

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**PO Box 1408, Room 100**  
**167 Lombard Ave.**  
**Winnipeg**  
**Manitoba**  
**R3C 2Z1**  
**Bid Fax: (204) 983-0338**

## **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**

<b>Title - Sujet</b> Food & Accommodations, Medicine Hat	
<b>Solicitation No. - N° de l'invitation</b> W4295-12C005/A	<b>Date</b> 2012-04-23
<b>Client Reference No. - N° de référence du client</b> W4295-12C005	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-202-8020	
<b>File No. - N° de dossier</b> WPG-2-35010 (202)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-05-09</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Central Daylight Saving Time CDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Kozak, Tammy	<b>Buyer Id - Id de l'acheteur</b> wpg202
<b>Telephone No. - N° de téléphone</b> (204) 984-8825 ( )	<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE REGIONAL CADET SUPPORT UNIT (PRA) PO BOX 17000 STATION FORCES WINNIPEG MANITOBA R3J 3Y5 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 - Western  
Region  
PO Box 1408, Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3C 2Z1

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

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions(<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada. Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (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 five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered. Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

### **4. Applicable Laws**

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

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 ( 1 hard copies)

Section II: Financial Bid ( 1 hard copies)

Section III: Certifications ( 1 hard copies)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid. Canada requests that bidders follow the format instructions described below in the preparation of their bid:

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

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

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

### **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**

- (a) Ability to provide the services as described in Annex "A". Bidders must indicate whether they meet or do not meet the mandatory requirements of the compliance matrix.

### **1.2 Financial Evaluation**

SACC Manual Clause A0220T (2010-01-11), Evaluation of Price

### **2. Basis of Selection**

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications 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 - Certification**

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a

finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

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

The Bidder or the member of the joint venture

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

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

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

D.( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_.

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

## 1.2 Former Public Servant Certification

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

### Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above?

Yes ( ) No ( )

If so, the Bidder must provide the following information:

a.name of former public servant;

b.date of termination of employment or retirement from the Public Service.

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

Yes ( ) No ( )

If so, the Bidder must provide the following information:

a.name of former public servant;

b.conditions of the lump sum payment incentive;

c.date of termination of employment;

d.amount of lump sum payment;

e.rate of pay on which lump sum payment is based;

f.period of lump sum payment including start date, end date and number of weeks;

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

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

#### Certification

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

### 1.3 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 services offered being treated as non-Canadian services.

#### The Bidder certifies that:

( ) the services offered are Canadian services as defined in paragraph 4 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.

#### 1.3.1 SACC Manual Clause

A3050T (2010-01-11 Canadian Content Definition

## **PART 6 - RESULTING CONTRACT CLAUSES**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Statement of Work**

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

### **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<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 from June 24, 2012 to August 24, 2012.

### **5. Authorities**

#### **5.1 Contracting Authority**

Tammy Kozak  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
100-167 Lombard Avenue  
Winnipeg, Manitoba R3C 2Z1

Telephone: 204-984-8825  
Facsimile: 204-983-7796  
E-mail address: tammy.kozak@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:

Name: \_\_\_\_\_ TO BE DETERMINED \_\_\_\_\_

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

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

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



Telephone : \_\_\_\_

Facsimile: \_\_\_\_

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

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

### 5.3 Contractor's Representative

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

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

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

a.when it is 75 percent committed, or

b.four (4) months before the contract expiry date, or

c.as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

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

### 6.3 Multiple Payments

H1001C (2008-05-12) Multiple Payment

### 6.4 SACC Manual Clauses

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

C0705C (2010-01-11), Discretionary Audit

**7. Invoicing Instructions**

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.

**8. Certifications**

8.1 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

**9. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_TO BE DETERMINED AT CONTRACT AWARD\_\_\_\_.

**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) the general conditions 2010C (2012-03-02) General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_TO BE DETERMINED AT CONTRACT AWARD\_\_\_\_.

