

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Réception des soumissions - TPSGC / Bid  
Receiving - PWGSC  
1550, Avenue d'Estimauville  
1550, D'Estimauville Avenue  
Québec  
Québec  
G1J 0C7

**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><br>Caterer - Cadet Camp - Bagotville   |  |
| <b>Solicitation No. - N° de l'invitation</b><br>W0138-13305R/A  | <b>Date</b><br>2014-02-12  |
| <b>Client Reference No. - N° de référence du client</b><br>W0138-13305R   |  |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$QCM-004-15830   |  |
| <b>File No. - N° de dossier</b><br>QCM-3-36213 (004)  | <b>CCC No./N° CCC - FMS No./N° VME</b>                                     |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2014-03-25</b>  | <b>Time Zone</b><br><b>Fuseau horaire</b><br>Heure Avancée de l'Est<br>HAE |
| <b>F.O.B. - F.A.B.</b><br><b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>  |  |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Fournier, Caroline   | <b>Buyer Id - Id de l'acheteur</b><br>qcm004                               |
| <b>Telephone No. - N° de téléphone</b><br>(418) 649-2826 ( )  | <b>FAX No. - N° de FAX</b><br>(418) 648-2209                               |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>MINISTERE DE LA DEFENSE NATIONALE<br>3E ESCADRE BAGOTVILLE<br>ATT: CADETS, BATIMENT 87<br>ALOUETTE<br>Québec<br>GOV1A0<br>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**

TPSGC-PWGSC  
601-1550, Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7

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

## **TABLE OF CONTENTS**

### **PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Debriefings

### **PART 2 - BIDDER INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws
5. Bidders' Conference
6. Mandatory Site Visit

### **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 - FINANCIAL AND INSURANCE REQUIREMENTS**

1. Financial Capability
2. Insurance Requirements

### **PART 7 - RESULTING CONTRACT CLAUSES**

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract

Solicitation No. - N° de l'invitation

W0138-13305R/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

qcm004

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

W0138-13305R

File No. - N° du dossier

QCM-3-36213

CCC No./N° CCC - FMS No/ N° VME

---

4. Authorities
5. Payment
6. Invoicing Instructions
7. Certifications
8. Applicable Laws
9. Priority of Documents
10. Defence Contract
11. Canadian Forces Site Regulations
12. Insurance Requirements
13. Contract Financial Security

**List of Annexes:**

Annex "A" Statement of Work

Annex "B" Basis of Payment

Annex "C" Insurance Requirements

---

## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Financial and Insurance Requirements: includes specific requirements that must be addressed by bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work (Stipulations), the Basis of Payment and the Insurance Requirements.

### **2. Summary**

#### **DESCRIPTION:**

Supply of Food Services, freshly cooked meals served in the Department of National Defence (DND) installations, at Bagotville Cadet Summer Training Center (ACSTC Bagotville), in accordance with the technical requirements of Annex "A", Requirement (Stipulations).

The Contractor will provide the food and the necessary staff required for supervision, preparation and service of three (3) meals a day (breakfast, lunch and dinner), as well as energy supplements. Menus and standardized recipes are provided by the DND.

#### **CLIENT:**

Solicitation No. - N° de l'invitation

W0138-13305R/A

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

W0138-13305R

Amd. No. - N° de la modif.

File No. - N° du dossier

QCM-3-36213

Buyer ID - Id de l'acheteur

qcm004

CCC No./N° CCC - FMS No/ N° VME

---

Department of National Defence.

---

**PERIOD OF CONTRACT:**

The period of the contract will be one (1) firm year, plus four (4) irrevocable optional periods of one (1) year each.

**QUANTITIES:**

Number of meals and energy supplements for 2014-2015 (2014 summer camp):

- 36,126 breakfasts
- 36,623 lunches
- 34,730 dinners
- 4,500 energy supplements

The difference between these numbers and the forecasts in pages PRC-1 to PRC-3 of Annex "A" represent the number of meals that will be consumed outside ASCTC Bagotville and supplied by DND.

Estimated number of meals and energy supplements for the subsequent years:

- 36,000 breakfasts
- 36,000 lunches
- 35,000 dinners
- 4,000 energy supplements

The quantities will be confirmed each year, no later than by the end of February. The revised quantities may be higher or lower, but the variation will be no bigger than 20%.

**CODE OF CONDUCT:**

Bidders must provide a list of names, or other related information as needed, pursuant to Section 01 of Standard Instructions 2003.

**TRADE AGREEMENTS:**

"The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

**3. Debriefings**

---

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.

### **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 Quebec.

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.

#### 5. Bidders' Conference

A bidders' conference will be held at the Department of National Defence, 3 Wing Bagotville, **immediately after the mandatory site visit**, in Building 87. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the names of the person(s) who will be attending and a list of issues they wish to table at least two (2) working days before the scheduled conference.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

#### 6. Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on **Thursday, February 20, 2014 at 9:00 AM**, at Building 87. Bidders must communicate with the Contracting Authority before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Bidders will be

Solicitation No. - N° de l'invitation

W0138-13305R/A

Amd. No. - N° de la modif.

File No. - N° du dossier

QCM-3-36213

Buyer ID - Id de l'acheteur

qcm004

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

W0138-13305R

CCC No./N° CCC - FMS No/ N° VME

---

required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

---

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

Section I: Technical Bid (3 hard copies)

Section II: Financial Bid (2 hard copies)

Section III: Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-en-g.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 demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid,

---

Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

## **Section II: Financial Bid**

**1.1** Bidders must submit their financial bid in accordance with Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

## **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.

### **1.1 Technical Evaluation**

#### **1.1.1. Mandatory Technical Criteria**

**IMPORTANT :** The bidder must clearly demonstrate how each mandatory technical criterion listed in the above Spreadwheet is met. It is imperative that in the proposal each criterion be explained in detail to enable the analysis and assessment by the evaluation team. Bidders are advised that a simple list of experience with no indication of supporting data to describe when and how such experience was acquired will not be considered a "demonstration" for the purposes of the evaluation. All professional experience must be confirmed in "year-months" of experience and documented in the proposal.

It is the bidder's responsibility to provide enough details to permit a complete evaluation. **Any proposal that does not clearly demonstrate compliance with each of the mandatory technical criteria listed in Annex A will be considered non-responsive.**

MANDATORY  
TECHNICAL  
CRITERIA  
SPREADSHEET

Food  
and  
ration  
services

**1 EXPERTISE AND EXPÉRIENCE OF THE COMPANY**

a

)

- a) The bidder must have completed at least one (1) project involving the preparation and serving of daily meals for a minimum of 500 persons at each meal, for a minimum period of six (6) consecutive weeks, within the last five (5) years. PWGSC reserves the right to verify the information provided.

The information provided must include :

- Title / area of the project;
- Value of projects ;
- Period when and for how long the project was carried out (month and year) ;
- Description of the deliverables completed at work ;
  
- Number of persons served per day, per meal ;
- Number of staff involved and positions held ;
- Roles and responsibilities of the bidder in relation to the project ;
- Name of client and contact infos of the person may be reached to validate the information provided.

## ***2EXPERTISE AND EXPERIENCE OF PERSONNEL***

Additional information concerning Curriculum Vitae (C.V.)

:

The curricula vitae (CVs) of the Resident Manager, Kitchen Supervisor and at least two (2) Cooks shall be submitted with your bid and shall clearly demonstrate compliance with the above-mentioned requirements.

a  
)

R  
e  
s  
i  
d  
e  
n

t Manager: The bidder must include with its proposal  
a curriculum vitae (CV) :

a) Demonstrating a recognized regulatory training in the food industry and one (1) year of experience as a Resident Manager in an institutional kitchen where 500 meals were served per meal period on a daily basis, along with at least one (1) letter of reference outlining this experience and attesting that the service was provided satisfactorily.

So that the regulatory training may be considered, the following documents must be provided:

- A written certification that the person has taken formal cook's training recognized by the Department of Education or equivalent cook's qualification documents (the term «equivalent» is defined as follows: *Because the cook training in the Canadian Armed Forces, in the Naval Reserve, in other provinces and in foreign countries (for Canadian citizens who had obtained a cook's training abroad) are acceptable, and all other cook's training found acceptable.*)

OR

- A nutritionist's diploma OR  
- A dietician's diploma.

The following information should also be provided:

- Name of the institution ;  
- Titles of courses taken ;  
- Number of hours of theoretical and practical instruction

OR

b) Demonstrating two (2) years' proven experience as a Resident Manager in an institutional kitchen where 500 meals were served per meal period on a daily basis, along with at least one (1) letter of reference outlining this experience and attesting that the service was carried out satisfactorily.

b  
)

K  
i  
t

chen supervisor : The bidder must include with its proposal a curriculum vitae (CV) :

a) Demonstrating that the person has taken formal cook's training recognized by the Department of Education; plus two (2) years' experience as a Kitchen Supervisor in an institutional kitchen where 500 meals were served per meal period on a daily basis, along with at least one (1) letter of reference outlining this experience and attesting that the service was provided satisfactorily.

So that the formal cook's training may be considered, the following documents must be provided:

A written certification that the person has taken formal cook's training recognized by the Department of Education or equivalent cook's qualification documents (the term «equivalent» is defined as follows: *Because the cook training*

*in the Canadian Armed Forces, in the Naval Reserve, in other provinces and in foreign countries (for Canadian citizens who had obtained a cook's training abroad) are acceptable, and all other cook's training found acceptable).*

The following information should also be provided:

- Name of the institution, ;
- Titles of courses taken ;
- Number of hours of theoretical and practical instruction.

OR

b) Demonstrating three (3) years' proven experience as a Kitchen Supervisor in an institutional kitchen where 500 meals were served per meal period on a daily basis, along with at least one (1) letter of reference outlining this experience and attesting that the service was carried out satisfactorily.

c  
)

C  
o  
o  
k  
s  
:

The bidder must include with its proposal two (2) curriculum vitae (CV) :

Demonstrating that the person has taken formal cook's training recognized by the Department of Education; plus two (2) years' experience in an institutional kitchen where 200 meals or more were served per meal period on a daily basis, along with at least one (1) letter of reference outlining this experience and attesting that the service was carried out satisfactorily.

---

So that the formal cook's training may be considered, the following documents must be provided:

A written certification that the person has taken formal cook's training recognized by the Department of Education or equivalent cook's qualification documents (the term «equivalent» is defined as follows: *Because the cook training in the Canadian Armed Forces, in the Naval Reserve, in other provinces and in foreign countries (for Canadian citizens who had obtained a cook's training abroad) are acceptable, and all other cook's training found acceptable.*)

The following information should also be provided:

- Name of the institution ;
- Titles of courses taken ;
- Number of hours of theoretical and practical instruction.

NOTE: To determine the number of cooks required to carry out the work, see Annex « A » Statement of Work (Stipulations), section 2, page 2-1.

3. Training Plan : The bidder must include with its proposal:

A plan demonstrating how he will be capable of making sure that the " mandatory training in hygiene and safety" (formation obligatoire en hygiène et salubrité)" (<http://www.mapaq.gouv.qc.ca/fr/Publications/DepliantFHS.pdf>) will be given to the necessary staff and maintained for the period of the contract.

Solicitation No. - N° de l'invitation

W0138-13305R/A

Amd. No. - N° de la modif.

File No. - N° du dossier

QCM-3-36213

Buyer ID - Id de l'acheteur

qcm004

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

W0138-13305R

CCC No./N° CCC - FMS No/ N° VME

---

**NOTE:** When the term "on a daily basis" is used, a minimum of 5 days/week is acceptable.

## **1.2 Financial Evaluation**

### **1.2.1 Mandatory Financial Criteria**

The bidders must submit the financial bid in accordance with Annex B - Basis of Payment.

### **1.2.2 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.

The price of the bid for evaluation purpose will be calculated on the aggregate price of each meal: breakfast, lunch, diner and energetic supplements multiplied by the estimated quantities for year 2014/2015 in Annex « B ».

## **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 - 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](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 Former Public Servants - 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 awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

## 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:

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

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:

name of former public servant;

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:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

---

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

## **2.2 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

## **2.3 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

## **2.4 Linguistic competence**

The Bidder certifies that it has the language capability required to perform the Work, as stipulated in the Statement of Work.

## PART 6 - FINANCIAL AND INSURANCE REQUIREMENTS

### 1. Financial Capability

1. Financial Capability Requirement: The Bidder must have the financial capability to fulfill this requirement. To determine the Bidder's financial capability, the Contracting Authority may, by written notice to the Bidder, require the submission of some or all of the financial information detailed below during the evaluation of bids. The Bidder must provide the following information to the Contracting Authority within fifteen (15) working days of the request or as specified by the Contracting Authority in the notice:

a) Audited financial statements, if available, or the unaudited financial statements (prepared by the Bidder's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Bidder's last three fiscal years, or for the years that the Bidder has been in business if this is less than three years (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).

b) If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Contracting Authority, the Bidder must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the Contracting Authority requests this information.

c) If the Bidder has not been in business for at least one full fiscal year, the following must be provided:

- i. the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and
- ii. the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Contracting Authority requests this information.

d) A certification from the Chief Financial Officer or an authorized signing officer of the Bidder that the financial information provided is complete and accurate.

e) A confirmation letter from all of the financial institution(s) that have provided short-term financing to the Bidder outlining the total of lines of credit granted to the Bidder and the amount of credit that remains available and not drawn upon as of one month prior to the date on which the Contracting Authority requests this information.

f) A detailed monthly Cash Flow Statement covering all the Bidder's activities (including the requirement) for the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's major sources and amounts of cash and the major items of cash expenditures on a monthly basis, for all the Bidder's activities. All assumptions made should be explained as well as details of how cash shortfalls will be financed.

g) A detailed monthly Project Cash Flow Statement covering the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's major sources and amounts of cash and the major items of cash expenditures, for the requirement, on a monthly basis. All assumptions made should be explained as well as details of how cash shortfalls will be financed.

2. If the Bidder is a joint venture, the financial information required by the Contracting Authority must be provided by each member of the joint venture.

3. If the Bidder is a subsidiary of another company, then any financial information in 1. (a) to (f) above required by the Contracting Authority must be provided by the ultimate parent company. Provision of parent company financial information does not by itself satisfy the requirement for the provision of the financial information of the Bidder, and the financial capability of a parent cannot be substituted for the financial capability of the Bidder itself unless an agreement by the parent company to sign a Parental Guarantee, as drawn up by Public Works and Government Services Canada (PWGSC), is provided with the required information.

4. Financial Information Already Provided to PWGSC: The Bidder is not required to resubmit any financial information requested by the Contracting Authority that is already on file at PWGSC with the Contract Cost Analysis, Audit and Policy Directorate of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:

a. the Bidder identifies to the Contracting Authority in writing the specific information that is on file and the requirement for which this information was provided; and

b. the Bidder authorizes the use of the information for this requirement.

It is the Bidder's responsibility to confirm with the Contracting Authority that this information is still on file with PWGSC.

5. Other Information: Canada reserves the right to request from the Bidder any other information that Canada requires to conduct a complete financial capability assessment of the Bidder.

6. Confidentiality: If the Bidder provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as permitted by the Access to Information Act, R.S., 1985, c.c. A-1, Section 20(1) (b) and (c).

7. Security: In determining the Bidder's financial capability to fulfill this requirement, Canada may consider any security the Bidder is capable of providing, at the Bidder's sole expense (for example, an irrevocable letter of credit from a registered financial institution drawn in favour of Canada, a performance guarantee from a third party or some other form of security, as determined by Canada).

## 2. 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 in Annex "C".

Solicitation No. - N° de l'invitation

W0138-13305R/A

Amd. No. - N° de la modif.

File No. - N° du dossier

QCM-3-36213

Buyer ID - Id de l'acheteur

qcm004

CCC No./N° CCC - FMS No/ N° VME

W0138-13305R

---

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.

## PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 1. Statement of Work

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

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

#### 2.1 General Conditions

2035 (2013-06-27), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

#### 2.2 Payment Credits

**a.Meal schedule:** If the Contractor does not serve the meals at the hours and according to the schedule of the meals and service specified in the contract, particularly described in the Meal Schedule in the Statement of the works (Stipulations) SCH-1, he has to offer in Canada a credit of ten (10 %) percent for every late served meal.

**c.Safety and hygiene standards and Cleaning schedule:** If the Contractor does not meet the standards and schedule specified in the contract, particularly described at sections 3 and 4 of the Statement of the works (Stipulations) , he has to offer in Canada a credit of ten (10 %) percent for each meal were the standards or schedule has not been followed.

**e.Quality of food services:** If the Contractor does not meet the requirements concerning quality of food services specified in the contract, particularly described at sections 2 (4) of the Statement of the works (Stipulations) , he has to offer in Canada a credit of ten (10 %) percent for each meal were the quality of food services has not been followed.

**g.Menus compliance:** If the contractor does not comply with the menus specified in the contract, particularly described at sections 5 to 10 of the Statement of the works (Stipulations) , he has to offer in Canada a credit of ten (10 %) percent for each meal were the menus has not been respected.

**i)Credits Apply during Entire Contract Period:** The Parties agree that the credits apply throughout the Contract Period, including during any period of extension

**ii)Credits represent Liquidated Damages:** The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.

**iii)Canada's Right to Obtain Payment:** The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.

**iv)Canada's Rights & Remedies not Limited:** The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.

**v)Audit Rights:** The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

### 2.3 Costs for loss of equipment

In terms of equipment in daily use by personnel on ration strength (dishes, cutlery, glasses, etc), DND will assume responsibility for 10% of any losses incurred. All other equipment that is lost, or damaged other than by normal wear and tear, will be billed to the Contractor at replacement cost.

## 3. Term of Contract

### 3.1 Period of Contract and Period of Service

#### 3.1.1 Period of Contract

The period of Contract is from April 1, 2014 to March 31, 2015 inclusive.

#### 3.1.2 Period of Service

The period of Service is from June 1, 2014 to September 30, 2014 inclusive.

Canada may exercise options to extend the contract. In this event, the exact dates and quantities will be determined no later than the end of February.

### 3.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional periods of one (1) year each under the same conditions, except for the payment which will be set as follows:

-The firm unit price per meal and energy supplement will be increased or decreased in keeping with the percentage change in the increase index for the "Food purchased from restaurants" category V41691046 published by Statistics Canada for Quebec and will be calculated on January 1 of the year the extension period begins, or will be calculated for the twelve months preceding the effective date of the service period of the contract.

Solicitation No. - N° de l'invitation

W0138-13305R/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

qcm004

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

W0138-13305R

File No. - N° du dossier

QCM-3-36213

CCC No./N° CCC - FMS No/ N° VME

---

**Note:** No increasing other than consumer price index cited in the above paragraph will be granted.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### 4. Authorities

##### 4.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Caroline Fournier  
Title: Supply Officer  
Public Works and Government Services Canada  
601-1550 D'Estimauville Avenue  
Quebec (Quebec) G1J 0C7

Telephone: 418-649-2826  
Facsimile: 418-648-2209  
E-mail address: caroline.fournier@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 Contract Supervisor

The Contract Supervisor for the Contract is: *(to be completed by Canada at the time of award)*

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

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

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

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

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

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

E-mail: \_\_\_\_\_.

