

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Room 1650, 635 8th Ave. S.W.
Calgary
Alberta
T2P 3M3

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 Catering, Medicine Hat	
Solicitation No. - N° de l'invitation W6704-15S192/A	Date 2015-02-18
Client Reference No. - N° de référence du client W6704-15S192	
GETS Reference No. - N° de référence de SEAG PW-\$CAL-125-6318	
File No. - N° de dossier CAL-4-37091 (125)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-03-31	
Time Zone Fuseau horaire Mountain Daylight Saving Time MDT	
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: Chan, Linda S.	Buyer Id - Id de l'acheteur cal125
Telephone No. - N° de téléphone (403) 292-5306 ()	FAX No. - N° de FAX (403) 292-5786
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 41 SVC BN GENERAL SIR ARTHUR CURRIE BLDG 4225 CROWCHILD TRAIL SW CALGARY, AB T3E 1T8	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada/Travaux
publics et Services gouvernementaux Canada
Room 1650, 635 8th Ave. S.W.
Calgary
Alberta
T2P 3M3

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

Solicitation No. - N° de l'invitation

W6704-15S192/A

Amd. No. - N° de la modif.

File No. - N° du dossier

CAL-4-37091

Buyer ID - Id de l'acheteur

cal125

CCC No./N° CCC - FMS No/ N° VME

W6704-15S192

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ca1125
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PART 1 - GENERAL INFORMATION

1.1 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 Security, Financial and Other 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, the Basis of Payment, the Insurance Requirements and DND 626 Task Authorization Form.

1.2 Summary

For the provision of all food, materials, equipment, labour, tools and supervision to provide catering services to the Department of National Defence, South Alberta Light Horse Regiment in Medicine Hat, Alberta, on an as required basis during the period of the contract.

Period of Contract: One year from date of issue, with the option to extend up to two additional one year periods.

As per the Integrity Provisions under section 01 of *Standard Instructions 2003*, bidders must provide a list of all owners and/or Directors and other associated information as required. Refer to section [4.21](#) of the *Supply Manual* for additional information on the Integrity Provisions.

For services requirements, Bidders must provide the required information as detailed in article 2.3 of Part 2 of *the bid solicitation*, in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

1.3 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 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 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 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.

Due to the nature of the bid solicitation, bids transmitted by electronic mail to PWGSC will not be accepted.

2.3 Former Public Servant

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:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"*pension*" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits*

Act, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c.C-17, the Defence Services Pension Continuation Act, 1970, c.D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c.R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c.R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c.M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is

eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (one hard copy)
Section II: Financial Bid (one hard copy)
Section III: Certifications (one 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-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability 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

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

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 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.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The technical bid must meet all of the mandatory requirements identified below in addition to those stated in the Statement of Requirement at Annex A. Supporting documentation, as applicable, must also be provided.

Failure to meet any of the requirements will render your submission non-compliant and given no further consideration.

- a) The vendor must currently be in the catering business.
- b) The vendor must prepare food from a Health Department inspected premises and provide proof of inspection.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

The total aggregate bid price will be calculated by multiplying the unit prices of each line item by the estimated usage.

The calculation will be applied to each year and option year of pricing and all periods will be totalled to determine the total evaluated aggregate bid price.

SACC *Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price - Bid

4.2 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 associated information 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 in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, 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 and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

5.1 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 inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame specified will render the bid non-responsive.

5.1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list (http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - 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.

PART 6 – INSURANCE REQUIREMENTS

6.1 Insurance Requirements

As per Annex C.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.1.1 Task Authorization Process

The Project Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" specified in Annex D.

The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.

The Contractor must provide the Project Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$50,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

7.1.1.3 Minimum Work Guarantee - All the Work - Task Authorizations

In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10% of the Limitation of Expenditure.

Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed

under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

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

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.1.1.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by RQMS (Medicine Hat). This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

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

7.2.1 General Conditions

[2035](#) (2014-09-25), General Conditions - Higher Complexity – Services, apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Period of the Contract

The period of the Contract is one year from date of award.

7.3.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one-year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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.

7.4 Authorities

7.4.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Linda Chan
Title: Acting Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Western Region
Address: Room 1650, 635 – 8 Avenue SW, Calgary, AB T2P 3M3

Telephone: 403-292-5306
Facsimile: 403-292-5786
E-mail address: linda.chan@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

7.4.2 Project Authority

The Project Authority for the Contract is:
(To be identified at time of award)

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.4.3 Contractor's Representative

Fill in as applicable

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

7.5 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.6 Payment

7.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid firm unit price(s) in accordance with the basis of payment, in Annex B, as specified in the authorized TA. 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.6.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

7.6.2.1 Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. Customs duties are included and Applicable Taxes are extra.

