

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

Title - Sujet Caterer - Cadet Camp - Bagotville	
Solicitation No. - N° de l'invitation W0138-13305R/A	Date 2014-02-12
Client Reference No. - N° de référence du client W0138-13305R	
GETS Reference No. - N° de référence de SEAG PW-\$QCM-004-15830	
File No. - N° de dossier QCM-3-36213 (004)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-03-25	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Fournier, Caroline	Buyer Id - Id de l'acheteur qcm004
Telephone No. - N° de téléphone (418) 649-2826 ()	FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA DEFENSE NATIONALE 3E ESCADRE BAGOTVILLE ATT: CADETS, BATIMENT 87 ALOUETTE Québec G0V1A0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

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

Issuing Office - Bureau de distribution
TPSGC-PWGSC
601-1550, Avenue d'Estimauville
Québec
Québec
G1J 0C7

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0138-13305R

QCM-3-36213

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.

Buyer ID - Id de l'acheteur

qcm004

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0138-13305R

QCM-3-36213

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 Spreadsheet 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

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- 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.

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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.

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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.

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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.

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, dinner 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) 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

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

W0138-13305R

CCC No./N° CCC - FMS No/ N° VME

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.

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

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 PWGSC-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.

Buyer ID - Id de l'acheteur

qcm004

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0138-13305R

QCM-3-36213

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

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

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.

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

1.2Firm 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 Quantites	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

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

W0138-13305R

CCC No./N° CCC - FMS No/ N° VME



Annex A

2014 Summer Camp

STATEMENT OF WORK (STIPULATIONS)

FOOD SERVICES

BAGOTVILLE CADETS TRAINING CENTER

DATE: JANUARY 1993

REVISED: NOVEMBER 2013



TABLE OF CONTENTS

TITLES	PAGES
<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
TOTAL	11 264	11 225	10 508	25 862	27 398	25 862	37 126	38 623	36 370



MEAL SCHEDULE

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

- 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



SECTION 2

CONTRACTOR'S RESPONSIBILITIES

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 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,¹ 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 products¹ 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 delimited 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.



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



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



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



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♥ Fresh pork	Whole-wheat bread Paprika turkey♥	Multi-grain pita Chicken breast	Multigrain bread 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 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 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	Turnip 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	Turnip 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		
LUNCH DINNER	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			
LUNCH DINNER	Four-bean	Four-bean	Four-bean	Four-bean	Four-bean	Four-bean	Four-bean			
	Green	Chef	Nicoise	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



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



SECTION 5			CYCLICAL MENUS				WEEK (5)		
LUNCH	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY		
SOUP	Corn chowder	Beef consommé	Gumbo	Potato/leek	Beef with cabbage	Cream of cauliflower	Tomato/rice		
MAIN COURSE	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 **		
STARCH	Boiled potatoes	Baked potato wedges	-	Pan-fried potatoes	Baked potatoes	Nachos	Mashed potatoes		
VEGETABLE	Turnip sticks	Garden vegetables	Sauteed onions/mushrooms	Plain broccoli	Cauliflower	Sauteed onions	Green peas		
PASTA	Whole-wheat fettuccini	Macaroni	Vegetable fusilli	Whole-wheat spaghetti	Spiral	Fusilli	Whole-wheat linguine		
SAUCE 1	Cheese	Primavera	Tomato/basil	Vegetable bechamel	Alfredo	Tomato/garlic	Lentil		
SAUCE 2	Meat	Meat	Meat	Meat	Meat	Meat	Meat		
SANDWICH 1	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♥		
SANDWICH 2	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		
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	Glazed chicken breast **	Swiss ham steak (gruyère)	Chicken tournedos 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		
MAIN COURSE 2	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		
STARCH	Potatoes O'Brien	Plain rice	Vegetable rice	Baked potatoes	Mashed potatoes w/ chives.	Rice pilaf	Couscous		
VEGETABLE	Carrot sticks	Ratatouille	Carrot/turnip puree	Garden vegetables	Macedonian salad	California mix	Green beans		
SALAD BAR	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
LUNCH DINNER	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/ beef	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 meet 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			
LUNCH DINNER	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 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
<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>		
Meatless protein	1 meatless protein dish	e.g., chickpeas, other legumes, bean sprouts, beans, tofu and accompanying dip
Raw Vegetables	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
Pickles	3 varieties of pickles	e.g., olives, beets, onions, dill pickles, gherkin pickles
Condiments	Mayonnaise (regular and low-fat), vinegar, oil, parmesan cheese 3 types of sauce for meat <u>salad dressing:</u> 2 varieties of regular; and 3 varieties of low-fat 3 varieties of crackers Salt, pepper and other spices	e.g., BBQ sauce, HP sauce, A1 sauce 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.



