

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
Pacific Region  
401 - 1230 Government Street  
Victoria, B.C.  
V8W 3X4  
Bid Fax: (250) 363-3344

**Request For a Standing Offer**  
**Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and  
Government Services Canada, hereby requests a Standing Offer  
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et  
Services Gouvernementaux Canada, autorise par la présente,  
une offre à commandes au nom des utilisateurs identifiés  
énumérés ci-après.

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada - Pacific  
Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

<b>Title - Sujet</b> Dispersed Meals and Boxed Meals	
<b>Solicitation No. - N° de l'invitation</b> W0103-116405/B	<b>Date</b> 2014-04-16
<b>Client Reference No. - N° de référence du client</b> W0103-116405	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$VIC-249-6460
<b>File No. - N° de dossier</b> VIC-0-32634 (249)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-05-02</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Cress, Christine	<b>Buyer Id - Id de l'acheteur</b> vic249
<b>Telephone No. - N° de téléphone</b> (250)363-8442 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE NANAIMO MILITARY CAMP NANAIMO British Columbia V9R7E3 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

Solicitation No. - N° de l'invitation

W0103-116405/B

Amd. No. - N° de la modif.

File No. - N° du dossier

VIC-0-32634

Buyer ID - Id de l'acheteur

vic249

CCC No./N° CCC - FMS No/ N° VME

W0103-116405

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See attached documents.

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The Request for Standing Offers (RFSO) is divided into six parts plus attachments and annexes, as follows:

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5            Certifications: includes the certifications to be provided;
- Part 6            6A, Standing Offer, and 6B, Resulting Contract Clauses:
  - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

### **2. Summary**

The Department of National Defence (DND) has a requirement for the provision of, "as and when requested", Dispersed Meals, which consist of hot and cold meals, and boxed meals, to the Nanaimo Military Camp and various Canadian Forces locations within a 40km radius of Nanaimo BC to include but not be limited to: CFB Esquimalt Detachment Nanoose Bay and the Nanaimo Rifle Range.

The number of participants per exercise can vary between 10 to 400 personnel, and can run up to five or more days consecutively (three is usual).

A DND representative will pick up meals from the caterer's kitchen facility most of the time, and on occasion the caterer may be required to transport meals to the destination address. DND will provide the caterer with clean "Hay Box" containers for transportation of dispersed meals.

The period of the standing offer is from date of issuance of Standing Offer to 30 September 2016.

Offerors must submit a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2006.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

### **3. Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process.

Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - OFFEROR INSTRUCTIONS**

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

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2014-03-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

1.1 *SACC Manual* Clauses  
M0019T Firm Price and/or Rates 2007-05-25

### **2. Submission of Offers**

Offers 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 Request for Standing Offers.

### **3. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

### **4. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

### **PART 3 - OFFER PREPARATION INSTRUCTIONS**

#### 1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (2 hard copies)  
Section II: Financial Offer (1hard copy)  
Section III: Certifications (1 hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

#### **Section I: Technical Offer**

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

#### Prices - Items

Offerors must submit firm prices for all items listed in Annex B.

#### Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) ( ) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_  
Master Card \_\_\_\_\_

- (b) ( ) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

#### **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
  - (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
  - (b) An evaluation team composed of representatives of Canada will evaluate the offers.
  - (c) The evaluation team will determine first if there are two (2) or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

### 1.1. Technical Evaluation

#### 1.1.1 Mandatory Technical Criteria - At Solicitation Closing

To be considered responsive, a bid must meet all of the following mandatory evaluation criteria at solicitation closing. Bids not meeting all of the mandatory requirements will render your submission non-responsive and be given no further consideration.

Item	Mandatory Technical Criteria	MET	NOT MET	Comments
1.	Provision of Firm's profile and organization structure, and team members' academic qualifications and experience.			
2.	Food Service Manager must have post-secondary education (i.e. diploma, accredited certifications etc.) in food service management and minimum 4 years of experience managing food service operations; or minimum 10 years of experience managing food service operations.			
3.	Chefs and cooks - minimum 4 years of experience cooking in a food service operation.			
4.	Confirmation that bidder maintains comprehensive hygiene, sanitation, general safety instructions (WHMIS) and quality assurance practices.			
5.	Submission of Hygiene and Sanitation Report from a qualified federal or provincial or municipal inspector.			
6.	Provision of valid Food Safe Level 1 Certificates for all staff involved in the handling and preparation of food stuffs.			
7.	Provision of evidence that bidder is licensed in the Province of British Columbia to carry out the work required.			
8.	A minimum of three (3) projects of similar size and scope completed with the last three (3) years.			

