value, for a specific Entitlement Period.

ENTITLEMENT PERIOD

The period of time for which a Customer is granted an Entitlement.

ESTABLISHMENT

Base, camp, unit or other organization where the work is performed

FOOD AND FOOD SERVICES CONTRACT

The provision of meals where the caterer provides food commodities, food services staff, and managerial services using DND facilities and equipment.

FOOD AND FOOD SERVICE IN THE CATERER'S FACILITIES

The provision of meals where the caterer provides all food service resources and uses his facilities.

FOOD SERVICES CONTRACT INCIDENT REGISTER

A register kept by the FSO and in which he/she and the Contract Supervisor record the caterer's performance deficiencies as well as corrective measures taken by the caterer or administrative procedures initiated by the Commanding Officer.

FOOD SERVICES OFFICER (FSO)

Appointed by the CO to liaise with Caterer regarding day-to-day contract implementation IAW Terms of Reference.

FULL TABLE SERVICE

A method of dining room service wherein:

- (1) Diners are seated at tables previously set with cutlery, crockery, glassware and condiments in the accepted restaurant fashion;
- (2) The entire meal is served; and

(3) Catering staff clears the tables.

LIMITED TABLE SERVICE

A combination of table and cafeteria service wherein:

- (1) Dining tables are set with cutlery, crockery and condiments in the accepted restaurant fashion;
- (2) The diner collects his meal at the serving counter, but may be served with coffee, etc. at the table; and
- (3) Catering Staff clears the tables.

OFFICERS

Adult staff of HMCS Quadra and includes civilian instructors and NCMs on ration strength

PREVENTATIVE MEDICAL TECHNICIAN.

Function is to inspect, investigate and report on environmental health, hygiene and sanitation, pest control, occupational health matters, perform preventative medicine control procedures, advise on all preventative medicine aspects, carry out epidemiological investigations and advise on communicable disease control measures, initiate preventative medicine control measures in emergency and disaster response situations, liaise with other health authorities, instruct military and civilian personnel on preventative medicine matters, operate and maintain a wide variety of equipment from pest control to high tech computerized occupational health testing equipment, perform extensive administrative procedures and technical report writing. Inspection reports, based on the Sanitation Evaluation Checklist, App 11B, will be prepared by the PMedTech and authorized by a Medical Doctor before being actioned to the affected site. Copies of any PMed Inspection Reports must be provide to the caterer, FSO and to PWGSC.

PROCEDURES

The Procedures for Managing Food Services Contracts.

PROJECT MANAGER (HMCS QUADRA SERVICES OFFICER)

The individual appointed by DND, HMCS Quadra to oversee all aspects of the Contract and act as the primary client contact for the Contractor.

PROJECTED ANNUAL NUMBER OF MEALS.

The projected number of regular meal days, dispersed hot meals, in-flight meals and box lunches to be used for the purposes of development of proposals by the proponents and to be used by PWGSC to compare financial proposals.

PWGSC

Public Works Government Services Canada.

RATION

A total of three meals provided to one authorized person for one day. Whenever less than three meals are provided to a given diner, the meals have the ration value stated in Appendix 8.

SERVICE REQUIREMENTS

With the exception of Dining - In functions, Mess Dinners and special luncheons, the Caterer must dispense hot food items from the main steam line adjacent to the kitchen during normal Cafeteria Service. When the numbers of diners exceed 150 persons, the Caterer must also dispense hot food items from a secondary steam line upon request by the Client.

SPECIFICATIONS

As used in this document means Contract specifications for the Supply of Food and Food Services.

STAFF CADET

The older cadets that assist the adult staff in the supervision and instruction of the trainees

STANDARD MEAL ENTITLEMENT PATTERN.

The meal items for breakfast, lunch and dinner for which the Crown is prepared to pay as detailed in Annex A, Appendices 2-4 attached.

SUPPORT BASE

The unit which negotiates and manages the contract and which may be providing some logistic support to the establishment.

TERM

The length of the Contract between PWGSC and the Contractor.

4. CATERER'S RESPONSIBILITIES**4.1 CATERER'S AVAILABILITY**

The Resident Manager and Kitchen Supervisor must be available at the site of operations, a minimum of five (5) working days prior to commencement of the contract to conclude final details with the Camp FSO and the Contract Supervisor.

The Resident Manager, or his authorized representative, must provide a contact number where they can be reached by the Camp Food Services Representative at all times or return messages within maximum of 1 hour.

4.2 CATERING STAFF

The caterer must:

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

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

4.3 MEDICAL REQUIREMENTS

The Caterer must only employ personnel who are free from contagious or infectious disease. All employees must have a medical examination prior to commencing work. The Resident Manager must keep all such records on file for inspection at any time. DND may require any member of the Food Services staff to submit to a medical examination at any time. In the event of a refusal to undertake a medical examination, or if as a result of such examination the employee is diagnosed as having a contagious or infectious disease, the Caterer on being notified thereof, must arrange forthwith to remove such employee from the premises. Costs and arrangements for all physical and laboratory examinations are the responsibility of the Caterer.

4.4 CATERER REQUIREMENTS:

- a. provide meals, and snacks in accordance with the Canadian Forces Food Services Manual, Chapter 2 Standards and Procedures, Annex B 4 - CF Standard Meal Item Availability Table-Cadet Feeding Operations (Appendix 2) and Standard Portion Sizes (Appendix 4). Two-week cycle menus are to be prepared by the contractor and submitted to the Commanding Officer's representative for approval prior to implementation
- b. ensure that all food preparation/cooking follows standardized recipes, is flavourful, takes place as close as possible to actual time of consumption and that meals/box lunches are prepared from ingredients which meet the standards described at Appendix 3 (Standards of Food Quality);
- c. ensure the timely and safe service of food by covering all food and observing the following maximum holding times and procedures:
 - (1) Hot food: hold at 140 F (60 C) or higher for no longer than two hours. Batch cooking must be the norm (i.e. staggered cooking). Leftovers must be covered and cooled quickly and may be served within 48 hours as an additional menu item,
 - (2) all desserts containing custard, milk, eggs, cream and edible oil simulated fillers and all salads refrigerated for no longer than 24 hours, and total exposure at room temperature no longer than 90 minutes, any remaining is to be discarded,
 - (3) bakery items: no longer than 36 hours; and
 - (4) fresh milk must be dispensed from the original container and must not be held longer than one hour at room temperature.
- d. present a sufficient quantity of each menu item to satisfy the portion size requirements at Appendix 4 . An adequate quantity of each selection on the menu must be prepared to ensure that last diners have the same choice as the first;
- e. display the daily menu in each dining facility using menu folders at each table where table service is provided or menu boards in cafeteria and wardroom for limited table service;
- f. provide efficient and pleasant service to the diner according to the Meal Service Schedule, contained in the Requisition. Caterer's staff must assist in service if dispersed meals are required;

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- g. control, receive and store food supplies properly in accordance with "The Sanitation Code for Canada's Food Services Industry", and ensure that foods are used on the first-in, first-out basis, and minimize wastage;
 - h. provide and serve meals for "General Training " Luncheon (once every two weeks for up to ten persons), held in the Conference Room and provide coffee/snacks for CO's Branch Heads Meetings (held 1 x week) also at the Conference Room, the XO's coffee and sticky buns (held 1 x week);
 - i. provide coffee/snacks in the Conference Room for the Reviewing Party prior to each Graduation Parade (4 per summer) and Ceremonial Divisions on Alumni Weekend; and
 - j. provide paper goods, plastic cutlery, etc., for packaging bag/box meals et al, and be on-site at camp commencement.

4.6 ADMINISTRATION

The Caterer must:

- a. Provide the FSO with a certified daily nominal roll of the catering staff of each kitchen using the format of Appendix 5. Total productive working hours for each category of employee are to be indicated (Appendix 6.)
- b. Provide meal tickets for personnel not on ration strength. Price charged should reflect unit cost of food and that food is prepared using DND equipment.