The Contract Supervisor named above 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 Technical Authority, however the Technical Authority has no authority to authorize changes to the

Solicitation No. - N° de l'invitation

W0138-13305R/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

qcm004

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

W0138-13305R

File No. - N° du dossier

QCM-3-36213

CCC No./N° CCC - FMS No/ N° VME

---

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 :

Name and telephone number of the person responsible for :

##### General enquiries

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

Telephone No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

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

#### 4.4 Contractor personnel :

Contractor personnel to execute the contract : *(to be completed by Canada at the time of award)*

Resident Manager : \_\_\_\_\_

Kitchen supervisor : \_\_\_\_\_

Cooks (2): \_\_\_\_\_

\_\_\_\_\_

## 5. Payment

### 5.1 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 per served meal, as specified in Annex "B" Basis of Payment. Customs duties are included and Applicable Taxes are extra.

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.

#### 5.1.2 Minimum guarantee (meals only)

Canada agrees to pay for a minimum of 85% of the estimated quantities of table 1.1 of Annex "B".

If the total number of served meals is less than 85% of the total number of meals, Canada will pay 60% of the price of the non-served meals, up to a minimum of 85% of the total number of meals.

### 5.1.3 Declaration of Daily ration allowance

CEC Food Services Representative must give to the Contractor the Daily Meal Requisition, at least Twenty-fours (24) hours before the work is performed, in order to inform of the minimum quantity of meals and supplements to prepared for the cadet mess hall, dispersed meals and snacks for the following day. The estimated number of meals and supplements entered in the Daily Requests shall be deemed minimum quantities, for which payment will be issued to the contractor.

CEC Food Services Representative must give to the Contractor the Certified Declaration of Daily Ration Allowance, at least Forty-eight (48) hours after the work as been performed. This same Certified Declaration of Daily Ration Allowance will be used to complete the billing in situations where the number of meals and/or supplements is greater than the number indicated in the Daily Meal Requests. Failure to provide this declaration will make so that the contractor won't be able to claim any other amount than the ones planned on the Daily Meal Requisition.

### 5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ (amount to be inserted at award of Contract). Customs duties are included and Applicable Taxes are extra.

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.

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.

### 5.3 Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract \_\_\_\_\_ have been submitted in accordance with the invoicing instructions provided in the \_\_\_\_\_ Contract;
- b) all such documents have been verified by Canada;
- c) the Work delivered has been accepted by Canada.

### 5.4 SACC Manual Clauses

**SACC Référence    Section    Date**

|        |   |          |
|--------|---|----------|
| A2000C | Foreign nationals (Canadian Contractor)       | 16/06/06 |
| A2001C | Foreign nationals (Foreign Contractor)        | 16/06/06 |
| A9117C | T1204 - Direct Request by Customer Department | 30/11/0  |

**6. 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:

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

**7. Certifications****7.1 Compliance**

Compliance with the certifications and related documentation 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, provide the related documentation or if 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. Applicable Laws**

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

**9. 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 - 2035 (2013-06-27), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work (Stipulations);
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) the Contractor's bid dated \_\_\_\_\_.

**10. Defence Contract**

*SACC Manual* clause A9006C (2012-07-16), Defence Contract

## 11. Canadian Forces Site Regulations

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

## 12. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "C" . The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## 13. Contract Financial Security

### 13.1 Contract Financial Security

1. The Contractor must provide one of the following contract financial securities within **five (5) calendar days** after the date of contract award:

a performance bond (form PWGCSC-TPSGC 505) in the amount of 50 percent of the Contract Price;  
or

a security deposit as defined in clause E0008C in the amount of 10 percent of the Contract Price.

Any bond must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, Appendix L, Acceptable Bonding Companies.

2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmatured, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.
3. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

### 13.2 Contract Financial Security - Option to Extend the Contract

In the case Canada would exercise one or more options to extend the contract, the Contractor will have to provide of the contract financial securities mentioned above (article 13.1 (1, a and b)) each year, based on the amount of the contract modification, According to the same requirements as those in the present article 13.

### 13.3 Security Deposit Definition

1. "security deposit" means

a bill of exchange that is payable to the Receiver General for Canada and certified by an approved financial institution or drawn by an approved financial institution on itself; or  
 a government guaranteed bond; or  
 an irrevocable standby letter of credit, or  
 such other security as may be considered appropriate by the Contracting Authority and approved by Treasury Board;

"approved financial institution" means

any corporation or institution that is a member of the Canadian Payments Association;  
 a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the Régie de l'assurance-dépôts du Québec to the maximum permitted by law;  
 a credit union as defined in paragraph 137(6) of the Income Tax Act;  
 a corporation that accepts deposits from the public, if repayment of the deposits is guaranteed by a Canadian province or territory; or  
 the Canada Post Corporation.

"government guaranteed bond" means a bond of the Government of Canada or a bond unconditionally guaranteed as to principal and interest by the Government of Canada that is:

payable to bearer;  
 accompanied by a duly executed instrument of transfer of the bond to the Receiver General for Canada in accordance with the Domestic Bonds of Canada Regulations;  
 registered in the name of the Receiver General for Canada.

"irrevocable standby letter of credit"

means any arrangement, however named or described, whereby a financial institution (the "Issuer"), acting at the request and on the instructions of a customer (the "Applicant"), or on its behalf,

- i. will make a payment to or to the order of Canada, as the beneficiary;
- ii. will accept and pay bills of exchange drawn by Canada;
- iii. authorizes another financial institution to effect such payment, or accept and pay such bills of exchange; or
- iv. authorizes another financial institution to negotiate, against written demand(s) for payment, provided that the conditions of the letter of credit are complied with.

must state the face amount which may be drawn against it;  
 must state its expiry date;  
 must provide for sight payment to the Receiver General for Canada by way of the financial institution's draft against presentation of a written demand for payment signed by the authorized departmental representative identified in the letter of credit by his/her office;  
 must provide that more than one written demand for payment may be presented subject to the sum of those demands not exceeding the face amount of the letter of credit;  
 must provide that it is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practice (UCP) for Documentary Credits, 2007 Revision, ICC Publication No. 600. Pursuant to the ICC UCP, a credit is irrevocable even if there is no indication to that effect; and

Solicitation No. - N° de l'invitation

W0138-13305R/A

Amd. No. - N° de la modif.

File No. - N° du dossier

QCM-3-36213

Buyer ID - Id de l'acheteur

qcm004

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

W0138-13305R

CCC No./N° CCC - FMS No/ N° VME

---

must be issued (Issuer) or confirmed (Confirmer), in either official language, by a financial institution that is a member of the Canadian Payments Association and is on the letterhead of the Issuer or Confirmer. The format is left to the discretion of the Issuer or Confirmer.

Solicitation No. - N° de l'invitation

W0138-13305R/A

Amd. No. - N° de la modif.

File No. - N° du dossier

QCM-3-36213

Buyer ID - Id de l'acheteur

qcm004

CCC No./N° CCC - FMS No/ N° VME

W0138-13305R

---

**ANNEX A**

**STATEMENT OF WORK**

**FOODSERVICE**

**CADETS TRAINING CENTER - BAGOTVILLE**

**You will find Annex "A" (Stipulations) as an annexed PDF File**

Solicitation No. - N° de l'invitation

W0138-13305R/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

qcm004

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

W0138-13305R

File No. - N° du dossier

QCM-3-36213

CCC No./N° CCC - FMS No/ N° VME

**ANNEX B**

**BASIS OF PAYMENT**

**1. Services Period - Summer Camp 2014**

**1.1** Firm unit price per **meal\***, Customs duties are included and Sales Tax is extra, if applicable.

Goods and Services Tax or Harmonized

Type of Meal Estimated Quantities Firm Unit Prices Estimated Total

Breakfast 36,126 \$ \_\_\_\_\_ \$ \_\_\_\_\_

Lunche 36,623 \$ \_\_\_\_\_ \$ \_\_\_\_\_

Dinner 34,370 \$ \_\_\_\_\_ \$ \_\_\_\_\_

Estimated Total, Meals - Summer Camp 2014: \$ \_\_\_\_\_

\*No additional amount will be allocated for dropped meals or second servings. Meals served in the cadet mess hall, dispersed meals and picnic meals have all the same monetary value.

DND provides insulated containers for food as well as non-food items and packaging items for box lunches.

Solicitation No. - N° de l'invitation

W0138-13305R/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

qcm004

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

W0138-13305R

File No. - N° du dossier

QCM-3-36213

CCC No./N° CCC - FMS No/ N° VME

**1.2** Firm unit price per energy supplement, Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Type of supplement Estimated Quantities Firm Unit Prices Estimated Total

Energy 4,500 \$ \_\_\_\_\_ \$ \_\_\_\_\_  
Supplement

Estimated \$ \_\_\_\_\_  
Total,  
Energy  
Supplements-  
Summer  
Camp  
2014

**1.3 Total Meals (1.1) and Energy Supplements (1.2) "Summer Camp 2014":**

**Estimated Total, \$ \_\_\_\_\_**  
Meals - Summer  
Camp 2014:

Estimated \$ \_\_\_\_\_  
Total,  
Energy  
Supplements-  
Summer  
Camp  
2014:

Solicitation No. - N° de l'invitation

W0138-13305R/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

qcm004

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

W0138-13305R

File No. - N° du dossier

QCM-3-36213

CCC No./N° CCC - FMS No/ N° VME

---

ESTIMATED  
TOTAL

\$ \_\_\_\_\_

-  
SUMMER  
CAMP  
2014:

## **2. Control of the number of persons on ration strength**

One cadet per access point will count the number of persons on ration strength in the cadet mess hall and after each meal, the Contractor will count the number of plates. After each meal, the numbers calculated by the cadets and the contractor shall be verified, and this number shall be entered on the Certified Declaration of Daily Ration Allowance Form.

For meals served in the dining rooms, the billed quantity will be the one indicated on the daily meal requisition or the one calculated by the cadet and Contractor, according to the highest.

## ANNEX C

### INSURANCE REQUIREMENTS

5.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 \$5,000,000 per accident or occurrence and in the annual aggregate.

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

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

Solicitation No. - N° de l'invitation

W0138-13305R/A

Amd. No. - N° de la modif.

File No. - N° du dossier

QCM-3-36213

Buyer ID - Id de l'acheteur

qcm004

CCC No./N° CCC - FMS No/ N° VME

---

W0138-13305R



## **Annex A**

### **2014 Summer Camp**

#### **STATEMENT OF WORK (STIPULATIONS)**

**FOOD SERVICES**

**BAGOTVILLE CADETS TRAINING CENTER**

DATE: JANUARY 1993

REVISED: NOVEMBER 2013



## TABLE OF CONTENTS

| <b>TITLES</b>                             | <b>PAGES</b>   |
|---|----------------|
| <u>SUMMARY</u>                            | SUM-1 to SUM-3 |
| <u>MEALS FORECAST</u>                     | FC-1 to FC-3   |
| <u>MEAL SCHEDULE</u>                      | SCH-1          |
| <u>DND SUPPORT</u>                        | SP-1 and SP-2  |
| <u>SECTION 1</u>                          |                |
| Definitions                               | 1-1 and 1-2    |
| <u>SECTION 2</u>                          |                |
| Contractor's responsibilities             | 2-1 to 2-3     |
| <u>SECTION 3</u>                          |                |
| Safety and hygiene standards              | 3-1 to 3-7     |
| <u>SECTION 4</u>                          |                |
| Cleaning schedule                         | 4-1 to 4-3     |
| <u>SECTION 5</u>                          |                |
| Cyclic menus                              | 5-1 to 5-6     |
| <u>SECTION 6</u>                          |                |
| Complementary items served with each meal | 6-1 to 6-2     |



SECTION 7

Meal plan 7-1 to 7-3

SECTION 8

Menu plans 8-1 to 8-3

SECTION 9

Minimum-portion standards 9-1 to 9-2

SECTION 10

Food quality standards 10-1 to 10-6

SECTION 11

Non-food and packaging items 11-1 to 11-3

SECTION 12

Daily meal requisition form 12-1

SECTION 13

Certified statement form 13-1

SECTION 14

Default report form 14-1 to 14-3



## SUMMARY

### 1. Statement of work

Provide and serve meals and freshly prepared food at Department of National Defence (DND) facilities, 3 Wing Bagotville, Cadets Training Center (CTC), located in Bagotville, in accordance with the technical requirements of Annex A, Statement of Work (STIPULATIONS), dated January 1993 and revised November 2013.

- a) The number of meals required for 2014–2015 (2014 summer camp) is **36,126 breakfasts, 36,623 lunches and 34,370 dinners**. The anticipated number of meals shown on pages ANM-1 to ANM-3 of Annex A in the “Total Meals” columns differs from the above-mentioned number of meals. This difference represents the number of meals that will be consumed outside of the CTC Bagotville and provided by DND, i.e., **1,000 breakfasts, 2,000 lunches and 2,000 dinners**.
- b) The number of energy supplements required for 2014 (2014 summer camp) is **4,500**.
- c) The estimated numbers of meals and energy supplements for subsequent years, i.e., for 2015–2016 (2015 summer camp), 2016–2017 (2016 summer camp), 2017–2018 (2017 summer camp) and 2018–2019 (2018 summer camp) are as follows: 36,000 breakfasts, 36,000 lunches, 35,000 dinners and 4,000 energy supplements. These quantities will be confirmed by the end of February each year and may increase or decrease by up to 20%. The guaranteed minimum (for meals only) will be based on these numbers.

### 2. Adhering to the Camp’s hours of operation

The Contractor must adhere to the Camp’s hours of operation, as indicated on page SCH-1 of the Stipulations.

### 3. Dining room availability

In order to respect established criteria, two dining rooms, each with one service point, will be made available to users.

### 4. Types of meals

#### a) Meals served in the dining room

In accordance with the cyclical menus in Section 6 of the Stipulations and the MENU PLANS in sections 7 and 8 of the Stipulations.

#### b) Dispersed Meals

In accordance with the menu plans.

HOT: Insulated containers (HAY BOX) (Stipulations, Section 9)

COLD: MEAL BASKETS (Stipulations, Section 9, and cyclical menus, Section 6)

#### c) Energy supplements

In accordance with the menu plan in the Stipulations, Section 9

#### d) Individual ration packs



These individual ration packs will be supplied entirely (goods and services) by DND—no catering services will be required—and will not be included in the daily provisions in sections ANM-1 to ANM-3 of the Stipulations.

#### **5. Types of menus (menu changes)**

The menus set out in the Stipulations will be the menus used during the activity period. Recipes for these menus will be provided by DND and must be followed to the letter.

#### **6. Heat-wave menu**

When a heat wave is forecast, the CTC Food Services Representative will present to the Contractor, 24 hours in advance, a written request to replace the menu with heat-wave-appropriate choices.

Main meal choices will be PROPORTIONATELY replaced by cold cuts, raw vegetables, small grilled items and assorted sandwiches to make up the same meal quantities as those previously planned.

#### **7. Uniform**

Anywhere references to uniforms are made in the Statement of Work (Stipulations), it should be noted that, although there is no specific uniform imposed upon the Contractor, work clothes should be standardized, i.e., all of the waiters/waitresses must wear a certain type of uniform, all of the dishwashers another type of outfit, etc.

The provision and maintenance of the clothing is left to the discretion of the Contractor, provided that the standardization rules and health and safety standards are adhered to and that the clothing is clean. Obviously, this DOES NOT APPLY to cooks and head cooks, who must wear the all-white chef uniform. One example of an acceptable outfit would be a white shirt or T-shirt, a black skirt or black pants, a hat or hairnet, and regulation (safe) footwear. JEANS ARE PROHIBITED.

#### **8. Periodic evaluation of services (DND)**

The Contract Supervisor or his/her representative reserves the right to conduct evaluations and tastings of the dishes served in order to assess the effectiveness and quality of the services provided under the contract. The Contractor agrees to provide the necessary data and fully co-operate with DND during the course of these evaluations.

#### **9. Samples of foodstuffs subject to contamination**

The Contractor must take a sample of all the foodstuffs served at each meal that are subject to contamination. He/she must then place these samples in individual sterilized bags (clearly labelled with the date and name of the meal), hermetically seal the bags and store them in a box at refrigeration temperature (38°F) for 72 hours. Should someone fall ill or come down with food poisoning, the samples will make it possible to launch an administrative investigation. The cost of sampling equipment will be assumed by the Contractor.

#### **10. Cleaning products and equipments**

All cleaning products and equipments, for example: detergents, brooms, mops, garbage bags, soaps, etc. necessary for the maintenance and cleaning of the site and for dishwashing, will be provided and paid for by the service provider.



