

**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**

<b>Title - Sujet</b> Catering, Medicine Hat	
<b>Solicitation No. - N° de l'invitation</b> W0142-16X007/A	<b>Date</b> 2015-05-08
<b>Client Reference No. - N° de référence du client</b> W0142-16X007	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$CAL-104-6339	
<b>File No. - N° de dossier</b> CAL-5-38003 (104)	<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 2015-06-22</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Twomey, Margaret L.	<b>Buyer Id - Id de l'acheteur</b> cal104
<b>Telephone No. - N° de téléphone</b> (403) 292-4450 ( )	<b>FAX No. - N° de FAX</b> (403) 292-5786
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE RALSTON AB P.O.BOX 6000 MEDICINE HAT Alberta T1A8K8 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**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

Solicitation No. - N° de l'invitation

W0142-16X007/A

Amd. No. - N° de la modif.

File No. - N° du dossier

CAL-5-38003

Buyer ID - Id de l'acheteur

cal104

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

W0142-16X007

CCC No./N° CCC - FMS No/ N° VME

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## 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  Delivery location – Expédié à	<p><b>TO THE CONTRACTOR</b></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><b>À L'ENTREPRENEUR</b></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> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%; border-top: 1px solid black; text-align: center;">Date</div> <div style="width: 55%; border-top: 1px solid black; text-align: center;">for the Department of National Defence pour le ministère de la Défense nationale</div> </div>	
Delivery/Completion date – Date de livraison/d'achèvement		
Contract item no. N° d'article du contrat	Services	Cost Prix
	<b>GST/HST TPS/TVH</b>	
	<b>Total</b>	
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> 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> <div style="border-top: 1px solid black; margin-top: 20px; text-align: center;">         for the Department of Public Works and Government Services          pour le ministère des Travaux publics et services gouvernementaux       </div>		

## 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/ont 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 a 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.

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The bid solicitation is divided into six 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 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 Standard Meal Entitlement Pattern, DND 626 Task Authorization Form and any other annexes.

### 1.2 Summary

Department of National Defence on behalf of Defence Research and Development Canada requires the provision of Food Services from a centralized location in Medicine Hat, AB in the form of buffet style meals for breakfast, lunch and dinner for the duration of Exercise Precise Response. The successful contractor will secure a dining facility within Medicine Hat, AB capable of accommodating up to 210 adult diners; no less than 120. The final day is a BBQ to be held at CFB Suffield.

This requirement is all inclusive of the facility, labour, materials, equipment, rentals, cleaning, waste disposal, transportation, travel and all associated costs to fulfill this service.

Period of the contract is from date of award to 31 July, 2015 inclusive. Actual provision of services is from the 13th July 2015 to 31 July 2015 inclusive.

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 World Trade Organization Agreement on Government Procurement (WTO-AGP), 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.

### 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 FPSs, 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 FPSs 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.

## **2.6 Improvement of Requirement during Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least fifteen (15) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

# **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 (two (2) hard copies)  
Section II: Financial Bid (one (1) hard copy)  
Section III: Certifications (one (1) hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-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**

Bidders must meet all mandatory evaluation criteria included in Annexes A and C.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Criteria**

The Total Evaluated Bid Price will be determined as follows

Breakfast-	Qty- 120- x 19 days x	Price per meal
Lunch-	Qty- 120- x 4 days x	Price per meal
Supper-	Qty- 120- x 18 days x	Price per meal
BBQ*-	Qty- 120- x 1 day x	Price per meal

\*Note: BBQ is required at CFB Suffield and cost indicated is to take this into account

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

#### **4.2 Basis of Selection**

##### **4.2.1 Mandatory Technical Criteria**

SACC Manual Clause [A0031T](#) (2010-08-06), Basis of Selection – Mandatory Technical Criteria

### **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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [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 - RESULTING CONTRACT CLAUSES

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

#### 6.1 Statement of Work

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

#### 6.1.2 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.

##### 6.1.2.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" specified in Annex D.
2. 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.
3. 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.

4. 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.

