

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

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet RATIONS - N.S. HIGHLANDERS	
Solicitation No. - N° de l'invitation W010X-14B027/A	Date 2013-07-25
Client Reference No. - N° de référence du client W010X-14-B027	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-220-9045	
File No. - N° de dossier HAL-3-71075 (220)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-08-19	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Dunphy, Nancy	Buyer Id - Id de l'acheteur hal220
Telephone No. - N° de téléphone (902) 496-5481 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFB HALIFAX, MAIN WAREHOUSE 2519 PROVO WALLIS STREET HALIFAX NOVA SCOTIA B3K 5X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

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

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Statement of Work
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant 3. Former Public Servant
4. Enquiries - Bid Solicitation
5. Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award
2. Additional Certifications Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. Insurance
12. Defence Contract

List of Annexes:

Annex A	Statement of Work
Annex B	Breakdown of Meals
Appendix 1	Meal Composition
Appendix 2	Portion Size Standard
Annex C	Basis of Payment
Annex D	Board of Directors

PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

The requirement 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 Manual*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-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 (2013-06-01)** Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

Insert: ninety (90) days

2. Submission of Bids

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

Bids transmitted by facsimile to PWGSC **will** be accepted. (902-496-5016). No emails accepted.

3. Former Public Servant - Competitive Requirements

Contracts awarded to 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 before contract award.

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 Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **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 adjustment 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 Applicable Taxes.

4. 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.

5. Applicable Laws

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

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

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 (one hard copy)
Section II: Financial Bid (one hard copy) Annex C
Section III: Certifications (one hard copy) Part 5 and Annex D

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical 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 Annex B, Basis of Payment. The total amount of Harmonized Sales Tax (HST) must be shown separately, if applicable.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical 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 Evaluation of Price

The price of the bid will be evaluated in Canadian Dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

1.2 Technical Evaluation

1.1.2 Mandatory Technical Criteria

The Contractor must demonstrate how they meet the following mandatory requirements:

A. The Contractor must prepare food from a Health Department inspected premises and provide most recent Proof of Inspection.

B. The Contractor's Kitchen Manager/Supervisor must be a valid Red Seal Certified Professional Cook.

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 and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website. Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

2. Additional 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.

2.1 Canadian Content Certification

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

2.2 A3055T- Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

2.3 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.

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 Annex A, Annex B,- Appendix 1 and 2.

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 Manual*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

3.1 General Conditions

2010A (2013-04-25) General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The work is to be performed from **September 14th, 2013 to March 23rd, 2014.**

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Nancy Dunphy
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W010X-14B027/A

hal220

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W010X-14-B027

HAL-3-71075

Address: 1713 Bedford Row
Halifax, NS B3J 3C9

Telephone: (902) 496-5481

Facsimile: (902) 496-5016

E-mail address: nancy.dunphy@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: (To be inserted at contract award)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work 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 (To be inserted at contract award)

The Authorized Contractor's Representative is:

Name: _____

Title: _____

Company: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

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 a firm unit prices, as specified in Annex B, Basis of Payment for a cost of \$ _____ (insert the amount at contract award). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

6.2 SACC Manual Clauses

SACC ID	NAME	DATE
---------	------	------

H1008C	Monthly Payment	2008-05-12
D0014C	Delivery of Fresh Chilled or Frozen Products	2007-11-30
C6000C	Limitation of Price	2011-05-16

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. 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

8.1 Compliance

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 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

9. Applicable Laws

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

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 (2013-06-27) General Conditions - Services (Medium Complexity),
- (c) Annex A Statement of Work;
- (d) Annex B, Meal Breakdown (includes Appendices 1 and 2)
- (e) Annex C, Basis of Payment;

Solicitation No. - N° de l'invitation

W010X-14B027/A

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-3-71075

Buyer ID - Id de l'acheteur

hal220

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

W010X-14-B027

CCC No./N° CCC - FMS No/ N° VME

(f) the Contractor's bid dated _____ (insert date of bid).

11. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

12. Defence Contract

SACC Manual clause A9006 (2012-07-16) Defence Contract.

Solicitation No. - N° de l'invitation

W010X-14B027/A

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-3-71075

Buyer ID - Id de l'acheteur

hal220

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

W010X-14-B027

CCC No./N° CCC - FMS No/ N° VME

Annex A - Statement of Work (SOW)

Annex B - Breakdown of Meals

Appendix 1 to Annex B Meal Composition

Appendix 2 to Annex B Portion Size Standard

See attached

Annex "C"**Basis of Payment
RATIONS**

You shall be paid your costs reasonably and properly incurred in accordance with the following:

Meals as follows:

September 14th, 2013 to March 23rd, 2104

Breakfast	1820 meals x \$	Total	\$
Lunch	1660 meals x \$	Total	\$
Supper	460 meals x \$	Total	\$
Christmas Meal (Dec 7th, 2013)	120 meals x \$	Total	\$
Bag Supper	630 meals x \$	Total	\$
Hot Box Breakfast	250 meals x \$	Total	\$
Hot Box Lunch	530 meals x \$	Total	\$
Hot Box Supper	300 meals x \$	Total	\$
Snack	1910 meals x \$	Total	\$

Total for RATIONS \$ (excluding HST)

The responsive bid with the lowest evaluated price will be recommended for award of a contract.

Solicitation No. - N° de l'invitation

W010X-14B027/A

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-3-71075

Buyer ID - Id de l'acheteur

hal220

CCC No./N° CCC - FMS No/ N° VME

W010X-14-B027

ANNEX "D"
Board of Directors

COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS OF THE BIDDER.

NOTE TO BIDDERS
WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

STATEMENT OF WORK (SOW)

1. TITLE

1.1. Rations for the 1st Battalion Nova Scotia Highlanders (1NSH(N)).

2. OBJECTIVE

2.1. To establish a contract to obtain commercial rations in Truro, NS for the dates indicated in Annex B in support of training for 1NSH(N) training plan.

3. BACKGROUND

3.1. 1NSH(N) will be conducting a series on exercises and courses in the 2013/2014 fiscal year in the Truro area. In support of these events, rations must be procured locally during that period because of the inconvenience of the distance of local Canadian Forces kitchen.

3.2. REFERENCES

- 3.2.1. Canada's Food Guide to Healthy Eating (copy not included)
- 3.2.2. Canada Labour Code (copy not included)
- 3.2.3. Canada Occupational Health and Safety Regulations (copy not included)
- 3.2.4. Food Safety Code of Practice for Canada's Foodservice Industry (copy not included)
- 3.2.5. Current Canadian Food Inspection Agency (CFIA) policy and regulations regarding Food Safety (copies not included)

4. SCOPE

4.1. The contractor shall acquire, prepare, and cook sufficient quantities of quality, wholesome food items to feed entitled personnel meals as outlined in Annex B and its appendices, and in accordance with Canada's Food Guide to Healthy Eating. Using meal and menu mix forecasting techniques, adequate quantities of each item shall be prepared to ensure that, as much as possible, the last diner has the same choice as the first. Serving sizes shall meet Standard Portion Sizes detailed in Annex B and its appendices.

4.2. Preparation of food and prepared products must be in accordance with the Food Safety Code of Practice for Canada's Foodservice Industry. Changes to menu require prior approval from the Project Authority.

4.3. In addition to standard meal service, there is a requirement for a variety of different types of meals and services to meet operational and training requirements and social occasions. These include meals served in the Contractor's dining facilities, meals prepared and packaged for pick up in both bag-style and hotbox style, snacks, and a formal Christmas Dinner.

4.3.1. Definitions:

4.3.1.1. A Hot Box is an insulated plastic container in which an individual meal is to be packed. DND will provide Hot Boxes to the contractor as per 7.2.

4.3.1.2. Bag meals are meals that are packaged for pick up in disposable bag or box style packaging. The contractor is responsible for all packaging materials as per 5.3.