	<p>For EACH project, bidders must at a minimum include the following information with their bid:</p> <ul style="list-style-type: none"> <li>- Start date and completion date</li> <li>- Dollar (\$) value</li> <li>- Brief description of work performed</li> <li>- Number of meals delivered (volume of work vs. resources and time assigned)</li> <li>- Reference names and contact information (phone or email to verify compliance)</li> </ul>			
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#### 1.1.2 Point Rated Technical Criteria

Item	Point-rated Technical Criteria	MAX POINTS	SCORE	Comments
1.	Firm's years of experience providing catering service. 1 point for each year or partial year.	35		
2.	Food Service Manager has more than 10 years of experience managing food service operations. 1 point for each additional year or partial year.	20		
3.	Kitchen supervisor has experience in food services. 2 points for each complete year.	10		
4.	Chef has Red Seal Chef Certification from a government sponsored culinary program and has experience as a chef in a food services operation. 3 points for each complete year.	15		
5.	Cooks has journeyman certification. 5 points.	5		
TOTAL RATED POINTS ASSIGNED:				
TOTAL RATED POINTS AVAILABLE:			85	

#### 1.2.1 Mandatory Technical Requirements - Prior to Issuance of Standing Offer

These condition requirements must be met prior to award. Failure to meet any of the following mandatory conditions will render your submission non-responsive and be given no further consideration. For your bid to be considered responsive, you must meet these conditions within three (3) days of a request by the Standing Offer Authority.

- 1) Compliance with the Request for Standing Offers and the technical requirements of the Statement of Work at Annex A.
- 2) Compliance with the Certification requirements at Part 5.
- 3) Compliance with the insurance requirements at Annex C.

#### 1.3 Financial Evaluation

- 1) The firm unit prices quoted for the items in Annex "B" will be multiplied by the estimated quantities shown. The resulting amounts will be added together to obtain the total assessed bid price.
- 2) The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

## 2. BASIS OF SELECTION – Lowest Price Per Point

- 1) To be declared responsive, an offer must:
  - a) comply with all the requirements of the Request for Standing Offers;
  - b) meet all mandatory technical evaluation criteria; and
  - c) obtain the required minimum of 43 points overall for the technical evaluation criteria which are subject to point rating.
- 2) Offers not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive offer that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive offer with the lowest evaluated price per point will be recommended for issuance of a standing offer.

The example below illustrates where 2 bids are responsive, the selection of the contractor is determined by the lowest price per point.

Firm A: \$168,013.95 divided by 65 points = \$2,584.83/point	Overall rating: 1st
Firm B: \$199,755.66 divided by 71 points = \$2,813.46/point	Overall rating: 2nd

## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

### 1. Certifications Required Precedent to Issuance of a Standing Offer and Certifications Required with the Offer

#### 1.1 Certifications Required Precedent to Issuance of a Standing Offer

##### 1.1.1 Integrity Provisions - Associated Information

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions [2006](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

##### 1.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list

([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada-Labour's](#) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

## **1.2 Certifications Required with the Offer**

Offerors must submit the following duly completed certifications with their offer.

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the good(s) offered are Canadian goods, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the offer will result in the good(s) offered being treated as non-Canadian goods.

The Offeror certifies that:

(\_\_\_\_) a minimum of 80 percent of the total price for the offer consist of Canadian goods as defined in paragraph 1 of clause [A3050T](#).

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

### **1.2.1 Canadian Content Certification**

**1.2.1.1** *SACC Manual* clause [A3050T](#) (2010-01-11) Canadian Content Definition

## **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **1. Offer**

1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### **2. Security Requirement**

There is no security requirement applicable to this Standing Offer.

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

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

#### **3.1 General Conditions**

[2005](#) (2014-03-01) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

### 3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D ". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a semi-annual basis to the Standing Offer Authority.

The semi-annual reporting periods are defined as follows:

1st period: May 1 to October 31;  
2nd period: November 1 to April 30.

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

## 4. Term of Standing Offer

### 4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of issuance of Standing Offer to 30 September 2016 inclusive.

## 5. Authorities

### 5.1 Standing Offer Authority

The Standing Offer Authority is:

Christine Cress  
Public Works and Government Services Canada  
Acquisitions Branch  
Pacific Region  
401 - 1230 Government St  
Victoria, BC V8W 3X4  
Telephone: 250-363-8442  
Facsimile: 250-363-0395  
E-mail address: christine.cress@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### 5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.3 Offeror's Representative (*Fill in, as applicable*).

Name and telephone number of the person responsible for :

General enquiries

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

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

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

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

Delivery follow-up

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

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

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

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

6. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are:

Nanaimo Military Camp  
Nanaimo, BC

The Canadian Scottish Regiment (Princess Mary's)  
Victoria, BC

39 Canadian Brigade Group Headquarters (39 CBG)  
Vancouver, BC

5th (BC) Field Regiment, RCA  
Victoria, BC

39 Signals Regiment  
Victoria, BC

11 (Victoria) Service Battalion  
Victoria, BC

Other Military Units operating within a 40km radius of Nanaimo BC.

7. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form [PWGSC-TPSGC 942, Call-up Against a Standing Offer](#).

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes included).

## 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 call up against the Standing Offer, including any annexes;
- b. the articles of the Standing Offer;
- c. the general conditions [2005](#) (2014-03-01), General Conditions - Standing Offers - Goods or Services
- d. the general conditions [2010A](#) (2014-03-01), General Conditions - Goods (Medium Complexity);
- e. Annex A, Statement of Work;
- f. Annex B, Basis of Payment;
- g. Annex C, Insurance Requirements;
- h. Annex D, Standing Offer Reporting Form.
- i. the Offeror's offer dated \_\_\_\_\_.