7.6.2.2 No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

7.6.2.3 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

7.6.2.4 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.

7.6.3 Monthly Payment

SACC Manual Clause [H1008C](#) (2008-05-12), Monthly Payment

7.6.4 Direct Request by Customer Department

SACC Manual Clause [A9117C](#) (2007-11-30), Direct Request by Customer Department

7.6.5 Discretionary Audit

SACC Manual Clause [C0100C](#) (2010-01-11), Discretionary Audit – Commercial Goods and/or Services

7.7 Invoicing Instructions

7.7.1 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.

7.7.2 Invoices must be distributed as follows:

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

7.8 Certifications

7.8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, 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.

7.8.2 SACC Manual Clauses

A9062C (2011-05-16) Canadian Forces Site Regulations

7.9 Applicable Laws

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

7.10 Priority of Documents

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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 (2014-09-25), Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, the signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated _____.

7.11 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. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX "A"

STATEMENT OF WORK

For the provision of all food, materials, equipment, labour, tools and supervision to provide catering services to the Department of National Defence, South Alberta Light Horse Regiment in Medicine Hat, Alberta, on an as required basis during the period of the contract.

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

- A. The vendor must currently be in the catering business.
- B. The vendor must prepare food from a Health Department inspected premises and provide Proof of Inspection.

The vendor will be responsible for the following:

- A. Provide a catering service for approximately 12 to 150 personnel, in multiple locations, on an as required basis.
- B. All paper plates, cups, plastic cutlery, napkins and condiments must be provided by the vendor.
- C. Formal mess dinners (Served plated meals), which include: Five course meals including serving staff, linen, china and cutlery.
- D. Delivery, set-up and clean-up must be performed by the vendor.
- E. Although there may be a requirement for another location, most of the feeding will be at the Patterson Armoury for the South Alberta Light Horse Regiment at 120 Cuyler Rd in Medicine Hat, AB.
- F. All meals must be of nutritional value and in accordance with the menu selected in accordance with the Canada Food Guide.
- G. Vendor must ensure that all food preparation/cooking follows standardized recipes or equivalent, takes place as close as possible to actual time of consumption and that meals/box lunches are prepared from quality ingredients.
- H. The vendor will be notified of rations requirements as soon as possible and no later than 48 hours prior to the requirement. Cancellations will be made at least 24 hours prior to the requirement.
- I. For each meal, menu items will be decided on by the Customer from the selections presented.

ANNEX "B"

BASIS OF PAYMENT

**Pricing is to exclude GST/HST
GST/HST will be included on the invoicing (if applicable)**

- There is no commercial kitchen on site that can be used for food preparation.
- Estimated quantity will be applied for each year for evaluation purposes only.

A. CONTRACT PERIOD – ONE YEAR FROM DATE OF AWARD

1. Breakfast Menu

Hot Breakfast	Estimated Quantity	Unit Cost
<i>Items A-D below are examples of hot breakfasts to be provided per the end user's request.</i>	2546	\$_____/Meal
A. Scrambled eggs; Bacon or Ham or Sausage; Hash browns, Toast with jam or muffin; coffee or tea; and juice		
B. Pancakes or French Toast; Bacon or Ham or Sausage; Hash browns, Toast with jam or muffin; coffee or tea; and juice		
C. Hot cereal; muffins or danish or croissant; fresh fruit cup; milk; juice; coffee or tea		
D. Omelette with choice of three of the following: ham, red/green peppers, onions, mushrooms, cheese and hashbrowns, muffin or Danish or croissant, coffee or tea and juice		