**FORECAST OF MEALS – BAGOTVILLE CADETS TRAINING CENTER**

| DATE          | STAFF CADETS |       |        | CADETS / STAFF CADETS |       |        | TOTAL MEALS |       |        |
|---------------|--------------|-------|--------|-----------------------|-------|--------|-------------|-------|--------|
|               | BREAKFAST    | LUNCH | DINNER | BREAKFAST             | LUNCH | DINNER | BREAKFAST   | LUNCH | DINNER |
| June 11, 2014 | 0            | 16    | 16     | 0                     | 0     | 0      | 0           | 16    | 16     |
| June 12, 2014 | 16           | 16    | 16     | 0                     | 0     | 0      | 16          | 16    | 16     |
| June 13, 2014 | 16           | 16    | 16     | 0                     | 0     | 0      | 16          | 16    | 16     |
| June 14, 2014 | 16           | 16    | 16     | 0                     | 0     | 0      | 16          | 16    | 16     |
| June 15, 2014 | 16           | 16    | 16     | 0                     | 0     | 0      | 16          | 16    | 16     |
| June 16, 2014 | 16           | 16    | 16     | 0                     | 0     | 0      | 16          | 16    | 16     |
| June 17, 2014 | 16           | 16    | 16     | 0                     | 0     | 0      | 16          | 16    | 16     |
| June 18, 2014 | 22           | 16    | 16     | 0                     | 0     | 0      | 22          | 16    | 16     |
| June 19, 2014 | 22           | 16    | 16     | 0                     | 0     | 0      | 22          | 16    | 16     |
| June 20, 2014 | 22           | 16    | 16     | 0                     | 0     | 0      | 22          | 16    | 16     |
| June 21, 2014 | 22           | 16    | 16     | 0                     | 0     | 0      | 22          | 16    | 16     |
| June 22, 2014 | 22           | 16    | 16     | 0                     | 0     | 0      | 22          | 16    | 16     |
| June 23, 2014 | 22           | 16    | 16     | 0                     | 0     | 0      | 22          | 16    | 16     |
| June 24, 2014 | 22           | 16    | 16     | 0                     | 0     | 0      | 22          | 16    | 16     |
| June 25, 2014 | 22           | 30    | 30     | 0                     | 0     | 0      | 22          | 30    | 30     |
| June 26, 2014 | 36           | 30    | 30     | 0                     | 0     | 0      | 36          | 30    | 30     |
| June 27, 2014 | 36           | 30    | 30     | 0                     | 0     | 0      | 36          | 30    | 30     |
| June 28, 2014 | 36           | 30    | 30     | 0                     | 0     | 0      | 36          | 30    | 30     |
| June 29, 2014 | 36           | 193   | 193    | 0                     | 0     | 0      | 36          | 193   | 193    |
| June 30, 2014 | 200          | 217   | 207    | 0                     | 0     | 0      | 200         | 217   | 207    |
| July 1, 2014  | 200          | 217   | 207    | 0                     | 0     | 0      | 200         | 217   | 207    |
| July 2, 2014  | 200          | 217   | 207    | 0                     | 0     | 0      | 200         | 217   | 207    |
| July 3, 2014  | 200          | 217   | 207    | 0                     | 0     | 0      | 200         | 217   | 207    |
| July 4, 2014  | 200          | 217   | 207    | 0                     | 0     | 0      | 200         | 217   | 207    |
| July 5, 2014  | 200          | 217   | 207    | 0                     | 0     | 0      | 200         | 217   | 207    |
| July 6, 2014  | 200          | 217   | 207    | 0                     | 713   | 713    | 200         | 930   | 920    |
| July 7, 2014  | 200          | 217   | 207    | 713                   | 713   | 713    | 913         | 930   | 920    |
| July 8, 2014  | 200          | 217   | 207    | 713                   | 713   | 713    | 913         | 930   | 920    |
| July 9, 2014  | 200          | 217   | 207    | 713                   | 713   | 713    | 913         | 930   | 920    |
| July 10, 2014 | 200          | 217   | 207    | 713                   | 713   | 713    | 913         | 930   | 920    |



**FORECAST OF MEALS – BAGOTVILLE CADETS TRAINING CENTER**

| DATE           | STAFF CADETS |       |        | CADETS / STAFF CADETS |       |        | TOTAL MEALS |       |        |
|----------------|--------------|-------|--------|-----------------------|-------|--------|-------------|-------|--------|
|                | BREAKFAST    | LUNCH | DINNER | BREAKFAST             | LUNCH | DINNER | BREAKFAST   | LUNCH | DINNER |
| July 11, 2014  | 200          | 217   | 207    | 713                   | 713   | 713    | 913         | 930   | 920    |
| July 12, 2014  | 200          | 217   | 207    | 713                   | 713   | 713    | 913         | 930   | 920    |
| July 13, 2014  | 200          | 217   | 207    | 713                   | 713   | 713    | 913         | 930   | 920    |
| July 14, 2014  | 200          | 217   | 207    | 713                   | 713   | 713    | 913         | 930   | 920    |
| July 15, 2014  | 200          | 217   | 207    | 713                   | 713   | 713    | 913         | 930   | 920    |
| July 16, 2014  | 200          | 217   | 207    | 713                   | 713   | 713    | 913         | 930   | 920    |
| July 17, 2014  | 200          | 217   | 207    | 713                   | 713   | 713    | 913         | 930   | 920    |
| July 18, 2014  | 200          | 217   | 207    | 713                   | 713   | 413    | 913         | 930   | 620    |
| July 19, 2014  | 200          | 217   | 207    | 413                   | 413   | 413    | 613         | 630   | 620    |
| July 20, 2014  | 200          | 217   | 207    | 413                   | 413   | 413    | 613         | 630   | 620    |
| July 21, 2014  | 200          | 217   | 207    | 413                   | 713   | 713    | 613         | 930   | 920    |
| July 22, 2014  | 200          | 217   | 207    | 713                   | 713   | 713    | 913         | 930   | 920    |
| July 23, 2014  | 200          | 217   | 207    | 713                   | 713   | 713    | 913         | 930   | 920    |
| July 24, 2014  | 200          | 217   | 207    | 713                   | 713   | 713    | 913         | 930   | 920    |
| July 25, 2014  | 200          | 217   | 207    | 713                   | 713   | 449    | 913         | 930   | 656    |
| July 26, 2014  | 200          | 217   | 207    | 449                   | 449   | 449    | 649         | 666   | 656    |
| July 27, 2014  | 200          | 217   | 207    | 449                   | 449   | 449    | 649         | 666   | 656    |
| July 28, 2014  | 200          | 217   | 207    | 449                   | 672   | 672    | 649         | 889   | 879    |
| July 29, 2014  | 200          | 217   | 207    | 672                   | 672   | 672    | 872         | 889   | 879    |
| July 30, 2014  | 200          | 217   | 207    | 672                   | 672   | 672    | 872         | 889   | 879    |
| July 31, 2014  | 200          | 217   | 207    | 672                   | 672   | 672    | 872         | 889   | 879    |
| August 1, 2014 | 200          | 217   | 207    | 672                   | 672   | 372    | 872         | 889   | 579    |
| August 2, 2014 | 200          | 217   | 207    | 372                   | 372   | 372    | 572         | 589   | 579    |
| August 3, 2014 | 200          | 217   | 207    | 372                   | 372   | 372    | 572         | 589   | 579    |
| August 4, 2014 | 200          | 217   | 207    | 372                   | 672   | 672    | 572         | 889   | 879    |
| August 5, 2014 | 200          | 217   | 207    | 672                   | 672   | 672    | 872         | 889   | 879    |
| August 6, 2014 | 200          | 217   | 207    | 672                   | 672   | 672    | 872         | 889   | 879    |
| August 7, 2014 | 200          | 217   | 207    | 672                   | 672   | 672    | 872         | 889   | 879    |
| August 8, 2014 | 200          | 217   | 207    | 672                   | 672   | 672    | 872         | 889   | 879    |
| August 9, 2014 | 200          | 217   | 207    | 672                   | 672   | 672    | 872         | 889   | 879    |



**FORECAST OF MEALS – BAGOTVILLE CADETS TRAINING CENTER**

| DATE            | STAFF CADETS  |               |               | CADETS / STAFF CADETS |               |               | TOTAL MEALS   |               |               |
|-----------------|---------------|---------------|---------------|-----------------------|---------------|---------------|---------------|---------------|---------------|
|                 | BREAKFAST     | LUNCH         | DINNER        | BREAKFAST             | LUNCH         | DINNER        | BREAKFAST     | LUNCH         | DINNER        |
| August 10, 2014 | 200           | 217           | 207           | 672                   | 672           | 672           | 872           | 889           | 879           |
| August 11, 2014 | 200           | 217           | 207           | 672                   | 672           | 672           | 872           | 889           | 879           |
| August 12, 2014 | 200           | 217           | 207           | 672                   | 672           | 672           | 872           | 889           | 879           |
| August 13, 2014 | 200           | 217           | 207           | 672                   | 672           | 672           | 872           | 889           | 879           |
| August 14, 2014 | 200           | 217           | 207           | 672                   | 672           | 672           | 872           | 889           | 879           |
| August 15, 2014 | 200           | 217           | 207           | 672                   | 672           | 672           | 872           | 889           | 879           |
| August 16, 2014 | 200           | 217           | 30            | 672                   | 672           | 0             | 872           | 889           | 30            |
| August 17, 2014 | 200           | 40            | 30            | 0                     | 0             | 0             | 200           | 40            | 30            |
| August 18, 2014 | 200           | 40            | 30            | 0                     | 0             | 0             | 200           | 40            | 30            |
| August 19, 2014 | 200           | 40            | 30            | 0                     | 0             | 0             | 200           | 40            | 30            |
| August 20, 2014 | 200           | 40            | 30            | 0                     | 0             | 0             | 200           | 40            | 30            |
| August 21, 2014 | 200           | 40            | 30            | 0                     | 0             | 0             | 200           | 40            | 30            |
| August 22, 2014 | 200           | 40            | 30            | 0                     | 0             | 0             | 200           | 40            | 30            |
| August 23, 2014 | 16            | 16            | 16            | 0                     | 0             | 0             | 16            | 16            | 16            |
| August 24, 2014 | 16            | 16            | 16            | 0                     | 0             | 0             | 16            | 16            | 16            |
| August 25, 2014 | 16            | 0             | 0             | 0                     | 0             | 0             | 16            | 0             | 0             |
| <b>TOTAL</b>    | <b>11 264</b> | <b>11 225</b> | <b>10 508</b> | <b>25 862</b>         | <b>27 398</b> | <b>25 862</b> | <b>37 126</b> | <b>38 623</b> | <b>36 370</b> |



## MEAL SCHEDULE

| CLIENTELE   | TYPE OF SERVICE          | MEAL SCHEDULE SERVICE TIMES  |
|---|--------------------------|--|
| <i>CADETS AND STAFF CADETS</i>                                    | <i>CAFETERIA SERVICE</i> | <p><b>MONDAY TO SUNDAY</b></p> <p><i>BREAKFAST: 06:45 HRS-08:15 HRS</i><br/> <i>LUNCH: 11:45 HRS-13:15 HRS</i><br/> <i>DINNER: 16:45 HRS-18:15 HRS</i></p> |
| <b>SCHEDULE FOR ENERGY SUPPLEMENTS: as per daily meal request</b> |                          |  |

- NOTES:
1. Diners may remain in the dining room for approximately 20 minutes after the end of the service.
  - ★ 2. Pick-up times for the supplements will be determined with the Contractor at the start of the camp.
  - ★★ 3. An extended ***breakfast and lunch schedule*** may be requested on camp weekend breaks, i.e., from July 18 to July 21, and from August 1 to August 4. Also on ***Sundays***, upon request: breakfast from 06h30 to 09h00 and lunch from de 11h00 to 13h00.
  - ★★★ 4. Anticipate an extended meal schedule to accommodate mass arrivals on July 6, 21, 28 and August 4, and the mass departure of cadets and staff cadets on August 16.



### **EQUIPMENT, FACILITIES AND SERVICES PROVIDED BY DND**

1. The on-site kitchen will have the capacity to serve two dining rooms comprising one service point each. Whether the service points in the cadet and staff cadet dining rooms are open or closed will be dictated by the CTC Food Services Representative. The CTC Food Services Representative will notify the Contractor within a reasonable time, when deciding to close a number of service points. The two dining halls will provide cafeteria service based on the meal schedule.
2. Canada will provide the Contractor with a list of all equipments that are available to the contractor at the beginning of camp. DND representatives and the contractor will conduct a complete inventory of equipment at the beginning and at the end of camp
3. The non-food and packing items listed in Section 11 will be on the premises at the start of the camp. These items must be used as directed.
4. DND will provide containers (insulated) for food and drink consumed outside the dining halls.
5. DND will make the necessary arrangements to obtain contracts for the disposal of garbage and waste water.
6. DND will provide a furnished room (two desks) from which operations can be monitored. The room will be equipped with a telephone that can be used by the Resident Manager to communicate with his/her employees, order rations and carry out general administrative tasks. The Contractor will be responsible to pay for the installation costs and long-distance calls.
7. Training on the use of equipment is available and will be given at the request of qualified personnel, under the responsibility of the 3 Wing Bagotville Food Services division. A few manufacturers' guides are also available on-site.
8. Access to the areas for which the Contractor has signed the inventory and is responsible for housekeeping (dining rooms, kitchen and service areas) is restricted to the contractor and his/her personnel and to designated DND personnel (Centre's Food Services Officer, rations clerks, cadets and staff cadets assigned to the kitchen and building mechanical maintenance personnel), who shall only have access during the Contractor's working hours. The dining rooms are for the sole use of diners during the hours of service stipulated in the contract; anyone else wishing to access these facilities must obtain prior permission from the Contractor.



9. **As concerns the equipment and facilities provided by DND, the Contractor shall**

- a) Sign the inventory of all DND equipment.
- b) Use the storage facilities correctly to dispose of waste water and garbage and to keep the surrounding area clean.
- c) Notify the camp's Food Services Representative immediately of any equipment malfunctions, shortages of cleaning products, refrigeration breakdowns or problems with heating, power, plumbing, drains or waste disposal.
- d) At the end of the contract, return the premises and equipment to their initial state and ensure that they are to the satisfaction of the camp's Food Services Representative. The Contractor will not be responsible for changes to the state or the quantity of equipment or facilities due to normal and reasonable wear and tear, nor to loss or damage to said premises, equipment or other government property caused by an explosion, fire, lightning, storm, riot, strike or an act of force majeure, an enemy of the State, or any other circumstance beyond the control of the Contractor; the Contractor shall not be required to prepare the kitchen equipment, either by lubricating it or in any other way, for long-term storage.
- e) Reimburse DND, at the end of the contract, for any loss or damage caused to equipment, except as specified in subparagraph d).
- f) At the end of the contract, conduct a verification of all equipment supplied by DND with the representative of the camp's Commanding Officer. Missing items must be noted and appropriate action taken to recover them prior to the Contractor's departure.



**SECTION 1**

**DEFINITIONS**

**DEFINITIONS**

a) **Cafeteria service**

Service in which

- (1) personnel on ration strength fetch their own meal from the counter;
- (2) the condiments and accessories are placed on the tables; cutlery, dishes and glasses are not; and
- (3) ration strength leaves their cutlery, dishes and leftovers in a specified location.

b) **Commanding Officer (CO) of the Cadets Training Center**

The officer appointed to command the Cadets training Center (CTC).

c) **CTC Food Services Representative (C Food Svcs Rep)**

The officer or non-commissioned member who is **appointed by the Eastern Region Food Services Officer** and tasked with liaising with the Contractor regarding the day-to-day management of the contract.

d) **Contract Manager**

The Logistics Officer at Eastern Region (Cadets) Headquarters shall identify the need for the request with "Public Works and Government Services Canada" and administer the implementation of the contract on behalf of the Base Commanding Officer. He/she is also the Eastern Region Food Services Officer.

e) **Contract Supervisor**

The Eastern Region (Cadets) Headquarters Food Services Officer. He/she will conduct periodic visits to the CTC and inform the Contractor about certain administrative issues and about the interpretation of the contract stipulations as concerns rations, food services, hygiene and cleanliness.

f) **Resident Manager**

Appointed by the Contractor, the Resident Manager must be present on-site and is responsible for the overall management of the food services contract. He/she acts as the Contractor's resource person and is responsible for all the employees.



- g) **Kitchen Supervisor**  
Appointed by the Contractor, he/she must be present on-site and is responsible for preparing and serving the meals, as well as any other duties required by the Resident Manager.
- h) **DND**  
Department of National Defence
- i) **Ration strength**  
Individuals entitled to meals
- j) **Dispersed meals**  
Hot or cold meals served in meal baskets or in insulated bulk containers, for consumption outdoors.
- k) **Establishment**  
The base, camp, unit or any other location where activities occur.
- l) **Record of non-compliance with the food services contract**  
A record in which the CTC Food Services Representative or the Contract Supervisor lists the Contractor's breaches and provides confirmation that satisfactory corrective action was taken by the Contractor within 48 hours following the observation.
- m) **CTC**  
Cadets Training Center



|                  |                                      |
|------------------|--------------------------------------|
| <b>SECTION 2</b> | <b>CONTRACTOR'S RESPONSIBILITIES</b> |
|------------------|--------------------------------------|

**1. AVAILABILITY OF THE CONTRACTOR**

- a. The Resident Manager and the Kitchen Supervisor shall visit the site prior to the start date of the period of service in order to settle the final details with the CTC Food Services Representative and the Contract Supervisor.
- b. The Resident Manager, or his/her authorized representative, shall be reachable at all times by cell phone, pager or any other means agreed upon by the two parties.

**2. CONTRACTOR'S RESPONSIBILITIES**

- a) Ensure that the Resident Manager is not involved in the actual preparation or serving of meals.
- b) When a kitchen is required to serve an average of 100 persons or fewer, the kitchen supervisor may participate in the preparation and serving of meals. The mandatory minimum number of qualified cooks is based on the number of personnel on ration strength being served (see the table below). The mandatory number of cooks will be based on the number of meals requested on the daily meal requisition form.

| Personnel on ration strength | Number of Cooks<br>Required |
|------------------------------|-----------------------------|
| 1 to 495                     | 1                           |
| 496 to 795                   | 2                           |
| 796 to 1,095                 | 3                           |
| 1,096 to 1,395               | 4                           |
| 1,396 to 1,695               | 5                           |
| 1,696 to 1,995               | 6                           |
| 1,996 to 2,295               | 7                           |
| 2,296 to 2,595               | 8                           |
| 2,596 to 2,895               | 9                           |

- c) Provide enough employees to meet and maintain DND standards pertaining to the preparation and serving of meals, as well as to hygiene, cleanliness and general safety. Food service hygiene and safety standards can be found in Section 4.
- d) Provide the services in French.
- e) Provide training for personnel in accordance with the plan set out in his/her proposal, prior to the start of the activities.
- f) Provide training for personnel on the Workplace Hazardous Materials Information System (WHMIS) and fire prevention.



- g) Ensure that the Contractor's employees comply with directives and rules issued by the Commanding Officer. These include directives pertaining to general safety, fire safety and parking, and any other similar directives.
- h) Provide meals for his employees.
- i) Ensure that employees have clean clothes every day. The Contractor must ensure that employees have access to clean uniforms so that they can change during a shift in the event of an accident (spilt food, etc).

NB: DND does not provide a laundry service for uniforms.

### 3. MEDICAL REQUIREMENTS

The Department of National Defence may at any time require an employee of the Contractor to undergo a medical examination to prove that he/she is capable of performing the required tasks. If the employee refuses to undergo the examination, or if the examination reveals that he/she is incapable of performing the tasks required, the Contractor must exclude the employee from working in the kitchens. The expenses related to medical examinations, including lung X-rays and laboratory analyses, shall be borne by the Contractor. The Contractor shall also make the necessary arrangements for his/her personnel to undergo examinations. The Department of National Defence will request written confirmation from the Contractor concerning the results of the medical report for the employee in question in the following terms: "Capable or incapable of performing the tasks required following the medical report."

### 4. QUALITY OF FOOD SERVICES

#### The Contractor shall

- a) Provide meals (including boxed meals) and supplements in accordance with the six-week cyclical menu described in Section 6.
- b) **Ensure that the preparation and cooking of food**
  - (1) complies with the menus imposed by DND; the recipes must be standardized and readily available;
  - (2) results in dishes that are appetizing;
  - (3) takes place, as far as possible, shortly before the meals are consumed; and
  - (4) uses ingredients that comply with the standards set out at Section 11 (Food Quality Standards).
- c) **Ensure that food is served at an appropriate time, in a hygienic manner, and that it is all covered and served in compliance with the procedures set out below and within the maximum time limits between preparation and consumption.**
  - (1) **Hot dishes**

Keep at 60°C (140°F) or more for a maximum of two hours. Meals are to be prepared in batches (i.e., staggered cooking). Leftovers must not be fully covered and should be refrigerated promptly, as they may be served within 48 hours as additional menu items.
  - (2) All desserts, as well as any potentially dangerous food,<sup>1</sup> must be refrigerated and not kept beyond the period recommended for each food group. Such food must not be left at room temperature for more than

---

1. Any food or ingredient capable of supporting the growth of pathogenic micro-organisms (simplified definition).



90 minutes. Fresh products must be kept at an appropriate temperature for conservation, i.e., between 0°C and 4°C or  $\geq 60^{\circ}\text{F}$ .