**11. Defence Contract**

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

**12. SACC Manual Clauses**

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

**13. Insurance**

SACC Manual Clause G1005C (2008-05-12), Insurance

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

The Medicine Hat Power Pilot Scholarship will be conducted at Super T Aviation Flying Club, Medicine Hat, Alberta during the period 24 June to 24 Aug 2012. This contract is to include accommodations and food services as per the cadet feeding standard attached for 10 Cadets and 2 Supervising Officers.

The Schedule / Itinerary for the St Andrews Power Pilot Scholarship is:

24 June 2012 Supervising Officers Arrive  
 01 July 2012 Cadets arrive  
 18 August 2012 Cadets depart  
 24 August 2012 Supervising Officers depart

**Meals:**

Meals are to be delivered no later than:

Breakfast - 7:00 a.m.

Lunch - Paper bag lunch to be delivered in morning

Dinner - 5:30 p.m

Snack - To be prepared and delivered at same time as dinner.

**Food Services**

Kitchen opening and closing dates:

Opening date: 01 July 2012 for supper

Closing date: 18 August 2012 after breakfast

Dates	# of Days	Supervisors	Cadets	Total Double Occupancy Rooms	Total Single Occupancy Rooms	In House Population
24 June 1 July, 2012	8	2	0	0	2	2
1 Jul – 18 Aug, 2012	49	2	10	5	2	12
19 Aug -24 Aug, 2012	6	2	0	0	2	2
Accommodation Details						
Supervisor Accommodations per Supervisor		Number of Supervisors		Total Supervisor (Single Occupancy) accommodations Nights		
62		2		124		
Cadet Accommodations per Pair of Cadets		Pairs of Cadets		Total Cadet (Double Occupancy) Accommodations		
49		5		245		

Solicitation No. - N° de l'invitation

W4295-12C005/A

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

W4295-12C005

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-2-35010

Buyer ID - Id de l'acheteur

wpg202

CCC No./N° CCC - FMS No/ N° VME

<b>DATES (FROM - TO)</b>	<b>NUMBER OF DAYS</b>	<b>In House Population</b>	<b>RATION STRENGTH (calculated: # days x # People )</b>
24 June – 1 Jul, 2012	8	2	0
1 Jul 2012 (Dinner)	1	12	12
2 Jul - 17 Aug, 2012 (Breakfast, Lunch, Dinner)	47	12	564
18 Aug 2012 (Breakfast)	1	12	12
19 Aug – 24 Aug, 2012	6	2	0

## Mandatory Requirements

Bidders **MUST** indicate whether they meet or do not meet each mandatory requirement below.

Item	DescriptionN	Meet	Does not Meet
1	Accommodations and food services must be provided within 10 kilometers of Super T Aviation Flying Club, Medicine Hat, Alberta.		
2	Sufficient accommodations based on 2 people per room for the Cadets, and one for each of the Supervising Officers and exclusive use of dormitory by Cadets. One bed per person, no male and females sharing accommodations. Total number of males/females to be confirmed 48 hours prior to arrival.		
3	Prepared meals and snacks in accordance with sample meal menu attached as Annex C. Total numbers to be confirmed 48 hours prior to arrival.		
4	Dining room/classroom/study room/common room, to accommodate 10 Cadets and 2 Adult Staff, complete with seating, tables, and power to operate electronic devices.		
5	Access to a minimum of 2 Male/2 female washrooms/toilets, and 2 male/2 female shower facilities.		
6	Access to laundry facilities, including washer and dryer.		
7	Parking space for 1 vehicle.		
8	Maintain all areas in good, clean and tenable repair.		
9	Provide cleaning services to all buildings/areas.		
10	Provide clean bedding services weekly.		
11	Provide access to telephones		
12	Ensure all areas comply with the National Building Code and National Fire Code and that the kitchen has a Health Permit issued by the Alberta Department of Health.		
13	Current Occupancy Permit and Alberta Permit to operate a food service establishment are available to provide upon request.		
14.	Facilities will be made available for a pre-acceptance inspection and annual inspection for fire and life safety by representatives of DND. Where a disagreement exists between the provincial authority and the DND authority, the DND authority shall take precedence, unless a mutual decision can be reached.		