2. Lunch Menu

Hot Lunches	Estimated Quantity	Unit Cost
<i>Items A-K below are examples of hot lunches to be provided per the end user's request.</i>	2546	\$_____/Meal
A. Chicken cordon bleu; rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
B. Chicken tetrazzini; rice or noodles; hot vegetable; salad; milk or juice; coffee or tea		
C. Chicken stir-fry; rice or noodles; hot vegetable; salad; milk or juice; coffee or tea		
D. Roast chicken; rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
E. Italian lasagna (beef); hot vegetable; garlic bread; salad; milk or juice; coffee or tea		
F. Beef stroganoff; rice or noodles; hot vegetable; salad; milk or juice; coffee or tea		
G. Hot roast beef sandwich; rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
H. Stir-fry beef; rice or noodles; hot vegetable; salad; milk or juice;		

coffee or tea		
I. Fettuccine Alfred with chicken; hot vegetable; garlic bread; salad; milk or juice; coffee or tea		
J. Chili in a bread bowl; rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
K. Breaded fish (cod or haddock); rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
<p><i>All hot lunches are to include a bun with butter/margarine and dessert trays. Salad choices as follows: tossed salad, Caesar salad, pasta salad, Greek salad, potato salad or coleslaw. Potato choices as follows: Mashed potatoes, roasted potatoes, boiled potatoes, scalloped potatoes. Choice of two desserts to be available: assorted finger pastries, fruit pies, puddings, doughnuts, mixed fresh fruit, cakes.</i></p>		

Classic Lunch	Estimated Quantity	Unit Cost
<i>Items A-C below are examples of classic lunches to be provided per the end user's request.</i>	2546	\$_____/Meal
A. Soup or salad; sandwich; dessert; milk or juice; coffee or tea		
B. Soup or salad; quiche (vegetable or ham and cheese); dessert; milk or juice; coffee or tea		
C. Soup or salad; tourtière; dessert; milk or juice; coffee or tea		

Box Lunch	Estimated Quantity	Unit Cost
<i>Items A-C below are examples of box lunches to be provided per the end user's request.</i>	48	\$_____/BL
A. Sandwich; fruit; dessert; cheese and crackers; salad or vegetable with dip; juice and milk		
B. Sandwich; fruit; chocolate or nutigrain bar; cheese and crackers; salad or vegetable with dip; juice and milk		
C. Sandwich; fruit; chips; cheese and crackers; salad or vegetable with dip; juice and milk		
<p><i>All box lunches must come in separate containers (preferably a cardboard box) with condiments, napkins and utensils. Sandwiches to include a deli meat (roast beef, turkey, ham, kolbassa, summer sausage) or salad (egg salad, tuna salad, etc), cheese slices and lettuce.</i></p>		

3. Dinner Menu

Buffet Dinner	Estimated Quantity	Unit Cost
<i>Items A-O below are examples of dinners to be provided per the end user's request.</i>	2546	\$_____/Meal
A. Chicken cordon bleu; rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
B. Chicken tetrazini; rice or noodles; hot vegetable; salad; milk or juice; coffee or tea		
C. Chicken stirfry; rice or noodles; hot vegetable; salad; milk or juice; coffee or tea		
D. Roast chicken; rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
E. Italian lasagna (beef); hot vegetable; garlic bread; salad; milk or		

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juice; coffee or tea		
F. Beef stroganoff; rice or noodles; hot vegetable; salad; milk or juice; coffee or tea		
G. Hot roast beef sandwich; rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
H. Stirfry beef; rice or noodles; hot vegetable; salad; milk or juice; coffee or tea		
I. Fettuccine alfredo with chicken; hot vegetable; garlic bread; salad; milk or juice; coffee or tea		
J. Chili in a bread bowl; rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
K. Breaded fish (cod or haddock); rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
L. Pork chops; rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
M. Roast pork rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
N. Vegetarian pizza, rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
O. Tofu Stir-fry; rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
<p><i>All dinners are to include a bun with butter/margarine and dessert trays. Salad choices as follows: tossed salad, Caesar salad, pasta salad, Greek salad, potato salad or coleslaw. Potato choices as follows: Mashed potatoes, roasted potatoes, boiled potatoes, scalloped potatoes. Choice of two desserts to be available: assorted finger pastries, fruit pies, puddings, doughnuts, mixed fresh fruit, cakes.</i></p>		

4. Beverages

	Unit Cost
Based on individual portions	
A. Coffee/tea with meals/tray	\$ /Cup
B. Milk with meals/tray	\$ /Glass
C. Juice with meals/tray	\$ /Ea
D. Soft Drink with meals/tray	\$ /Ea
E. Bottled Water with meals/tray	\$ /Ea

5. Formal Served Meals

Served Dinners	Estimated Quantity	Unit Cost
Below are examples of courses to be provided per the end user's request.	200	\$ /Meal
Soup - Consommé or cream based		
Entrée or Salad 1e Stuffed Mushrooms Caesar salad		
Protein - beef, pork, poultry, fish or meatless alternative		
Starch - Potato, Pasta or Rice		
Vegetables x 2 or Macédoine ie Bacon wrapped asparagus		
Dessert ie chocolate cheese cake with cherry Brandy coulis		
Rolls and butter ie Clover, Crown		
Coffee and Tea ie Mountain ground and herbal		