#### 6.1.2.2 Task Authorization Limit

The *Project Authority* may authorize individual task authorizations up to a limit of **\$200,000.00**, Applicable Taxes included, inclusive of any revisions.

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

#### 6.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. 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 Thirty (30) *percentage of the Maximum Contract Value* .
2. 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.
3. 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.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### 6.1.2.4 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by G4 Supply - Procurement Officer. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority

### 6.2 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.

#### 6.2.1 General Conditions

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

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## **6.3 Term of Contract**

### **6.3.1 Period of the Contract**

The period of the Contract is from date of Contract to 31 July, 2015 inclusive.

## **6.4 Authorities**

### **6.4.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: *Margaret Twomey*  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Western Region  
Address: #1650, 635 – 8<sup>th</sup> Ave. SW Calgary, AB T2P 3M3  
  
Telephone: 403-292-4450  
Facsimile: 403-292-5786  
E-mail address: Margaret.twomey@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.

### **6.4.2 Project Authority**

The Project Authority for the Contract is: TBD

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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.

### **6.4.3 Contractor's Representative**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

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Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6.5 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.

## 6.6 Payment

### 6.6.1 Basis of Payment – Firm Unit Prices – Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid *the 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.

### 6.6.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

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 \$ TBD \_\_\_\_\_. Customs duties are *included*, and Applicable Taxes are extra.
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.
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.
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.

### 6.6.3 Single Payment

SACC Manual: H1000C, (2008-05-12) Single Payment

## 6.7 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. copy of diner attendance sheets
2. Invoices must be distributed as follows:
    - a. The original and two (2) copies must be forwarded to the following address for certification and payment.

Department of National Defence  
Base Commander  
CFB Suffield  
PO Box 6000, Stn Main  
Attn: Invoice Accounts  
Medicine Hat, AB  
T1A 8L8

Or E-mail to: [invoices@forces.gc.ca](mailto:invoices@forces.gc.ca)

## 6.8 Certifications

### 6.8.1 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.

## 6.9 Applicable Laws

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

### 6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2014-09-25) Higher Complexity - Services ;
- (c) Annex A, Statement of Work;



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- (d) Annex B, Basis of Payment;
  - (e) Annex C, Standard Meal Entitlement Pattern
  - (f) the signed Task Authorizations (including all of its annexes, if any);
  - (g) the Contractor's bid dated \_\_\_\_\_

## 6.11 Canadian Forces Site Regulations

SACC Manual clause [A9062C](#) (2012-07-16) Canadian Forces Site Regulations

## 6.12 Insurance

SACC Manual clause [G1005C](#) (2008-05-12) Insurance

## **ANNEX “A”**

### **STATEMENT OF WORK**

# **Provision of Food Services in support of Exercise Precise Response 2015.**

## **TABLE OF CONTENTS**

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9. CONSTRAINTS
10. LANGUAGE
11. TRAVEL
12. SELECTION CRITERIA
13. INVOICING INSTRUCTIONS
14. BASIS OF PAYMENT
15. SECURITY REQUIREMENTS

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## 1. INTRODUCTION

- **1.1** The Department of National Defense (DND), specifically CFB Suffield acting as the agent for Defense Research & Development Centre, Suffield (DRDC), has a requirement for the provision of Food Services for the period 13 July 2015 to 31 July 2015 within the immediate area of Medicine Hat, Alberta.

## 2. OBJECTIVE

- **2.1** The objective of this SOW is to acquire Food Services in Medicine Hat, Alberta in support of Exercise Precise Response 2015.
- **2.2** The duration of services required will be 13–31 July 2015 inclusive.