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

Bidders must submit firm prices as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

Should there be an error in the extended pricing of the bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the bidders' proposal shall be changed to reflect the quantities stated in the RFP.

The quantities specified below are provided for evaluation purposes only.

Prices quoted must remain firm for the period of the Contract. Prices MUST include ALL costs associated with providing the requirement in accordance with the Statement of Work detailed in Annex A .

GST/HST, if applicable, is not included and is to be shown as a separate item on any resulting invoice.

This section, when completed, will be considered as the Bidders Financial Proposal and payment will be made in accordance with the following pricing.

**Invoicing to be done weekly.**

<b>CONTRACT YEAR PRICING</b>				
<b>Firm All-Inclusive Rates, GST Extra</b>				
<b>Item</b>	<b>Description - each item must be provided in accordance with Annex A</b>	<b>Unit of Issue</b>	<b>Est. Qty</b>	<b>Rate</b>
1	SINGLE Accommodation per person per night	Each	214	\$
2	DOUBLE Accommodation per person per night	Each	245	\$
3	BREAKFAST - Meal rations	Each	576	\$
4	LUNCH - Meal rations	Each	564	\$
5	DINNER - Meal rations	Each	576	\$
6	SNACK - Meal rations	Each	576	\$
<b>TOTAL</b>				<b>\$</b>

**ANNEX C****CADET FEEDING OPERATIONS****Sample Meal Guideline**

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

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



<b>LUNCH</b>			
<b>Category</b> <b>Meal Item Availability Standard</b> <b>Definition/ Specification</b> <b>Healthy Choices</b>			
<b>Soup</b>	<b>1 freshly prepared soup</b>		Homemade vegetable soups Homemade milk based soups or chowders made from milk with less than 2% M.F.
<b>Main Entrée</b> <b>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.</b>	<b>1 freshly prepared hot protein dish with appropriate accompaniments.</b>  <b>1 pasta dish</b>  1 item from the following dishes: <b>Pizza</b> <b>Hamburger</b> <b>Hot dog</b> <b>Tacos</b> <b>Burritos and similar dishes</b>  Cold Sandwiches <b>3 varieties of sandwich fillings</b>	To ensure that the minimum standard of protein content is met, the recipes used for main entrées should be in the CF recipe file or come from a standardized tested quantity recipe and contain a minimum of 18 gms of protein per serving. Provide fish option at least twice per week. Meat from federally inspected source and CFIA approved only.  With 2 varieties of sauce, one of which contains a source of protein.  Vary on a rotating basis.  1 mixed filling 2 sliced meat  3 types of bread, e.g. roll/bun, flat bread, sliced bread, tortilla wraps, etc. 3 varieties of sliced bread, e.g. whole wheat, multi grain, white, etc.	Lean meats prepared with little or no added fat or salt. Meat alternatives such as beans, lentils and tofu.  Whole-wheat pasta, 2% M.F. or less sauce, tomato sauce.  Lean meats prepared with little or no added fat or salt. Meatless burritos.  Crusts/buns made with whole-wheat flour.  Salmon provides omega 3 fatty acids, tuna packed in water. Low fat spreads, e.g. mustard. Lean meats (ham, turkey)  Whole grain products
<b>Starch</b> <b>1 starch item</b> Potato, rice, couscous, not fried or is prepared with little or no fat. Brown or wild rice. Potatoes with skin. Prepared with little or no fat.			
<b>Vegetables</b>	<b>1 cooked vegetable</b>	Prepared with no added fat. Offer at least one dark green and one orange vegetable daily	Fresh or frozen vegetables, prepared with