5. DND RESPONSIBILITIES - For Information purpose only

5.1 CONTRACT SUPERVISOR

The Contract Supervisor is responsible to the Commanding Officer of HMCS Quadra for the following:

- a. Prior to the contract commencement, the Contract Supervisor must brief the Camp FSO on his/her terms of reference (duties) and the contract specifications. The contract supervisor's technical advisor must provide advice and interpret the specifications related to food, food service, sanitation and hygiene;
- b. Accompanied by the Camp FSO, the Contract Supervisor's Technical Advisor must conduct periodic assessments of meals served, the food services premises, and administrative procedures (paperwork) to ensure the Caterer is abiding by the terms of the contract. The Camp FSO must record observations in the Catering Contract Incident Register (Appendix 10) and advise, **without delay**, the Resident Manager and the Contract Manager. The Contract manager in turn will brief the Commanding Officer and contact the Contract Authority and, when required, the Head Office of the Catering Company, of the deficiencies observed; and;
- c. The Contract Supervisor's Technical Advisor must provide administrative advice to the Resident Manager.

5.2 CAMP FOOD SERVICES REPRESENTATIVE

The Camp FSO is responsible to Quadra's Commanding Officer for:

- a. Liaising with the Caterer about the day-to-day contract implementation by:
 - (i) discussing the contract specs with the Contract Supervisor and Caterer prior to or immediately after the camp opening;

-
- (ii) providing the Caterer, 24 hours in advance, with the Daily Meal Forecast (Appendix 9) in each dining area, including dispersed meals;
 - (iii) furnishing the Caterer, within 72 hours, with the Certified Daily Ration Entitlement Statement (Appendix 8);
 - (iv) ensuring that the Meal Service Schedule as established in the contract is followed. Any deviations from the scheduled meal hours require the CO's authorization. The Caterer must be advised of change 24 hours in advance except under exceptional circumstances;
 - (v) ensuring that all services specified in the contract are provided (e.g. three meals, kye and evening snack);
 - (vi) ensuring that food services requirements over and above those listed in the sub-para above are treated as non-public activities and are paid for with non-public funds by the users; and,
 - (vii) ensuring that performance deficiencies are identified to PWGSC.
- b. Monitoring the quality of food and food services by;
- (i) ensuring that attractive and tasty meals are provided;
 - (ii) ensuring that the maximum holding times are not exceeded;
 - (iii) ensuring that all foods are prepared as close as possible to the actual time of consumption;
 - (iv) ensuring that efficient and pleasant service is provided.
 - (v) ensuring that sufficient quantities of each menu item are provided to satisfy the portion size requirements at Appendix 4.
 - (vi) ensuring that an adequate quantity of each selection on the menu is prepared to ensure that the last diners have the same choice as the first one;
 - (vii) ensuring that the hygiene and sanitation standards are in accordance with "The Sanitation Code for Canada's Food Services Industry";
 - (viii) ensuring that foods are controlled, received and stored properly;
 - (ix) documenting failure of the Caterer to meet any of the terms of the contract using the Incident Register (Appendix 10) and by informing the Contract Supervisor as necessary;
 - (x) confirms that documented unsatisfactory performance has been rectified by the contractor within the allotted time; and
 - (xi) informing the Contract Supervisor when unsatisfactory performance is not corrected or recurs.
- c. Performs administrative and managerial tasks required in the Catering Contract by:
- (i) ensuring that the Resident Manager is not engaged in the actual preparation & serving of meals;
 - (ii) ensuring that the kitchen supervisor is supervising catering staff and is not engaged in the meal production and service unless the average diner population is 100 or less.
 - (iii) ensuring that the productive work hours are not less than those specified in Appendix 1;
 - (iv) ensuring that the ration entitlement account is carried out in accordance with CFAO 36-21 and Appendix 8;

- (v) ensuring that the Caterer's invoices (Appendix 7) accurately reflect the Certified Daily Ratio Entitlement Statements (Appendix 8) for that period and forwarding the certified Appendix 8 to the HMCS Quadra Comptroller;
 - (vi) ensuring that the Catering staff are appropriately in suitable food handlers uniforms;
 - (vii) ensuring that the Caterer provides meals to his staff at his own expense; and
 - (viii) ensuring that the Resident Manager or his authorized representative advises of his intended whereabouts during and after normal working hours; and
- d. Must not interfere with Catering staff in the performance of their duties and must deal only with the Resident Manager or his representative.

5.3 EQUIPMENT AND PREMISES

- a. Additional insulated food containers and beverage containers for meals/beverages sent out from the main kitchen will be arranged by DND.
- b. Garbage and swill contracts will be arranged by DND.
- c. Quadra Staff will provide vehicles and drivers to transport:
 - 1) bag/box meals
 - 2) rations for small boats; and
 - 3) food, equipment and food service staff for hay box feeding commitments.
- d. Adequate cleaning equipment will be provided to properly maintain all food services areas by the contractor.
- e. Office furniture will be provided to the Resident Manager in an office adjacent to the kitchen.

6. FOOD AND FOOD SERVICES IN DND FACILITIES

6.1 CATERERS RESPONSIBILITIES

With regard to his staff, the Caterer must:

- a. arrange necessary transportation for the catering staff; and
- b. liaise with Quadra General Safety Officer fire prevention training for members of the catering staff.

All kitchen equipment will be listed and shortfalls will be identified during mandatory site visit. If DND cannot supply identified shortfall equipment the Caterer must include purchase or rental of shortfall equipment in his bid.

A written estimate of all costs involved in modifying existing plumbing, heating or electrical services as well as costs involved in the installation and removal of equipment and services must accompany the tender. All such costs must be paid by the Caterer and must form part of the terms of the contract. Not practical. DND must be responsible for ensuring proper operation of its own facility. See 6.2.h DND responsibilities

With regard to DND equipment and facilities, the Caterer must:

- a. sign an inventory listing of all DND equipment through Quadra Supply Section prior to meals commencement;
- b. properly use the storage facilities for swill and garbage and keep the adjacent areas clean;

-
- c. promptly advise the Camp FSO of any equipment malfunction, refrigeration failures, problems with heat, electricity, plumbing, sewage, garbage disposal, inadequate food supplies, etc.;
 - d. return the premises and equipment in the same condition as when they became the Caterer's responsibility and to the satisfaction of the Camp Food Services Officer and Quadra Supply Section, at the end of the contract;
 - e. reimburse DND, at the expiration of the contract for losses, shortages or damages to equipment except as indicated in sub-paragraph d. above. The caterer must be financially responsible for any tableware deficiencies considered by the Camp Commanding Officer to be attributed to his actions or negligence; and
 - f. at the expiration of the contract, perform an inventory check of all DND supplied equipment with the Camp Commanding Officer's Designate. The deficiencies must be recorded and recovery action must be taken prior to his departure. DND must provide the Caterer with a written release against further inventory shortages.

6.2 DND RESPONSIBILITIES

DND must provide the following equipment and facilities:

- a. facilities and equipment as listed in the Supply Customer Account (SCA) in a ready and sanitary condition. (An inventory of all DND equipment must be prepared);
- b. water, electricity, fuel for kitchen equipment, heating, refrigeration, adequate storage facilities and removal services for swill and kitchen refuse;
- c. tableware, (chinaware, earthenware, glassware, cutlery, flatware and plastic ware) in amounts to cater to the number being fed;
- d. tablecloths for Officers' dining room; caterer to arrange for pickup/delivery to HMCS Quadra Supply Section;
- e. rodent/pest control compounds with equipment (use of the latter must be controlled by hygiene technicians who must be permitted facility access 24hrs/day without prior notice).
- f. floor cleaning machine, but not cleaning supplies as outlined in para 4.2 (i). The cleaning supplies are the caterer's responsibility.
- g. copies of Standing Orders, Fire Orders, operating and maintenance instructions for kitchen equipment; and
- h. maintenance service for DND kitchen facilities and equipment.