MENU PLANS

SECTION 8

Meal Item Availability Standard

Standard dispersed meals

Hot Meals

Dispersed hot meals must be prepared from ingredients that can be transported and conserved at appropriate temperatures for a reasonable length of time in CF-approved containers. A card indicating the amount per serving (for example, pork chop - 1; boiled potato - 2 pieces; cookies - 3) shall accompany each meal.²

Breakfast	Lunch/Dinner
Same standard as for regular meals	Soup Main protein dish Starch Vegetable Green salad, coleslaw or assorted raw vegetables Fresh fruit Prepared or baked dessert Bread or buns with butter or margarine Two beverages Appropriate condiments

Notes: 1. Main course and starchy food portions must be **10% larger** for dispersed hot meals than for regular meals served in a dining hall.

2. It is recommended that menu selections marked with a double asterisk (**) be served in insulated containers.

Cold Meals

Breakfast Boxes	Lunch/Dinner Boxes
One fruit One juice Cereal (with 200 ml of milk) Egg Breakfast meat or substitute (meat, cheese or yogurt) Two baked goods Appropriate condiments	Two sandwiches – 1 with sliced solid meat 1 with a mixed filling OR 1 sandwich with mixed filling 1 portion of firm meat with a bun OR 1 cold dish including sliced meat + one portion of solid meat with two buns (NB: Use a variety of fresh-baked goods) Salad and assorted accompanying food items Sandwich and salad condiments Fresh or canned fruit (3 choices) Prepared or baked dessert Two beverages ³

1. Rations and equipment must be prepared according to the rules that apply to dispersed meals, as specified in Section 4 – Hygiene and Safety.

2. One of the two beverages should be milk; however, in cases where it may not be appropriate to include milk in a food basket (heat, user preferences, etc), two 200-ml chilled juices or one 400-ml chilled juice would be considered acceptable.



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">• Vegetarian hot dog (tofu, grain-based or other); or• Vegetarian hamburger (tofu, grain-based or other); or• Hot dog; or• Hamburger (83 gr of meat); and• Chips (43 gr); and• Coleslaw with vinaigrette (100 ml); or• Pasta salad (100 ml); and• Lettuce (for hamburgers); and• Sliced tomato (for hamburgers); and• Sliced cheese (2 slices per person); and• Chopped onions (as required); and• The following condiments in individual packs: mustard (1), ketchup (2), relish (2), mayonnaise (1), salt (1), pepper (1) (individual portion); and• Dessert (one 5 cm x 5 cm x 7 cm dessert for each person); and• A soft drink (1 x 355 ml)	<div></div>	<div>Maximum of two items from the first four choices</div>
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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
BREAKFAST		
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
Lunch and Supper		
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
Beverages	
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	



SECTION 10		FOOD QUALITY STANDARDS
RATION	CATEGORY	CANADIAN GENERAL STANDARDS BOARD (CGSB) STANDARDS
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



SECTION 10		FOOD QUALITY STANDARDS
RATION	CATEGORY	CANADIAN GENERAL STANDARDS BOARD (CGSB) STANDARDS
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



SECTION 10		FOOD QUALITY STANDARDS
RATION	CATEGORY	CANADIAN GENERAL STANDARDS BOARD (CGSB) STANDARDS
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 and/or artificial table syrup		
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)		