5. TASKS

- 5.1. The Food Services requirements for 1NSH(N) are set out in Annex B and its appendices.
- 5.2. To provide and issue, at the time and place requested, quality, meals served in the contractor's dining facility, individual Bag meals and / or Hot Box meals in the quantity requested and in accordance with Annex B and its appendices.
- 5.3. The contractor shall provide a sufficient number of tables, seating, dinnerware, utensils, etc for meals served in the contractor's dining area.
- 5.4. The contractor is responsible for all packaging materials and consumable items (ie. disposable cutlery, napkins, etc) related to the provision and service of these meals.
- 5.5. Each bag meal is to be time and date stamped when completely assembled and stamped in French and English with "Consumption must be within four hours unless refrigerated"
- 5.6. Hot Box meals and Bag meals which will be picked up prior to meal. Refer to paragraph 6.1 for pick up times.
- 5.7. Kitchen Meals shall be prepared and ready to serve, in the quantity indicated in Annex B, at the time indicated in 6.1.
- 5.8. Healthy cooking methods are consistently practiced, using standardized recipes for healthy cooking.

- 5.9. The Christmas meal shall be provided with suitable offerings, fresh quality and in adequate quantities and choices that reflect Canadian traditions. The formal Christmas meal shall be in accordance with Appendix 1.

6. **ADDITIONAL REQUIREMENTS:**

- 6.1. General meal timings shall be as follows.

- 6.1.1. Breakfast: 0630-0745hrs;
- 6.1.2. Lunch: 1130-1300hrs
- 6.1.3. Pick up Hotbox Breakfast: 0600hrs
- 6.1.4. Pick up Bag/Hotbox Lunch: 1100 hrs;
- 6.1.5. Pick up Bag/Hotbox Supper: 1600hrs;

- 6.2. The contractor will be notified of any cancellation of events and/or change of dates up to seventy two (72) hours prior to event.

- 6.3. Meal timings must include the ability to schedule a flex period of one (1) hour on either side of each hot meal to accommodate unforeseen scheduling changes. The Project Authority will coordinate all events in advance with the contractor as required;

7. **CLIENT SUPPORT**

- 7.1. The client unit will provide personnel to pick up the meals from the contractor's location, as required, at the times indicated in paragraphs 6.2.3, 6.2.4 and 6.2.5.

- 7.2. DND will provide clean Hot Boxes at least twenty four (24) prior to the scheduled pick up time of a Hot Box meal.

- 7.3. The client unit will provide the facility, and staff to serve the Formal Christmas Supper meal.

8. **SAFETY AND SANITATION**

- 8.1. All food is to be handled and stored to the standard of the Food Safety Code of Practice for Canada's Foodservice Industry.

- 8.2. All areas are to be maintained to the standard of the Food Safety Code of Practice for Canada's Foodservice Industry.

- 8.3. All service areas and dining rooms to be clean at the commencement of meal service, in accordance with the Food Safety Code of Practice for Canada's

Foodservice Industry and must be kept reasonably clean and tidy during the meal service period.

- 8.4. To ensure the health and safety of the diner, the Contractor is to ensure sufficient quantities of clean, consistent in style and appropriate uniforms, are available for all personnel working in food preparation and service areas to permit daily change. Contractor is also to ensure sufficient quantities of aprons and hair coverings to permit change when soiled and that sufficient quantities of disposable gloves are available. Personal hygiene is to be maintained in accordance with the Food Safety Code of Practice for Canada's Foodservice Industry
- 8.5. Foodstuffs procured for use in the provision of meals and services are to be distributed in refrigerated vehicle or containers to locations so as to maintain proper holding temperatures and to prevent possible contamination in accordance with the Food Safety Code of Practice for Canada's Foodservice Industry and minimize losses.
- 8.6. In accordance with the Food Safety Code of Practice for Canada's Foodservice Industry, operate and maintain secure, pest-free food storage facilities including facilities for dry goods, frozen and chilled food supplies. The contractor shall implement responsible receiving procedures for food supplies. Stockholdings should be sufficient to meet the feeding requirements between two delivery periods.
- 8.7. All personnel working in Food Services must receive orientation training in safety and sanitation, safe equipment operation, workplace hazards and fire prevention, including safe handling of cleaning chemicals (WHMIS). Contractor is to ensure that safety precautions for personnel working in food services areas are taken in accordance with the Canada Labour Code and Canada Occupational Safety and Health Regulations