Appendix 01

WEEKLY PRODUCTIVE HOURS - STAFF

1. All personnel hired to fill kitchen supervisor or cook positions must have training and/or experience commensurate with the duties of the position. The contractor must provide suitable proof of this experience and/or training.
2. All personnel hired to fill storesmen positions must have training and/or experience commensurate with the duties of the position. This will ensure proper stock controls, storage procedures, etc. The contractor must provide suitable proof of this experience and/or training.
3. The following guide, supplied from A-85-269-001FP-006 is used as a suggested staffing guide. The total weekly productive hours listed is a minimum and should be used only as a guide, ensuring that total production is not less. The contractor **MUST** fulfill the requirements as specified in the Contract.
4. As stated in Appendix 11 is a steady requirement to maintain full time storesmen for issues of rations to the cadet boats.
5. The kitchen supervisor will only do productive cooking when the kitchen ration strength falls below 100 persons. At all other times the kitchen supervisor will be supervising the catering staff.

MINIMUM STAFFING STANDARD						
Estimated numbers	Resident manager	Kitchen supervisor	cooks	Kitchen help	Wait staff officer only	Stores pers & cleaners
25 > 50	1	1	1	6	3	2
800	1	1	19	35	4	3
250 < 150	1	1	2	6	3	2
150 < 50	1	1	2	6	3	2

Appendix 02**Meal Item Availability Standard**

BREAKFAST			
Category	Meal Item Availability Std¹	Definition/ Specification	Healthy Choices
Fruit	Fruit Salad 3 other varieties of fresh fruit	A total of 4 varieties of fresh fruit. Vary variety throughout week and season. The term " fresh" implies that the food has not been processed or preserved in any way (i.e. not canned, cured, dehydrated, frozen or otherwise processed or preserved.	All
Juice	3 flavors (2 Fruit and 1 Vegetable)	Pasteurized 100% fruit juice from the named fruit or vegetable, no sugar added, with in accordance with Canada's Food and Drug Regulations and the Canadian Food Inspection Agency (CFIA). Vary selection throughout the week.	All
Entrée	Eggs any style	In accordance with the Egg Regulations under the Canadian Agricultural Products Standards Act and Canadian Food And Drug Regulations.	Cooked with little or no fat.
	Cereals 7 varieties – ready to eat	Includes 2 whole grain varieties and 2 sweetened varieties. Since this standard is primarily intended for summer camps, there is no requirement for hot cereals. Should a requirement for hot cereal be identified, then one hot cereal can be added and 6 varieties of ready to eat provided.	Whole grain cereal. Less than 12 gm of sugar per recommended portion size.
	2 Breakfast entrées	e.g. pancakes, French toast, waffles	Made with whole wheat flour
Meats	2 hot breakfast meats	e.g. bacon, ham, sausage, back bacon. Meat from federally inspected source and CFIA approved only.	Lean Meat
	1 cold meat	e.g. Sliced ham. In accordance with the Canadian Food And Drug Regulations or equivalent.	
Cheese	2 varieties of cheese	e.g. cream cheese, cheddar cheese, Swiss cheese. Cheese products produced in a dairy establishment registered by CFIA or equivalent	Less than 2% M.F.
	4 varieties of yogurt	To include low fat varieties.	Less than 2% M.F.
Starch	1 breakfast starch item	e.g. baked beans, potatoes	Prepared with little or no fat

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

Vegetable	Not required		
Bread Product	1 baked product	e.g. muffins, croissants, sweet buns.	Low fat, high fiber muffins, whole grain products 100% Whole grain products 100% whole grain products
	2 types commercial bread products and 1 variety of each type	e.g. Bagels and English muffins	
	3 types of loaves	e.g. whole wheat, multi grain, white, flax, oat, linseed	
Beverage ²	3 types of Hot beverages	e.g. ea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavored), Hot Chocolate	Less than 2% M.F.
	2 types of cold bev, 3 if non-dairy are provided: Dairy (3 varieties)	Refers to pasteurized cow's milk with Vitamin D and A added, in accordance with Canada's Food and Drug Regulations. No chocolate milk at breakfast.	Less than 2% M.F.
	Fruit Flavored Drinks (4 varieties)	Made of natural fruit flavor extract, of artificial fruit flavors, or any combination thereof. Must contain Vitamin C not less than 24 mg and not more than 48 mg per 100 ml of ready to serve portion, in accordance with Canada's Food and Drug Regulations.	Low calorie, low sugar
	Non-Dairy Beverages (2 varieties) when requested	Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow's milk. i.e. Soya milk, rice milk.	
Condi-ments	2 types of spreads	Eg: Peanut butter, chocolate nut spread, cheese spread	Low fat varieties
	3 varieties jam/jellies		

LUNCH			
Category	Meal Item Availability Standard³	Definition/ Specification	Healthy Choices
Soup	1 freshly prepared soup	Homemade veg soups.	Homemade milk based soups or chowders made from milk with less than 2% M.F.
Main Entrée	1 freshly prepared hot protein dish ⁴with	To ensure that the minimum standard of protein content is met, the recipes	Lean meats prepared with little or no added

² Where potable water is available in a dining facility, bottled water must not be provided. Sports Drinks, Energy Drinks, Thirst Quenchers, Bottled water, and Fortified Water are not covered within this standard.

³ There may be deviation from the standard for traditional, holiday, or theme meals.

⁴ Criteria: 400 calories, 15 g fat (5 g saturated & 10 g unsaturated), 600 mg Na per portion.

(see below)	appropriate accompaniments	used for main entrées should be in the CF recipe file or come from a standardized tested quantity recipe and contain a minimum of 18 gms of protein per serving . Provide fish option at least twice per week. Meat from federally inspected source and CFIA approved only.	fat or salt. Meat alternatives i.e. beans, lentils & tofu.
	1 pasta dish	With 2 varieties of sauce, one of which contains a source of protein.	Whole-wheat pasta, 2% M.F. or less sauce, tomato sauce.
	1 item from the following dishes: Pizza / Hamburger / Hot dog / Tacos / Burritos and similar dishes	Vary on a rotating basis.	Lean meats prepared w/ little or no added fat or salt. Meatless burritos. Crusts/ buns made with whole-wheat flour.
Main Entrée: At least one choice is to be a healthy choice⁵ prepared with little or no fat. One meatless protein dish to be included⁶. Vary on a rotating basis.			
Starch	1 starch item	Potato, rice, couscous, not fried or is prepared with little or no fat. Brown or wild rice. Potatoes with skin. Prepared with little or no fat.	
Veg	1 cooked vegetable	Prepared with no added fat. Offer at least one dark green and one orange vegetable daily	Fresh or frozen vegetables, prepared with little or no added fat, sugar or salt.
Salads	Salads	Selection of salads as per the salad bar menu	Made with little or no fat
Fruit	4 varieties of fresh fruit A max of one variety of fruit can be replaced by a canned variety.	The term " fresh" implies that fruit has not been canned, cured, dehydrated, frozen or otherwise processed or preserved. Vary selection throughout the week and season.	Fresh fruit. Frozen fruit without added sugar. Fruit canned in unsweetened or natural fruit juice.
Dessert	1 prepared dessert	e.g. milk puddings, Jell-o, fruit based desserts (i.e. cobblers, crisps), cereal squares.	2% or less M.F.
	Baked desserts (2 types)	e.g. cakes, cookies, pies, square.	Make with whole-wheat flour or whole grains.
	Ice Cream (2 flavors)	To include low fat varieties, can include sorbets and parfaits	2% or less M.F
	Yogurt (4 flavors)	To include low fat varieties	

⁵ This may include fish, seafood, cheese or vegetarian dishes including legumes, tofu, nuts, etc.

⁶ Unplanned leftovers may be utilized as a menu choice in addition to the standard.

Bread Product	2 types of bread	e.g. roll/bun, flat bread, loaves, bagels, pita	Whole grain products
	Loaves - 3 varieties	e.g. Whole wheat, multi grain, white, etc (whole wheat bread contain not less than 60% whole wheat flour)	Whole grain products
Beverage 7	3 types of Hot beverages	e.g. Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavored), Hot Chocolate	Less then 2% M.F.
	3 types of Cold beverage, 4 if non-dairy are provided: Dairy (3 varieties)	Refers to pasteurized cow's milk with Vitamin D and A added, in accordance with Canada's Food and Drug Regulations. No chocolate milk at breakfast.	Less then 2% M.F.
	Fruit/Veg Juice (2 varieties)	Pasteurized fruit juice from the named fruit in accordance with Canada's Food and Drug Regulations s and the Canadian Food Inspection Agency (CFIA) Vary selection throughout the week	All
	Fruit Flavored Drinks (4 varieties)	Made of natural fruit flavor extract, of artificial fruit flavors, or any combination thereof. Must contain Vitamin C not less then 24 mg and not more then 48 mg per 100 ml of ready to serve portion, in accordance with Canada's Food and Drug Regulations.	Low calorie, low sugar
	Non-Dairy Beverages (2 varieties) when requested	Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow's milk. i.e. Soya milk, rice milk.	