## 3. SCOPE - Provision of Food Services in support of Exercise Precise Response 2015.

- **3.1 Introduction:**
  - 3.1.1. Exercise Precise Response is a multi-national training exercise conducted annually at CFB Suffield. The exercise is hosted by DRDC and is attended by individual teams within NATO. All teams are accommodated within the immediate vicinity of Medicine Hat, Alberta.
  - 3.1.2. DND on behalf of DRDC, requires the provision of Food Services from a centralized location in the form of buffet style meals for breakfast, lunch and supper for the duration of Exercise Precise Response.
  - 3.1.3. The exercise will culminate on 31 July 2015 with an informal gathering and BBQ.
- **3.2 Objectives of the Requirement:**
  - **3.2.1.** Provide Food Services for no less than 120 persons and up to 210 persons from 13 July 2015 to 31 July 2015, within the immediate vicinity of Medicine Hat.
  - **3.2.2.** Provide a BBQ for approximately 330 persons on 31 July 2015, at a specific location within Canadian Forces Base Suffield.
  - **3.2.3.** Meals provided are to be Breakfast and Supper on weekdays and Breakfast, Lunch and Supper on weekends, in accordance with Annex B.
- **3.3 Background and Specific Scope of the Requirement:**
  - **3.3.1.** Exercise Precise Response is a multi-national exercise conducted at CFB Suffield. Approximately 300 NATO forces participants are anticipated, all of whom are accommodated within Medicine Hat for the duration of the exercise. All accommodation is to be arranged by individual participants, with food requirements provided for those that request this service.
  - **3.3.2.** The exercise programme is such that on weekdays, only Breakfast and Supper is required off base. All three daily meals are required on weekends when training does not take place.
  - **3.3.3.** Due to the dispersed locations of accommodation, not all of which can provide full meal service, a centralised food service location (within Medicine Hat) provided by one contractor is considered the requirement.
  - **3.3.4.** Culmination of the exercise on 31 July 2015 will result in all participants meeting in CFB Suffield for a review, which will conclude with a BBQ meal.
- **3.4 Ownership of Intellectual Property:** N/A
- **3.5 Requirements:** Contractor will secure a dining facility within Medicine Hat capable of accommodating up to 210 adult diners. Buffet style meals are to be provided, as per the

quantities and menus listed in Annex B and Annex C. Specific requirements for all meals are as follows;

- **3.5.1.** Plates, bowls, cutlery, cups and condiments
- **3.5.2.** Meals are to be provided and available for the duration of the following timelines;  
Weekdays: Breakfast 0530-0630hrs  
Dinner 1800-1930hrs  
  
Weekends: Breakfast 0700-0800hrs  
Lunch 1200-1300hrs  
Dinner 1800-1930hrs
- **3.5.3.** Special needs meals (i.e. kosher, halal, gluten-free, etc.) may be necessary but will be confirmed at least two weeks prior to requirement.
- **3.5.4.** BBQ specifics to include disposable plates, cutlery, and cups. Menu requirements to be confirmed.

#### 4. APPLICABLE STANDARDS

- **4.1 Dietary:** All deliverables and services rendered under contract are subject to inspection by the Technical Authority (TA). Should any deliverables not be to the satisfaction of the TA, the Contractor will have the opportunity to correct in the first instance. Repeat instances of dissatisfaction will be addressed between the Procurement Authority (PA) and/or CA (PWGSC) and the Contractor.
- **4.2 Certification:** Contractor employees must have at minimum, “**Food Safe**” certification.

#### 5. SERVICES REQUIRED

- **5.1.** The Contractor shall provide food service tasks as per the estimated quantities listed below, in addition to;
  - **5.1.1.** Meals at one specific location, as per the attached schedule
  - **5.1.2.** Meals to be of standard portion size

	Jul-2015						
Dates	13-17	18-19	20-24	25-26	27-30	31	Totals
No. of days	(5 days)	(2 days)	(5 days)	(2 days)	(4 days)	(1 day)	
Breakfast (Max)	210	210	210	210	210	210	
Lunch (Max)	0	210	0	210	0	0	
Supper (Max)	210	210	210	210	210	0	
BBQ	0	0	0	0	0	330	
Daily Meal Reqs	420	630	420	630	420	540	
Total Meals	2100	1260	2100	1260	1680	540	8940

## 6. DELIVERABLES

- **6.1** In addition to the provision of a central location and meals, contractor **mandatory deliverables** as listed below are required;
  - **6.1.1.** Menu sheets in advance of delivery – **required at bid submission.**
  - **6.1.2.** Diner attendance sheets for each meal – **format required at bid submission.** Actual sheets will be provided to the TA on a weekly basis.
- **6.2** DND/DRDC will provide estimated dining numbers two weeks in advance.