			little or no added fat, sugar or salt.
<b>Salads</b>	Salads	Selection of salads as per the salad bar menu	Made with little or no fat
<b>Fruit</b>	<b>4 varieties of fresh fruit A maximum of one variety of fruit can be replaced by a canned variety.</b>	The term “ fresh” implies that the fruit has not been processed or preserved in any way. (i.e. not canned, cured, dehydrated, frozen or otherwise processed or preserved). Vary selection throughout the week and season.	Fresh fruit Frozen fruit without added sugar. Fruit canned in unsweetened or natural fruit juice.
<b>Dessert</b>	<b>1 prepared dessert</b>  <b>Baked desserts (2 types)</b>   <b>Ice Cream (2 flavors)</b>  <b>Yogurt (4 flavors)</b>	e.g. milk puddings, Jell-o, fruit based desserts (i.e. cobblers, crisps), cereal squares. e.g. cakes, cookies, pies, square.  To include low fat varieties, can include sorbets and parfaits  To include low fat varieties	2% or less M.F.  Make with whole-wheat flour or whole grains. 2% or less M.F.  2% or less M.F.
<b>Bread Product</b>	<b>2 types of bread</b>  <b>Loaves - 3 varieties</b>	e.g. roll/bun, flat bread, loaves, bagels, pita  e.g. Whole wheat, multi grain, white, etc (whole wheat bread containing not less then 60 % whole wheat flour)	Whole grain products Whole grain products
<b>Beverage</b>	<b>3 types of Hot beverages</b>  <b>3 types of cold beverages, 4 if non-dairy are provided:</b> <b>Dairy (4 varieties)</b>  <b>Fruit/vegetable juice</b>  <b>Fruit Flavored Drinks (4 varieties)</b>  <b>Non-Dairy Beverages (2 varieties) when requested</b>	e.g.Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavoured) Hot Chocolate  Refers to pasteurized cow's milk with Vitamin D and A added, in accordance with Canadas Food and Drug Regulations.  Pasteurized fruit juice from the named fruit in accordance with Canadas Food and Drug Regulations s and the Canadian Food Inspection Agency (CFIA) Vary selection throughout the week  Made of natural fruit flavor extract, of artificial fruit flavors, or any combination thereof. Shall contain Vitamin C not less then 24 mg and not more then 48 mg per 100 ml of ready to serve portion, in accordance with Canadas Food and Drug Regulations  Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow's milk. i.e. Soya milk, rice milk.	Less then 2% M.F.  Less then 2% M.F.  All  Low calorie, low sugar

<b>SUPPER</b>			
<b>Category</b>	<b>Meal Item Availability Standard</b>	<b>Definition/ Specification</b>	<b>Healthy Choices</b>
<b>Soup</b>	<b>Not required</b>		
<b>Main Entrée</b> 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.	<b>2 freshly prepared hot protein dish with appropriate accompaniments.</b>  <b>1 omelette OR</b>  1 item from the following dishes: <b>Pizza</b> <b>Hamburger</b> <b>Hot dog</b> <b>Tacos</b> <b>Burritos and similar dishes</b>	To ensure that the minimum standard of protein content is met, the recipes used for main entrées should be in the CF recipe file or come from a standardized tested quantity recipe and contain a minimum of 18 gms of protein per serving. Provide fish option at least twice per week. Meat from federally inspected source and CFIA approved only.  Vary on a rotating basis  Vary on a rotating basis.	Lean meats prepared with little or no added fat or salt. Meat alternatives such as beans, lentils and tofu.  Lean meats prepared with little or no added fat or salt. Meatless burritos. Crusts/buns made with whole-wheat flour.
<b>Starch</b>	<b>1 starch item</b>	Potato, rice, couscous, not fried or prepared with little or no fat.	Brown or wild rice, Potatoes with skin. Prepared with little or no fat.
<b>Vegetables</b>	<b>1 cooked vegetable</b>	Prepared with no added fat. Offer at least one dark green and one orange vegetable daily	Fresh or frozen vegetables, prepared with little or no added fat, sugar or salt.
<b>Salads</b>	Salads	Selection of salads as per the salad bar menu	Made with little or no fat
<b>Fruit</b>	<b>4 varieties of fresh fruit</b> <b>A maximum of one fresh fruit can be replaced by a canned variety.</b>	The term "fresh" implies that the fruit has not been processed or preserved in any way. (i.e. not canned, cured, dehydrated, frozen or otherwise processed or preserved). Vary selection throughout the week and season.	Fresh fruit Frozen fruit without added sugar. Fruit canned in unsweetened or natural fruit juice.
<b>Dessert</b>	<b>1 prepared dessert</b>  <b>Baked desserts (2 types)</b>	e.g. milk puddings, Jell-o, fruit based desserts (i.e. cobblers, crisps), cereal squares, e.g. cakes, cookies, pies, square.	2% or less M.F.