- (3) Serve fresh dairy products from the original container and never leave them at room temperature.
- d) Provide a sufficient quantity of each dish on the menu to meet the minimum-portion standards set out in Section 9. A sufficient quantity of each dish on the menu must be prepared so that the last persons to be served have the same choice as those who were served first.
- e) Post the daily menu in all dining rooms, in the menu holders when table service is provided and on the menu board in cafeterias.
- f) Provide diners with efficient, pleasant service according to the meal schedule, as it appears in SCH-1.
- g) Control, receive and store supplies in accordance with the **Sanitation Code for Canada's Food Service Industry, the Food Products Act, R.S.Q. c. P-29 (MAPAQ), the Regulation respecting Food, c. P-29 r.1 (MAPAQ) and the Food Retail and Food Services Regulation (CFISIG), or any other regulations in force** and ensure that the food is used in sequence in order to reduce wastage.

## 5. RATIONS, EQUIPMENT AND FACILITIES

The Contractor shall make appropriate use of the equipment and items for serving box lunches and for field feeding (Section 11).

## 6. With regard to equipment and facilities provided by DND, the Contractor shall

- a) at the end of the contract, return any equipment lent by DND to its initial state (***before it became the Contractor's responsibility***), to the satisfaction of the CTC Food Services Representative. Missing items must be noted by the contractor and appropriate steps taken to recover them. The Contractor will not be held responsible for changes to the state or quantity of the equipment attributable to normal and reasonable use, or for loss or damage caused to said Government property as a result of an explosion, fire, lightning, storm, riot, strike, force majeure, an enemy of the state or any other circumstance beyond the Contractor's control; and
- b) reimburse DND, at the end of the contract, for any loss or damage to equipment, except as set out in subparagraph a) above.

The equipment, utensils and other required items provided by DND are deemed adequate and sufficient for carrying out this service. Should the Contractor have specific requirements, he/she must assume the full cost thereof. Moreover, prior authorization must be obtained from the DND manager for such requirements, which must not under any circumstances be contrary to the conditions of the contract.

## 7. CONTRACTOR'S FACILITIES

Prior to the entry into force of the contract, a DND preventive medicine technician will conduct an inspection to check the cleanliness of the Contractor's facilities; he/she will then conduct periodic inspections throughout the contract period. The most recent inspection reports must be available for consultation.



## SECTION 3

## HEALTH AND SAFETY STANDARDS

1. The Contractor must comply with the following health and safety standards throughout the contract period. These standards, based on the Food Safety Code of Practice for Canada's Foodservice Industry, CFAO 34-12, CFAO 34-13 and Chapter 5, "Sanitary Techniques Applicable to Food Services," of A-85-269-001 FP-001, CF Food Services Manual, the Food Products Act, R.S.Q. c. P-29 (MAPAQ) and the Food Retail and Food Services Regulation (FRFSR) or any other regulations in force, are set out as statements of fact.
2. **SAFE HANDLING OF FOODSTUFFS**
  - a) **Reception of foodstuffs**
    - (01) Only products that meet the standards of the food industry and of the Canadian General Standards Board may be used.
    - (02) Foodstuffs must not be spoiled, dirty or infested at the time of delivery.
    - (03) Frozen food must show no signs of defrosting.
    - (04) Perishable food must be delivered in refrigerated vehicles in which the temperature does not exceed 4°C.
  - b) **Storing foodstuffs**
    - (01) Food must be stored immediately upon receipt.
    - (02) Refrigerated food must be stored at a temperature of 4°C (40°F) or less.
    - (03) Frozen food items must be stored at a temperature of -18°C (0°F) or less.
    - (04) In the refrigerator, uncooked (raw) food shall be placed on a tray, underneath cooked (prepared) food.
    - (05) All food must be wrapped and placed on shelves or palettes 15 cm (6") off the ground.
    - (06) Dry foodstuffs shall be stored in a clean, well-ventilated place.
    - (07) Refrigerators/freezers shall be equipped with a calibrated thermometer, and the temperatures shall be recorded daily.
  - c) **Food preparation**
    - (1) Food shall be prepared quickly and efficiently.
    - (2) Food shall be prepared just in time to be served.
    - (3) Different cutting boards / utensils shall be used for cooked and raw food.
    - (4) Food shall be thawed in the refrigerator.
    - (5) As far as possible, food shall not be kept in the "**danger zone**" between 4°C and 60°C (40°F to 140°F).
    - (6) Cooked food shall be kept at a temperature of 60°C or higher.



- (7) Cooked meats and poultry shall be kept at a temperature of 60°C (140°F) for two hours at most (food is generally cooked in batches).
- (8) Cooked meats and poultry shall be stored at a temperature of 4°C for a maximum of 72 hours.
- (9) Cooked meats and poultry and all potentially dangerous products<sup>1</sup> may not be stored in containers more than 10-cm deep when cooling.
- (10) Cuts of fresh meat shall be kept at a temperature of 4°C (40°F) or less for a maximum of five days.
- (11) Cooked fish shall be stored at a temperature of 2°C for a maximum of two days.
- (12) Fresh eggs shall be served cooked.
- (13) Fresh eggs shall be stored at a temperature of 4°C.
- (14) Milk and dairy products shall be stored at a temperature of 4°C or less.
- (15) Stale-dated food/drinks shall be discarded.
- (16) All desserts shall be stored at a temperature of 4°C for a maximum of two days. Any leftovers that have not been displayed inside a refrigerated display case shall be discarded.
- (17) Mixed dishes containing poultry, eggs, meat, fish or other potentially hazardous food shall be stored at a temperature of 4°C for a maximum of one day.
- (18) Cooked fruits and vegetables shall be stored at a temperature of 4°C for a maximum of 48 hours, while open cans containing the same type of fruit or vegetables may be stored for a maximum of 72 hours.
- (19) Fresh fruit and vegetables shall be stored in the refrigerator at a temperature of 4°C.
- (20) Open containers containing fat and oil shall be stored in the refrigerator.
- (21) Before storing prepared foods, the preparation date must be written on them.

### 3. **PERSONNEL**

#### a) **General**

- (01) All personnel must receive in-house training on the basic rules of hygiene for food services prior to the start date of the camp.
- (02) In-house follow-up must be conducted by the Contractor throughout the contract period to ensure full compliance with the rules set out in this document and in the Food Safety Code.
- (03) The Contractor must be familiar with the health and safety standards below for the entire contract period. These standards are based on the Food Safety Code of Practice for Canada's Foodservice Industry, CFAO 34-12, CFAO 34-13 and Chapter 5, "Sanitary Techniques Applicable to Food Services," of A-85-269-001 FP-001, CF Food Services Direction and Guidance Manual, the Food Products Act, R.S.Q. c. P-29 (MAPAQ) and the Food Retail and Food Services Regulation (FRFSR) or any other regulations in force.

#### b) **Personal hygiene**



- (01) Employees must have a bath or a shower every day before starting their shift.
- (02) Hair and beards must be clean and covered with a net or head covering.
- (03) Employees shall not go outside the building with their work apron on.
- (04) Employees shall avoid gestures that might contaminate their hands (e.g., touching the face, ears, hair, eyes, etc)
- (05) Frequent hand washing is mandatory, i.e., before starting work, after using the toilet, after any break, after coughing or sneezing, after touching the face, after handling raw food and before handling foodstuffs that involve risk.
- (06) Employees shall wash their hands using the prescribed method.
- (07) Nails must be short, clean, trimmed and unpolished.
- (08) Ladles, tongs and scoops shall be used for handling food.
- (09) Employees must not serve food using their hands.
- (10) Employees who have cuts, burns or scrapes on their hands must wear plastic gloves.
- (11) Employees must not snack or eat in the kitchen or at locations where they are serving.

c) **Uniforms**

- (01) All food services employees shall wear clean uniforms.

4. **EQUIPMENT**

a) **Equipment cleaning standards**

- (01) All surfaces that have been in contact with food in the course of preparation, serving, presentation or storing, except cooking surfaces, shall be cleaned and sterilized after each use.
- (02) Cooking surfaces used during the day shall be cleaned of any trace of food waste or fat; they will be scoured and cleaned after each use.
- (03) All other surfaces shall be cleaned at regular intervals.
- (04) Cutting boards and meat slicers shall be cleaned and sterilized after each use.
- (05) Major pieces of equipment shall be cleaned after each use, whereas pieces that are used less often shall be cleaned and sterilized before and after each use.
- (06) Small pieces of equipment such as can openers, mixers and kitchen knives shall be cleaned and sterilized regularly.
- (07) The outer surfaces of all pieces of equipment, serving surfaces and utensils shall be cleaned regularly and shall be free of marks, stains or debris.

b) **Equipment cleaning schedule**



The Contractor shall adhere to a cleaning schedule. A manual can be found in Section 5.

**5. FACILITIES**

**a) General**

- (01) Doors and screens shall be closed to keep insects and rodents out.
- (02) Spilled food or waste shall never be left on the floor.
- (03) Cloakrooms and washrooms shall be clean and equipped with hand soap, nail brushes, paper towels, etc.
- (04) Wash basins shall be clean and equipped with soap, nail brushes and extra paper.
- (05) Sufficient quantities of mops, brooms, buckets and cleaning products shall be provided and such items shall be stored properly when not in use. (For contracts in the Contractor's facilities only.)
- (06) Racks shall be used to drain and store all pots, pans and utensils.
- (07) Walls (especially those located behind sinks and wherever cooking or mixing equipment is used) shall be cleaned and sterilized at regular intervals, as must trays used for air drying.

**b) Dining room and service area**

- (01) Tables shall be washed as soon as the meal is finished.
- (02) The feet of chairs and tables shall be washed once a week.
- (03) The floors shall be swept after every meal, marks and stains must be cleaned, and waste must be removed.
- (04) Floors shall be washed as required, but not less than once daily.
- (05) The serving tables used for hot and cold dishes shall be cleaned after every meal and the temperature checked before each meal.
- (06) Condiment containers shall be cleaned regularly.

**c) Washing dishes, pots and pans**

- (01) The dish, pot and pan washing area shall be cleaned after every meal.
- (02) Dishwashers shall be clean and delimed as specified in the cleaning schedule.
- (03) Dishwasher temperature shall be checked regularly to ensure that it is between 60°C and 70°C (140–150°F) and between 80°C and 90°C (176–194°F) for the wash and rinse cycles.

**d) Garbage**

- (01) Garbage found in the kitchen and dining room shall be disposed of as required and at the end of every meal.
- (02) Wet garbage shall be placed in small containers, covered and disposed of in the garbage refrigerator or an appropriate place until collected.



- (03) Dry garbage shall be placed in garbage bags.
- (04) Broken glass, etc, shall be placed in separate containers.
- (05) All garbage containers shall be covered immediately when not in use.
- (06) The inside and outside of garbage cans shall be cleaned and disinfected each time they are emptied. This operation shall occur in a location other than the food preparation or storage area.

e) **Dry storage**

- (01) All dry storage areas shall be clean, neat and tidy.
- (02) Containers, shelves and floors shall be cleaned regularly.
- (03) All containers shall be hermetically closed and not placed directly on the ground.

f) **Preparation and production**

- (01) This area must always be cleaned and sterilized.
- (02) All food waste shall be disposed of promptly and no food shall be left out at room temperature.
- (03) All the equipment used in this work area shall be cleaned and sterilized, in accordance with the posted cleaning calendar.
- (04) Hoods and air vents shall be cleaned regularly.
- (05) Ceiling pipes, windows, ceilings and walls shall be cleaned regularly.
- (06) Floors must always be cleaned after food has been spilled.

g) **Refrigerators and freezers**

- (01) Food must be stored correctly and covered.
- (02) Stale-dated or spoiled food shall be thrown out.
- (03) No spilled food stains, waste food, empty containers, etc, shall be visible.
- (04) Floors shall be washed every day.
- (05) Prepared food that will remain in refrigerators and freezers for more than 24 hours shall be identified and dated.

h) **Corridors**

- (01) Corridors shall be clean, and all waste and empty cardboard boxes shall be removed.
- (02) Floors shall be swept and mopped daily.
- (03) Walls and baseboards shall be cleaned regularly.



**Box lunches**

6. Food used in making up box lunches shall be freshly prepared; leftovers may not be used in their preparation. They shall be used within 24 hours of being prepared and the date of preparation shall be clearly indicated. When they cannot be kept in a refrigerator, they must be consumed within a maximum of four hours. It is recommended that small juice boxes accompanying box lunches be frozen, as this will keep the other food cold and they will be ready to drink at meal time. Box lunch food that is distributed and returned intact to the kitchen may not be used, with the exception of food packed in sealed portions (such as juice boxes, packets of cookies, and yogurt or pudding in individual containers), which can be removed and reused. If the box lunches have not left the kitchen, the contents may be used, as long as the preparation time and conditions set out above have been observed.

**Hot meals**

7. The food used in preparing hot dispersed meals must be fresh. No leftovers may be used in their preparation. Dispersed meals returned to the kitchen shall not be used. Since such food may be ready up to six hours before being served, menus must not include dishes that might spoil quickly, such as cream soups and cream of chicken. Hot dishes must be at or near the boiling point when placed in containers.

**Temperature and conservation times for food in insulated containers**

8. When correctly preheated, an insulated food container, such as a Thermos, can keep prepared food at an acceptable temperature for four to six hours, depending on their consistency. Clear liquids cool more rapidly than thick liquids. The manufacturers' specifications state that "heat transfer in the container will not exceed a loss of heat in excess of 11°C during a two-hour period, with an ambient temperature of at least 25°C, with an initial container temperature of 82°C." The following table shows how long food retains its temperature after reaching the boiling point. Special attention must be paid to this when foodstuffs are to travel long distances or must be picked up far in advance before being used (e.g., fish does not travel well and cannot be stored for long periods once it has been cooked. Items for box lunches must always be selected from among those that reach their destination in optimum condition. Food preserved in insulated food containers that has not been consumed within the time shown on the chart shall be thrown out. Cold food shall be stored separately from hot food. Cold food shall be properly refrigerated before being transferred into containers. Cold food preserved in insulated food containers and that has not been eaten within six hours shall be thrown out.

| Prepared food                 | Temperature  | Hours      |
|-------------------------------|--------------|------------|
| Meat and fish                 | 60°C or more | See note 1 |
| Stew                          | 80°C to 85°C | 6          |
| Mashed potatoes               | 80°C to 85°C | 6          |
| Thick soup                    | 80°C         | 5          |
| Hot chocolate                 | 80°C         | 5          |
| Sauce and cooking juices      | 80°C         | 5          |
| Vegetables and cooking liquid | 80°C         | 4          |
| Tea and coffee                | 80°C         | 4          |
| Light soup                    | 80°C         | 4          |

**Note 1** – The period of time during which meat and fish can be stored in an insulated container and eaten without danger depends on the temperature of the food when it is placed in the insulated container. The food must never be kept at a temperature lower than 60°C at any time. According to the Food Safety Code of Practice for Canada's Food Service Industry, at-risk food that has been prepared and cooked and that will be served hot must be kept at a temperature of at least 60°C (140°F) until it is served.



### Using, maintaining and storing insulated food containers (Thermoses)

9. General rules to follow when using insulated containers:
- a) Always use the inserts provided.
  - b) Never use the container for storing other substances.
  - c) Preheat or pre-cool the container according to the instructions in the section below entitled "Preparing insulated containers." Using a different method could damage the containers or the seals.
  - d) Check that the seals are correctly positioned on the built-in components and that the lids are not misshapen.
  - e) Do not handle the containers roughly and do not lose the seals. Replace the seals as required to avoid leaks and preserve the efficiency of the container.
  - f) When cleaning the container, remove and separate all the seals, containers and lids. Wash separately with mild detergent, rinse in hot water and air dry. Assemble and store in a cool dry place, leaving the lid open.

NB: On the newer containers, the seals cannot be removed.