## 7. MILESTONES – N/A

## 8. FORMAT OF DELIVERABLES

- **8.1** All additional deliverables shall be submitted to the TA, in *one (1)* hard copy format at bid review. Attendance sheets as indicated above.

### **IMPORTANT INFORMATION – \* EFFECTIVE FEBRUARY 2015\***

Cheque stubs for Accounts Payable payments will no longer be printed by the Government of Canada. By signing up for Direct Deposit you can receive payment details by E-Mail and ensure prompt and secure delivery of payments.

## 9. SECURITY REQUIREMENTS:

- **10.1** The Contractor and his staff will be escorted for the duration of the service delivery on CFB Suffield by the TA for the BBQ.

## ANNEX "B"

### BASIS OF PAYMENT

1. GST is excluded from prices stated herein. GST must be shown as a separate item on any invoices. Invoicing can be made weekly for services rendered.
2. Pricing to be provided per meal/person/day as applicable.
3. Technical Authority (TA) will provide estimated diner numbers two weeks prior to requirement.
4. Minimum guaranteed quantity is 120 diners but catering required up to the maximums indicated below;

Jul-2015							
Dates	13-17	18-19	20-24	25-26	27-30	31	Totals
No of days	(5 days)	(2 days)	(5 days)	(2 days)	(4 days)	(1 day)	
Breakfast (Max)	210	210	210	210	210	210	
Lunch (Max)	0	210	0	210	0	0	
Supper (Max)	210	210	210	210	210	0	
BBQ	0	0	0	0	0	330	
Daily Req	420	630	420	630	420	540	
Total meals	2100	1260	2100	1260	1680	540	8940

5. Pricing to be provided per meal per person per day (if applicable) as follows:
- Breakfast- Min Qty- 120- Price per \$\_\_\_\_\_ meal
  - Lunch- Min Qty- 120- Price per \$\_\_\_\_\_ meal
  - Supper- Min Qty- 120- Price per \$\_\_\_\_\_ meal
  - BBQ\*- Min Qty- 120- Price per \$\_\_\_\_\_ meal

\*Note: BBQ is required at CFB Suffield and cost indicated is to take this into account.

## ANNEX "C"

### Standard Meal Entitlement Pattern

**Table B-1: Regular Meal Pattern**

<b>Breakfast</b>	
Fruit Juice	2 to 3 Varieties
Vegetable Juice	1 to 2 Varieties
Dairy	2 to 3 Varieties (one must be skim or 1%)
Fruit	3 to 4 Varieties
Cereal	3 to 4 Varieties (Ready to Eat Cold) 1 Hot
Breakfast entrée	Eggs (Scrambled or Omelet or Boiled) Not repetitive
Breakfast meat or alternative	2 to 3 Varieties (Bacon and Sausage or Ham)
Cheese	2 to 3 Varieties
Yogurt	2 to 3 Varieties (1 must be a min of 2% M.F or lower)
Breakfast starch	2 (To include 1 potato and 1 breakfast beans)
Breakfast vegetable	1 (Stewed tomatoes or sliced tomatoes etc.)
<b><u>Bread product:</u></b>	
Freshly Baked	1 (Muffin or sweet buns, etc)
Sliced Bread	2 to 4 Varieties (Min 50% must be whole grain)
Specialty Bread	1 to 2 Varieties (Bagels, or English Muffins, etc.)
Two Hot beverages	2 (Coffee 1 reg, 1 Decaf and Tea reg and Decaf)
Condiments/Preserves	1 Variety of spread (Peanut Butter) 3 to 5 Varieties of jam/jellies
<b>Plus:</b> Butter and or Margarine/Honey/Syrup (if req)/Ketchup/Mustard/Mayonnaise/Hot Sauce.	
<b>Lunch</b>	
<b><u>Main Entrée:</u></b>	2 to 3 freshly prepared hot protein dishes with appropriate accompaniments.
	(Pasta/Hot Sandwich can be considered options)
Starch	1 to 2 Varieties (Potatoes or rice or couscous, etc.)
Cooked Vegetable	1 to 2 cooked vegetables (at least 1 Dark Green and 1 coloured daily)
<b><u>Salad Bar:</u></b>	
Leaf	1 leaf salad without dressing (Tossed, Spinach, etc.)
Marinated	2 to 3 Varieties (Coleslaw, Pasta Salad, 3 Bean Salad, etc.)
Raw Vegetables	3 to 4 (Radishes, Celery Sticks, Carrot Sticks, Sliced Cucumbers, etc.)
Vegetarian Protein Choice	1 (Chick Peas, other legumes, etc.) 2 to 3 Varieties of Cheese.
Fruit	3 to 4 Varieties
<b><u>Dessert:</u></b>	