B. OPTION YEAR ONE

1. Breakfast Menu

Hot Breakfast	Estimated Quantity	Unit Cost
<i>Items A-D below are examples of hot breakfasts to be provided per the end user's request.</i>	2546	\$_____/Meal
A. Scrambled eggs; Bacon or Ham or Sausage; Hash browns, Toast with jam or muffin; coffee or tea; and juice		
B. Pancakes or French Toast; Bacon or Ham or Sausage; Hash browns, Toast with jam or muffin; coffee or tea; and juice		
C. Hot cereal; muffins or danish or croissant; fresh fruit cup; milk; juice; coffee or tea		
D. Omelette with choice of three of the following: ham, red/green peppers, onions, mushrooms, cheese and hashbrowns, muffin or Danish or croissant, coffee or tea and juice		

2. Lunch Menu

Hot Lunches	Estimated Quantity	Unit Cost
<i>Items A-K below are examples of hot lunches to be provided per the end user's request.</i>	2546	\$_____/Meal
A. Chicken cordon bleu; rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
B. Chicken tetrazzini; rice or noodles; hot vegetable; salad; milk or juice; coffee or tea		
C. Chicken stir-fry; rice or noodles; hot vegetable; salad; milk or juice; coffee or tea		
D. Roast chicken; rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
E. Italian lasagna (beef); hot vegetable; garlic bread; salad; milk or juice; coffee or tea		
F. Beef stroganoff; rice or noodles; hot vegetable; salad; milk or juice; coffee or tea		
G. Hot roast beef sandwich; rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
H. Stir-fry beef; rice or noodles; hot vegetable; salad; milk or juice; coffee or tea		
I. Fettuccine Alfred with chicken; hot vegetable; garlic bread; salad; milk or juice; coffee or tea		
J. Chili in a bread bowl; rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
K. Breaded fish (cod or haddock); rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
<p><i>All hot lunches are to include a bun with butter/margarine and dessert trays. Salad choices as follows: tossed salad, Caesar salad, pasta salad, Greek salad, potato salad or coleslaw. Potato choices as follows: Mashed potatoes, roasted potatoes, boiled potatoes, scalloped potatoes. Choice of two desserts to be available: assorted finger pastries, fruit pies, puddings, doughnuts, mixed fresh fruit, cakes.</i></p>		

Classic Lunch	Estimated Quantity	Unit Cost
<i>Items A-C below are examples of classic lunches to be provided per the end user's request.</i>	2546	\$_____/Meal
A. Soup or salad; sandwich; dessert; milk or juice; coffee or tea		
B. Soup or salad; quiche (vegetable or ham and cheese); dessert; milk or juice; coffee or tea		
C. Soup or salad; tourtière; dessert; milk or juice; coffee or tea		

Box Lunch	Estimated Quantity	Unit Cost
<i>Items A-C below are examples of box lunches to be provided per the end user's request.</i>	48	\$_____/BL
A. Sandwich; fruit; dessert; cheese and crackers; salad or vegetable with dip; juice and milk		
B. Sandwich; fruit; chocolate or nutigrain bar; cheese and crackers; salad or vegetable with dip; juice and milk		
C. Sandwich; fruit; chips; cheese and crackers; salad or vegetable with dip; juice and milk		
<i>All box lunches must come in separate containers (preferably a cardboard box) with condiments, napkins and utensils.</i>		
<i>Sandwiches to include a deli meat (roast beef, turkey, ham, kolbassa, summer sausage) or salad (egg salad, tuna salad, etc), cheese slices and lettuce.</i>		

3. Dinner Menu

Buffet Dinner	Estimated Quantity	Unit Cost
<i>Items A-O below are examples of dinners to be provided per the end user's request.</i>	2546	\$_____/Meal
A. Chicken cordon bleu; rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
B. Chicken tetrazini; rice or noodles; hot vegetable; salad; milk or juice; coffee or tea		
C. Chicken stirfry; rice or noodles; hot vegetable; salad; milk or juice; coffee or tea		
D. Roast chicken; rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
E. Italian lasagna (beef); hot vegetable; garlic bread; salad; milk or juice; coffee or tea		
F. Beef stroganoff; rice or noodles; hot vegetable; salad; milk or juice; coffee or tea		
G. Hot roast beef sandwich; rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
H. Stirfry beef; rice or noodles; hot vegetable; salad; milk or juice; coffee or tea		
I. Fettuccine alfredo with chicken; hot vegetable; garlic bread; salad; milk or juice; coffee or tea		
J. Chili in a bread bowl; rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
K. Breaded fish (cod or haddock); rice or potato; hot vegetable; salad; milk or juice; coffee or tea		