SUPPER			
Category	Meal Item Availability Standard	Definition/ Specification	Healthy Choices
Soup	Not required		
Main Entrée (see below)	2 freshly prepared hot protein dish with appropriate accompaniments	To ensure that the minimum standard of protein content is met, the recipes used for main entrées should be in the CF recipe file or come from a standardized tested quantity recipe and contain a minimum of 18 gms of protein per serving. Provide fish option at least twice per week. Meat from and .	Lean meats prepared with little or no added fat or salt. Meat alternatives i.e. beans, lentils & tofu.
	1 omelette OR	Vary on a rotating basis.	
	1 item from the	Vary on a rotating basis.	Lean meats prepared w/

⁷ Where potable water is available in a dining facility, bottled water must not be provided. Sports Drinks, Energy Drinks, Thirst Quenchers, Bottled water, and Fortified Water are not covered within this standard.

following dishes: Pizza / Hamburger / Hot dog / Tacos / Burritos and similar dishes	little or no added fat or salt. Meatless burritos. Crusts/ buns made with whole-wheat flour.
Main Entrée: At least one choice is to be a healthy choice prepared with little or no fat. One meatless protein dish to be included. Vary on a rotating basis.	
All other SUPPER items are as per the Meal Item Availability Standard, Definition and Healthy Choices identified for LUNCH.	

SALAD BAR			
<i>Each brunch, lunch, and supper must have a salad bar and offer the following choices:</i>			
Category	Meal Item Availability Std	Details	Healthy Choices
Leaf	1 leaf salad pre-mixed	e.g. Caesar salad, Greek salad ,etc.	Prepared with a small amount of dressing or low fat dressing.
Raw Vegetables	4 varieties	e.g. radishes, green onions, celery sticks, carrot sticks, turnip sticks, sliced cucumber, tomato wedges, mushrooms, sliced zucchini, green/red pepper, broccoli, cauliflower, etc. ensure a variety at each meal	All
Starch, Bean, or Marinated Salad	3 varieties per meal	e.g. coleslaw, pasta salad, three-bean salad, marinated vegetable salad, etc.- prepared using oil or dressing sparingly; ensure a variety at each meal	Prepared using oil or dressing sparingly.
ProteinChoice	Not required		
Meatless Protein Choice	1 meatless protein choice	e.g. chick peas, other legumes, egg, hummus, bean dip	All if prepared with little or no fat.
	2 types of cheese: 1 hard & 1 soft	e.g. Cheddar , brie, cream, cottage, etc. Cheese products produced in a dairy establishment registered	Less then 2% M.F.
Pickles	3 varieties of pickles	e.g. olives, beets, onions, dill pickles, gherkin pickles, etc.	
Condiments	mustard, ketchup, mayonnaise (reg and low fat), vinegar, oil		
	3 varieties meat sauce	e.g. BBQ Sauce	
	salad dressings: 5 regular 5 low fat		
	3 varieties of crackers	e.g. melba toast, bread sticks, biscuits	
	2 Spreads	e.g. Peanut butter, cheese	
	3 varieties jams/jellies		
	salt, pepper, and other assorted spices		

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SANDWICH BAR			
<i>To be in Officer's dining room at lunch time only for made to order sandwiches</i>			
Category	Meal Item Availability Std	Details	Healthy Choices
Bread products	5 varieties	5 types of bread, e.g. roll/bun, flat bread, sliced bread, tortilla wraps, etc. 3 varieties of sliced bread, e.g. whole wheat, multi grain, white, etc	Whole grains
Vegetables	4 varieties	e.g. sliced cucumber, sliced tomato, green/red pepper, lettuce, sprouts, onions etc. Ensure a variety.	All
ProteinChoice	3 varieties	e.g Turkey, ham, roast beef, salami/pastrami. Vary choices each day	Low fat turkey or chicken
Meatless ProteinChoice	1 meatless protein choice	e.g. tuna, egg salad, salmon. Vary choices each day	All if prepared with little or no fat.
Dairy	2 varieties of cheese:	e.g. Cheddar – yellow/white, Swiss, Monterey Jack.	Less then 2% M.F.
Condiments	mustard, ketchup, mayonnaise, ranch		
	salt, pepper, and other assorted spices		

1. DEFINITIONS

TYPE

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

VARIETY

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

2. SPECIAL REQUIREMENTS

On request, the Contractor must:

- a) be able to provide to provide meatless and/or protein alternatives i.e. sandwich making choices;
- b) diabetic friendly choices; and
- c) every effort must be made to accommodate the needs of those diners with special dietary needs due to religious or medical requirements.

3. EVENING SNACK

Must include one beverage and two food items per person (see below):

- a) Beverages: Feature tea and coffee and at least two of the following: 2% milk, 2% chocolate milk, hot chocolate, fruit juices, lemonade; and

- b) Food: Feature at least three of the following: fresh fruits, sandwiches, cookies, cakes, squares, pies, doughnut, crackers and sandwich material, (butter, margarine, bread, rolls, cheese, cheese spread, cold cuts, peanut butter, jelly and jam). The Officer's lounge is to be stocked daily with evening snack items and applicable condiments for approx. 100 personnel. The Camp Food Services Officer must monitor the amounts required and liaise daily with the resident manager.

4. CADET KYE

Because of the number of persons involved, the sandwich material should not be offered to the cadets. Cadets requires hot chocolate or juice with bread, peanut butter, jelly and jam. A separate table with bread, butter, plastic knives and individual portions of jam and/or jelly must be provided for cadets with **nut allergies**

Note:

1. The minimum standard as outlined in this appendix must be incorporated to maintain a reasonable and effective minimum guide to food quantities applicable to this contract.

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

Notes:

1. Portions to be in accordance with Appendix 4 - CF standard portion size.
2. One of the beverages should be milk. However, in situations where milk may not be appropriate for issue in a box lunch (hot weather conditions, diner preference), either 2 x 250 ml juice/cold beverage or 1 x 400-500 ml container of juice/cold beverage can be issued.
3. Accessory Package: A disposable dining packet must be provided to suit the contents of the lunch.

DISPERSED (HAYBOX) & HOSPITAL HOT PACK MEALS	
Each dispersed hot meal (hay box) or hospital hot pack meal must be produced using the foods prepared for the meal that is to be served in the dining room at the same time. It must be prepared in accordance with Canadian Forces Standards as follows:	
Dispersed hot meals must be produced using foods that travel and hold 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 - 3) must accompany each meal.	
Breakfast (1)	Lunch /Supper (1)

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<p style="text-align: center;">SAME AS REGULAR MEAL PATTERN</p>	<p style="text-align: center;">Soup Main protein dish Starch item Vegetable Tossed salad, coleslaw or assorted raw vegetables</p>	<p style="text-align: center;">Fresh fruit One prepared or baked dessert Bread or rolls and butter or margarine Two beverages Appropriate condiments</p>
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Note

1. The quantity for main protein dish and starch choice must be 10% greater for dispersed hot meals

SICKBAY REQUIREMENTS

Sickbay will require certain food items such as juice, milk and crackers that the Senior Medical Officer will request through the FSO as needed.
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APPENDIX 3**STANDARDS OF 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 Public Works and Government Services Canada, CGSB Sales Centre, Hull, Quebec, K1A 0S9. Consult Standards of the Canadian General Standards Board (CGSB), Canada Agricultural Products Standards Act and Meat and Canned Foods Act for more details.