### Preparing insulated containers

10. Insulated containers are used for cold as well as for hot dishes and prepared for the intended use. For hot dishes, the procedure for preparing insulated containers and inserts is as follows:
- a) Remove the inserts.
  - b) Fill the container with boiling water roughly one hour before inserting the food.
  - c) Rinse the inserts, lids and rubber seals in hot water and fill with hot food up to one inch from the top;
  - d) Check that the seals fit properly against the lids and place the lids on the filled containers;
  - e) Empty the water from the container and immediately place the filled inserts in the container. Insert a seal around the upper section of the container, close the lid and block the grooves.
11. **For cold food, the procedure for preparing insulated containers is as follows:**
- a) Place the container and clean inserts in the refrigerator approximately two hours before filling with food. If no refrigerator is available, place the container and the recipients on a bed of crushed ice for approximately one hour prior to use.
  - b) Fill the containers with cold food up to one inch from the top.
  - c) Adjust the lids on the containers with the rubber seals to ensure a perfect seal.
  - d) Place the full inserts in the insulated container and put a rubber seal around the upper part of the container. Adjust the lid and block the grooves.



| <b>SECTION 4</b>   |   | <b>CLEANING SCHEDULE</b> |
|--|---|--------------------------|
| <b>CLEANING INSTRUCTIONS AND SCHEDULE<br/>FOR THE MAIN PIECES OF EQUIPMENT</b> |   |                          |
| <b>WHAT</b>  | <b>HOW</b>  | <b>WHEN</b>              |
| <b>STOVES AND GRILLS</b>   | <ul style="list-style-type: none"> <li>- Clean the grills with a gentle scraper.</li> <li>- Remove deposits from the grease collectors.</li> <li>- Rub the grill and remove the dirt with a cloth.</li> <li>- Lightly oil the grill sheet with vegetable oil.</li> </ul>  | <b>EVERY DAY</b>         |
| <b>PASTRY AND ROASTING OVENS</b>   | <ul style="list-style-type: none"> <li>- Immediately clean spills when dishes overflow.</li> <li>- Brush and wipe the ovens.</li> <li>- Clean the outside of the ovens with detergent and a soft brush or cloth.</li> <li>- Use an oven cleaner as indicated.</li> </ul>  | <b>EVERY DAY</b>         |
| <b>DEEP FRYERS</b>   | <ul style="list-style-type: none"> <li>- Let the fat cool and empty the fryer.</li> <li>- Strain the fat using a special mechanical filter or cloth filter.</li> <li>- Clean the baskets, strainer and the entire fryer with hot water and detergent.</li> <li>- Rinse thoroughly.</li> <li>- Replace the filtered fat and add new fat if necessary.</li> </ul> | <b>AFTER EACH USE</b>    |
| <b>MIXERS</b>  | <ul style="list-style-type: none"> <li>- Remove the parts and wash, rinse and disinfect them in the section assigned for washing pots and pans.</li> <li>- Clean the non-removable parts.</li> </ul>  | <b>AFTER EACH USE</b>    |
| <b>TILTING FRYING PAN</b>  | <ul style="list-style-type: none"> <li>- Wash the outside and inside of the stove with hot water and detergent.</li> </ul>  | <b>AFTER EACH USE</b>    |



| <b>INSTRUCTIONS AND CLEANING SCHEDULE FOR MAJOR EQUIPMENT</b> |   |                       |
|---|---|-----------------------|
| <b>WHAT</b>   | <b>HOW</b>  | <b>WHEN</b>           |
| <b>PRESSURE COOKER</b>  | <ul style="list-style-type: none"> <li>- Clean the steaming compartment immediately after using the pressure cooker.</li> <li>- Clean inside and outside with a mild detergent.</li> <li>- Rinse well and disinfect.</li> </ul>   | <b>EVERY DAY</b>      |
| <b>STEAM TABLE</b>  | <ul style="list-style-type: none"> <li>- Clean the basins, the top and sides of the appliance with a mild detergent.</li> <li>- Rinse and disinfect.</li> <li>- Remove residue and empty the water.</li> <li>- Remove the deposit that forms inside the basin with a descaler.</li> </ul> | <b>ONCE A WEEK</b>    |
| <b>DISHWASHER</b>   | <ul style="list-style-type: none"> <li>- Open the faucets and empty the tubs.</li> <li>- Clean the arms and sponge up any surplus water.</li> </ul>   | <b>AFTER EACH USE</b> |
|   | <ul style="list-style-type: none"> <li>- Clean the spray nozzles and the detergent dispensers.</li> <li>- With a brush, rub the interior and exterior of the tubs and around the pipes.</li> <li>- Leave the doors of the machine open.</li> </ul>  | <b>AFTER DINNER</b>   |
|   | <ul style="list-style-type: none"> <li>- Delime the inside of the dishwasher.</li> </ul>  | <b>ONCE A WEEK</b>    |
| <b>SLICER</b>   | <ul style="list-style-type: none"> <li>- Unplug the appliance; remove the parts.</li> <li>- Wash, rinse and disinfect them.</li> <li>- Clean the rest of the appliance.</li> </ul>  | <b>AFTER EACH USE</b> |



| <b>INSTRUCTIONS AND CLEANING SCHEDULE FOR MAJOR EQUIPMENT</b> |   |                        |
|---|---|------------------------|
| <b>WHAT</b>   | <b>HOW</b>  | <b>WHEN</b>            |
| <b>VEGETABLE PEELER</b>                                       | <ul style="list-style-type: none"> <li>- Remove the cover and the abrasive disk.</li> <li>- Clean with water using a stiff brush.</li> <li>- Rinse and replace the cover and the disk.</li> <li>- Clean the collector.</li> </ul>   | <b>AFTER EACH USE</b>  |
| <b>ROTATING TOASTER</b>                                       | <ul style="list-style-type: none"> <li>- Remove the crumbs and clean the receptacle.</li> <li>- Wipe the outside surface.</li> </ul>  | <b>AFTER BREAKFAST</b> |
| <b>CAN OPENERS</b>  | <ul style="list-style-type: none"> <li>- Wash, rinse and disinfect them.</li> <li>- Clean the appliances and remove all debris from the blade.</li> </ul>   | <b>EVERY DAY</b>       |
| <b>JUICE DISPENSER</b>  | <ul style="list-style-type: none"> <li>- Clean the handles, taps, draining boards, tanks, covers and all outside surfaces.</li> </ul>   | <b>AFTER EACH MEAL</b> |
| <b>MILK DISPENSER</b>   | <ul style="list-style-type: none"> <li>- Clean and disinfect all parts of the milk dispenser.</li> <li>- Wipe the inside surfaces.</li> <li>- Immediately wipe up spills.</li> </ul>  | <b>AFTER EACH MEAL</b> |
| <b>PERCOLATORS</b>  | <ul style="list-style-type: none"> <li>- Rinse the percolators with hot water before using them.</li> <li>- Brush the inside and rinse with hot water.</li> <li>- Rinse until the water is clear.</li> <li>- Clean the tap and the pipe leading to the centre of the percolator.</li> </ul> | <b>EVERY DAY</b>       |
|   | <ul style="list-style-type: none"> <li>- Use a stain remover in accordance with instructions.</li> </ul>  | <b>ONCE A WEEK</b>     |
|   | <ul style="list-style-type: none"> <li>- Delime the water circulation jacket.</li> </ul>  | <b>ONCE A MONTH</b>    |



| SECTION 5     |                                    | CYCLICAL MENUS                 |                                     |  |                                       |   | WEEK (1)                        |  |
|---------------|------------------------------------|--------------------------------|-------------------------------------|--|---------------------------------------|---|---------------------------------|--|
| LUNCH         | MONDAY                             | TUESDAY                        | WEDNESDAY                           | THURSDAY                                 | FRIDAY                                | SATURDAY                                    | SUNDAY                          |  |
| SOUP          | Beef/vegetable                     | Tomato/pesto                   | Borscht                             | Pea                                      | Minestrone                            | Tomato/vermicelli                           | Cabbage                         |  |
| MAIN COURSE   | Cooked ham**                       | Pork chops**                   | Diced veal**♥c                      | Shepherd's pie                           | Beef stew♥**                          | Swedish meatballs**                         | Pot-au-feu ♥**                  |  |
| STARCH        | Potatoes O'Brien                   | Home fries                     | Couscous♥                           | -  | Potatoes in the stew                  | Pasta of the day                            | Boiled potatoes                 |  |
| VEGETABLE     | Green beans                        | Baby carrots                   | Plain broccoli                      | Macedonian salad                         | Snow peas                             | Brussel sprouts                             | Corn niblets                    |  |
| PASTA         | Fusilli                            | Whole-wheat penne              | Spiral                              | Whole-wheat linguine♥                    | Vegetable fusilli♥                    | Whole-wheat fettuccini♥                     | Macaroni                        |  |
| SAUCE 1       | Tomato/garlic♥                     | Primavera                      | Cheese                              | Lentil                                   | Tomato/basil♥                         | Alfredo                                     | Bechamel and vegetable♥         |  |
| SAUCE 2       | Meat                               | Meat                           | Meat                                | Meat                                     | Meat                                  | Meat  | Meat                            |  |
| SANDWICH 1    | Roast beef panini                  | Smoked meat on rye             | White bread Turkey                  | Multi-grain bread♥<br>Fresh pork         | Whole-wheat bread♥<br>Paprika turkey♥ | Multi-grain pita<br>Chicken breast          | Multigrain bread<br>Two cheeses |  |
| SANDWICH 2    | Turkey salad on whole-wheat bread♥ | Tuna salad on a bagel♥         | Egg salad in a whole-wheat pita♥    | Chicken salad in a whole-wheat tortilla♥ | Ham salad in a whole-wheat tortilla   | Salmon salad panini                         | White bread<br>Ham and cheese   |  |
| DINNER        | MONDAY                             | TUESDAY                        | WEDNESDAY                           | THURSDAY                                 | FRIDAY                                | SATURDAY                                    | SUNDAY                          |  |
| SOUP          | Of the day                         | Of the day                     | Of the day                          | Of the day                               | Of the day                            | Of the day                                  | Of the day                      |  |
| MAIN COURSE 1 | Minute steak** w/ demi-glace sauce | Ground beef with onion sauce** | All-dressed pizza**                 | Meat chop suey**                         | Lamb with spinach♥**                  | Salmon steak♥**                             | Lac St. Jean meat pie**         |  |
| MAIN COURSE 2 | Veal scaloppini w gravy♥           | Chicken brochette ♥**          | Pork fried rice<br>Garlic spareribs | Turkey roast and gravy♥                  | Simulated bbq ribs on kaiser bun      | Thunder crunch chicken curry with yogurt♥** | Chicken chop suey♥**            |  |
| STARCH        | Regular fries                      | Vegetable rice                 | Franconia potatoes                  | Mushroom rice                            | Mashed potatoes w/gr onions           | Portuguese potatoes                         | Regular fried rice              |  |
| VEGETABLE     | Green peas                         | Yellow beans                   | Tumip puree                         | Asparagus                                | Garden vegetables                     | Tomatoes Provencal                          | Vegetable stir-fry              |  |
| SALAD BAR     | MONDAY                             | TUESDAY                        | WEDNESDAY                           | THURSDAY                                 | FRIDAY                                | SATURDAY                                    | SUNDAY                          |  |
|               | Four-bean                          | Four-bean                      | Four-bean                           | Four-bean                                | Four-bean                             | Four-bean                                   | Four-bean                       |  |
|               | Green                              | Caesar                         | Niçoise                             | Chef's                                   | Green                                 | Julienne                                    | Greek                           |  |
|               | Tabbouleh                          | Tabbouleh                      | Tabbouleh                           | Tabbouleh                                | Tabbouleh                             | Tabbouleh                                   | Tabbouleh                       |  |
|               | Carrots / green peas               | Creamy coleslaw                | Diplomat                            | Vegetable and rice                       | Carrots/raisin                        | Vegetable and alfalfa                       | Bean sprouts                    |  |
|               | Soy sprouts                        | Broccoli/barley                | Coleslaw                            | Waldorf                                  | Tunisian                              | Chicken and pasta                           | Chickpeas                       |  |
|               | Shrimp and cauliflower             | Black/white beans              | Pasta/salmon                        | Mexican                                  | Spinach                               | Mixed vegetable                             | Pickled vegetable               |  |
|               | Raw vegetables                     | Raw vegetables                 | Raw vegetables                      | Raw vegetables                           | Raw vegetables                        | Raw vegetables                              | Raw vegetables                  |  |
|               | Devilled eggs                      | Devilled eggs                  | Devilled eggs                       | Devilled eggs                            | Devilled eggs                         | Devilled eggs                               | Devilled eggs                   |  |

\*\* Selections that can be included in dispersed meals eaten outside the dining room.

♥ Healthy choice



| SECTION 5     |                                    | CYCLICAL MENUS                        |                               |                                       |                                     |   |                                  |  | WEEK (2) |  |
|---------------|------------------------------------|---------------------------------------|-------------------------------|---------------------------------------|-------------------------------------|---|----------------------------------|--|----------|--|
| LUNCH         | MONDAY                             | TUESDAY                               | WEDNESDAY                     | THURSDAY                              | FRIDAY                              | SATURDAY  | SUNDAY                           |  |          |  |
| SOUP          | Creamed green vegetable            | Chicken noodle                        | Beef/barley                   | Split pea                             | Clam chowder                        | Scottish  | Lentil chowder                   |  |          |  |
| MAIN COURSE   | Chicken breast BBQ sauce**         | Salisbury steak Mushroom sauce*       | Meat loaf Creole sauce        | Braised roast veal**                  | Ham & potato au gratin**            | Egg roll with vegetables (1) (baked) and chicken noodles / plum sauce** | Chicken pie**                    |  |          |  |
| STARCH        | Potato wedges                      | Potatoes O'Brien                      | Mashed potatoes               | Rosemary potatoes                     | Rice pilaf                          | Vegetable fried rice  | Boiled potatoes                  |  |          |  |
| VEGETABLE     | Yellow beans                       | Carrot puree                          | Tump sticks                   | Garlic zucchini                       | Green peas                          | -----   | Braised cabbage                  |  |          |  |
| PASTA         | Spiral                             | Whole-wheat spaghetti                 | Whole-wheat fettuccini        | Macaroni                              | Whole-wheat penne                   | Linguine  | Vegetable fusilli                |  |          |  |
| SAUCE 1       | Cheese                             | Lentil                                | Bechamel/veg*                 | Tomato/basil                          | Primavera                           | Alfredo*  | Tomato/garlic                    |  |          |  |
| SAUCE 2       | Meat                               | Meat                                  | Meat                          | Meat                                  | Meat                                | Meat  | Meat                             |  |          |  |
| SANDWICH 1    | Fresh pork on whole-wheat bread    | Paprika turkey on rye♥                | Black forest ham on rye bread | Chicken breast in a whole-wheat pita♥ | Roast beef on multi-grain bread♥    | Ham and cheese on whole-wheat bread♥                                    | Smoked meat on multi-grain bread |  |          |  |
| SANDWICH 2    | Egg salad on a bagel♥              | Ham salad on a whole-wheat tortilla ♥ | Tuna salad on white bread     | Egg salad panini                      | Ham salad in a whole-wheat tortilla | Chicken salad on white bread  | Salmon salad on a bagel♥         |  |          |  |
| DINNER        | MONDAY                             | TUESDAY                               | WEDNESDAY                     | THURSDAY                              | FRIDAY                              | SATURDAY  | SUNDAY                           |  |          |  |
| SOUP          | Of the day                         | Of the day                            | Of the day                    | Of the day                            | Of the day                          | Of the day  | Of the day                       |  |          |  |
| MAIN COURSE 1 | Stuffed pork tenderloin with gravy | Poached cod Mornay sauce♥             | Coq au vin                    | Beef kebabs Pepper sauce♥             | Shepherd's pie**                    | Seafood crepe   | Roast beef au jus♥               |  |          |  |
| MAIN COURSE 2 | Spinach quiche ♥                   | Chicken pizza                         | Grilled cheese sandwich       | Poutine meal                          | Egg rolls (2)                       | Meat-sauce lasagna  | Halibut with Cajun sauce ♥       |  |          |  |
| STARCH        | Baked potato wedges                | Spanish rice                          | Egg noodle                    | Baked potatoes                        | -                                   | Couscous  | Duchess potatoes                 |  |          |  |
| VEGETABLE     | Macedonian salad                   | Green beans                           | California mixed              | Plain cauliflower                     | Ratatouille                         | Plain broccoli  | Sliced carrots                   |  |          |  |
| SALAD BAR     | MONDAY                             | TUESDAY                               | WEDNESDAY                     | THURSDAY                              | FRIDAY                              | SATURDAY  | SUNDAY                           |  |          |  |
|               | Four-bean                          | Four-bean                             | Four-bean                     | Four-bean                             | Four-bean                           | Four-bean   | Four-bean                        |  |          |  |
|               | Green                              | Chef's                                | Green                         | Caesar                                | Niçoise                             | Greek   | Julienne                         |  |          |  |
|               | Tabbouleh                          | Tabbouleh                             | Tabbouleh                     | Tabbouleh                             | Tabbouleh                           | Tabbouleh   | Tabbouleh                        |  |          |  |
|               | Carrots / green peas               | Vegetable and rice                    | Carrots/raisin                | Coleslaw                              | Diplomat                            | Bean sprouts  | Vegetable and alfalfa            |  |          |  |
|               | Soy sprouts                        | Waldorf                               | Tunisian                      | Broccoli/barley                       | Coleslaw                            | Chickpeas   | Chicken and pasta                |  |          |  |
|               | Shrimp and cauliflower             | Mexican                               | Spinach                       | Black/white beans                     | Pasta/salmon                        | Pickled vegetable   | Mixed vegetables                 |  |          |  |
|               | Raw vegetables                     | Raw vegetables                        | Raw vegetables                | Raw vegetables                        | Raw vegetables                      | Raw vegetables  | Raw vegetables                   |  |          |  |
|               | Devilled eggs                      | Devilled eggs                         | Devilled eggs                 | Devilled eggs                         | Devilled eggs                       | Devilled eggs   | Devilled eggs                    |  |          |  |

\*\* Selections that can be included in dispersed meals eaten outside the dining room.

♥ Healthy choice

| SECTION 5     |                                      | CYCLICAL MENUS                     |                                     |                                 |                                  |                                  |  |  | WEEK (3) |  |  |
|---------------|--------------------------------------|------------------------------------|-------------------------------------|---------------------------------|----------------------------------|----------------------------------|--|--|----------|--|--|
| LUNCH         | MONDAY                               | TUESDAY                            | WEDNESDAY                           | THURSDAY                        | FRIDAY                           | SATURDAY                         | SUNDAY                                 |  |          |  |  |
| SOUP          | Chicken/rice                         | Harvest                            | Cream of mushroom                   | Vegetable/lentil                | Barley/tomato                    | Cream of broccoli                | Seafood bisque                         |  |          |  |  |
| MAIN COURSE   | Cabbage rolls ♥ **                   | Beef w/broccoli, Hoisin sauce ♥ ** | Southern baked chicken **           | Mild sausage / fines herbes **  | Polynesian brochette **          | Breaded veal with chasseur sauce | Beef tournedos with green pepper sauce |  |          |  |  |
| STARCH        | Mashed potatoes                      | Rice, brown                        | Jumbo fries                         | Baked potatoes                  | Rice with herbs                  | Pan-fried potatoes               | Whipped potatoes                       |  |          |  |  |
| VEGETABLE     | Ratatouille                          | Glazed carrots                     | Mexican corn                        | Red cabbage                     | Sliced carrots                   | Macedonian salad                 | Green peas                             |  |          |  |  |
| PASTA         | Whole-wheat spaghetti                | Penne                              | Macaroni                            | Vegetable fusilli               | Spiral                           | Lasagne                          | Whole-wheat fettuccini                 |  |          |  |  |
| SAUCE 1       | Vegetarian                           | Tomato/garlic                      | Cheese                              | Primavera                       | Tomato/basil                     | Bechamel/veg.                    | Alfredo*                               |  |          |  |  |
| SAUCE 2       | Meat                                 | Meat                               | Meat                                | Meat                            | Meat                             | Meat                             | Meat                                   |  |          |  |  |
| SANDWICH 1    | Chicken breast on a whole-wheat pita | Roast beef on rye bread            | Paprika turkey on whole-wheat bread | Black forest ham on multi-grain | Fresh pork in a whole-wheat pita | Turkey on rye bread ▼            | Roast beef on whole-wheat bread ▼      |  |          |  |  |
| SANDWICH 2    | Egg salad panini                     | Tuna salad on white bread          | Ham salad on a bagel                | Egg salad in a whole-wheat      | Chicken salad on white bread     | Ham salad panini ♥               | Turkey salad on a bagel                |  |          |  |  |
| DINNER        | MONDAY                               | TUESDAY                            | WEDNESDAY                           | THURSDAY                        | FRIDAY                           | SATURDAY                         | SUNDAY                                 |  |          |  |  |
| SOUP          | Of the day                           | Of the day                         | Of the day                          | Of the day                      | Of the day                       | Of the day                       | Of the day                             |  |          |  |  |
| MAIN COURSE 1 | All-dressed hamburger**              | Surprise pocket ♥                  | Beef bourguignon ♥ **               | Rib eye steak Bbq sauce **      | Hector-style meat loaf           | Haddock fillet w/ lemon sauce ▼  | Dijon roast pork **                    |  |          |  |  |
| MAIN COURSE 2 | Salmon nuggets ♥ ** Egg sauce        | Chicken souvlaki ♥ **              | Garden vegetable pizza ▼ **         | Baked pogo**                    | Bbq beef meatball ragout         | Bbq chicken **                   | Chili                                  |  |          |  |  |
| STARCH        | Greek potatoes                       | Curried rice                       | Egg noodles                         | Baked potatoes                  | Buttered rice                    | Baked potato wedges              | Boiled potatoes w/parsley              |  |          |  |  |
| VEGETABLE     | Green beans                          | Italian mix                        | Plain broccoli                      | Sauteed                         | Beets                            | Lima beans                       | Snow peas                              |  |          |  |  |
| SALAD BAR     | MONDAY                               | TUESDAY                            | WEDNESDAY                           | THURSDAY                        | FRIDAY                           | SATURDAY                         | SUNDAY                                 |  |          |  |  |
|               | Four-bean                            | Four-bean                          | Four-bean                           | Four-bean                       | Four-bean                        | Four-bean                        | Four-bean                              |  |          |  |  |
|               | Green                                | Chef                               | Niçoise                             | Caesar                          | Green                            | Greek                            | Julienne                               |  |          |  |  |
|               | Tabbouleh                            | Tabbouleh                          | Tabbouleh                           | Tabbouleh                       | Tabbouleh                        | Tabbouleh                        | Tabbouleh                              |  |          |  |  |
|               | Carrots / green peas                 | Vegetable and rice                 | Diplomat                            | Creamy coleslaw                 | Carrot/raisin                    | Bean sprouts                     | Vegetable and alfalfa                  |  |          |  |  |
|               | Soy sprouts                          | Waldorf                            | Coleslaw                            | Broccoli/barley                 | Tunisian                         | Chickpeas                        | Chicken and pasta                      |  |          |  |  |
|               | Shrimp and cauliflower               | Mexican                            | Pasta/salmon                        | Black/white beans               | Spinach                          | Pickled vegetables               | Mixed vegetables                       |  |          |  |  |
|               | Raw vegetables                       | Raw vegetables                     | Raw vegetables                      | Raw vegetables                  | Raw vegetables                   | Raw vegetables                   | Raw vegetables                         |  |          |  |  |
|               | Devilled eggs                        | Devilled eggs                      | Devilled eggs                       | Devilled eggs                   | Devilled eggs                    | Devilled eggs                    | Devilled eggs                          |  |          |  |  |

\*\* Selections that can be included in dispersed meals eaten outside the dining room.