L. Pork chops; rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
M. Roast pork rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
N. Vegetarian pizza, rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
O. Tofu Stir-fry; rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
<p><i>All dinners are to include a bun with butter/margarine and dessert trays. Salad choices as follows: tossed salad, Caesar salad, pasta salad, Greek salad, potato salad or coleslaw. Potato choices as follows: Mashed potatoes, roasted potatoes, boiled potatoes, scalloped potatoes. Choice of two desserts to be available: assorted finger pastries, fruit pies, puddings, doughnuts, mixed fresh fruit, cakes.</i></p>		

4. Beverages

	Unit Cost
Based on individual portions	
A. Coffee/tea with meals/tray	\$ _____/Cup
B. Milk with meals/tray	\$ _____/Glass
C. Juice with meals/tray	\$ _____/Ea
D. Soft Drink with meals/tray	\$ _____/Ea
E. Bottled Water with meals/tray	\$ _____/Ea

5. Formal Served Meals

Served Dinners	Estimated Quantity	Unit Cost
Below are examples of courses to be provided per the end user's request.	200	\$ _____/Meal
Soup - Consommé or cream based		
Entrée or Salad ie Stuffed Mushrooms Caesar salad		
Protein - beef, pork, poultry, fish or meatless alternative		
Starch - Potato, Pasta or Rice		
Vegetables x 2 or Macédoine ie Bacon wrapped asparagus		
Dessert ie chocolate cheese cake with cherry Brandy coulis		
Rolls and butter ie Clover, Crown		
Coffee and Tea ie Mountain ground and herbal		

C. OPTION YEAR TWO

1. Breakfast Menu

Hot Breakfast	Estimated Quantity	Unit Cost
<i>Items A-D below are examples of hot breakfasts to be provided per the end user's request.</i>	2546	\$ _____/Meal
A. Scrambled eggs; Bacon or Ham or Sausage; Hash browns, Toast with jam or muffin; coffee or tea; and juice		
B. Pancakes or French Toast; Bacon or Ham or Sausage; Hash browns, Toast with jam or muffin; coffee or tea; and juice		

C. Hot cereal; muffins or danish or croissant; fresh fruit cup; milk; juice; coffee or tea		
D. Omelette with choice of three of the following: ham, red/green peppers, onions, mushrooms, cheese and hashbrowns, muffin or Danish or croissant, coffee or tea and juice		

2. Lunch Menu

Hot Lunches	Estimated Quantity	Unit Cost
<i>Items A-K below are examples of hot lunches to be provided per the end user's request.</i>	2546	\$_____/Meal
A. Chicken cordon bleu; rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
B. Chicken tetrazzini; rice or noodles; hot vegetable; salad; milk or juice; coffee or tea		
C. Chicken stir-fry; rice or noodles; hot vegetable; salad; milk or juice; coffee or tea		
D. Roast chicken; rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
E. Italian lasagna (beef); hot vegetable; garlic bread; salad; milk or juice; coffee or tea		
F. Beef stroganoff; rice or noodles; hot vegetable; salad; milk or juice; coffee or tea		
G. Hot roast beef sandwich; rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
H. Stir-fry beef; rice or noodles; hot vegetable; salad; milk or juice; coffee or tea		
I. Fettuccine Alfred with chicken; hot vegetable; garlic bread; salad; milk or juice; coffee or tea		
J. Chili in a bread bowl; rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
K. Breaded fish (cod or haddock); rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
<p><i>All hot lunches are to include a bun with butter/margarine and dessert trays. Salad choices as follows: tossed salad, Caesar salad, pasta salad, Greek salad, potato salad or coleslaw. Potato choices as follows: Mashed potatoes, roasted potatoes, boiled potatoes, scalloped potatoes. Choice of two desserts to be available: assorted finger pastries, fruit pies, puddings, doughnuts, mixed fresh fruit, cakes.</i></p>		