COMMODITY	GRADE/VARIETY/ STD	CGSB STD#
Milk, fresh, 2% B.F., homogenized	Cda 1st Grade	32.165M
Skim Milk Powder, instant		32.168M
Coffee, whitener		
Bread, (enriched white, rye, raisin, whole wheat, french, cracked wheat)		32.1M, 2M, 3M
Flour, (all purpose, cake and pastry rye, whole wheat)		32.5M, 6M
Rolls, bread, enriched (white or whole wheat)		32.4M
Pancake Mix (buck-wheat, buttermilk, plain)		32.11M
Cereal, ready to eat, assorted (not pre-sweetened)		32.13M
Fruit juice, unsweetened, (apple, grapefruit, orange, grape, tomato, vegetable)	Apple, CDA Choice,	32.253M
Fruit, juice, pure concentrate, frozen unsweetened	Tomato, CDA	(grapefruit and orange only)
Fruit, fresh, assorted (except apples)	Fancy	
Orange 113 count; grapefruit 48 pack; lemons, 140 count	CDA or U.S. No. 1;	32.254M
Apples, fresh		32.250M
Fruit, fresh, refrigerated, ready to serve (fruit salad, grapefruit sections, orange sections, pineapple sections)	CDA Fancy	32.253M
Fruit, canned light syrup (apricot halves, grapefruit sections, pineapple slices, pineapple tidbits, crushed pineapple)	CDA Fancy or equivalent	32.254M
Fruit, frozen, unsweetened, dry (blueberries or whole strawberries)	CDA Choice	32.254M
Fruit, frozen, unsweetened (raspberries or rhubarb)	CDA Choice	
Vegetables, fresh (assorted)	CDA No. 1	32.250M
Vegetables, canned assorted (except Creamed corn)	CDA Choice	32.253M
Cream style corn	CDA Fancy	32.253M
Vegetables, frozen, all (except asparagus spears and peas)	CDA choice	32.254M
Vegetables, frozen, (asparagus spears, peas)	CDA Fancy	32.254M
Potatoes, fresh	Cda No. 1	32.250M
Potatoes, frozen, Fr Fry straight cut, 3/8" x 3/8" or 1/4" x 1/4"	Cda Fancy	32.250M
Rice, white, par-boiled (long or short grain)		32.17
Rice, brown	Grade A	32.17
Pasta, products, enriched	Grade A	32.16M
Peas, dried (split or whole)		32.262M
Beans, dried (black eye, kidney lima, white navy)		32.262M
Lentils		
Bacon, smoked, side rindless, sliced 40-48 slices/kg		32.61M
Sausages, pure pork 12/500 g		32.69M
Sausages, pure beef, 12/500 g		32.69M

Sausage European style Wieners, skinless, all beef, 12/500 g Beef, carcass, fresh, plus portion cuts Beef, ground, medium Beef, pattie, ground, regular, 111 g	Cda A, fat level 2 or 3 19%-23% fat content, not to include head, heart, tongue, giblets, glands or organ meats	32.69M 32.69M 32.44M 32.44M Cut 136 32.44M Cut 1136
Veal, fabricated/portion cuts, fresh or frozen Lamb, fabricated/portions cuts, fresh or frozen Pork, fabricated/portion cuts, fresh or frozen Chicken eviscerated fresh or frozen whole or 1/4 fryer Turkey eviscerated fresh or frozen, whole Cottage roll, sweet pickle cured or smoked Ham, whole, smoked skin on, shank on, 6-10 Kg	Choice Veal light in colour Cda A1/A2 or NZ Spring Cda A Cda A	32.46M 32.48M 32.50M 32.181M 32.183M 32.60M
Ham, smoked, boneless, full muscle ham, skinless, fully cooked, tinned, 3.6 -6.4 Kg Ham, smoked, shankless, skinless, RTS, 3.5-8 Kg Ham, canned, or vacuumed packaged, pasteurized Pullman Fish, whole natural fillet, or steak (assorted) Fish, fillet, deep fried in batter, frozen Fish portions, lightly breaded, frozen (cod) Fish, can, asst'd (tuna-chunk white only, salmon-coho only)	Minimum protein content 12%	32.63M 32.63M 32.65M 32.141M 32.141M 32.141M 32.143M
Eggs, fresh, shell, large	Grade A Large	32.184M
Cheese, cheddar Cottage Cheese Cheese, process cheddar cheese food	Cda Grade A	32.172M
Whipped Topping, commercial (ready to whip)		
Margarine, soft, minimum 35% poly-unsaturated Salad oil, all vegetable (made from only the following oils: corn, cottonseed, soybean, sunflower, canola)		32.78M 32.76M
Jam, pure or Jelly, pure or Marmalade Honey, pasteurized Dessert sauces (choc., butterscotch, pineapple, strawberry) Peanut Butter Maple flavoured syrup	Cda No. 1	32.236M 32.237M 32.208
Fruit beverage powder, bulk pkg Coffee, ground AND Coffee, instant Tea, black, bags, (1 cup size) Council Cda Grading Standard	3 Star-tea	32.283M 32.110/113M 32.113M
Ice cream and Sherbet Yogurt, (assorted flavours) Pie filler, canned (assorted) Apple sliced, canned, solid pack pie fruit, unsweetened	Cda Choice	32.163M 32.253M
Dessert powder, gelatine base AND starch base Soup bases and soup mixes, dehydrated AND Gravy Mix Catsup, tomato AND Olives, (stuffed green or black)		32.281M 32.258

APPENDIX 4**STANDARD PORTION SIZES**

Breakfast	Portion	Breakfast	Portion
Eggs, large	2 each	Syrup	as req'd
Ham	45 g	Baked: Muffins, Bagels, Croissants	1 each
Bacon	3 slices	Juice	250 ml
Breakfast Sausages	2 each	Milk (2%, 1%, skim or choc)	500 ml
Cheese	30 g	Toast	2 slices
Hot cakes	3 X 4" dia	Cereal hot	175 ml (cooked)
French Toast	2 slices	Cereal cold	ind pkg or 30 g bulk

Lunch / Supper	Portion	Lunch / Supper	Portion
Soup	250 ml	Milk (2%, 1%, skim or choc)	250 ml
Boneless meat	180 g (raw)	Hot and cold beverages	250 ml
Steaks and chops (bone-in)	300 g (raw)	Salad Items	6" plate
Fish (steaks, fillet)	150 g (raw)	Canned fruit	125 ml
Fish (battered)	150 g (cooked)	Fresh fruit	1 each
Roast poultry (boneless)	125 g (cooked)	Fresh grapes/berries	125 ml
Chicken pieces (bonein)	300 g (raw)	Pudding / Jello / Ice cream / Fruit yogurt	125 ml
Casserole dishes	250 g (cooked)	Cake (2.5" WxLxH or 1/12 of 9" dia cake)	1 piece
Stews	250 g (cooked)	Pie (1/8 of a 9" diameter pie)	1 piece
Triple decker sandwich	1 each	Squares (2" x 2")	1 piece
Hamburger	2 x 75 g raw	Cookies (2" diam.)	2 each
Hot dog	2 each	Cookies (3" diam)	1 each
Submarine (8" long)	1 each	Doughnuts	1 each
Pizza (1/6 of a 16" dia pie)	1 each	Bread	1 slice
Sandwich	1 1/2 each	Dinner Roll	1 each
Sandwich filling - salad	85 g	Sand filling - sliced meat	60 g
Potatoes	125 g (cooked)	Vegetables	125 ml

APPENDIX 5**ATTENDANCE REGISTER (FOOD SERVICES STAFF NOMINAL ROLL)**

DATE	GROUP	KITCHEN

Name/ Employee	Job Title	PRESENT	DAY OFF	SICK	ABSENT REASON	Productive # HRS	REMARKS

Notes:

1. Resident Manager (RM) or Kitchen Supervisor (KS) or cook (CK or kitchen helper (KH) Waitress staff (WS), or Storesman (ST).
2. Exclude meal hours.
3. Each group of employees will have their own staff attendance register as grouped together for accounting purposes.

