

**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**

<b>Title - Sujet</b> RATIONS & QUARTERS	
<b>Solicitation No. - N° de l'invitation</b> W0133-13Z557/A	<b>Date</b> 2013-04-11
<b>Client Reference No. - N° de référence du client</b> W0133-13Z557	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-210-6210	
<b>File No. - N° de dossier</b> VIC-2-35303 (210)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-05-13</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<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> Buchan, Torrey	<b>Buyer Id - Id de l'acheteur</b> vic210
<b>Telephone No. - N° de téléphone</b> (250) 363-3249 ( )	<b>FAX No. - N° de FAX</b> (250) 363-0395
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE BLDG 171 19 WING COMOX P.O.BOX 1000 STN MAIN LAZO British Columbia V0R2K0 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

<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</b> <b>(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. Statement of Work

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

### 2. 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* Manual issued by Public Works and Government Services Canada.

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>)

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

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

### 2. Submission of Bids

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

### 3. Enquiries - Bid Solicitation

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

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

### 4. Applicable Laws

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

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## **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 - Two (2) hard copy  
Section II: Financial Bid - One (1) hard copy  
Section III: Certifications - One (1) hard copy  
Section IV: Additional Information - One (1) hard copy

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

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

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

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

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

#### **Section I: Technical 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 Annex C.

#### **Section IV: Additional Information**

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with

Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

## Definitions

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

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

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

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

## Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

## Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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

## **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

Item	Minimum Mandatory Requirements	Complies ?	Reference to bid to substantiate.
2.1	Provide all rations, meals snacks and nutritional requirements (inclusive of special diet requirements) and sanitary quarters (including reasonable access to recreation facilities) for: (1) four (4) officers for a two day period, <b>June 28 – 29, 2013</b> prior to the arrival of the cadets. (2) twenty-four (24) cadets and four (4) officers for a period <b>June 30, 2013 to August 14, 2013</b> . (3) Breakfast only for all 28 personnel, <b>August 14, 2013</b> .		
2.2	Accommodations <b>must</b> be no more than 30km from both of the two airports Boundary Bay Airport (4335 Skeena Street, Delta, BC), and the Pitt Meadows Airport (100-18799 Airport Way, Pitt Meadows, BC)		
	<b>Accommodation Criteria</b>		
2.3	For purposes of safety and security, the accommodations and washrooms for the entire group <b>must be</b> segregated from all other user groups.		
2.4	All rooms must be centred on a common area to allow for ease of supervision.		
2.5	Rooms <b>must be</b> maintained in good condition, clean, and comply with local fire safety standards.		
2.6	The facilities <b>must</b> provide a quiet study area.		
2.7	Accommodations must be in close proximity (within 5KM) to recreational facilities. (i.e. swimming pool, gymnasium, soccer/baseball fields, etc.)		
	<b>Rations Criteria</b>		
2.8	The rations must be healthy and substantial. All meals are to follow Canada Food Guidelines and consideration <b>must be</b> made for special diets where necessary needs will be know within 5 days of contract start date.		
2.9	Snacks and/or fruit need to be made available between meals. (eg. Granola bars, juice boxes, etc.)		
2.10	Presentation of meals is to be in an appetizing fashion and varied. The feeding establishment must be clean, in good condition and comply with all fire safety standards. See the following samples.		
2.11	Dining Facility shall be co-located with the Accommodation quarters. The dining room must be large enough to permit all personnel to eat in the same room, to allow for ease of supervision.		
2.12	Breakfast and Dinner <b>must be</b> provided daily at the		

	dining facility. On training days, Lunch will be consumed at the training sites. On non-training days, all meals (breakfast, lunch, and dinner) are to be available at the dining facility.		
2.13	Box lunches are to be prepared for each cadet on a daily basis The standard meal for lunch will be the equivalent of the CF Box Lunch. This will be prepared by the Contractor's staff, and provided to the cadets each morning. .		
	<b>Certification Criteria</b>		
2.14	All staff involved in the preparation, cooking, and distribution of rations shall be Food Safe Certified. The Contractor shall provide valid certificates for all personnel involved in the food services portion of this Contract prior to the start of the Contract Period.		

## 1.2 Financial Evaluation

SACC Manual Clause A0222T (2007-05-25), Evaluation of Price

## 2. Basis of Selection

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

## PART 5 - INSURANCE REQUIREMENTS

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

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

### 1. Commercial General Liability Insurance

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

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

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Statement of Work

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

### 2. Standard Clauses and Conditions

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

#### 2.1 General Conditions

2010C (2013-03-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### 3. Term of Contract

#### 3.1 Period of the Contract

The period of the Contract is from June 28, 2013 to August 18, 2013 inclusive.

### 4. Authorities

#### 4.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Torrey Buchan  
Title: Supply Officer  
Department: Public Works and Government Services Canada  
Branch: Acquisitions Branch  
Address: 401 - 1230 Government Street  
Victoria, BC V8W 3X4  
Telephone: 250-363-3249  
Facsimile: 250-363-0395  
E-mail address: Torrey.Buchan2@pwgsc-tpsgc.gc.ca

In the event you are unable to contact the above noted Authority, please contact:  
PAC.VICCA@tpsgc-pwgsc.gc.ca

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

#### 4.2 Project Authority

The Project Authority for the Contract is to be provided in the finalized contract.