♥ Healthy choice



| <b>SECTION 5</b>     |   | <b>CYCLICAL MENUS</b>                      |                               |   |  |   |   |                   | <b>WEEK (4)</b>   |                   |  |
|----------------------|---|--|-------------------------------|---|--|---|---|-------------------|-------------------|-------------------|--|
| <b>LUNCH</b>         | <b>MONDAY</b>                             | <b>TUESDAY</b>                             | <b>WEDNESDAY</b>              | <b>THURSDAY</b>   | <b>FRIDAY</b>                          | <b>SATURDAY</b>                               | <b>SUNDAY</b>                           | <b>FRIDAY</b>     | <b>SATURDAY</b>   | <b>SUNDAY</b>     |  |
| <b>SOUP</b>          | Cream of leek                             | Bean/vegetable                             | Turkey/vermicelli             | Cream of celery   | Beef/tomato                            | Borscht                                       | Tomato/chickpea                         |                   |                   |                   |  |
| <b>MAIN COURSE</b>   | Chicken nuggets **<br>Sweet & sour sauce  | Green pepper steak **                      | Chicken pot pie **            | Lamb and vegetable<br>shish-kebab ♥ **                      | Beef stroganoff ♥ **                   | Chicken cordon bleu with<br>mushroom gravy ** | Grilled hot dog (2) **                  |                   |                   |                   |  |
| <b>STARCH</b>        | Mashed potatoes                           | Plain rice                                 | Bulgur                        | Pasta of the day  | Egg noodle                             | Plain rice                                    | French fried potatoes                   |                   |                   |                   |  |
| <b>VEGETABLE</b>     | Plain broccoli                            | Asparagus with lemon                       | Garden vegetables             | Green beans   | Macedonian salad                       | Carrots                                       | Polish Brussel sprouts                  |                   |                   |                   |  |
| <b>PASTA</b>         | Whole-wheat penne                         | Macaroni                                   | Whole-wheat<br>fettuccini ♥   | Whole-wheat<br>spaghetti ♥                                  | Vegetable fusilli                      | Spiral  | Whole-wheat lasagne                     |                   |                   |                   |  |
| <b>SAUCE 1</b>       | Primavera                                 | Tomato/basil                               | Alfredo                       | Carbonara   | Bechamel/veg                           | Cheese  | Spinach                                 |                   |                   |                   |  |
| <b>SAUCE 2</b>       | Meat                                      | Meat                                       | Meat                          | Meat  | Meat                                   | Meat  | Meat                                    |                   |                   |                   |  |
| <b>SANDWICH 1</b>    | Paprika turkey on multi-<br>grain bread ♥ | Black forest ham on<br>whole-wheat bread ♥ | Roast beef on white<br>bread  | Fresh pork on whole-<br>wheat bread                         | Chicken breast on<br>multi-grain bread | Smoked meat on white bread                    | Turkey on rye bread ♥                   |                   |                   |                   |  |
| <b>SANDWICH 2</b>    | Ham salad in a whole-<br>wheat tortilla   | Chicken salad panini                       | Egg salad on white<br>bread   | Turkey salad on a<br>bagel                                  | Ham/cheese salad<br>panini             | Egg salad on whole-wheat<br>bread             | Tuna salad on a whole-wheat<br>tortilla |                   |                   |                   |  |
| <b>DINNER</b>        | <b>MONDAY</b>                             | <b>TUESDAY</b>                             | <b>WEDNESDAY</b>              | <b>THURSDAY</b>   | <b>FRIDAY</b>                          | <b>SATURDAY</b>                               | <b>SUNDAY</b>                           | <b>FRIDAY</b>     | <b>SATURDAY</b>   | <b>SUNDAY</b>     |  |
| <b>SOUP</b>          | <b>Of the day</b>                         | <b>Of the day</b>                          | <b>Of the day</b>             | <b>Of the day</b>   | <b>Of the day</b>                      | <b>Of the day</b>                             | <b>Of the day</b>                       | <b>Of the day</b> | <b>Of the day</b> | <b>Of the day</b> |  |
| <b>MAIN COURSE 1</b> | Veal parmigiana /<br>tomato sauce **      | Hot beef sandwich                          | Honey-glazed ham **           | Country-style pork<br>chops **                              | Grilled halibut ♥ **                   | Breaded veal cutlet with<br>rosemary ♥ **     | Souvlaki w/ pita *                      |                   |                   |                   |  |
| <b>MAIN COURSE 2</b> | Grilled cheese and ham                    | Ravioli in tomato<br>sauce **              | Pepperoni & cheese<br>pizza ♥ | Nachos, cheese<br>sauce w/ tacos and<br>ground beef / salsa | Shepherd's pie                         | Quiche Lorraine ♥ **                          | Seafood Newburgh / Vol au<br>vent **    |                   |                   |                   |  |
| <b>STARCH</b>        | Mashed potatoes                           | Oven-roasted<br>potatoes                   | Potato wedges in<br>batter    | Baked potatoes  | Rice of the day                        | Sauteed potatoes                              | Baked potato wedges                     |                   |                   |                   |  |
| <b>VEGETABLE</b>     | Yellow beans w/herbs                      | Peas                                       | Red cabbage                   | Diced turnip  | Cauliflower                            | Braised cabbage                               | Baby carrots                            |                   |                   |                   |  |
| <b>SALAD BAR</b>     | <b>MONDAY</b>                             | <b>TUESDAY</b>                             | <b>WEDNESDAY</b>              | <b>THURSDAY</b>   | <b>FRIDAY</b>                          | <b>SATURDAY</b>                               | <b>SUNDAY</b>                           | <b>FRIDAY</b>     | <b>SATURDAY</b>   | <b>SUNDAY</b>     |  |
|                      | Four-bean                                 | Four-bean                                  | Four-bean                     | Four-bean   | Four-bean                              | Four-bean                                     | Four-bean                               | Four-bean         | Four-bean         | Four-bean         |  |
|                      | Green                                     | Chef's                                     | Niçoise                       | Caesar  | Green                                  | Greek   | Julienne                                |                   |                   |                   |  |
|                      | Tabbouleh                                 | Tabbouleh                                  | Tabbouleh                     | Tabbouleh   | Tabbouleh                              | Tabbouleh                                     | Tabbouleh                               |                   |                   |                   |  |
|                      | Carrots / green peas                      | Vegetable and rice                         | Diplomat                      | Coleslaw  | Carrot/raisin                          | Bean sprouts                                  | Vegetable and alfalfa                   |                   |                   |                   |  |
|                      | Soy sprouts                               | Waldorf                                    | Coleslaw                      | Broccoli/barley   | Tunisian                               | Chickpeas                                     | Chicken and pasta                       |                   |                   |                   |  |
|                      | Shrimp and cauliflower                    | Mexican                                    | Pasta/salmon                  | Black/white beans   | Spinach                                | Pickled vegetable                             | Mixed vegetable                         |                   |                   |                   |  |
|                      | Raw vegetables                            | Raw vegetables                             | Raw vegetables                | Raw vegetables  | Raw vegetables                         | Raw vegetables                                | Raw vegetables                          |                   |                   |                   |  |
|                      | Devilled eggs                             | Devilled eggs                              | Devilled eggs                 | Devilled eggs   | Devilled eggs                          | Devilled eggs                                 | Devilled eggs                           |                   |                   |                   |  |

\*\* Selections that can be included in dispersed meals eaten outside the dining room.

♥ Healthy choice

| <b>SECTION 5</b>     |                                   | <b>CYCLICAL MENUS</b>         |  |   |                                      |                                       |                                      |                 | <b>WEEK (5)</b> |               |  |
|----------------------|-----------------------------------|-------------------------------|--|---|--------------------------------------|---------------------------------------|--------------------------------------|-----------------|-----------------|---------------|--|
| <b>LUNCH</b>         | <b>MONDAY</b>                     | <b>TUESDAY</b>                | <b>WEDNESDAY</b>                       | <b>THURSDAY</b>                                     | <b>FRIDAY</b>                        | <b>SATURDAY</b>                       | <b>SUNDAY</b>                        | <b>SATURDAY</b> | <b>SUNDAY</b>   | <b>SUNDAY</b> |  |
| <b>SOUP</b>          | Corn chowder                      | Beef consommé                 | Gumbo                                  | Potato/leek   | Beef with cabbage                    | Cream of cauliflower                  | Tomato/rice                          |                 |                 |               |  |
| <b>MAIN COURSE</b>   | Roast beef au jus **              | All-dressed cheeseburger **   | Ham, cheese & onion pizza              | Pork steak with green pepper sauce **               | Hot chicken sandwich **              | Beef fajitas **                       | Italian meat loaf w/ tomato sauce ** |                 |                 |               |  |
| <b>STARCH</b>        | Boiled potatoes                   | Baked potato wedges           | -                                      | Pan-fried potatoes                                  | Baked potatoes                       | Nachos                                | Mashed potatoes                      |                 |                 |               |  |
| <b>VEGETABLE</b>     | Turnip sticks                     | Garden vegetables             | Sauteed onions/mushrooms               | Plain broccoli                                      | Cauliflower                          | Sauteed onions                        | Green peas                           |                 |                 |               |  |
| <b>PASTA</b>         | Whole-wheat fettuccini            | Macaroni                      | Vegetable fusilli                      | Whole-wheat spaghetti                               | Spiral                               | Fusilli                               | Whole-wheat linguine                 |                 |                 |               |  |
| <b>SAUCE 1</b>       | Cheese                            | Primavera                     | Tomato/basil                           | Vegetable bechamel                                  | Alfredo                              | Tomato/garlic                         | Lentil                               |                 |                 |               |  |
| <b>SAUCE 2</b>       | Meat                              | Meat                          | Meat                                   | Meat  | Meat                                 | Meat                                  | Meat                                 |                 |                 |               |  |
| <b>SANDWICH 1</b>    | Fresh pork on whole-wheat bread ♥ | Turkey on multi-grain bread ♥ | Chicken breast in a whole-wheat pita ♥ | Roast beef on rye bread                             | Smoked meat on white bread           | Black forest ham on multi-grain bread | Paprika turkey on white bread♥       |                 |                 |               |  |
| <b>SANDWICH 2</b>    | Ham salad on a bagel              | Egg salad panini              | Tuna salad on a bagel                  | Salmon in a whole-wheat tortilla♥                   | Egg salad on white bread             | Chicken salad panini                  | Shrimp salad on whole-wheat bread    |                 |                 |               |  |
| <b>DINNER</b>        | <b>MONDAY</b>                     | <b>TUESDAY</b>                | <b>WEDNESDAY</b>                       | <b>THURSDAY</b>                                     | <b>FRIDAY</b>                        | <b>SATURDAY</b>                       | <b>SUNDAY</b>                        | <b>SATURDAY</b> | <b>SUNDAY</b>   | <b>SUNDAY</b> |  |
| <b>SOUP</b>          | Of the day                        | Of the day                    | Of the day                             | Of the day  | Of the day                           | Of the day                            | Of the day                           | Of the day      | Of the day      | Of the day    |  |
| <b>MAIN COURSE 1</b> | Glazed chicken breast **          | Swiss ham steak (gruyère)     | Chicken tourmedos w/ gravy **          | Honey garlic sausage (1), sweet Italian sausage (1) | Spinach lasagna w/ bechamel sauce ** | Baked chicken filet w cherry sauce**  | Turkey roast with gravy              |                 |                 |               |  |
| <b>MAIN COURSE 2</b> | Walleye fillet with almonds♥      | Meat pie w/ gravy             | Salmon cakes with lemon butter ♥       | Oven-grilled all-dressed sub                        | Beef and green pepper strips ♥ **    | Cheese omelette                       | Moroccan stew                        |                 |                 |               |  |
| <b>STARCH</b>        | Potatoes O'Brien                  | Plain rice                    | Vegetable rice                         | Baked potatoes                                      | Mashed potatoes w/ chives.           | Rice pilaf                            | Couscous                             |                 |                 |               |  |
| <b>VEGETABLE</b>     | Carrot sticks                     | Ratatouille                   | Carrot/turnip puree                    | Garden vegetables                                   | Macedonian salad                     | California mix                        | Green beans                          |                 |                 |               |  |
| <b>SALAD BAR</b>     | <b>Monday</b>                     | <b>Tuesday</b>                | <b>Wednesday</b>                       | <b>Thursday</b>                                     | <b>Friday</b>                        | <b>Saturday</b>                       | <b>Sunday</b>                        | <b>Saturday</b> | <b>Sunday</b>   | <b>Sunday</b> |  |
|                      | Four-bean                         | Four-bean                     | Four-bean                              | Four-bean   | Four-bean                            | Four-bean                             | Four-bean                            | Four-bean       | Four-bean       | Four-bean     |  |
|                      | Green                             | Chef's                        | Niçoise                                | Caesar  | Green                                | Greek                                 | Julienne                             |                 |                 |               |  |
|                      | Tabbouleh                         | Tabbouleh                     | Tabbouleh                              | Tabbouleh   | Tabbouleh                            | Tabbouleh                             | Tabbouleh                            |                 |                 |               |  |
|                      | Carrots / green peas              | Vegetable and rice            | Diplomat                               | Coleslaw  | Carrots/raisin                       | Bean sprouts                          | Vegetable and alfalfa                |                 |                 |               |  |
|                      | Soy sprouts                       | Waldorf                       | Coleslaw                               | Broccoli/barley                                     | Tunisian                             | Chickpeas                             | Chicken and pasta                    |                 |                 |               |  |
|                      | Shrimp and cauliflower            | Mexican                       | Pasta/salmon                           | Black/white beans                                   | Spinach                              | Pickled vegetable                     | Mixed vegetable                      |                 |                 |               |  |
|                      | Raw vegetables                    | Raw vegetables                | Raw vegetables                         | Raw vegetables                                      | Raw vegetables                       | Raw vegetables                        | Raw vegetables                       |                 |                 |               |  |
|                      | Devilled eggs                     | Devilled eggs                 | Devilled eggs                          | Devilled eggs                                       | Devilled eggs                        | Devilled eggs                         | Devilled eggs                        |                 |                 |               |  |

\*\* Selections that can be included in dispersed meals eaten outside the dining room.