GROUP 1 RESIDENT MANAGER AND KITCHEN SUPERVISOR
GROUP 2 COOKS
GROUP 3 KITCHEN HELPERS AND WAITRESS
GROUP 4 STOREMAN/CLEANERS

4. The attendance must be filled in properly, identifying each employee by group, attendance, day off, sick, etc. During spot checks, each employee identified will be accounted for.

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APPENDIX 6

CATERING STAFF: SUMMARY OF PRODUCTIVE HOURS

DATE	GROUP	KITCHEN

Position	Number of hours	Position	Number of hours
Resident Manager	hours	All Kitchen Helpers	hours
Kitchen Supervisor	hours	All Wait Staff	hours
All Cooks	hours	All Storesman	hours
X			
<i>Certified Correct by Signature of Resident Manager</i>			

APPENDIX 7

**CATERER'S SEMI-MONTHLY INVOICE
(On Caterer's Letterhead if possible)**

CAMP/ ESTABLISHMENT		CONTRACT NUMBER	
COST PER RATION:		BILLING PERIOD	
NAME OF CONTRACTING COMPANY			

Recapitulation of Certified Daily Ration Entitlement chargeable under the contract:							
DATE	# RATIONS	DATE	# RATIONS	DATE	# RATIONS	DATE	# RATIONS

APPENDIX 8**CERTIFIED STATEMENT OF RATION ENTITLEMENT AND RATIOS**

Personnel entitled to	(1) # entitled to ration	(2) Portion chargeable	(3) Total ration days
ALL MEALS		1	
Breakfast only		0.2	
Breakfast & Lunch & snacks		0.6	
Lunch & Dinner & snacks		0.8	
Lunch or Dinner only		0.4	
Certified number of R Days chargeable under contract & claimable			
TOTAL			

RATION DAYS CERTIFIED BY			
	Name	Rank	Position

APPENDIX 9**DAILY MEAL FORECAST**

CAMP/ESTABLISHMENT		DATE	

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

CERTIFIED BY FSO		
	Name (print)	Signature

APPENDIX 10**CATERING CONTRACT INCIDENT REGISTER**

TO: RESIDENT MANAGER		INCIDENT REPORT	#
DATE AND TIME OF OBSERVATION		date>	time>
CAMP/ORGN		KITCHEN	
OBSERVED BY	NAME	RANK	POSITION
OBSERVATION(S)>			
RES MGR advised Verbally/In writing by		date>	time>
SIGNATURE		NAME	RANK / POSITION
X			
<i>Copy received by</i>			
RES MGR X		date>	
OBSERVED CORRECTIVE ACTION TAKEN BY CONTRACTOR			
SIGNATURE		NAME	RANK / POSITION
X			
ADMINISTRATIVE PROCEDURES INITIATED			
SIGNATURE		NAME	RANK / POSITION
X			

APPENDIX 11

DETAILS OF OPERATING FACILITIES

1. GENERAL INFORMATION

- 1.1 LOCATION: HMCS QUADRA - 19 WING COMOX, B.C.
- 1.2 DATE CONTRACT TO COMMENCE: 22 JUN 2012
- 1.3 DATE CONTRACT TO FINISH: 27 AUG 2012, (with options to extend)
- 1.4 TOTAL ESTIMATED NUMBER OF RATION-DAYS per Year: 32,842
- 1.5 NAME, APPOINTMENT, ADDRESS AND TELEPHONE NUMBER OF OFFICERS RESPONSIBLE FOR PROVIDING FURTHER INFORMATION REGARDING NUMBERS, OPERATIONAL FEEDING REQUIREMENTS, ETC., PRIOR TO QUADRA COMMENCEMENT:

Title	Name	Telephone
Contract Supervisor	Quadra Services Officer	(250) 890-3503
Contract Supervisor's Technical Advisor	19 Wing FSO	(250) 339-8211 Local 8320
Quadra FSO	CSTC Staffing Officer (Sea)	(250) 363-0919

Note:

1. There are no quarters available for the Catering Staff on Quadra site.

2. FOOD SERVICE FACILITIES

The basic floor plans of the building housing Food Services facilities are available from the FSO.

Kitchen Area (Building #70) is Egeria Hall.

3. EGERIA HALL INVENTORY

- 3.1 Basic galley inventory is part of Customer Supply Account (SCA) held at Quadra Supply and will be provided at Site Visit.
- 3.2 Dining utensils, cutlery, crockery, glassware, food trays and table items will be provided by DND for all dining areas.
- 3.3 Cooking utensils, pots and pans, food trolleys and other such equipment as is necessary to adequately outfit the kitchen will be provided by DND.

4. DINING ROOM CAPACITIES

- a. Wardroom Dining Room - 200 persons
- b. Main Dining Room - 612 persons.

5. GENERAL INFORMATION - CLEANING

-
- 5.1 The kitchen and fitted equipment are well maintained to the standards required by DND. Major thermal appliances are hooded and fitted with fire extinguishing systems.
- 5.2 The following are the minimum cleaning requirements that must be completed prior to commencement of camp:
- i) All tables and chairs to be washed and positioned;
 - ii) All inside, lower level windows, screens and sills to be washed; inside and out;
 - iii) All walls and shelves to be washed;
 - iv) All refrigeration units to be cleaned;
 - v) All dishes, flatware, utensils and equipment to be washed and positioned;
 - vi) All condiment trays to be washed, filled and positioned;
 - vii) All floors to be scrubbed;
 - viii) All wardroom rugs to be vacuum cleaned;
 - ix) All wardroom silver to be polished;
 - x) All wardroom plaques to be cleaned;
 - xi) All washrooms, change rooms and lockers to be cleaned and disinfected;
 - xii) All entry steps and the back courtyard to be swept and hosed down;
 - xiii) Garbage room to be cleaned, disinfected & hosed down & all lights/lighting fixtures to be cleaned.
- 5.3 The following minimum cleaning schedules must be maintained:
- i) After each meal (within 90 minutes of end of posted meal hours, unless otherwise stated):
 - ii) All cooking surfaces cleaned;
 - iii) All dishes, flatware, cooking utensils, trays, preparation equipment (ovens, refrigerators, mixers, slicers, etc.)
to be washed/cleaned and, where applicable, stowed;
 - iv) All kitchen, dining area, dishroom, bakery & serving area floors to be swept and mopped;
 - v) Wardroom entrance carpet to be vacuum cleaned;
 - vi) All garbage containers emptied and steam cleaned within one hour of end of posted meal hours;
 - vii) All cardboard cartons to be broken down, folded and placed in designated containers (as per recycling regulations); and
 - viii) Steam table and dishwasher to be stripped and cleaned.
- 5.4 Daily:
- i) All hallway floors swept and mopped;
 - ii) All washrooms to be cleaned and disinfected twice daily (1400 and 2200);
 - iii) Garbage room swept and tidied;

-
- iv) Back compound and entry steps swept and hosed down as required;
 - v) All food service areas to be cleared and tidy at 2200 hours.
 - vi) All chairs and tables washed;
 - vii) All walls and shelving washed;
 - viii) All windows, screens and sills to be washed inside;
 - ix) All walk-in refrigerators to be cleaned;
 - x) Wardroom and dining room refrigerators to be cleaned;
 - xi) All cups, glasses and dishes to be de-stained;
 - xii) All silverware to be cleaned and polished;
 - xiii) All condiment trays to be emptied, washed, polished, sanitized and refilled;
 - xiv) All baseboards to be scrubbed; and
 - xv) All hallway walls and baseboards to be scrubbed.

5.5 Inspections:

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

5.6 Miscellaneous

a. Level of Service:

- (1) Main Dining Hall – Cafeteria service for all meals; and
- (2) Wardroom – Cafeteria service for Breakfast and Lunch, limited table service for Supper and Brunch; and
- (3) Wardroom – Full service for one (1) designated table.

b. Standard of service:

- (1) Cafeteria/Limited Table Service - Service must be at a minimum rate of 10 persons per minute. No one must stand in line longer than five minutes;
- (2) Two steam table lines are to be used in main dining room when feeding excess of 400 people.
- (3) Full service designated table (1) in Wardroom. No one must wait longer than five minutes for service.

c. Duty and cleaning schedules - schedules must be prepared by the caterer, approved by the contract administrator and posted in an approved location.

d. Fire and safety training schedules must be approved by DND before implementation.