Prepared	1 to 2 Varieties (Milk Puddings, Cobblers, Crisps, etc.)
Baked	2 to 4 Varieties (Cakes, Cookies, Pies, Squares, etc.)
<b><u>Bread product:</u></b>	
Sliced Bread	2 to 4 Varieties (Min 50% must be whole grain)
Specialty Bread	1 to 2 Varieties (Bagels, or English Muffins, etc.)
<b><u>Beverages:</u></b>	
Fruit Juice	2 to 3 Varieties
Dairy	2 to 3 Varieties (one must be skim or 1%)
Two Hot beverages	2 (Coffee 1 reg, 1 Decaf and Tea reg and Decaf)
Condiments/Preserves	1 Variety of spread (Peanut Butter)
	2 to 3 Varieties of jam/jellies
<b>Plus:</b> Butter and or Margarine/Honey/Syrup (if req)/Ketchup/Mustard/Mayonnaise/Hot Sauce	
<b>Supper</b>	
<b><u>Main Entrée:</u></b>	
accompaniments.	2 to 3 freshly prepared hot protein dishes with appropriate
	(Pasta/Hot Sandwich can be considered options)
Starch	1 to 2 Varieties (Potatoes or rice or couscous, etc.)
Cooked Vegetable	1 to 2 cooked vegetables (at least 1 Dark Green and 1 coloured daily)
<b><u>Salad Bar:</u></b>	
Leaf	1 leaf salad without dressing (Tossed, Spinach, etc.)
Marinated	2 to 3 Varieties (Coleslaw, Pasta Salad, 3 Bean Salad, etc.)
Raw Vegetables	3 to 4 (Radishes, Celery Sticks, Carrot Sticks, Sliced Cucumbers, etc.)
Vegetarian Protein Choice	1 (Chick Peas, other legumes, etc.)
	2 to 3 Varieties of Cheese.
Fruit	3 to 4 Varieties
<b><u>Dessert</u></b>	
Prepared	1 to 2 Varieties (Milk Puddings, Cobblers, Cereal Squares, etc.)
Baked	2 to 4 Varieties (Cakes, Cookies, Pies, Squares, etc.)
<b><u>Bread product:</u></b>	
Sliced Bread	2 to 4 Varieties (Min 50% must be whole grain)
Specialty Bread	1 to 2 Varieties (Bagels, or English Muffins, etc.)
<b><u>Beverages:</u></b>	
Fruit Juice	2 to 3 Varieties
Dairy	2 to 3 Varieties (one must be skim or 1%)
Two Hot beverages	2 (Coffee 1 reg, 1 Decaf and Tea reg and Decaf)
Condiments/Preserves	1 Variety of spread (Peanut Butter)
	2 to 3 Varieties of jam/jellies
<b>Plus:</b> Butter and or Margarine/Honey/Syrup (if req)/Ketchup/Mustard/Mayonnaise/Hot Sauce	



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BBQ
*80% - Strip Loin
*20% - Chicken Breast
Tossed Salad
Caesar Salad
Potato Salad
Baked Potatoes with condiments to include Butter, Sour Cream, Chives, Bacon Bits and cheese
Cooked Mixed Vegetables
Desserts – Brownies, Nanaimo Bars, Date Squares

\*Percentage is based on confirmed number of diners for the BBQ

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**ANNEX "D"**

**DND 626 TASK AUTHORIZATION FORM**

attached