♥ Healthy choice



| SECTION 5     |   | CYCLICAL MENUS                  |                                |                                     |                                     |                                    |                                   | WEEK (6) |  |
|---------------|---|---------------------------------|--------------------------------|-------------------------------------|-------------------------------------|------------------------------------|-----------------------------------|----------|--|
| LUNCH         | MONDAY                                    | TUESDAY                         | WEDNESDAY                      | THURSDAY                            | FRIDAY                              | SATURDAY                           | SUNDAY                            |          |  |
| SOUP          | Mulligatawny                              | Cream of carrot                 | Three-vegetable                | Jackson                             | Barley/mushroom                     | Oriental soup                      | Shrimp bisque                     |          |  |
| MAIN COURSE   | Beef and rice balls **                    | Chicken teriyaki **             | Minced pork / Szechuan sauce   | Bratwurst sausage **                | Maryland fried chicken **           | Beef chow mein ♥ **                | Canadian stew ♥ **                |          |  |
| STARCH        | -   | Egg noodle                      | Fried rice                     | Fried onions w/ onions              | Pan-fried potatoes                  | Brown rice                         | Boiled potatoes                   |          |  |
| VEGETABLE     | Corn on the cob                           | Turnip puree                    | Chinese vegetables             | Braised cabbage                     | Juliened carrots                    | Snow peas                          | ---                               |          |  |
| PASTA         | Whole-wheat spaghetti                     | Spiral                          | Whole-wheat fusilli            | Whole-wheat linguine                | Macaroni                            | Ravioli                            | Whole-wheat fettuccine            |          |  |
| SAUCE 1       | Vegetable bechamel                        | Alfredo                         | Tomato/garlic                  | Lentil                              | Cheese                              | Tomato/mushroom                    | Primavera                         |          |  |
| SAUCE 2       | Meat                                      | Meat                            | Meat                           | Meat                                | Meat                                | Meat                               | Meat                              |          |  |
| SANDWICH 1    | Black forest ham on rye bread             | Roast beef on whole-wheat bread | Chicken breast on white bread  | Turkey in a whole-wheat pita ♥      | Smoked meat on rye bread ♥          | Fresh pork on white bread          | whole-wheat bread paprika turkey♥ |          |  |
| SANDWICH 2    | Chicken salad in a whole-wheat tortilla ♥ | Turkey salad on a bagel         | Ham salad on multi-grain bread | Egg salad panini                    | Ham salad in a whole-wheat tortilla | Chicken salad on whole-wheat bread | Bagels tuna salad                 |          |  |
| DINNER        | MONDAY                                    | TUESDAY                         | WEDNESDAY                      | THURSDAY                            | FRIDAY                              | SATURDAY                           | SUNDAY                            |          |  |
| SOUP          | Of the day                                | Of the day                      | Of the day                     | Of the day                          | Of the day                          | Of the day                         | Of the day                        |          |  |
| MAIN COURSE 1 | Breaded veal cutlet w/ rosemary ♥ **      | Shepherd's pie **               | Salmon pie with egg sauce **   | Loin steak w/ three-pepper sauce ** | Seafood stir-fry ♥ **               | Mexican pork ♥ **                  | shish kebab pepper sauce **       |          |  |
| MAIN COURSE 2 | Macaroni and cheese **                    | Ham omelette♥                   | All-dressed hot dog (2) **     | Ham & cheese croque-monsieur        | Garden pizza *                      | Chicken fajita                     | All-dressed submarine             |          |  |
| STARCH        | Baked potato wedges                       | Tomato/herb rice                | Potatoes O'Brien               | Baked potato wedges                 | Vegetable rice                      | French fries                       | Fried potatoes                    |          |  |
| VEGETABLE     | Asparagus                                 | Juliened squash                 | Broccoli                       | Yellow beans                        | Tomato Provencal                    | Green beans                        | Brussel sprouts                   |          |  |
| SALAD BAR     | MONDAY                                    | TUESDAY                         | WEDNESDAY                      | THURSDAY                            | FRIDAY                              | SATURDAY                           | SUNDAY                            |          |  |
|               | Four-bean                                 | Four-bean                       | Four-bean                      | Four-bean                           | Four-bean                           | Four-bean                          | Four-bean                         |          |  |
|               | Green                                     | Chef's                          | Niçoise                        | Caesar                              | Green                               | Greek                              | Julienne                          |          |  |
|               | Tabbouleh                                 | Tabbouleh                       | Tabbouleh                      | Tabbouleh                           | Tabbouleh                           | Tabbouleh                          | Tabbouleh                         |          |  |
|               | Carrots / green peas                      | Vegetable and rice              | Diplomat                       | Creamy coleslaw                     | Carrot/raisin                       | Bean sprouts                       | Vegetable and alfalfa             |          |  |
|               | Soy sprouts                               | Waldorf                         | Coleslaw                       | Broccoli/banley                     | Tunisian                            | Chickpeas                          | Chicken and pasta                 |          |  |
|               | Shrimp and cauliflower                    | Mexican                         | Pasta/salmon                   | Black/white bean                    | Spinach                             | Pickled vegetables                 | Mixed vegetable                   |          |  |
|               | Raw vegetables                            | Raw vegetables                  | Raw vegetables                 | Raw vegetables                      | Raw vegetables                      | Raw vegetables                     | Raw vegetables                    |          |  |
|               | Devilled eggs                             | Devilled eggs                   | Devilled eggs                  | Devilled eggs                       | Devilled eggs                       | Devilled eggs                      | Devilled eggs                     |          |  |

\*\* Selections that can be included in dispersed meals eaten outside the dining room.

♥ Healthy choice



**SECTION 6**

**COMPLEMENTARY ITEMS SERVED  
WITH EACH MEAL**

**1. Baked goods include**

- sliced white bread;
- sliced whole-wheat bread;
- sliced multi-grain bread;
- sliced rye bread;
- sliced raisin bread;
- panini;
- Viennese rolls;
- muffins;
- croissants;
- sweet rolls;
- bagels;
- English muffins;
- pita bread; and
- flat bread.

**2. Drinks include**

- tea;
- herbal tea;
- decaffeinated coffee;
- coffee;
- flavoured coffee;
- hot chocolate and partly skimmed chocolate milk (breakfast only);
- partly skimmed milk;
- soy milk (when required);
- 100% pure orange juice (breakfast only);
- fruit juice cocktail, 60% concentrate or higher, no added sugar;
- vegetable juice; and
- carbonated water.

**3. Fresh fruit includes**

- apples;
- pears;
- plums;
- assorted melons;
- peaches;
- nectarines;
- assorted grapes;
- kiwi;
- pineapple;
- grapefruit;
- bananas;
- oranges;
- raspberries;
- strawberries;
- blueberries; and
- French cherries.



4. **Vegetables must be fresh or frozen, with the exception of beets and stewed tomatoes, which may be canned.**

**NB: When tap water is available in the dining room, bottled water should not be provided.**

| 5. SALAD BAR COMPLEMENT  |   |   |
|--|---|---|
| Type   | Standard for food available at meals  | Details   |
| <b><i>Each brunch, lunch and dinner shall include an unlimited salad bar (included on the menu) and offer the following complementary selections, which should vary from meal to meal:</i></b> |   |   |
| <b>Meatless protein</b>  | 1 meatless protein dish   | e.g., chickpeas, other legumes, bean sprouts, beans, tofu and accompanying dip  |
| <b>Raw Vegetables</b>  | 5 varieties   | e.g., radishes, green onions, celery sticks, carrot sticks, turnip sticks, sliced cucumber, tomato wedges, mushrooms, sliced zucchini, red/green peppers, broccoli, cauliflower |
| <b>Pickles</b>   | 3 varieties of pickles  | e.g., olives, beets, onions, dill pickles, gherkin pickles  |
| <b>Condiments</b>  | Mayonnaise (regular and low-fat), vinegar, oil, parmesan cheese<br>3 types of sauce for meat<br><u>salad dressing:</u><br>2 varieties of regular; and<br>3 varieties of low-fat<br>3 varieties of crackers<br>Salt, pepper and other spices | e.g., BBQ sauce, HP sauce, A1 sauce<br><br>e.g., melba toast, grissini, soda crackers   |

**Definitions**

**Type:** Designates a group of foods belonging to the same **category** and having similar characteristics. For example, the *dessert category* includes the following types: prepared, baked and frozen.

The fruit category includes the following types: apple, orange, banana, grapes, berries, etc.

**Variety:** Designates a group of foods which are of the same **type** and have similar characteristics. For example, *prepared desserts* include the following varieties: milk-based, gelatine, with fruit (baked, stewed, fresh), cereal squares (not baked).

Varieties of apples include the following: Macintosh, Gala, Granny Smith, etc.



**MEAL PLAN**

**SECTION 7**

**Each diner may select food items from the following assortment in the minimum amounts specified below and in Section 9. GIVEN THAT NO BREAKFAST MENU IS SPECIFIED, THE MEAL PLAN BELOW MUST BE STRICTLY FOLLOWED AND THE FOOD SELECTION MUST VARY FROM DAY TO DAY.**

**BREAKFAST**

- a. one main dish, such as
  - (1) cereal (diners may select from the following cereals):
    - (a) cooked (175 ml + 125 ml of milk) **or**
    - (b) an assortment of **five** ready-to-eat cereals (250 ml + 125 ml of milk), including two whole-grain and one with sugar added, varying from day to day; **or**
  - (2) two large eggs, cooked in accordance with the diner's preference; **or**
  - (3) two breakfast foods from among the following: two pieces of French toast, two waffles, two pancakes; **or**
  - (4) one freshly-baked product (e.g., muffin, croissant or Danish); **and**
- b. one hot breakfast meat (ham [45g]), two sausages, three slices of bacon) that varies from day to day; **and**
- c. one spreadable meat (28 g) (cretons, head cheese); **and**
- d. one baked product, such as a bagel (1) or English muffins (2), or from a choice of four sliced breads: white bread (2), whole-wheat bread (2), five-grain bread (2) and raisin bread (2); **and**
- e. one fruit from among the following five selections: ½ grapefruit, orange, fruit salad (fresh, frozen or canned), banana, kiwi; **and**
- f. one 125-ml 100%-pure juice from a choice of two fruit juices and 1 vegetable juice; **and**
- g. two beverages, 200 ml each, as specified in Section 7, above; **and**
- h. 30 g of cheese **every morning** from a choice of the following: firm (cheddar, Gouda, Emmenthal, etc) or processed (sliced, cream or spreadable); **or** yogurt (100 ml) from a choice of four selections; **and**
- i. one starchy food (for example, baked beans, potatoes); **and**
- j. one breakfast vegetable (such as sliced tomatoes, stewed tomatoes); **and**
- k. **a choice of three from the following**: peanut butter, three kinds of jam/jelly or honey, **pure maple syrup, artificial syrup**, butter, margarine, ketchup, mayonnaise, mustard, hot sauce, meat sauce



**Each diner may select food items from the following assortment in accordance with Sections 5 and 6, in the minimum amounts specified below and in Section 9.**

**LUNCH**

- a. one soup or the equivalent; **and**
- b. two protein dishes, hot and freshly prepared, one of which must be a healthy choice prepared with little or no fat, such as
  - (1) a hot main dish, freshly made, offering a source of protein and served with appropriate side dishes; **or**
  - (2) a pasta dish, freshly prepared, offering a source of protein and served with two varieties of sauce; **or**
  - (3) a choice of cold sandwich,
    - \* served with appropriate condiments (for example, sliced cheese, lettuce, tomato); **and**
- c. a choice of starchy foods; **and**
- d. a choice of hot vegetables (**prepared without added fat**); **and**
- e. a variety of salads and complementary foods; **and**
- f. a dessert from among the following selection:
  - (1) two types of prepared desserts (for example, milk-based pudding, fruit-based Jell-O, cereal bars, cookies, fruit mousse, custard);
  - (2) two types of baked dessert (for example, cake, pie, meringue, crisp, whole-wheat crepes garnished with fruit);
  - (3) variety of sorbet, fruit parfait and yogurt (low-fat);
  - (4) fresh fruit salad; **and**
- g. fresh fruit (4 choices), varying throughout the week (depending on the season, it may be a mixture of fresh, frozen and canned fruit); **and**
- h. a baked product from the following selection:
  - (1) two varieties of specialty bread (for example, buns / sweet rolls, flatbread);
  - (2) three varieties of sliced bread (for example, whole-wheat, multi-grain and white); **and**
- i. two beverages, 200 ml each, from the following choices:
  - (1) three varieties of hot beverages as listed above, in Section 7; **and**
  - (2) three varieties of cold beverages, as listed above, in Section 7.
- j. **condiments** from among the following selections: butter (2), margarine (2), mayonnaise (2), mustard (2), relish (2), hot sauce and sauce for the meat (as needed) and any other condiments that accompany the menu of the day.



**Each diner may select food items from the following assortment in accordance with Sections 5 and 6, in the minimum amounts specified below and in Section 9.**

**DINNER**

- a.** one soup or the equivalent; **and**
- b.** two protein dishes, hot and freshly prepared, one of which must be a healthy choice prepared with little or no fat, such as
  - (1) one hot main dish, freshly prepared, consisting of meat, fish or poultry (for example, roast, cutlet, steak, chop, filet or breast) and served with appropriate side dishes; **or**
  - (2) a choice of vegetarian or ethnic foods or light foods and served with appropriate side dishes; **and**
- c.** a choice of starchy foods; **and**
- d.** a choice of hot vegetables (**prepared without added fat**); **and**
- e.** a variety of salads and complementary foods; **and**
- f.** a dessert from among the following selection:
  - (1) two types of prepared desserts (e.g., milk-based pudding, fruit-based Jell-O, cereal bars, cookies, fruit mousse, custard);
  - (2) two types of baked dessert (for example, cake, pie, meringue, crisp, whole-wheat crepes garnished with fruit);
  - (3) a variety of sorbet, fruit parfaits and yogurt (low fat);
  - (4) fresh fruit salad; **and**
- g.** fresh fruit (4 choices), varying throughout the week (depending on the season, it may be a mixture of fresh, frozen and canned fruit); **and**
- h.** a baked product from the following selection:
  - (1) two varieties of specialty bread (for example, buns / sweet rolls, flatbread);
  - (2) three varieties of sliced bread (for example, whole-wheat, multi-grain and white); **and**
- i.** two beverages, 200 ml each, from the following choices:
  - (1) three varieties of hot beverages as listed above, in Section 7; **and**
  - (2) three varieties of cold beverages, as listed above, in Section 7.
- j.** **condiments** from among the following selections: butter (2), margarine (2), mayonnaise (2), mustard (2), relish (2), hot sauce and sauce for the meat (as needed) and any other condiments that accompany the menu of the day.





## ENERGY SUPPLEMENTS

Energy supplements will be authorized on a regular basis for physical education trainees, during practical training phases only, and for flight crews in accordance with CFAO 36-14. For example, survival in the forest, a mission, canoeing, etc. **Maximum of two distributions daily.**

### a. All energy supplements

One beverage and one food item will be served.

### b. Beverages

**The following beverages, individually packaged, will be offered on an alternating basis:**

- Partially skimmed milk, 200 ml;
- Chocolate milk, 200 ml;
- Chocolate, strawberry or vanilla soy drink;
- Vegetable juice, 200 ml; and
- Fruit juice, 200 ml; and
- Powdered energy drink (750 ml reconstituted). **For physical education, adventure, mission courses or medical care only.**

### c. Food items

**The following individually packaged food items will be offered on an alternating basis:**

- Fresh fruit, 1 each;
- Whole-grain low-fat crackers, 30 g;
- Mixed dried fruit, 30 g;
- Unsalted mixed nuts, 30g;
- Yogurt tubes, 60g;
- Multi-grain muffin bars (Hop-and-Go-type);
- Cookies, 40 g: (e.g., oatmeal, chocolate chip, jelly)
- Individual cheese packages, 21 g; and
- Chewy granola bars, 28 g.



**PICNIC MEALS**

**Definition:** A picnic meal is a meal taken outside of the Contractor 's facilities but within the boundaries of the Instruction Centre / School, in accordance with the menu below.

This type of meal is only authorized for individuals at the Instruction Centre / School who are on ration strength, and may only be ordered and consumed for group picnic meals (section, platoon, company, etc). No activity limit.

Requests for such meals must be submitted to the Food Services Officer at least 10 days prior to the activity, using the food requisition form. The Contractor will be responsible for ordering, cooking, preparing and distributing the requested meals.

The requester is responsible for transportation, setting up the site, reheating cooked food, providing food service and returning equipment borrowed from the kitchen, and for identifying the number of diners requiring either a vegetarian meal or a meal that complies with religious beliefs.

|  |  |  |
|--|--|--|
| <ul style="list-style-type: none"> <li>• <b>Vegetarian hot dog (tofu, grain-based or other); or</b></li> <li>• <b>Vegetarian hamburger (tofu, grain-based or other); or</b></li> <li>• <b>Hot dog; or</b></li> <li>• <b>Hamburger (83 gr of meat); and</b></li> <li>• Chips (43 gr); and</li> <li>• Coleslaw with vinaigrette (100 ml); or</li> <li>• Pasta salad (100 ml); and</li> <li>• Lettuce (for hamburgers); and</li> <li>• Sliced tomato (for hamburgers); and</li> <li>• Sliced cheese (2 slices per person); and</li> <li>• Chopped onions (as required); and</li> <li>• The following condiments in individual packs: mustard (1), ketchup (2), relish (2), mayonnaise (1), salt (1), pepper (1) (<b>individual portion</b>); and</li> <li>• Dessert (one 5 cm x 5 cm x 7 cm dessert for each person); and</li> <li>• A soft drink (1 x 355 ml)</li> </ul> |  | <p><b>Maximum of two items from the first four choices</b></p> |
|--|--|--|

**NB:** All required serving implements, disposable utensils, cleaning products and personal hygiene products will be provided by DND.



| SECTION 9                          |                     | MINIMUM PORTION STANDARDS  |
|------------------------------------|---------------------|--|
| DESCRIPTION                        | UNIT OF MEASUREMENT | QUANTITY   |
| <b>BREAKFAST</b>                   |                     |  |
| Eggs, large                        |                     | 2 each   |
| Ham                                |                     | 45 g (raw)   |
| Bacon                              |                     | 3 slices (40/48 slices per kg raw)   |
| Breakfast sausages                 |                     | 2 each (12/500 g raw)  |
| Cretons                            |                     | 28 g   |
| Hot cakes                          |                     | 2 x 90 ml ladles of pancake mixture  |
| French toast                       |                     | 2 slices   |
| Cereal with milk                   |                     |  |
| - hot                              |                     | 175 ml (cooked) plus 125 ml of milk  |
| - cold                             |                     | Individual packages or 250 ml plus 125 ml of milk  |
| Cheese                             |                     | 30 g   |
| Muffins                            |                     | 1 each (130 g)   |
| Sweet roll                         |                     | 1 each (130 g)   |
| Bagels                             |                     | 1 each (110 g)   |
| Croissant                          |                     | 2 each (60 g)  |
| Hot sauce, meat sauce              |                     | when requested   |
| Pure maple syrup, artificial syrup |                     | 60 ml  |
| Butter, margarine                  |                     | 3 x 5 g  |
| Ketchup, mayonnaise, mustard       |                     | 3 x 10 ml  |
| Peanut butter, jams/jellies, honey |                     | 3 x 16 ml  |
| Toast                              |                     | 2 slices   |
| <b>Lunch and Supper</b>            |                     |  |
| Soup                               |                     | 250 ml   |
| Steaks and chops (bone in)         |                     | 300 g (raw)  |
| Chicken pieces (bone-in)           |                     | 300 g (raw)  |
| Steak (deboned)                    |                     | 225 g (raw)  |
| Meat/poultry (deboned)             |                     | 150 g cooked 180 g (raw)   |
| Fish (steaks and fillets)          |                     | 150 g (raw)  |
| Fish (battered)                    |                     | 150 g (cooked)   |
| Stew                               |                     | 300 g (cooked) (250-ml ladle)  |
| Skillet dishes                     |                     | 300 g (cooked) (250-ml ladle)  |
| Pasta w/ sauce (main entrée)       |                     | 150 g pasta, 175 ml sauce  |
| Three-decker sandwich              |                     | 1 each (90 g total meat)   |
| Hamburgers                         |                     | 1 each (167 g of uncooked meat)  |
| Hot dogs                           |                     | 160 g (2 x 80 g or 1 x 160 g, German style)  |
| Pizza                              |                     | 1 slice (1/6 of a 40-cm diameter pizza, 240 g) or one slice (6"x 8" piece of a 18" x 24" pan-size pizza) |
| Tacos                              |                     | 2 each   |
| Burritos                           |                     | 1 each (150 g)   |
| 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   |
| Meat – for cold dish               |                     | 90 g   |