	<b>Ice Cream (2 flavors)</b>  <b>Yogurt (4 flavors)</b>	To include low fat varieties, can include sorbets and parfaits To include low fat varieties	Made with whole-wheat flour or whole grains.  2% or less M.F.
<b>Bread Product</b>	<b>2 types of bread</b>  <b>Loaves - 3 varieties</b>	e.g. roll/bun, flat bread, loaves, bagels, pita  e.g. Whole wheat, multi grain, white, etc (whole wheat bread containing not less than 60 % whole wheat flour)	Whole grain products Whole grain products
<b>Beverage</b>	<b>3 types of Hot beverages</b>  <b>3 types of cold beverages, 4 if non-dairy are provided:</b> <b>Dairy (4 varieties)</b>  <b>Fruit/vegetable juice (2 Varieties)</b>  <b>Fruit Flavored Drinks (4 varieties)</b>  <b>Non-Dairy Beverages (2 varieties) when requested</b>	e.g. Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavored) Hot Chocolate  Refers to pasteurized cow's milk with Vitamin D and A added, in accordance with Canadas Food and Drug Regulations.  Pasteurized fruit juice from the named fruit in accordance with Canadas Food and Drug Regulations and the Canadian Food Inspection Agency (CFIA) Vary selection throughout the week  Made of natural fruit flavor extract of artificial fruit flavors or any combination thereof. Shall contain Vitamin C not less than 24 mg and not more than 48 mg per 100 ml of ready to serve portion, in accordance with Canadas Food and Drug Regulations  Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow's milk i.e. Soya milk, rice milk.	Less than 2% M.F.  Less than 2% M.F.  All  Low calorie, low sugar

SALAD BAR			
Category	Meal Item Availability Standard	Definition/ Specification	Healthy Choices
<i>Each brunch, lunch, and supper shall have a salad bar and offer the following choices</i>			
Leaf 1 leaf salad pre-mixed e.g. Caesar salad, Greek salad ,etc. Prepared with a small amount of dressing or low fat dressing.			
Raw Vegetables	4 varieties	e.g. radishes, green onions, celery sticks, carrot sticks, turnip sticks, sliced cucumber, tomato wedges, mushrooms, sliced zucchini, green/red pepper, broccoli, cauliflower, etc., ensure a variety at each meal	All
Starch, Bean, or Marinated Salad	3 varieties per meal	e.g. coleslaw, pasta salad, three-bean salad, marinated vegetable salad, etc. ; ensure a variety at each meal	prepared using oil or dressing sparingly
Protein Choice	Not required		
Meatless Protein Choice	1 meatless protein choice  2 <u>types of cheese</u> : 1 hard 1 soft	e.g. chick peas, other legumes, egg, hummus, bean dip  e.g. cheddar e.g. brie, cream, cottage, etc. Cheese products produced in a dairy establishment registered by CFIA or equivalent To include low fat varieties.	All if prepared with little or no fat.  Less than 2% M.F.
Pickles	3 varieties of pickles	e.g. olives, beets, onions, dill pickles, gherkin pickles, etc.	
Condiments	<ul style="list-style-type: none"> <li>➤ mustard, ketchup, mayonnaise (reg and low fat), vinegar, oil</li> <li>➤ 3 varieties of meat sauce</li> <li>➤ <u>salad dressings</u>:               <ul style="list-style-type: none"> <li>• 5 varieties of regular</li> <li>• 5 varieties of low fat</li> </ul> </li> <li>➤ 3 varieties of crackers</li> <li>➤ 2 spreads</li> <li>➤ 3 varieties of jams/jellies</li> <li>➤ salt, pepper, and other assorted spices</li> </ul>	e.g. BBQ Sauce, HP Sauce  e.g. melba toast, bread sticks, biscuits e.g. peanut butter, cheese	