9. **CONSTRAINTS**

- 9.1. Contractor shall provide the use of a dining facility within five (5) kilometres of the Truro Armouries when needed, with sufficient tables and chairs for all meals except Hot Box meals, Bag meals and the Formal Christmas Dinner.
- 9.2. The contractor must obtain and maintain all permits, licenses and certificates of approval required for the work to be performed, under any applicable federal, provincial or municipal legislation. The contractor shall be responsible for any charges imposed by such legislation or regulations. Upon request, the contractor shall provide a copy of any such permit, license or certificate to the Project Authority.
- 9.3. Bag meals are to be held under refrigeration until pick-up. Holding times and

temperatures shall be in accordance with the Food Safety Code of Practice for Canada's Foodservices Industry.

- 9.4. Materials and condiments related to the provision and service of these meals must be available in the right quantity.
- 9.5. The right quantity of meals shall be available at the required time for pick-up.
- 9.6. DND requires the flexibility to increase or decrease the requirements and / or number of meals described above up to forty eight (48) hrs prior to scheduled meals.
- 9.7. DND reserves the right to modify, cancel or postpone any scheduled meal with a minimum of seventy two (72) hours at no cost to the Crown.

The number of meals and dates that they are required is as follows:

Exercise	Date	KB	KL	KS	BL	BS	HB	HL	HS	SN	
Tested Soldier	14 Sep 2013	80	80	80						80	
	15 Sep 2013	80	80			80				80	
Splendid Turkey	07 Dec 2013	120	120	*						120	
	08 Dec 2013	120	120							120	
Shivering Tartan	11 Dec 2013	80								80	
	12 Dec 2013							80			
Maint CCoy	14 Dec 2013	70	70					70			
BMQ	28 Dec 2013	50	50	50						50	
	29 Dec 2013	50	50			50				50	
	04 Jan 2014	50	50	50						50	
	05 Jan 2014	50	50			50				50	
	11 Jan 2014	50	50	50						50	
	12 Jan 2014	50	50			50				50	
Shivering Tartan II	15 Jan 2014	80								80	
	16 Jan 2014							80			
BMQ	18 Jan 2014	50	50	50						50	
	19 Jan 2014	50	50			50				50	
	25 Jan 2014	50	50	50						50	
	26 Jan 2014	50	50			50				50	
	01 Feb 2014	50	50	50						50	
	02 Feb 2014	50	50			50				50	
	08 Feb 2014	50	50	50						50	
	09 Feb 2014	50	50			50				50	
	15 Feb 2014	50	50	50						50	
	16 Feb 2014	50	50			50				50	
	22 Feb 2014	50	50	50						50	
	23 Feb 2014	50	50			50				50	
	01 Mar 2014	50	50	50						50	
	02 Mar 2014	50	50			50				50	
	08 Mar 2014	50							50	50	50
	09 Mar 2014							50	50	50	50
	10 Mar 2014							50	50	50	50
	11 Mar 2014							50	50	50	50
12 Mar 2014							50				
13 Mar 2014								50	50	50	
14 Mar 2014											
15 Mar 2014							50	50	50	50	
16 Mar 2014			50			50				50	
Tartan Strike 3	22 Mar 2014	70	70								
	23 Mar 2014	70	70								
	Total	1820	1660	580	0	630	250	530	300	1910	

KB = Breakfast
KL = Lunch
KS = Supper
BL = Bag Lunch
BS = Bag Supper
HB = Hot Box Breakfast
HL = Hot Box Lunch
HS = Hot Box Supper
SN = Snack

*Formal Christmas Meal: There will be one hundred and twenty (120) diners for the Formal Christmas Meal on 7 December 2013.