## 10. Certifications

### 10.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

### 10.2 SACC Manual Clause

M3060C Canadian Content Certification (2008-05-12)

## 11. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### 1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

[2010A](#) (2014-03-01), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of general conditions [2010A](#) (2014-03-01), General Conditions - Goods (Medium Complexity), will not apply to payments made by credit cards.

3. Term of Contract

3.1 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

4. Payment

4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s), as specified in Annex B. 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.

4.2 Limitation of Price  
SACC Manual clause C6000C (2011-05-16) Limitation of Price

4.3 Single Payment  
SACC Manual clause H1000C (2008-05-12) Single Payment

4.4 SACC Manual Clauses  
A9117C T1204 - Direct Request by Customer Department 2007-11-30

4.5 Payment by Credit Card

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

5. 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.

Each invoice must be supported by:

- a. a copy of the Food Services Request and any other documents as specified in the resulting Contract / Call-up;
- b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.

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.

6. 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.

7. *SACC Manual Clauses*

A9062C Canadian Forces Site Regulations	2011-05-16
B7500C Excess Goods	2006-06-16

ANNEX "A" – Statement of Work

For the provision of, "as and when requested" basis, Dispersed Meals, consisting of hold and cold meals, and box meals, to the Nanaimo Military Camp and various other locations within a 40km radius of Nanaimo BC to include but not be limited to: CFB Esquimalt Detachment Nanoose Bay and the Nanaimo Rifle Range.

The following Appendices are incorporated into and form part of Annex A:

- 1) Appendix A – MANDATORY TECHNICAL CRITERIA – See Part 4 of the RFSO;
- 2) Appendix B - STANDARD MEAL ITEM AVAILABILITY TABLE - attached ;
- 3) Appendix C – STANDARD MEAL ENTITLEMENT PATTERN - attached;
- 4) Appendix D – PORTION SIZE STANDARD - attached ;
- 5) Appendix E - MEAL SATISFACTION CHECKLIST - attached ;
- 6) Appendix F – DEFINITION OF TERMS - attached .

The caterer shall provide bulk dispersed meals and box lunches as and when requested by a DND Unit representative.

Food services will most often be required on weekends though there may be requirements for meals on weekdays.

Meals shall be prepared at the caterer's kitchen facility in the Nanaimo B.C. area.

The hours of operation of the supplier can be accommodated but clients do enjoy eating at regular hours as follows:

Breakfast	0630 to 0800h
Lunch	1130 to 1300h
Supper	1630 to 1830h

Offerors can expect to receive minimum 7 days advance notice of a call-up.

A DND representative shall pick up meals from the caterer's kitchen facility, and on occasion the caterer may be required to transport meals to the Nanaimo Military Camp or surrounding areas.

The caterer shall provide transportation of dispersed meals and/or box lunches to the Nanaimo Military Camp or surrounding area if requested by DND. The caterer's vehicles used for transportation of dispersed meals and/or box lunches must be clean to prevent cross contamination. All food must be properly covered for protection from the elements. DND shall provide the caterer with clean "Hay Box" containers for transportation of dispersed meals.

The caterer shall provide dispersed meals with written instructions indicating the amount per serving ie. Pork chop - one; boiled potato - two pieces; cookies - three.

The caterer shall package box lunches individually. For safety reasons, the lunches should be stamped with a preparation date and shall be consumed within 24 hours of preparation. When

lunches cannot be stored in the refrigerator, they shall be consumed within 4 hours. Leftovers should not be used.

Non-food items such as plates, cups, cutlery and napkins are not required.

The caterer shall maintain and provide to DND representatives a selection of menus of dispersed meals and box lunches that are available to DND at the prices offered in the bid. Cycle menus shall be provided for a three-week period for dispersed feeding and a nine-day period for boxed meals.

The caterer shall ensure that the menu provides a selection of attractive, palatable, nicely seasoned, nutritious, wholesome and appetizing food such that DND personnel have access to well balanced meals. The caterer shall adjust the menu as required based on seasonal availability of food. Should certain items prove to be less popular than expected, the caterer shall provide alternatives. The alternatives shall be within the same cost range as the item to be replaced. Alteration of the menu by offering additional quantity of less costly items is not acceptable. The caterer shall ensure that food portion sizes and food item availability is in accordance with the requirements stated herein.

The caterer shall maintain healthy food preparation practices to promote good nutrition.

The caterer shall use only foods which are Grade A or No. 1 top quality or equivalent and ensure that all food ingredients are of first-class quality and that all baked goods are fresh when delivered. The caterer shall provide, on request, written evidence of purchase specifications to the Base Foods Officer/Chief in the form of cost verification that items purchased were delivered and to track the origin of ingredients in accordance with federal regulations.

The caterer shall accommodate special dietary and allergy needs requested with a minimum of one week notice by the requesting unit.

The caterer shall maintain a food safety system in compliance with the applicable municipal and provincial health regulations and those specified in the Canadian Restaurant and Foodservices Association "Sanitation Code for Canada's Food Services Industry".

The caterer shall ensure that all meals follow standardized recipes, are flavourful, are prepared as close as possible to the actual time of consumption and are prepared from ingredients which meet the standards described herein.

The caterer shall ensure the timely and safe service of food by covering all food and observing the following maximum holding times and procedures:

1. hot food: hold at 140 F (60 C) or higher for no longer than three hours;
2. desserts containing custard, milk, eggs, cream and edible oil simulated fillers and all salads refrigerated for no longer than 24 hours, and total exposure at room temperature no longer than 90 minutes; any remaining is to be discarded;
3. bakery items: no longer than 24 hours; and

4. fresh milk shall be dispensed from the original container and shall not be held longer than one hour at room temperature.

During meal preparation and service, cold foods shall be kept below 7 degrees C, and hot foods maintained at a minimum of 60 degrees C.

The caterer shall accommodate a DND Preventative Medicine Technician from the Support Base - CFB Esquimalt, Victoria, B.C. to perform hygiene and sanitary inspections of the caterer's facility as and when requested.

A Performance Monitor shall be appointed by CFB Esquimalt to conduct routine liaison with the contractor, monitor the contractor's performance and complete administrative and managerial tasks required in the food services contract. The contractor shall be responsive to the Performance Monitor with a view to maintaining quality food service.

The Contractor shall submit a Statement of Meals provided with each meal. This document shall be cross-referenced with the meal requisition to confirm that the food received was what was ordered.

A Meal Satisfaction Checklist shall be completed by the requesting unit and provided to the Performance Monitor who shall pass to the Contractor. The goal shall be to maintain the high quality of food, as per the contract specifications.

**Appendix B – Standard Meal Item Availability Table**

**FIELD FEEDING**

<b>BREAKFAST</b>			
<b>Category</b>	<b>Meal Item Availability Standard<sup>1</sup></b>	<b>Definition/ Specification</b>	<b>Healthier Choices</b>
<b>Fruit</b>	<b>3 types of fruit</b>	May include a combination of fresh, frozen and canned. <b>One variety of each.</b> Vary variety throughout week and season. The term “ fresh” implies that the food has not been processed or preserved in any way (i.e. not canned, cured, dehydrated, frozen or otherwise processed or preserved.	Fresh Frozen fruit with no added sugar. Canned fruit in unsweetened or natural fruit juice.
<b>Juice</b>	<b>2 flavours</b> (1 Fruit and 1 Vegetable)	Pasteurized 100% fruit juice from the named fruit or vegetable, no sugar added, in accordance with <u>Canada’s Food and Drug Regulations</u> and the <u>Canadian Food Inspection Agency</u> (CFIA). Vary selection throughout the week.	All
<b>Entrée</b>	<b>Eggs any style</b>  <b>Cereals</b> <b>1 hot type</b> <b>5 varieties – ready to eat</b>  <b>1 breakfast entrées</b>	In accordance with the <u>Egg Regulations</u> under the Canadian Agricultural Products Standards Act and <u>Canadian Food And Drug Regulations</u> .  Includes 2 whole grain varieties and 2 sweetened varieties.  e.g. pancakes, French toast, waffles	Cooked with little or no fat.  Whole grain cereal. Whole grain cereal. Less than 12 gm of sugar per recommended portion size.  Made with whole wheat flour
<b>Meats</b>	<b>1 hot breakfast meats,</b>  <b>1 cold meat or</b> <b>1 meat spread</b>	e.g. bacon, ham, sausage, back bacon. Meat from <u>federally inspected source</u> and <u>CFIA approved only</u> . e.g. Sliced ham e.g. creton, head cheese, pâté. In accordance with the <u>Canadian Food And Drug Regulations</u> or equivalent.	
<b>Cheese</b>	<b>2 varieties of cheese</b>	e.g. cream cheese, cheddar cheese, Swiss	Less then 2% M.F.

<sup>1</sup> There may be deviation from the standard for traditional, holiday, or theme meals.

	<b>4 varieties of yogurt</b>	cheese. Cheese products produced in a dairy establishment registered by CFIA or equivalent  To include low fat varieties.	Less than 2% M.F.
<b>Starch</b>	<b>2 breakfast starch items</b>	e.g. baked beans, potatoes	Prepared with little or no fat
<b>Bread Product</b>	<b>1 baked Product</b>  <b>1 types commercial bread products</b>  <b>3 types of loaves</b>	e.g. muffins, croissants, sweet buns.  e.g. Bagels and English muffins. Vary daily  e.g. whole wheat, multi grain, white, flax, oat, linseed	Low fat, high fiber muffins, whole grain products  100% Whole grain products  100% whole grain products

<b>BREAKFAST continued</b>			
<b>Category</b>	<b>Meal Item Availability Standard<sup>2</sup></b>	<b>Definition/ Specification</b>	<b>Healthier Choices</b>
<b>Beverage<sup>2</sup></b>	<b>3 types of Hot beverages</b>  <b>1 types of cold beverages, 2 if non-dairy are provided:</b> <b>Dairy (2 varieties)</b>  <b>Non-Dairy Beverages</b>	e.g. Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavoured), Hot Chocolate  Refers to pasteurized cow's milk with Vitamin D and A added, in accordance with <u>Canada's Food and Drug Regulations</u> .  Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow's milk. i.e. Soya milk, rice milk.	Less than 2% M.F.  Less than 2% M.F.
<b>Condiments</b>	<b>2 types of spreads</b>  <b>3 varieties jam/jellies</b>	e.g. Peanut butter, chocolate nut spread, cheese spread	Low fat varieties

<sup>2</sup> There may be deviation from the standard for traditional, holiday, or theme meals.

<sup>2</sup> Where potable water is available in a dining facility, bottled water shall not be provided. Sports Drinks, Energy Drinks, Thirst Quenchers, Bottled water, flavored, sparkling, fortified or other bottled water products are not covered within this standard

	plus honey, syrup, butter, margarine, ketchup, mustard, mayonnaise, hot sauce, meat sauce		
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LUNCH and SUPPER			
Category	Meal Item Availability Standard <sup>1</sup>	Definition/ Specification	Healthier Choices
Soup	1 freshly prepared soup		Homemade vegetable soups Homemade milk based soups or chowders made from milk with less than 2% M.F.
Main Entrée At least one choice is to be a healthier choice <sup>2</sup> prepared with little or no fat. One meatless protein dish to be included <sup>3</sup> . Vary on a rotating basis.	1 freshly prepared hot protein dish <sup>4</sup> with appropriate accompaniments.	To ensure that the minimum standard of protein content is met, the recipes used for main entrées should be in the CF recipe file or come from a standardized tested quantity recipe and contain a minimum of 18 gms of protein per serving. <sup>5</sup> Provide fish option at least twice per week. Meat from <u>federally inspected source</u> and <u>CFIA approved only</u> .	Lean meats prepared with little or no added fat or salt. Meat alternatives such as beans, lentils and tofu.
	1 pasta dish <u>OR</u>	With 1 variety of sauce,	Whole wheat pasta, 2% M.F. or less sauce, tomato sauce.
	1 Sandwich choice 2 varieties of sandwich fillings	Vary on a rotating basis.	Salmon provides omega 3 fatty acids, tuna packed in water. Low fat spreads, e.g.

<sup>1</sup> There may be deviation from the standard for traditional, holiday, or theme meals.

<sup>2</sup> Criteria: 400 calories, 15 g fat ( 5 g saturated & 10 g unsaturated), 600 mg Na per portion

<sup>3</sup> This may include fish, seafood, cheese or vegetarian dishes including legumes, tofu, nuts, etc.

<sup>4</sup> Unplanned leftovers may be utilized as a menu choice in addition to the standard.

<sup>5</sup> Foods for 50, Professional Chef, or the CF recipes are approved resources for recipes.

			mustard. Lean meats (ham, turkey) Whole grain products
<b>Starch</b>	<b>1 starch item</b>	Potato, rice, couscous. Vary cooking method	Brown or wild rice. Potatoes with skin. Prepared with little or no fat.
<b>Vegetables</b>	<b>1 cooked vegetable</b>	Prepared with no added fat. Offer at least one dark green or orange vegetable daily	Fresh or frozen vegetables, prepared with little or no added fat, sugar or salt.
<b>Salads</b>	<b>Salads</b>	Selection of salads as per the salad bar menu	Made with little or no fat
<b>Fruit</b>	<b>3 types of fruit, 1 variety of each</b>	May include a combination of fresh, frozen and canned. The term “ fresh” implies that the fruit has not been processed or preserved in any way. (i.e. not canned, cured, dehydrated, frozen or otherwise processed or preserved). Vary selection throughout the week and season.	Fresh fruit Frozen fruit without added sugar. Fruit canned in unsweetened or natural fruit juice.

Also applies to Armoury Kitchens – Certified Reserve units and publicly funded, contracted food services for non-certified units.

<b>LUNCH and SUPPER continued</b>			
<b>Category</b>	<b>Meal Item Availability Standard<sup>1</sup></b>	<b>Definition/ Specification</b>	<b>Healthier Choices</b>
<b>Dessert</b>	<b>1 prepared desserts</b>	e.g. milk puddings, Jell-o, fruit based desserts (i.e. cobblers, crisps), cereal squares.	2% or less M.F.
	<b>Baked desserts (1 type)</b>	e.g. cakes, cookies, pies, square.	Make with whole-wheat flour or whole grains.
<b>Bread Product</b>	<b>2 types of bread</b>	e.g. roll/bun, flat bread, loaves, bagels, pita	Whole grain products
	<b>Loaves - 4 varieties</b>	e.g. Whole wheat, multi grain, white, etc (whole wheat bread containing not less than 60 % whole wheat flour)	Whole grain products
<b>Beverage<sup>2</sup></b>	<b>3 types of Hot</b>	e.g. Tea (regular, decaffeinated,	

<sup>1</sup> There may be deviation from the standard for traditional, holiday, or theme meals.

<sup>2</sup> Where potable water is available in a dining facility, bottled water shall not be provided. Sports

	<b>beverages</b>	herbal), Coffee (regular, decaffeinated, flavored) Hot Chocolate	Less then 2% M.F.
	<b>3 types of cold beverages, 4 if non-dairy are provided:</b>		
	<b>Dairy (2 varieties)</b>	Refers to pasteurized cow's milk with Vitamin D and A added, in accordance with <u>Canada's Food and Drug Regulations</u> .	Less then 2% M.F.
	<b>Fruit/vegetable juice</b>	Pasteurized fruit juice from the named fruit or vegetable, no sugar added, in accordance with <u>Canada's Food and Drug Regulations</u> and the <u>Canadian Food Inspection Agency</u> (CFIA) Vary selection throughout the week	All
	<b>Fruit Flavoured Drinks (4 Varieties)</b>	Made of natural fruit flavor extract, of artificial fruit flavors, or any combination thereof. Shall contain Vitamin C not less than 24 mg and not more than 48 mg per 100 ml of ready to serve portion, in accordance with <u>Canada's Food and Drug Regulations</u>	Low calorie, low sugar
	<b>Non-Dairy Beverages</b>	Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow's milk. i.e. Soya milk, rice milk.	

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**Drinks, Energy Drinks, Thirst Quenchers, Bottled water, flavored, sparkling fortified or other bottled water products are not covered within this standard**

SALAD BAR			
Category	Meal Item Availability Standard <sup>1</sup>	Definition/ Specification	Healthier Choices
<b><i>Each brunch, lunch, and supper shall have a salad bar and offer the following choices:</i></b>			
<b>Leaf</b>	<p>1 leaf salad pre-mixed <b>OR</b></p> <p>1 leaf salad which allows diner to select from following ingredients and add dressing: sliced radishes, onion rings, diced cucumber, diced tomato, diced green peppers</p>	<p>e.g. Caesar salad, Greek salad etc</p> <p>e.g. tossed salad, spinach salad, etc</p>	<p>Prepared with small amount of dressing or low fat dressing.</p> <p>All</p>
<b>Raw Vegetables</b>	5 varieties	e.g. radishes, green onions, celery sticks, carrot sticks, turnip sticks, sliced cucumber, tomato wedges, mushrooms, sliced zucchini, green/red pepper, broccoli, cauliflower, etc.	All
<b>Starch, Bean, or Marinated Salad</b>	1 variety per meal	e.g. coleslaw, pasta salad, three-bean salad, marinated vegetable salad, etc. vary daily	Prepared using oil or dressing sparingly..
<b>Meatless Protein Choice</b>	<p>2 types of cheese:</p> <ul style="list-style-type: none"> <li>◆ 1 soft</li> <li>◆ 1 hard <ul style="list-style-type: none"> <li>• 2 varieties of each</li> </ul> </li> </ul>	<p>e.g. cheese spread, slices</p> <p>e.g. cheddar, Colby, mozzarella</p> <p>Cheese products produced in a dairy establishment registered by CFIA or equivalent</p>	Less than 2% M.F
<b>Pickles</b>	3 varieties of pickles	e.g. olives, beets, onions, dill pickles, gherkin pickles, etc.	
<b>Condiments</b>	mustard, ketchup,		

<sup>1</sup> There may be deviation from the standard for traditional, holiday, or theme meals.

	mayonnaise (reg and low fat), vinegar, oil 2 varieties of meat sauce <u>salad dressings:</u> <ul style="list-style-type: none"> <li>• 3 varieties of regular</li> <li>• 3 varieties of low fat</li> </ul> 2 varieties of crackers salt, pepper, and other assorted spices	e.g. BBQ Sauce   e.g. melba toast, bread sticks, biscuits	
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**DEFINITIONS:**

**Type:** Identifies a group of food items within the same **category** that has similar characteristics. For instance, in the *dessert category*, you have the following types: Prepared, Baked, and Frozen.

For the *fruit category*, types include: Apple, orange, banana, grapes, berries, etc.

**Variety:** Identifies a group of food items of the same **type** that has comparable characteristics. For example, *prepared dessert* would include the following varieties: Milk-based, Gelatine, Fruit-based (baked, stewed, fresh), Cereal squares (non-baked).

For the *apple type*, you have some of the following varieties: Macintosh, Gala, Granny Smith, Golden Delicious, etc.

Appendix C – Standard Meal Entitlement Pattern

Regular Meal Pattern

**Breakfast**

Juice  
Fruit  
Breakfast entrée  
Breakfast meat or alternative  
Cheese or Yogurt  
Breakfast starch  
Breakfast vegetable  
Bread product  
Two beverages  
Condiments/Preserves

**Lunch**

Soup  
Main Entrée  
    • Choice of freshly prepared protein dish, pasta, à la carte, or sandwich  
Starch  
Cooked vegetable  
Salad Bar  
Fruit  
Dessert  
Bread product  
Three beverages  
Condiments

**Supper**

Soup  
Main Entrée dish  
    • Choice of freshly prepared protein dish, pasta, or à la carte item  
Starch  
Cooked vegetable  
Salad Bar



<p>(175ml))</p> <p>Two breakfast bread products<sup>3</sup></p> <p>Appropriate condiments</p> <p><i>A breakfast wrap (115g) may be used in place of egg, breakfast meat and bread product.</i></p>	<p>Side salad or assorted raw vegetables (125ml)</p> <p>Condiments appropriate for sandwiches and salad</p> <p>Fresh or canned fruit (1 pce fresh or 175ml canned)</p> <p>One prepared or baked dessert<sup>4</sup></p> <p>Two beverages<sup>5</sup> (250ml each)</p> <p>One pocket supplement (for example, granola bar, nuts, or cheese an cracker pack)</p>
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<sup>3</sup> Muffin-130g, bagel- 110g, croissants-60g.

<sup>4</sup> Cake-1 pce 5x5x7cm, pie-1/8<sup>th</sup> of 22cm pie, square 5x5x2.5cm, Cookies- 2-7.5 cm, 1-12.5 cm, Sweet buns-

1

<sup>5</sup> One of the two beverages should be milk. However, in situations where milk may not be appropriate for issue in a box lunch (hot weather conditions, diner preference.), either 2 x 250 ml juice/cold beverage or 1 x 400-500 ml container of juice/cold

**Appendix D – Portion Size Standard**

**Portion Size Standard**

<b>Breakfast</b>	
Eggs, large	2 each
Ham/Back Bacon	45 g (raw)
Bacon	3 slices (40/48 slices per kg raw)
Sausages	2 each (12/500 g raw)
Hot cakes	2 X 90 ml ladles of batter
French Toast	2 slices
Cereal w/milk - hot	175 ml (cooked) plus 125 ml of milk
- cold	1nd pkg or 250 ml plus 125 ml of milk
Cheese	30 g
Muffin	1 each (130 g)
Bagel	1 each (110 g)
Croissants	1 each (60 g)
Toast	2 slices (each 35 g)
<b>Lunch and Supper</b>	
Soup	250 ml
Steaks and chops (bone in)	250g (raw)
Chicken pieces (bone-in)	275g (raw)
Steak (boneless)	225 g (raw)
Boneless meat/poultry	150 g cooked (180 g raw)
Fish (steaks, fillet)	150 g (raw)
Fish (battered)	150 g (cooked)
Stews	300 g (cooked) (250 ml ladle)
Casserole dishes	300g (cooked) (250 ml ladle)
Pasta w/ sauce (main entrée)	150 g of pasta, 175 ml of sauce
Three decker sandwich	1 each (90 g of meat total)
Hamburger	1 each (167 g raw)

**Portion Size Standard**

Hot dog	80 g (2 ea @ 40 g or 1 ea @ 80 g)
Pizza	1 each (1/6 of a 40 cm diameter pizza) 240 g
Tacos	2 each
Burritos	1 each (150g)
Submarine (15 cm long)	1 each (90 g sliced meat or 110 g mixed filling)
Sandwich	1 each
Sandwich filling - salad	110 g
Sandwich filling - sliced meat	90 g
Sliced meat – for cold plate	90 g
Starch Item - potatoes, rice, pasta	125 g (cooked) (2 ea 125 ml spoon, 2 ea #16 scoop)
Vegetables	90 g (125 ml spoon)
Salad Items	6" bowl or 8" plate
Canned fruit	175 ml
Fresh fruit (individual)	1 each
Fresh grapes/berries/sliced fruits	125 ml or 90 g
Pudding	125 ml
Jello	125 ml
Ice cream	125 ml
Fruit yogurt	175 ml
Cake	1 piece (5 cm X 5 cm X 7 cm)
Pie	1 piece (1/8 of a 22 cm diameter pie)
Squares	1 piece (5 cm X 5 cm X 2.5 cm)
Cookies (7.5 cm diam.)	2 each
Cookies (12.5 cm diam.)	1 each
Doughnuts / Sweet Buns	1 each
Bread	1 slice
Dinner Roll	1 each
<b>Beverages</b>	
Juice	250 ml

**Portion Size Standard**

Milk (2%, 1%, skim, choc, non dairy)	250 ml
Fruit Drinks	250 ml
Pop	250 ml
Hot Beverages	250 ml

**Appendix E - MEAL SATISFACTION CHECKLIST**

NAME: \_\_\_\_\_ RANK: \_\_\_\_\_ POS: \_\_\_\_\_

UNIT: \_\_\_\_\_ DATE: \_\_\_\_\_

NO. MEALS ORDERED: \_\_\_\_\_ NO. MEALS SERVED: \_\_\_\_\_

TIME MEAL REQUESTED: \_\_\_\_\_ TIME MEAL SERVED: \_\_\_\_\_

BREAKFAST		LUNCH		SUPPER		
ITEM		POOR		FAIR		GOOD
1. MAIN DISH						
2. SIDE DISH						
3. SALAD						
4. DESSERT						
5. BEVERAGE						
6. OVERALL DINNER IMPRESSION						

COMMENTS:

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CATERER / CONTRACTOR

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UNIT AUTHORITY

## Appendix F – DEFINITION OF TERMS

### Terms defined by Canada:

- a. "DND" means Department of National Defence.
- b. "PWGSC" means Public Works and Government Services Canada.
- c. "ESTABLISHMENT" means base, camp, unit or other organization where the work is performed or delivered.
- d. "SUPPORT BASE" means the Base which negotiates and manages the standing offer and which maybe providing some logistic support to the establishment.
- e. "CATERER" means that person, firm or corporation with whom an agreement has been entered into.
- f. "COMMANDING OFFICER" means the senior officer appointed to command the establishment.
- g. "AUTHORIZED USER" means a DND Unit Commander or delegated authority that is responsible for ordering meals.
- h. "BASE FOODS OFFICER/CHIEF" means a DND Food Services representative appointed by the supporting Base/Unit Commander/CO or his representative to make periodic inspections of the caterer's facilities and to assist in interpreting the specifications as related to food, food services, sanitation and hygiene.
- i. "SPECIFICATIONS" as used in this document means these contract specifications for the supply of food and food services for Department of National Defence at Nanaimo Military Camp, Nanaimo, BC
- j. "MEAL SATISFACTION CHECKLIST" means a satisfaction report completed by the responsible DND Unit representative that has received meals indicating the caterer's performance and any deficiencies.
- k. "BOX LUNCH" means a take out form of meal prepared in lieu of a meal normally served in the dining area.
- l. "DISPERSED MEAL" means hot food provided in insulated containers (Hay Boxes) for consumption away from dining facilities.