6. MEAL SERVICE SCHEDULE

- 6.1 Meals must be served in accordance with the schedule below. Adjustment to this schedule as required by training program changes may be made with prior notice (at least 24 hrs) to the contractor.

Officers' Meal Hours Monday to Saturday	Breakfast - Cafeteria service	0630 - 0745 hours
	Lunch – Cafeteria service Sandwich Bar	1130 - 1300 hours
	Dinner – Limited table service	1630 - 1800 hours
Main Galley Hours Monday to Saturday	Breakfast – Cafeteria service	0615 - 0745 hours
	Lunch – Cafeteria service	1130 - 1300 hours
	Dinner – Cafeteria service	1630 - 1800 hours
	Kye	2030 - 2130 hours
Officer's Meal Hours Sundays	Brunch – Limited table service	1030 – 1300 hours
	Dinner – Limited table service	1630 – 1800 hours
Main Galley Hours Sundays	Cold Breakfast- Cafeteria service	0630 – 0730 hours
	Brunch – Cafeteria service	1030 – 1300 hours
	Dinner – Cafeteria service	1630 – 1800 hours
	Kye	2030 – 2130 hours

Notes:

1. Kye time may vary due to length of scheduled evening activities.
2. A late meal at approximately midnight will be required for watch-keeping personnel during the months of July and August (approximately 25 personnel).
3. Sunday routine. Cold breakfast will be required for watch-keepers going on and coming off shift and for those cadets that are awake early and is to be served in main galley only.

7. ESTIMATED RATION STRENGTH BY WEEK:

SUMMER CAMP 22 June 2012 - 27 August 2012

WEEK	WEEKLY	CUMULATIVE RATION DAYS	WEEK	WEEKLY	CUMULATIVE RATION DAYS
22/06-29/06 (8 days)	382	382	28/07-03/08	5600	22,132
30/06-06/07	1510	1892	04/08-10/08	4560	26,692
07/07-13/07	4560	6452	11/08-17/08	4560	31,252
14/07-20/07	4560	11,012	18/08-24/08	1500	32,752
21/07-27/07	5520	16532	25/08-27/09(3 days)	90	32,842

Note:

1. The above estimates are expected to be valid for the Option Years.

8. BAG/BOX LUNCH SCHEDULE

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

9. SMALL BOAT RATIONING SCHEDULE

- 9.1 This schedule will be provided during the first week of the contract. In general terms, there is a requirement to supply fresh rations to the cadet boats on an irregular schedule. These requirements will be approx.:
- a. up to 02 larger boats (PCTs), staffed with approx.. 20 person each that must be resupplied 2 or 3 times per week, and
 - b. up to 10 smaller boats (whalers) staffed by approx. 6 person each that must be resupplied daily for 4-6 day period during the summer. These rations may include haybox meals.
- 9.2 The issue of rations to these boats requires that a storesmen be available to issue rations on short notice between 0600-1800 daily. The ration request is first channeled through the Camp FSO for approval to issue.
- 9.3 This schedule must have maximum flexibility to issue rations on very short notice as sailing plans will change according to the inclement weather, changed training schedule or available equipment.

10. SPECIAL FUNCTIONS SCHEDULE

- 10.1 Special functions may be held instead of, or in addition to regular meals. The majority of special functions will entirely, or partially, replace regular meal service for those involved. A meal may be served to those on ration strength and who attend special functions without charge provided the cost does not exceed that of a normal meal.
- 10.2 The contractor's staff will be required to set up and clean all dining areas used for special functions and will prepare and serve foods except as otherwise noted. The dates, times and numbers are approximate and will be confirmed well in advance. At least 24 hours notice will be given for any additional changes. The staff required is based on past experience, with some foods being pre-prepared by regular foods staff shifts. The Resident Manager will be advised when meals served at a special function are intended to substitute for a regular meal and for what numbers this will apply. Menus and foods will be available to the caterer in sufficient time to meet the schedules given.
- 10.3 Labour charges attributable to additional preparation time and to extended or special meal hours for Mess Dinners, social functions, special functions, etc., **MUST NOT** form part of this contract. However, for information purposes, quote and define additional labour.
- 10.4 The listing of or information provided for special functions is for the user and caterer's info only. All arrangements will be made with the concurrence of both parties.

	DATE	FUNCTION	ATTENDING
a.	28 JUN 12	Opening Mess Dinner	65 Officers/guests

THIS DATE TO BE CONFIRMED AFTER SCHEDULE HAS BEEN SET. This is a full course dinner served with wines, ports and liqueurs under the direction of a Quadra staff FSO/Chief Steward. Waitresses are required for serving only.

b.	14 AUG 12	Staff Cadet Mess Dinner	160 Officers and Staff Cadets
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This is served sit-down meal. Officers will serve meals and clear tables.

c.	15 AUG 12	Wardroom Closing Dinner	125 - 150 Officers/ Guests
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This is served sit-down meal. Waitresses are required to serve wine coffee, desserts and liqueurs and to clear tables. This function may be held at a location remote from the Quadra site.

d.	17 AUG 12	Ship's Banyan	All Officers, Staff cadets and Cadets
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This is a replacement for the lunch meals and will consist of a barbeque on the Parade Square. Officers will cook.

e.	23 AUG 12	Marine Engineers Graduation Dinner	14 Marine Engineer cadets, 2 Staff Cadets and up to 5 Officer guests
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This is a replacement for the supper meal and will be served by officer staff in the Officer's Dining Room during the regular supper meal hour

f.	Barbeques - usually 4 per summer. 2 of these will replace the supper meal in the Officer's Dining room and 2 will replace the supper meal for the Staff Cadets in the Cadet dining room. Requirement will be meat suitable for barbequing for officers, hamburgers and hot dogs for the staff cadets plus appropriate accompaniments.		
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Note:

1. Similar functions will be planned during Option Years.

APPENDIX 12

CFAO 34-13 HYGIENE AND SANITATION

1. General

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

2. Definitions

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

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

3. Construction

- 3.1 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.
- 3.2 Floors must be constructed of a smooth, slip-resistant, non-absorptive and non-flaking or peeling material. The flooring surface material should 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.
- 3.3 Wall and ceiling surfaces must be of hard, smooth, nonabsorbent and easily cleaned material that is capable of withstanding high humidity conditions. Joints must be tight and sealed to eliminate harbourages for insects.
- 3.4 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 the steam cannot be guaranteed clean or non-toxic. Potable water lines must be separate from, and installed so as to prevent any cross-connection with, sewage or non-potable water lines.
- 3.5 Floor drains must be tapped, vented and sealed into the floor surface and should be provided with grilles which can be easily removed to allow cleaning.
- 3.6 Adequate lighting must be provided for all food service areas. The recommended levels of illumination for these areas are contained in Annex to CFMO 40-06.
- 3.7 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 should be designed to prevent the entrance of dirt, dust and insects. Filters must be removable and cleaned at regular intervals, and systems must be kept free of grease and dust accumulation.

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

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

4. Garbage Disposal

4.1 Food wastes and garbage area source of good 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 should 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 should be lined with plastic garbage bags to facilitate cleaning.
- c. Adequate facilities must be provided for washing and sanitizing garbage containers after each use. Whenever possible a can washer-sterilizer unit should be installed.

5. Pest Control

5.1 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.

5.2 The following measures, in addition to those prescribed in 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.
- c. Tight-fitting window screens and self-closing screen doors must be provided for all food service areas during the fly season.

5.3 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 34-46 and CFMO 36-03.

6. Equipment and utensils

6.1 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.

6.2 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.

- 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.