Meal Composition

Kitchen Meals

Breakfast
Juice Fruit Breakfast entrée Breakfast meat or alternative Cheese or Yogurt Breakfast starch Breakfast vegetable Bread product Two beverages Condiments/Preserves
Lunch
Soup Main Entrée <ul style="list-style-type: none">Choice of freshly prepared protein dish, pasta, à la carte, or sandwich Starch Cooked vegetable Salad Fruit Dessert Bread product Three beverages Condiments
Supper
Soup Main Entrée dish <ul style="list-style-type: none">Choice of freshly prepared protein dish, pasta or à la carte item Starch Cooked vegetable Salad Fruit Dessert Bread product Three beverages Condiments

Snack

Snack
One fruit, and One pastry or cookies or doughnut
And
Two beverages (one beverage must be coffee/tea)

Portion Size Standard

Portion Size Standard	
Breakfast	
Eggs, large	2 each
Ham/Back Bacon	45 g (raw)
Bacon	3 slices (40/48 slices per Kg raw)
Sausages	2 each (12/500 g raw)
Hot cakes	2 X 90 ml ladles of batter
French Toast	2 slices
Cereal w/milk	
- hot	175 ml (cooked) plus 125 ml of milk
- cold	Ind pkg or 250 ml plus 125 ml of milk
Cheese	30 g
Muffin	1 each (130 g)
Bagel	1 each (110 g)
Crossants	1 each (60 g)
Toast	2 slices (each 35 g)
Lunch and Supper	
Soup	250 ml
Steaks and chops (bone in)	250g (raw)
Chicken pieces (bone-in)	275g (raw)
Steak (boneless)	225 g (raw)
Boneless meat/poultry	150 g cooked (180 g raw)
Fish (steaks, fillet)	150 g (raw)
Fish (battered)	150 g (cooked)
Stews	300 g (cooked) (250 ml ladle)
Casserole dishes	300g (cooked) (250 ml ladle)
Pasta w/ sauce (main entrée)	150 g of pasta, 175 ml of sauce
Three decker sandwich	1 each (90 g of meat total)
Hamburger	1 each (167 g raw)
Hot dog	80 g (2 ea @ 40 g or 1 ea @ 80 g)
Pizza	1 each (1/6 of a 40 cm diameter pizza) 240 g
Tacos	2 each
Burritos	1 each (150g)
Submarine (15 cm long)	1 each (90 g sliced meat or 110 g mixed filling)
Sandwich	1 each
Sandwich filling - salad	110 g
Sandwich filling - sliced meat	90 g
Sliced meat – for cold plate	90 g
Starch Item - potatoes, rice, pasta	125 g (cooked) (2 ea 125 ml spoon, 2 ea #16 scoop)
Vegetables	90 g (125 ml spoon)
Salad Items	6" bowl or 8" plate
Canned fruit	175 ml
Fresh fruit (individual)	1 each
Fresh grapes/berries/sliced fruits	125 ml or 90 g
Pudding	125 ml
Jello	125 ml
Ice cream	125 ml
Fruit yogurt	175 ml
Cake	1 piece (5 cm X 5 cm X 7 cm)
Pie	1 piece (1/8 of a 22 cm diameter pie)
Squares	1 piece (5 cm X 5 cm X 2.5 cm)
Cookies (7.5 cm diam.)	2 each
Cookies (12.5 cm diam.)	1 each
Doughnuts / Sweet Buns	1 each
Bread	1 slice
Dinner Roll	1 each
Beverages	
Juice	250 ml
Milk (2%, 1%, skim, choc, non dairy)	250 ml
Fruit Drinks	250 ml
Pop	250 ml
Hot Beverages	250 ml