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

#### 4.3 Contractor's Representative

Supplier is to complete table below and submit with their bid.

Contact for:	Name	Telephone	Email
Contracting issues			
Technical issues			
Invoicing issues			

#### 5. Proactive Disclosure of Contracts with Former Public Servants *(if applicable)*

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

#### 6. Payment

##### 6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B for a cost of \$ \_\_\_\_\_. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

##### 6.2 Multiple Payments

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

#### 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.

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

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**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 \_\_\_\_\_.

**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 (2012-11-19), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Certification;
- (f) Annex D, Insurance Requirements;
- (g) the Contractor's bid dated \_\_\_\_\_.

## Annex A

### Statement of Work

#### 1. Requirement

The Department of National Defence, Regional Cadet Air Operations has a requirement for the provision of rations and quarters for personnel on training in Vancouver, British Columbia. This requirement is in support of the Air Cadet Power Pilot Scholarship Program (PPS).

#### 2. Minimum Mandatory Requirements

2.1	Provide all rations, meals snacks and nutritional requirements (inclusive of special diet requirements) and sanitary quarters (including reasonable access to recreation facilities) for: (1) four (4) officers for a two day period, <b>June 28 – 29, 2013</b> prior to the arrival of the cadets. (2) twenty-four (24) cadets and four (4) officers for a period <b>June 30, 2013 to August 14, 2013</b> . (3) Breakfast only for all 28 personnel, <b>August 14, 2013</b> .
2.2	Accommodations <b>must</b> be no more than 30km from both of the two airports Boundary Bay Airport (4335 Skeena Street, Delta, BC), and the Pitt Meadows Airport (100-18799 Airport Way, Pitt Meadows, BC)
	<b>Accommodation Criteria</b>
2.3	For purposes of safety and security, the accommodations and washrooms for the entire group must be segregated from all other user groups.
2.4	All rooms must be centred on a common area to allow for ease of supervision.
2.5	Rooms must be maintained in good condition, clean, and comply with local fire safety standards.
2.6	The facilities must provide a quiet study area.
2.7	Accommodations must be in close proximity (within 5KM) to recreational facilities. (i.e. swimming pool, gymnasium, soccer/baseball fields, etc.)
	<b>Rations Criteria</b>
2.8	The rations must be healthy and substantial. All meals are to follow Canada Food Guidelines and consideration <b>must be</b> made for special diets where necessary needs will be know within 5 days of contract start date.
2.9	Snacks and/or fruit need to be made available between meals. (eg. Granola bars, juice boxes, etc.)
2.10	Presentation of meals is to be in an appetizing fashion and varied. The feeding establishment must be clean, in good condition and comply with all fire safety standards. See the following samples.
2.11	Dining Facility shall be co-located with the Accommodation quarters. The dining room must be large enough to permit all personnel to eat in the same room, to allow for ease of supervision.
2.12	Breakfast and Dinner <b>must be</b> provided daily at the dining facility. On training days, Lunch will be consumed at the training sites. On non-training days, all meals (breakfast, lunch, and dinner) are to be available at the dining facility.
2.13	Box lunches are to be prepared for each cadet on a daily basis The standard meal for lunch will be the equivalent of the CF Box Lunch. This will be prepared by the Contractor's staff, and provided to the cadets each morning. .
	<b>Certification Criteria</b>

2.14	All staff involved in the preparation, cooking, and distribution of rations shall be Food Safe Certified. The Contractor shall provide valid certificates for all personnel involved in the food services portion of this Contract prior to the start of the Contract Period.
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### 3. Food Services

#### 3.1 Planning and Production of Quality Meals

The Contractor shall acquire, prepare, cook and serve sufficient quantities of quality, wholesome food items to feed up to three meals a day to entitled personnel in accordance with **Tables 1 – 3**.

Serving sizes shall meet Standard Portion Sizes detailed in **Table 4**.

Preparation of food and prepared products is in accordance with the Food Safety Code of Practice for Canada's Foodservice Industry.

The Contractor shall set in place a mechanism to identify unpopular items on the menu and to submit proposed alternative choices of a similar value to the Technical Authority for approval.

#### 3.2 Meal Service Schedule

The Contractor must provide a schedule for morning, lunch, and dinner meals that does not conflict with the cadet training schedule.

#### 3.3 Special Dietary Needs

The Contractor shall be required to respond to special dietary needs due to religious beliefs, temporary illness or medical conditions, if requested by the Technical Authority prior to the start of the Contract period. If dietary concerns arise during the Contract Period, the Contractor and the Technical Authority shall mutually determine a reasonable time frame in which the required dietary items are to be made available.

#### 3.4 Quality Control

To ensure timely and satisfactory food services support, the Contractor is to provide Quality Control / Quality Assurance by monitoring and controlling the quality, quantity and safety of goods used, the quality, quantity and safety of meals produced and the quality of all services provided.