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

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

7. **CLEANING AND SANITIZING**

7.1 Since food is easily contaminated it is imperative that:

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

7.2 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

- i) Remove all food debris by pre-washing or scraping.
- ii) The wash water must contain a suitable detergent and be maintained at a temperature between 120°F (49°C) and 140°F (60°C.)
- iii) Rinse water must be maintained at a min temperature of 180°F or 82°C

b. Manual Dishwashing Method

- i) Normally, three-compartment sinks or sanitary containers will be provided where space limitations prohibit the installation of three-compartment sinks, two two-compartment sinks may be used with the prior approval of NDHQ/Surgeon General.
- ii) Remove all food debris by pre-washing or scraping.
- iii) Wash the utensils in the first sink or container, using a suitable detergent. The water must be maintained at a minimum temperature of 110°F or 44°C
- iv) 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 temperature of 110°F or 44°C. In a two compartment unit the second sink must be used for both the clean water rinse and as a sterilization compartment, and the sterilization procedure must be the same as prescribed in subpara (5).

- v) 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 100°F. or 44°C
 - (b) immersing the utensils for at least two minutes, using a wire basket, in clean water maintained a minimum temperature of 180°F or 82°C

c. Oversized and Electrical Equipment

Equipment that cannot be processed i/a/w 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 on-half ounce of ten percent sodium hypochlorite (NSN 6810-21-572-1850) to a gallon of cool water.
- (2) Quaternary Ammonium solution. A satisfactory sanitizing agent may be produced by adding two ounces of quaternary ammonium compound (NSN 6505-21-570-2100) to a gallon of cool water.

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

7.4 Normally, after sanitizing the equipment and utensils can 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.

8. Food Handlers

8.1 As food services personnel can be carriers of disease organisms that contaminate food, the following precautions must be taken:

- a. Food services personnel who incur a common cold, sore throat, gastro-intestinal upset, skin rash or an infected cut or sore, must:
 - i) report to the person in charge of food services and
 - ii) be removed from food handling duties until approval has been obtained from a medical authority for their return to duty.

8.2 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 services establishment.
- b. They must avoid handling food with their hands; ladles, lifters, tongs or scoops should be used.

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- 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 an "Afro" or other hair style that reaches or extends below the collar must wear a hair net; other male personnel must wear a cap. Beards must not be worn by military personnel (CFAO 17-3 refers); beards worn by civilian food handlers must be kept shorn, neatly trimmed and clean.
 - 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.

9. Storage and Refrigeration

9.1 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 min. six inches clearance from floor to facilitate cleaning and pest control, and
- c. in unbroken packages or in closed containers to prevent insect contamination.

9.2 All refrigeration units such as domestic and walk-in refrigerators, deep freezers, cold top 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 w/ automatic defrosting devices.
- c. Proper temperatures must be maintained.
- d. An indicating thermometer, readily accessible for reading must be located in each refrigerator, deep freeze and refrigerated food display counter.

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

Appendix 13
BASIC EQUIPMENT CLEANING INSTRUCTIONS AND SCHEDULE

WHAT	HOW	WHEN
Ranges	Scrape deposits off grill top using blunt scraper	daily
	Clean debris from grease trap/tray.	
	Polish grill surface & wipe w/a cloth Oil grill lightly using salad oil	
Bake/roast ovens	Clean boiled over foods immediately. Brush and wipe out oven area.	Daily
	Clean outside of ovens with detergent and a soft brush or cloth.	
	Clean with oven cleaner as directed.	
Deep fat Fryer	Cool fat and drain the fryer.	After each use (AEU)
	Filter fat by passing thru a mechanical filter or a cloth filter.	
	Clean baskets/strainer/entire fryer w/ hot water & detergent. Rinse well.	
	When ready to use refill with filtered fat and top up with fresh fat	
Mixers	Remove parts, wash, rinse and sanitize in the pot wash area	AEU
	Clean the stationary base parts.	
Tilting Skillet	Wash outside and inside fryer with hot water and detergent.	AEU
	Rinse surfaces with warm water and flush with a sanitizer	
Steam Cooker	Wash kettle immediately after use.	Daily
	clean inside & out w/ mild detergent Rinse well, and sanitize	
Steam Table	clean pans, tops and sides with a mild detergent, rinse and sanitize	AEU
	Remove any particles and drain the water.	
	Remove scale on the inside of the water bath using a de-scaling compound	Weekly
Dish Washer	Open drain valves and empty tanks.	AEU
	Clean strainers and wipe excess water around the machine area	
	Scrub inside's tanks around pipes and outside area with brush	After supper
	Clean nozzles & detergent dispensers Leave machine open to air	
	De-scale inside of machine	Weekly
Slicer	Unplug machine, remove parts	AEU
	Wash, rinse and sanitize Clean remainder of machine	

Veg Peeler	Remove hopper cover & abrasive disc	Clean with water and a stiff brush	AEU
	Rinse and replace cover and disc	Clean trap	
Rotary Toaster	Brush out crumbs & clean retain tray	Wipe and clean exterior surface.	After brkfst
Can Openers	Wash, rinse and sanitize	Clean & remove debris from blade	Daily
Juice Dispenser	Clean handles, faucets, drip trays storage tanks, covers and all exterior surfaces		After each meal(AEM)
Milk Dispenser	Clean and sanitize all dispenser parts Wipe clean interior surfaces		AEM
	Clean milk spills immediately		
Coffee Urns	Rinse w/ hot water before use	Brush inside with hot water	Weekly
	Rinse until water runs clean		
	Clean faucet and pipe leading to the centre of the urn		
	Use a de-stainer as directed De-scale water jacket monthly		

Appendix 14

SANITATION EVALUATION CHECKLIST

Camp/Organization >		DATE	
Carried out by >		TIME	
1	Table tops are clean		
2	Condiment containers are clean		
3	Floors are free of debris and spills		
4	Beverage dispenser drip trays are clean		
5	Steam table/serving areas is clean		
6	Hot foods are covered in steam table		
7	Dessert/cold food items are properly displayed/refrigerated		
8	Appropriate serving utensils available on serving line & buffet		
	KITCHEN AREA		
9	a) Counter/preparation area(s) are clean		
	b) Cutting Board(s) are clean		
	c) Meat slicer(s) are clean		
	d) Deep fat fryer(s) are clean		
	e) Pots, dishes and utensils are clean		
	f) Walls are clean		
	g) Floor are clean		
10	Traffic areas are free from clutter		
11	Fridge/freezer temperatures ate recorded		
12	Store rooms are well organized and food is safely stored		
13	In fridges, all food items are properly covered and dated		
14	Foods are not left out at room temperature		
15	Garbage containers are all covered		
16	Wet/dry garbage cans in preparation areas emptied frequently		
17	Doors have intact screens-are kept closed when not in use		
	PERSONNEL		
18	Staff are dressed in clean uniforms		
19	Hairnets/hats are used by staff		
	TOTALS		

ANNEX B**BASIS OF PAYMENT**

You are requested to quote all-inclusive **firm prices** for ALL categories indicated for the provision of Food and Food Services specified herein. Prices will be FOB Department of National Defence, HMCS Quadra, Lazo, B.C., GST/HST extra. No other charges will be allowed.

Period of Contract

Year 1 - Original Period 2012 From 22 JUN 12 to 27 AUG 12

Year 2 - Option Period 2013 From 21 JUN 13 to 26 AUG 13

Year 3 - Option Period 2014 From 20 JUN 14 to 25 AUG 14

Note: Dates for Year 2 and 3 Option years are tentative and subject to change.

PART I: General Requirements

SUMMER CAMP	FIRM RATION DAY CHARGE			
RATION DAY STRENGTH CAT.	Est. Annual Ration Days	YEAR 2012	OPTION YR 2013	OPTION YR 2014
	32,842			
15 to 50	90			
51 to 150	382			
151 to 250	3,010			
251 to 875	29,360			
Evaluation Total		A\$	B\$	C\$

PART II: Additional Labour

Additional labour* charges attributable to additional preparation time and to extended or special meal hours and mess dinners (not including those in Part I), social functions, etc. must be subject to the following rates.

*Additional labour is defined as that labour which exceeds two (2) hours of service, when the function is served in lieu of a meal, OR when the entire function is for an event served after a meal. Such requests for additional labour must be at the request of the Site Authority. The number of servers and length of function will be negotiated with the authority in charge of the function and billed to same.

	Estimated Hours	YEAR 01	OPTION YR 2	OPTION YR 3
Charge out rate for additional labour	20	\$	\$	\$
EVALUATION TOTAL		D\$	E\$	F\$