### Portion Size Standard

#### ***Breakfast***

Eggs, large	2 each
Ham/Back Bacon	45 g (raw)
Bacon	3 slices (40/48 slices per kg raw)
Sausages	2 each (12/500 g raw)
Hot cakes	2 X 90 ml ladles of batter
French Toast	2 slices
Cereal w/milk- hot	175 ml (cooked) plus 125 ml of milk
	Ind pkg or 250 ml plus 125 ml of milk
Cheese	30 g
Muffin	1 each (130 g)
Bagel	1 each (110 g)
Croissants	1 each (60 g)
Toast	2 slices (each 35 g)

#### ***Lunch and Supper***

Soup	250 ml
Steaks and chops (bone in)	250g (raw)
Chicken pieces (bone-in)	275g (raw)
Steak (boneless)	225 g (raw)
Boneless meat/poultry	150 g cooked (180 g raw)
Fish (steaks, fillet)	150 g (raw)
Fish (battered)	150 g (cooked)
Stews	300 g (cooked) (250 ml ladle)
Casserole dishes	300g (cooked) (250 ml ladle)
Pasta w/ sauce (main entrée)	150 g of pasta, 175 ml of sauce
Three decker sandwich	1 each (90 g of meat total)
Hamburger	1 each (167 g raw)
Hot dog	80 g (2 ea @ 40 g or 1 ea @ 80 g)
Pizza	1 each (1/6 of a 40 cm diameter pizza) 240 g
Tacos	2 each
Burritos	1 each (150g)
Submarine (15 cm long)	1 each (90 g sliced meat or 110 g mixed filling)
Sandwich	1 each
Sandwich filling - salad	110 g
Sandwich filling - sliced meat	90 g
Sliced meat – for cold plate	90 g
Starch Item - potatoes, rice, pasta	125 g (cooked) (2 ea 125 ml spoon, 2 ea #16 scoop)
Vegetables	90 g (125 ml spoon)
Salad Items	6" bowl or 8" plate
Canned fruit	175 ml
Fresh fruit (individual)	1 each
Fresh grapes/berries/sliced fruits	125 ml or 90 g

### Portion Size Standard

#### ***Breakfast***

Pudding	125 ml
Gelatin dessert	125 ml
Ice cream	125 ml
Fruit yogurt	175 ml
Cake	1 piece (5 cm X 5 cm X 7 cm)
Pie	1 piece (1/8 of a 22 cm diameter pie)
Squares	1 piece (5 cm X 5 cm X 2.5 cm)
Cookies (7.5 cm diam.)	2 each
Cookies (12.5 cm diam.)	1 each
Doughnuts / Sweet Buns	1 each
Bread	1 slice
Dinner Roll	1 each
<b><i>Beverages</i></b>	
Juice	250 ml
Milk (2%, 1%, skim, choc, non dairy)	250 ml
Fruit Drinks	250 ml
Pop	250 ml
Hot Beverages	250 ml