#### 3.5 Sanitation and Safety

The Contractor shall ensure the serving containers and serving utensils are sanitary, implement and enforce hygiene and sanitation practices and ensure the occupational health and safety of workers and diners.

#### 3.6 Management of Labour

The Contractor shall appropriately assign labour (skilled and unskilled workers) in response to changes in the volume of activity. Positions shall be staffed with skilled and unskilled workers at levels that appropriately support the volume of activity and optimize labour productivity. The Contractor shall establish staffing and scheduling levels appropriate for the given volume of activity. The Contractor shall demonstrate responsiveness to changes in the volume of activity by making appropriate changes to staffing and scheduling levels as and when required.

#### 3.7 Location of Meal & Dinnerware

The Contractor shall ensure there is adequate eating ware for all meals, and provide all equipment necessary for the preparation, service, and clean-up of all meals.

### 3.8 Meal Service & Cleanup

Serving of meal, cleanup up of dining room and cleaning of equipment will be conducted by the Contractor. The Contractor will be responsible for the cleaning of their own equipment and utensils.

**Table 1 - Breakfast Standard**

<b>Breakfast</b>	
<b>Category</b>	
<b>Meal Item Availability Standard</b>	
<b>Fruit</b>	Two options provided.
<b>Juice</b>	2 varieties
<b>Entrée</b>	Eggs, and Pancakes
<b>Cereals</b>	Choice of Three
<b>Meats</b>	Bacon, Ham, or Sausage
<b>Bread Product</b>	3 varieties of sliced bread
<b>Beverages</b>	Coffee, Tea
<b>Milk</b>	Two types provided - 2% & Skim
<b>Condiments</b>	2 spreads 3 varieties of jam / jellies honey, syrup, butter, margarine, ketchup, mayonnaise, mustard, hot sauce, meat sauce

**Table 2 - Box Lunch Standard**

<b>Box Lunch</b>
-One Sandwich or equivalent; -Fresh or canned fruit; -One prepared or baked dessert; -Two pocket supplements - granola and fruit pack or equivalent -Beverages - 2 x 250ml juice, milk
<b>Lunch - Sample</b>
-Hamburgers - one to two provided -Fruit - choice of two -Condiments to suit -Beverages - Juice (two varieties) and milk -Two pocket supplements - granola, fruit pack or equivalent.

**Table 3 - Dinner Standard**

<b>Dinner</b>		
<b>Category</b>		
<b>Meal Item Availability Standard</b>		
Soup	1 prepared soup	
Main Entrée	1 freshly prepared hot protein dish with appropriate accompaniments 1 pasta choice with 1 variety of sauce or 1 sandwich choice	vary daily
Starch	1 starch choice	vary cooking method
Vegetable	1 cooked vegetable	prepared with no added fat
Salads	Selection of salads as per the Salad Bar Menu	
Fruit	3 types of fruit 1 variety of each	vary selection throughout the week and season may include combination of fresh, frozen, canned
Dessert	1 prepared dessert	e.g. canned puddings, Jello, cereal squares, cakes, cookies, pies, squares
	2 types of bread	e.g. roll / bun, or flat bread, and sliced bread
	Sliced bread 3 varieties	e.g. whole wheat, multi grain, white etc.
Beverages	2 types of hot beverages Coffee Tea	
	4 types of cold beverages dairy, and fruit / vegetable juice, fruit drinks (4 varieties)	e.g. Milk - 2%, 1% skim, chocolate



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<b>Beverages</b>	
Juice	250 ml
Milk (2%, 1%, skim, choc, non dairy)	250 ml
Fruit Drinks	250 ml
Hot Beverages	250 ml
<b>Snack Menu</b>	
Each "snack" serving (per person) will include the following:	1 x 200ml (+/- 50 ml) pure juice pack i.e. orange, apple, fruit punch, etc.;
	1 x 40 gm (+/- 5 gm) soft or hard cereal bar (must contain nuts & cereal); and
	1 x 40 gm (+/- 5 gm) soft or hard fruit bar (must contain dried fruit)

### Annex B

#### Basis of Payment

<b>Rations and Accommodations as per Statement of Work</b>	<b>Dates</b>	<b>Qty</b>	<b>Daily Rate (per person)</b>	<b>Extended</b>
<b>Rations</b>				
Breakfast (4 persons x 2 days)	June 28 + June 29	8	\$	\$
Lunch (4 persons x 2 days)		8	\$	\$
Dinner (4 persons x 2 days)		8	\$	\$
Snacks (4 persons x 2 days)		8	\$	\$
<b>Accommodations</b>				
28 persons	June 28 – August 14	48	\$	\$
<b>Total Cost</b>				<b>\$</b>

## ANNEX C

### CERTIFICATION

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 Code of Conduct Certifications

By submitting a bid, the Bidder certifies as per section 01 of Standard Instructions 2003 for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

##### 1.2 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

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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.

### **1.3 Canadian Content Certification**

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

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

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

The Bidder certifies that:

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

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

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