|  |   |
|--|---|
| Starch foods – potatoes, rice, pasta                 | 125 g (cooked) (2 x 125 ml spoon, 2 x #16 spoons) |
| Vegetable  | 90 g (125 ml spoon)                               |
| Salad Items  | 8"-diameter plate or 6"-diameter bowl             |
| Canned fruit   | 175 ml (3/4 cup)                                  |
| Fresh fruit  | 1 each  |
| Grapes / fresh berries / sliced fruit                | 125 ml or 90 g                                    |
| Cream-based dessert                                  | 250 ml  |
| Frozen dessert                                       | 250 ml  |
| Ice cream  | testing)  |
| Fruit yogurt   | testing)  |
| 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 diameter)                            | 2 each  |
| Cookies (12.5-cm diameter)                           | 1 each  |
| Doughnuts / sweet rolls                              | 1 each  |
| Bread  | 2 slices  |
| Soft dinner rolls                                    | 1 each  |
| <b>Beverages</b>                                     |   |
| Fruit or vegetable juice, 100% pure (breakfast only) | 1 x 125 ml  |
| Fruit cocktail, 60% real juice (no sugar added)      | 2 x 200 ml  |
| Milk (2%, 1%, skimmed, chocolate, non-dairy)         | 2 x 200 ml  |
| Hot beverages  | 2 x 200 ml  |
| Carbonated water                                     | 2 x 200 ml  |



| SECTION 10  |   | FOOD QUALITY STANDARDS                            |
|---|---|---|
| RATION  | CATEGORY  | CANADIAN GENERAL STANDARDS BOARD (CGSB) STANDARDS |
| Fresh milk, partly skimmed, 2%, homogenized                                     |   | 32.165M   |
| Powdered skim milk, soluble   | Canada No. 1  | 32.168M   |
| Coffee whitener   |   |   |
| Bread (white, enriched rye, raisin, whole-wheat, French, cracked wheat)         |   | 32.1M, 2M, 3M, 4M                                 |
| Flour (all purpose, cake and pastry, rye, whole-wheat)                          |   | 32.5M, 6M   |
| Rolls, bread, enriched flour (white or whole-wheat)                             |   | 32.4M   |
| Pancake mixture (buckwheat, buttermilk, plain)                                  |   | 32.11M  |
| Ready-to-serve cereal, assorted (unsweetened)                                   |   | 32.13M  |
| Fruit juice, unsweetened, (apple, grapefruit, orange, grape, tomato, vegetable) | Apple juice, Canada Choice. Tomato juice, Canada Fancy  | 32.253M   |
| Fruit juice, pure concentrate, frozen unsweetened                               | Orange juice. Once reconstituted, the orange juice must have a Brix/acid ratio of at least 11.8. Brix/acid ratio of at least 12.5/1 | 32.254M   |
| Fruit, fresh, assorted (except apples)  | Canada or USA, No. 1, orange 113, grapefruit 48, lemon 140  | 32.250M   |
| Apples, fresh   | CDA Fancy   |   |



| <b>SECTION 10</b>  |                         | <b>FOOD QUALITY STANDARDS</b>                            |
|--|-------------------------|--|
| <b>RATION</b>  | <b>CATEGORY</b>         | <b>CANADIAN GENERAL STANDARDS BOARD (CGSB) STANDARDS</b> |
| Fruit, fresh, refrigerated, ready to serve (fruit salad, grapefruit sections, orange sections, pineapple sections)         |                         |  |
| Fruit, canned in light syrup (apricot halves, grapefruit sections, pineapple slices, pineapple tidbits, crushed pineapple) | CDA Fancy or equivalent | 32.253M  |
| Fresh fruit, unsweetened, dry (blueberries or whole strawberries)  | CDA Choice              | 32.254M  |
| Fruit, frozen, unsweetened (raspberries or rhubarb)  | CDA Choice              | 32.254M  |
| Fresh vegetables (mixed)   | Canada No. 1            | 32.250M  |
| Assorted canned vegetables (except creamed corn)   | Canada No. 1            | 32.253M  |
| Cream style corn   | CDA Fancy               | 32.253M  |
| Frozen vegetables (except for asparagus tips and peas)   | CDA Choice              | 32.254M  |
| Frozen vegetables (asparagus tips, peas)   | CDA Fancy               | 32.254M  |
| Potatoes, fresh  | Canada No. 1            | 32.250M  |
| Frozen potatoes, stick fries (3/8" x 3/8" or 1/4" x 1/4")  | CDA Fancy               | 32.254M  |
| White rice, parboiled (long grain or short grain)  |                         | 32.17M   |
| Brown rice   |                         | 32.17M   |



| <b>SECTION 10</b>   |  | <b>FOOD QUALITY STANDARDS</b>                            |
|---|--|--|
| <b>RATION</b>   | <b>CATEGORY</b>  | <b>CANADIAN GENERAL STANDARDS BOARD (CGSB) STANDARDS</b> |
| Pasta, enriched flour                                     |  | 32.16M   |
| Dried peas (cracked or whole)                             | Grade A  | 32.262M  |
| Dried beans (black, red, lima or white)                   | Grade A  | 32.262M  |
| Lentils   | Grade A  |  |
| Bacon, smoked, rindless, sliced side, 40-48 slices per kg |  | 32.61M   |
| Pure pork sausages 12/500g                                |  | 32.69M   |
| Pure beef sausages 12/500g                                |  | 32.69M   |
| Sausage, European style                                   |  | 32.69M   |
| Frankfurters, skinless, all-beef, 12/500g                 |  | 32.69M   |
| Carcass of fresh beef or various cuts or portions         | Canada Grade AA cut 101. Yield classes A1 or A2. 4 to 12mm max surface fat.                      | 32.44M   |
| Beef, front quarter                                       | Canada Grade AA cut 102. Yield classes A1 or A2. 4 to 12mm max surface fat. CGSB 80 kg to 95 kg. | 32.44M   |
| Beef, rear quarter  | Canada Grade AA cut 155. Yield classes A1 or A2. 4 to 12mm max surface fat. CGSB 65 kg to 75 kg. | 32.44M   |
| Ground beef, medium                                       | Fat content 19% to 23%, excluding the brain, heart, tongue, offal, glands, organs.               | 32.44M, Cut 136  |



| SECTION 10  |  | FOOD QUALITY STANDARDS                            |
|---|--|---|
| RATION  | CATEGORY   | CANADIAN GENERAL STANDARDS BOARD (CGSB) STANDARDS |
| Medium beef patties, 10-mm thick, 111 g                                   | Fat content 19% to 23%, excluding the brain, heart, tongue, offal, glands, organs. | 32.44M Cut 1136                                   |
| Veal cutlets or quarters, fresh or frozen (125 g)                         | Choice pale veal, cut 1300, Canada A2  | 32.46M  |
| Cuts or quarters of fresh or frozen lamb                                  | Canada A1 or A2 or New Zealand spring lamb   | 32.48M  |
| Cuts or quarters of fresh or frozen pork                                  |  | 32.50 - Cut 1400                                  |
| Eviscerated, fresh or frozen, whole chicken or quarters of frying chicken | Cda A  | 32.181M   |
| Whole, fresh or frozen, eviscerated turkey                                | Cda A  | 32.183M   |
| Pork shoulder roll, cured, salted (2.3–3.9 kg) or smoked (2.0–3.6 kg)     |  | 32.60M  |
| Whole ham, smoked with rind and hock, 6–10kg                              |  | 32.63M - Type 1 - Genre A                         |
| Smoked ham, without hock, rindless, fully cooked, canned, 3, 6-6, 4 kg    |  | 32.63M - Type 2 - Genre B                         |
| Smoked ham, without hock, rindless, ready to serve, 3, 5–8kg              |  | 32.63M - Type 2 - Genre B                         |
| Canned ham, vacuum packed, pasteurized, Pullman-style                     | 12% minimum protein  | 32.65M - Type 1                                   |
| Fish, fresh, fillets or steak (assorted)                                  |  | 32.141M   |
| Fish, fillet, raw, breaded, frozen  |  | 32.141M   |
| Fish, frozen, fried fillet  |  | 32.141M   |



| <b>SECTION 10</b>   |                 | <b>FOOD QUALITY STANDARDS</b>                            |
|---|-----------------|--|
| <b>RATION</b>   | <b>CATEGORY</b> | <b>CANADIAN GENERAL STANDARDS BOARD (CGSB) STANDARDS</b> |
| Portions of fillet, lightly breaded, frozen (cod)   |                 | 32.141M  |
| Miscellaneous canned fish (tuna chunks, light flesh only, Coho salmon only)                       |                 | 32.143M  |
| Large eggs, fresh, in shell   | Grade A Large   | 32.184M  |
| Cheese, cheddar   | Canada, Grade A | 32.172M  |
| Melted cheddar, melted cheddar spread   |                 | 32.172M  |
| Cottage cheese  |                 | 32.172M  |
| Whipped topping (ready to whip)   |                 |  |
| Soft margarine, less than 25% saturated or maximum 2 g / 10 g of saturated fat per portion served |                 | 32.78M   |
| Vegetable oil (corn, cotton seed, soybean, sunflower, rapeseed)                                   |                 | 32.76M   |
| Pure jam or jelly or marmalade  |                 | 32.236M  |
| Honey, pasteurized  | Canada No. 1    |  |
| Dessert sauces (chocolate, butterscotch, pineapple, strawberry)                                   |                 |  |
| Peanut butter   |                 | 32.237M  |



| SECTION 10   |   | FOOD QUALITY STANDARDS                            |
|--|---|---|
| RATION   | CATEGORY                                  | CANADIAN GENERAL STANDARDS BOARD (CGSB) STANDARDS |
| Pure maple syrup <b>and/or artificial table syrup</b>        |   |   |
| Fruit beverage powder  |   | 32.283M   |
| Herbal tea in bags (1 cup bag)                               |   |   |
| Ground coffee  |   | 32.110M   |
| Instant coffee   |   | 32.113M   |
| Black tea in bags (1 cup bag)                                | 3 stars – Tea Standards Council of Canada |   |
| Ice cream or sorbet  |   | 32.163M   |
| Assorted yogurts   |   |   |
| Assorted canned pie fillings                                 |   |   |
| Canned sliced apples, unsweetened fruit pie filling, compact | CDA Choice                                | 32.253M   |
| Gelatine-based dessert powders                               |   |   |
| Starch-based dessert powders                                 |   |   |
| Dehydrated soup mixes and broths                             |   | 32.281M   |
| Sauce mixes  |   |   |
| Tomato ketchup   |   | 32.258M   |
| Olives (stuffed green or black)                              |   |   |



|                   |                                     |
|-------------------|-------------------------------------|
| <b>SECTION 11</b> | <b>NON-FOOD AND PACKAGING ITEMS</b> |
|-------------------|-------------------------------------|

**NB**

Non-food and packaging items will be distributed and used for the preparation, packaging, storage and handling of food supplied by DND (i.e., box lunches and dispersed meals).

Use of these items will be regulated in accordance with the following list of authorized uses.

| ITEM   | STOCK NO.                            | STANDARD                      | AUTHORIZED USE   |
|--|--------------------------------------|-------------------------------|--|
| Aluminum foil (12" x 1,000' roll) (18" x 450' roll)  | 8135-21-842-6664<br>8135-21-868-6981 | 43-GP-148                     | To cover food that must be kept hot or reheated.   |
| Plastic bag (3" x 4")  | 8105-21-102-9188                     | D654<br>Type 2                | To package pickles, radishes, hard-boiled eggs, carrot pieces, etc.  |
| Plastic bag (4" x 7 1/2")  | 8105-21-102-9187                     | D654<br>Type 1                | To pack meat pies, rolls, fruit, sandwiches, etc.  |
| Canadian Forces box lunch, folding box   | 8115-21-841-9984                     | D693B                         | 1 for each lunch box.  |
| Pouch for disposable cutlery – knife, fork, teaspoon, salt, pepper, napkins, sugar, cream substitute and stir stick. | 7360-21-866-7181                     | D-85-001-009/SF-001<br>Type A | 1 kit for each meal that is complete or eaten outside (not authorized for box lunches). Must be supplied when it is not possible to have other cutlery and there is no allocation for a knife, fork and spoon kit for field service. |



| ITEM   | STOCK NO.        | STANDARD                      | AUTHORIZED USE   |
|--|------------------|-------------------------------|--|
| Disposable plastic plate, (89-mm diameter x 35-mm deep) with clear cover | 7350-21-857-6824 | D-85-001-115/SF-001           | For salads, canned fruit and some desserts.  |
| Plastic knife, 159-mm long   | 7340-21-545-4182 | D-85-001-126/SF-001<br>Type 1 | When cutlery kit is not required and there is no allocation for a knife, fork and spoon kit for field service. |
| Plastic fork, 165-mm long  | 7340-21-545-4184 | D-85-001-126/SF-001<br>Type 2 | When cutlery kit is not required and there is no allocation for a knife, fork and spoon kit for field service. |
| Plastic spoon, 165-mm long   | 7340-21-545-4184 | D-85-001-126/SF-001<br>Type 3 | When cutlery kit is not required and there is no allocation for a knife, fork and spoon kit for field service. |
| White waxed paper (18" x 2592')  | 8135-21-804-7614 |                               | For wrapping food.   |
| Plastic-coated cardboard plate (15.24 cm)                                | 7350-21-805-3190 | D-85-001-104/SF-001           | To be used when it is impossible to serve food otherwise, e.g., on ordinary plates, in lunch boxes, etc.       |
| Plastic-coated cardboard plate (23-cm diameter)                          | 7350-21-805-3284 | D-85-001-104/SF-01            | To be used when it is impossible to serve food otherwise, e.g. on ordinary plates, in lunch boxes, etc.        |



| ITEM   | STOCK NO.                            | STANDARD                     | AUTHORIZED USE  |
|--|--------------------------------------|------------------------------|---|
| Transparent wrap for food, food category (12"/18" x 2000') | 9330-21-862-6050<br>9330-21-862-6051 |                              | To cover cold cuts, salads and desserts or wrap pieces of cold meat (chicken thighs), etc.            |
| Pressure adhesive tape                                     | 7510-21-561-1930                     | CGSB-53-<br>GP-20<br>Style 1 | For box meals, plastic bags, etc.   |
| Plastic straw: 3/16" diameter x 6" long                    | 7350-21-802-2033                     | 50 508                       | To be used when individual juice cans or milk cartons are supplied and cutlery kits are not required. |



## SECTION 12

### DAILY MEAL REQUISITION

#### CADET CAMP

Date: \_\_\_\_\_

| DINING ROOM                 | MEALS REQUESTED |       |        | SUPPLEMENT REQUESTED |           |         |
|-----------------------------|-----------------|-------|--------|----------------------|-----------|---------|
|                             | BREAKFAST       | LUNCH | DINNER | MORNING              | AFTERNOON | EVENING |
| OFFICERS                    | 0               | 0     | 0      | 0                    | 0         | 0       |
| NCOs                        | 0               | 0     | 0      | 0                    | 0         | 0       |
| CADETS                      | 0               | 0     | 0      | 0                    | 0         | 0       |
| TOTAL                       | 0               | 0     | 0      | 0                    | 0         | 0       |
| <b>BOX LUNCH</b>            |                 |       |        |                      |           |         |
|                             | BREAKFAST       | LUNCH | DINNER |                      |           |         |
| OFFICERS                    | 0               | 0     | 0      |                      |           |         |
| NCOs                        | 0               | 0     | 0      |                      |           |         |
| CADETS                      | 0               | 0     | 0      |                      |           |         |
| TOTAL                       | 0               | 0     | 0      |                      |           |         |
| <b>FRESH RATIONS</b>        |                 |       |        |                      |           |         |
|                             | BREAKFAST       | LUNCH | DINNER |                      |           |         |
| OFFICERS                    | 0               | 0     | 0      |                      |           |         |
| NCOs                        | 0               | 0     | 0      |                      |           |         |
| CADETS                      | 0               | 0     | 0      |                      |           |         |
| TOTAL                       | 0               | 0     | 0      |                      |           |         |
| <b>INSULATED CONTAINERS</b> |                 |       |        |                      |           |         |
|                             | BREAKFAST       | LUNCH | DINNER |                      |           |         |
| OFFICERS                    | 0               | 0     | 0      |                      |           |         |
| NCOs                        | 0               | 0     | 0      |                      |           |         |
| CADETS                      | 0               | 0     | 0      |                      |           |         |
| TOTAL                       | 0               | 0     | 0      |                      |           |         |
| TOTAL                       | 0               | 0     | 0      |                      |           |         |

SPECIAL INSTRUCTIONS

Signature of the DND Food Services Representative:



**CERTIFIED DECLARATION OF DAILY RATION ALLOWANCE**

| TRAINING CENTRE / SCHOOL: |                 |               |           |             |                   |        | DATE:  |
|---------------------------|-----------------|---------------|-----------|-------------|-------------------|--------|--|
| ENTITLED PERSONNEL        | RATION STRENGTH | PRICE OF MEAL | SUB-TOTAL | 10% PENALTY | AMOUNT OF PENALTY | TOTAL  | SUPPLEMENTS  |
| Dining facility           | At breakfast    | \$0.00        | \$0.00    |             | \$0.00            | \$0.00 | (A) AM SUPPLEMENTS<br>0  |
|                           | At lunch        | \$0.00        | \$0.00    |             | \$0.00            | \$0.00 | (B) PM SUPPLEMENTS<br>0  |
|                           | At dinner       | \$0.00        | \$0.00    |             | \$0.00            | \$0.00 | (C) EVENING SUPPLEMENTS<br>0                                   |
| Box lunch                 | At breakfast    | \$0.00        | \$0.00    |             | \$0.00            | \$0.00 | (D) TOTAL SUPPLEMENTS = (A+B+C)<br>0.00                        |
|                           | At lunch        | \$0.00        | \$0.00    |             | \$0.00            | \$0.00 | (E) TOTAL SUPPLEMENTS = (D/3)<br>0.00                          |
|                           | At dinner       | \$0.00        | \$0.00    |             | \$0.00            | \$0.00 | (F) PRICE PER DAY - SUPPLEMENTS<br>\$0.00                      |
| Hay-box                   | At breakfast    | \$0.00        | \$0.00    |             | \$0.00            | \$0.00 | (G) TOTAL COST OF SUPPLEMENTS<br>FOR THE DAY = E x F<br>\$0.00 |
|                           | At lunch        | \$0.00        | \$0.00    |             | \$0.00            | \$0.00 | (H) COST OF MEALS: SUB-TOTAL<br>\$0.00                         |
|                           | At dinner       | \$0.00        | \$0.00    |             | \$0.00            | \$0.00 | (I) TOTAL COST OF PENALTIES<br>\$0.00                          |
| Fresh rations             | At breakfast    | \$0.00        | \$0.00    |             | \$0.00            | \$0.00 | (J) TOTAL COST OF MEALS = (H-I)<br>\$0.00                      |
|                           | At lunch        | \$0.00        | \$0.00    |             | \$0.00            | \$0.00 | TOTAL COST FOR THE DAY = (G+J)<br>\$0.00                       |
|                           | At dinner       | \$0.00        | \$0.00    |             | \$0.00            | \$0.00 |  |

**CERTIFICATION OF DATA  
ACCURACY**

Name and position title  
(DND):

Signature:

DATE:

Name and position title  
(Contractor):

Signature:

DATE:





