

CANADIAN SPACE AGENCY
JOHN H. CHAPMAN SPACE CENTRE

ADDENDUM NO. 1
REQUEST FOR PROPOSALS
FOOD SERVICES

Yves Guindon
Director, Security and Facilities

December 15, 2014



ADDENDUM NO. 1

REQUEST FOR PROPOSALS FOOD SERVICES

John H. Chapman Space Agency, Saint-Hubert

This addendum is further to the bidders' visit on December 10, 2014, at 3 p.m., to the premises of the Canadian Space Agency, in St. Hubert, and confirms the particulars provided during the question period.

Section 3.1.6 Vending machines

Replace by the following text: "For information purposes, the locations of the on-site vending machines are indicated below. Suppliers shall inform CSA about any vending machines it intends to install.

As of December 12, 2014

Entrance to the cafeteria

- Coke (supplier)
- Non-refrigerated vending machine/snacks (supplier owned)
- Change machine (owned by CSA)

Level 2, East spine corridor

- Coke (supplier)
- Coffee (supplier owned)

Level 2, West spine corridor

- None

Level 3, East spine corridor

- Coke (supplier)
- Coffee/Hot beverages (supplier owned)
- Non-refrigerated/snacks vending machine (owned by CSA)

Level 3, West spine corridor

- Coke (supplier)
- Coffee (supplier owned)
- Non-refrigerated/snacks vending machine (supplier owned)

Missions Operations Centre (MOC)

- Coffee (supplier owned)
- Non-refrigerated vending machine (owned by CSA)



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The supplier shall fill the machines with fresh products and change, at least once every weekday morning and afternoon, and keep them clean. The CSA machines shall be maintained and repaired at the supplier's expense. The supplier shall supply the necessary cups, covers and straws. Any profits from these machines will go to the supplier.

CSA places a great deal of emphasis on environmental protection. Consequently, the supplier shall set up a recycling program for used products, and use biodegradable products, including biodegradable cups in the vending machines.

3.1.16 Food handling regulations

Replace the 2nd paragraph by the following text:

The supplier must have a safety audit and control plan based on Part IX of the Canada Occupational Health and Safety Regulations (COHSR), a description of which shall be included in the proposal. The plan shall include, but not be limited to, measures for controlling the risk of contamination from physical, chemical or biological hazards and for controlling the growth of bacteria by controlling the time-temperature relationship at all times. The supplier shall submit an annual internal food safety audit report to the Director, Security and Facilities.

Section 4.4 Bid submission

Please note that the deadline for submitting bids remains December 23, 2014, at 4:00 p.m. (EDT).

Section 5.3 Financial criteria No. F4 – Rent proposed by supplier

Add the following text: "When evaluating this criterion, only lump sum amounts proposed by the supplier for annual rent will be considered."

**End of Addendum No. 1
December 15, 2014**