Classic Lunch	Estimated Quantity	Unit Cost
<i>Items A-C below are examples of classic lunches to be provided per the end user's request.</i>	2546	\$_____/Meal
A. Soup or salad; sandwich; dessert; milk or juice; coffee or tea		
B. Soup or salad; quiche (vegetable or ham and cheese); dessert; milk or juice; coffee or tea		
C. Soup or salad; tourtière; dessert; milk or juice; coffee or tea		

Box Lunch	Estimated Quantity	Unit Cost
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<i>Items A-C below are examples of box lunches to be provided per the end user's request.</i>	48	\$_____/BL
A. Sandwich; fruit; dessert; cheese and crackers; salad or vegetable with dip; juice and milk		
B. Sandwich; fruit; chocolate or nutrigrain bar; cheese and crackers; salad or vegetable with dip; juice and milk		
C. Sandwich; fruit; chips; cheese and crackers; salad or vegetable with dip; juice and milk		
<i>All box lunches must come in separate containers (preferably a cardboard box) with condiments, napkins and utensils.</i>		
<i>Sandwiches to include a deli meat (roast beef, turkey, ham, kolbassa, summer sausage) or salad (egg salad, tuna salad, etc), cheese slices and lettuce.</i>		

3. Dinner Menu

Buffet Dinner	Estimated Quantity	Unit Cost
<i>Items A-O below are examples of dinners to be provided per the end user's request.</i>	2546	\$_____/Meal
A. Chicken cordon bleu; rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
B. Chicken tetrazini; rice or noodles; hot vegetable; salad; milk or juice; coffee or tea		
C. Chicken stirfry; rice or noodles; hot vegetable; salad; milk or juice; coffee or tea		
D. Roast chicken; rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
E. Italian lasagna (beef); hot vegetable; garlic bread; salad; milk or juice; coffee or tea		
F. Beef stroganoff; rice or noodles; hot vegetable; salad; milk or juice; coffee or tea		
G. Hot roast beef sandwich; rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
H. Stirfry beef; rice or noodles; hot vegetable; salad; milk or juice; coffee or tea		
I. Fettuccine alfredo with chicken; hot vegetable; garlic bread; salad; milk or juice; coffee or tea		
J. Chili in a bread bowl; rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
K. Breaded fish (cod or haddock); rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
L. Pork chops; rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
M. Roast pork rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
N. Vegetarian pizza, rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
O. Tofu Stir-fry; rice or potato; hot vegetable; salad; milk or juice; coffee or tea		
<i>All dinners are to include a bun with butter/margarine and dessert trays.</i>		
<i>Salad choices as follows: tossed salad, Caesar salad, pasta salad, Greek salad, potato salad or coleslaw.</i>		
<i>Potato choices as follows: Mashed potatoes, roasted potatoes, boiled potatoes, scalloped potatoes.</i>		

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Choice of two desserts to be available: assorted finger pastries, fruit pies, puddings, doughnuts, mixed fresh fruit, cakes.

4. Beverages

	Unit Cost
Based on individual portions	
A. Coffee/tea with meals/tray	\$/Cup
B. Milk with meals/tray	\$/Glass
C. Juice with meals/tray	\$/Ea
D. Soft Drink with meals/tray	\$/Ea
E. Bottled Water with meals/tray	\$/Ea

5. Formal Served Meals

Served Dinners	Estimated Quantity	Unit Cost
Below are examples of courses to be provided per the end user's request.	200	\$/Meal
Soup - Consommé or cream based		
Entrée or Salad ie Stuffed Mushrooms Caesar salad		
Protein - beef, pork, poultry, fish or meatless alternative		
Starch - Potato, Pasta or Rice		
Vegetables x 2 or Macédoine ie Bacon wrapped asparagus		
Dessert ie chocolate cheese cake with cherry Brandy coulis		
Rolls and butter ie Clover, Crown		
Coffee and Tea ie Mountain ground and herbal		

ANNEX "C"

INSURANCE REQUIREMENTS

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.

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ANNEX "D"

DND 626 TASK AUTHORIZATION FORM

(See attached)

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p>TO THE CONTRACTOR</p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR</p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédiez à	_____ Date for the Department of National Defence pour le ministère de la Défense nationale	
Delivery/Completion date – Date de livraison/d'achèvement		
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'ÀUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost

The cost of the Task broken out into the individual costed items in **Services**.

GST/HST

The GST/HST cost as appropriate.

Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y lieu.

Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.