SECTION 11

NON-FOOD AND PACKAGING ITEMS

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 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 Type 2	To package pickles, radishes, hard-boiled eggs, carrot pieces, etc.
Plastic bag (4" x 7 1/2")	8105-21-102-9187	D654 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 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 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 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 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 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- GP-20 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

Date: _____

CADET CAMP

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
BOX LUNCH						
	BREAKFAST	LUNCH	DINNER	SPECIAL INSTRUCTIONS		
OFFICERS	0	0	0			
NCOs	0	0	0			
CADETS	0	0	0			
TOTAL	0	0	0			
FRESH RATIONS						
	BREAKFAST	LUNCH	DINNER			
OFFICERS	0	0	0			
NCOs	0	0	0			
CADETS	0	0	0			
TOTAL	0	0	0			
INSULATED CONTAINERS						
	BREAKFAST	LUNCH	DINNER			
OFFICERS	0	0	0			
NCOs	0	0	0			
CADETS	0	0	0			
TOTAL	0	0	0			
	BREAKFAST	LUNCH	DINNER			
OFFICERS	0	0	0			
NCOs	0	0	0			
CADETS	0	0	0			
TOTAL	0	0	0			
TOTAL	0	0	0			

Signature of the DND Food Services Representative:



SECTION 13

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	\$0.00	\$0.00		\$0.00	\$0.00	(A) AM SUPPLEMENTS 0	
	At lunch	0	\$0.00	\$0.00		\$0.00	\$0.00	(B) PM SUPPLEMENTS 0	
	At dinner	0	\$0.00	\$0.00		\$0.00	\$0.00	(C) EVENING SUPPLEMENTS 0	
Box lunch	At breakfast	0	\$0.00	\$0.00		\$0.00	\$0.00	(D) TOTAL SUPPLEMENTS = (A+B+C) 0.00	
	At lunch	0	\$0.00	\$0.00		\$0.00	\$0.00	(E) TOTAL SUPPLEMENTS = (D/3) 0.00	
	At dinner	0	\$0.00	\$0.00		\$0.00	\$0.00	(F) PRICE PER DAY – SUPPLEMENTS \$0.00	
Hay-box	At breakfast	0	\$0.00	\$0.00		\$0.00	\$0.00	(G) TOTAL COST OF SUPPLEMENTS FOR THE DAY = E x F \$0.00	
	At lunch	0	\$0.00	\$0.00		\$0.00	\$0.00	(H) COST OF MEALS: SUB-TOTAL \$0.00	
	At dinner	0	\$0.00	\$0.00		\$0.00	\$0.00	(I) TOTAL COST OF PENALTIES \$0.00	
Fresh rations	At breakfast	0	\$0.00	\$0.00		\$0.00	\$0.00	(J) TOTAL COST OF MEALS = (H-I) \$0.00	
	At lunch	0	\$0.00	\$0.00		\$0.00	\$0.00	TOTAL COST FOR THE DAY = (G+J) \$0.00	
	At dinner	0	\$0.00	\$0.00		\$0.00	\$0.00		

CERTIFICATION OF DATA
ACCURACY

Name and position title
(DND):

Signature:

DATE:

Name and position title
(Contractor):

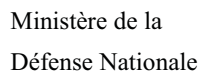
Signature:

DATE:



SECTION 14

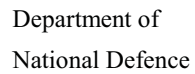
SECTION 14		DEFAULT REPORT TO BE SUBMITTED TO THE RESIDENT MANAGER	
REPORT SERIAL NO.:		DATE AND TIME OF DEFAULT:	
CAMP/SCHOOL:		KITCHEN	
DEFAULTS			
Copy kept on file by			
Default reported by		Signature:	
		Title:	
Received by the Resident Manager on		Date:	
		Time:	
Resident Manager's signature:			



Department of
National Defence

SECTION 14

[illegible]



EVALUATION OF ACTION TAKEN WITHIN 48 HOURS

[illegible]