### Terms defined by the Offeror:

#### Special Dietary Meals

We, the Offeror, shall accommodate special dietary and allergy needs as and when requested by DND. The minimum of notice required by the Offeror is \_\_\_\_\_ hours/days.

#### Cancellation of Meals:

In the event that meal plans are changed, it is the responsibility of the Consignee (DND) to advise the Offeror of any cancellation. Failure to do so may result in the Consignee being billed for not cancelling. The minimum amount of notice required by the Offeror is \_\_\_\_\_ hours/days. Persons calling to cancel meal plans must identify themselves, obtain the representative's name and the cancellation number if applicable and note the time and date the cancellation was requested.

**Annex B – Basis of Payment**

**Basis of Pricing:**

- Firm Unit Prices are to be quoted in Canadian dollars.
- GST/HST is not to be included in the prices but will be added as a separate line item to any invoice issued as a result of a call-up against the Standing Offer.
- Prices are an all-inclusive cost to fulfil the scope of the work. The services detailed herein shall include all labour, tools, materials, manuals, travel and living costs, transportation charges, and supervision required to do the work. Any such costs must be incorporated into the firm offer prices.
- The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.
- **Quantities herein are estimates only. It is not a guarantee of business. Actual usage may vary from amounts shown.**
- Following issuance of a Standing Offer, it is the Offeror's responsibility to supply and update price lists and/or catalogues. The Offeror must send any updated price lists and/or catalogues to the Standing Offer Authority at the address stated in the Standing Offer. Upon request, the Offeror must provide one(1) copy of its price list and/or catalogue and updates to any Identified User requesting a copy.

**Contract Period – FIRM REQUIREMENT:** For the period commencing from date of issuance of Standing Offer to 31 October 2016.

Dispersed Hot Meals, conforming to Annex A:				
Item	Description	Estimated Annual Usage (number of meals)	Firm Unit Price / per person	Extended Price
1	Breakfast	1800	\$ _____	\$ _____
2	Lunch	1700	\$ _____	\$ _____
3	Supper	1400	\$ _____	\$ _____
Cold Box Meals, conforming to Annex A:				
Item	Description	Estimated Annual Usage (number of meals)	Firm Unit Price / per person	Extended Price
5	Box Breakfast	1000	\$ _____	\$ _____
6	Box Lunch	1000	\$ _____	\$ _____
7	Box Supper	1000	\$ _____	\$ _____
<b>Offer Price (Contract Period):</b>				<b>\$ _____</b>

Note that these prices:

1. **Include** all delivery charges;
2. **Do not include** GST/HST.

**MISCELLANEOUS REQUIREMENTS:** (This section will not form part of the bid evaluation.)

All other menu items not listed above including but not limited to Special dietary meals (diabetic, gluten-free, vegan, Kosher, Halal, vegetarian etc.) will be priced in accordance with the Offeror's current Price Catalogue and/or current published price lists:  
less a firm discount of \_\_\_\_\_ PERCENT;

OR

plus a surcharge of \_\_\_\_\_ PERCENT.

## **ANNEX C INSURANCE REQUIREMENTS**

### **1. Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

## 2. **Automobile Liability Insurance**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

**ANNEX D**

**Standing Offer Reporting Form - Example**

(The report must include the following information.)

The Offeror understands that it is their responsibility to implement a system for tracking all call-ups against this standing offer in order to provide usage reports and ensure that the financial limitation is not exceeded. Failure to comply may result in the setting aside of the Standing offer.

Reports must be submitted to the Standing Offer Authority to: christine.cress@pwgsc.gc.ca

**Report(s) is/are to be submitted** semi-annually, detailing the information below.

Offerors' Name:		Offerors' Contact Info:				
Title:						
Original Value of SO: \$			Amended Value of SO \$			
Standing Offer No.			Start Date of SO (DD/MM/YYYY)	End Date of SO (DD/MM/YYYY)		
Total Value to Date (\$)	Total Value for Reporting Period (\$)		Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)		
Location	Call-up No.	Product Description	Delivery Date	Call-up value (without tax)	HST/GST(as applicable)	Total

Included in the above report a separate spreadsheet must be provided for monthly Meal Category Count as follows:

<b>MEAL CATEGORY COUNT SUMMARY</b>				
<b>Meals</b>	November 2012	December 2012	January 2013	Etc.
Breakfast	50			
Lunch	100			
Supper	50			
Box Breakfast	0			
Box Lunch	0			
Box Supper	150			
etc. (from Annex B)				

NIL REPORT: We have not done any business with the federal government for this period \_\_\_\_\_

The FINAL REPORT is to provide a list showing items requisitioned that represent approximately the total value of all call-ups.