

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**
**Public Works and Government Services / Travaux
publics et services gouvernementaux**
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067

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 Accommodations and Meals, Regatta	
Solicitation No. - N° de l'invitation W0114-15SH10/A	Date 2015-05-12
Client Reference No. - N° de référence du client W0114-15-SH10	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-620-6592	
File No. - N° de dossier KIN-5-44007 (620)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-05-29	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Porter, Marta M.	Buyer Id - Id de l'acheteur kin620
Telephone No. - N° de téléphone (613) 483-6084 ()	FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE HMCS Ontario 5 SOMME AVE KINGSTON Ontario K7K7B4 Canada	

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 / Travaux publics
et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

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

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See Attached

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PART 1 - GENERAL INFORMATION

1.1 Requirement

For the Department of National Defence (DND), CFB Kingston, Kingston, Ontario, a Contractor is required to provide **Accommodations, Meals and Other Services** as listed herein at Annex "A" for Sea Cadets and Officers participating in the National Regatta.

The Cadet National Regatta is held each summer at the City of Kingston, Ontario. Sailing will take place during the month of August.

Services are required during the initial contract term from 1 July, 2015 to 30 June, 2017, with the option to extend the contract for an additional three (3) one (1) year periods.

1.2 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 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 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.

2.4 Applicable Laws

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

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 (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

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

3.1.1 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 submit documentation with the bid proving they meet the Technical Criteria stated in article entitled, 1.1. The Facility Must:

- Be located within a twenty (20) kilometre radius from the Royal Military College of Canada (RMCC);
- Have complementary onsite overnight (from 1600 hours (4:00 p.m.) to 0800 hours (8:00 a.m.)) parking available for approximately 30 vehicles, and;
- Have complementary onsite daytime parking available for approximately 15 vehicles.

located in Annex "A" - Requirement. Failure to submit the documentation will render the bid non-responsive and no further consideration will be given.

4.1.2 Financial Evaluation

It is Canada's intention to evaluate the requirement based on the usage's outlined in Annex "B", multiplied by the unit prices provided by the supplier in Annex "B". The extended prices will be added together for a low aggregate total.

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

4.2 Basis of Selection

4.2.1 Basis of Selection – Mandatory Technical Criteria

SACC Manual Clause (A0031T) 2010-08-16, 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 provided 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_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.

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Submission of Sample Menus

The Bidder must provide a proposed **one week Sample Menu** for daily meals; **and** a proposed **Banquet Menu**. The menus are to include listings for hot meals including soups, salads, entrees, desserts, hot and cold beverages, salad plates, sandwich luncheons and snack items, etc.

5.1.3.2 Desirable Services

The Bidder is requested to provide the following information:

- a. Internet Access in Single Rooms

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i) Can computers and internet access be provided in single rooms? YES _____ NO _____

ii) Is internet access available by individual room or a central gathering area?

iii) Are hook-ups available for DND provided computers? YES _____ NO _____

Any other information to be provided: _____

b. Gymnasium Facilities - Please provide any information with regards the use of a gym such as availability, location from accommodations, costs etc.

c. Pool Facilities - Please provide any information with regards the use of a pool such as availability, location from accommodations, costs etc.

d. Outdoor Sports Facilities - Please provide any information with regards to availability, location from accommodations, costs etc.

e. Indoor Lounge Style Facilities - Please provide any information with regards to availability, location from accommodations, costs etc.

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 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

6.2 Requirement

For the Department of National Defence (DND), CFB Kingston, Kingston, Ontario, a Contractor is required to provide **Accommodations, Meals and Other Services** as listed herein at Annex "A" for Sea Cadets and Officers participating in the National Regatta.

The Cadet National Regatta is held each summer at the City of Kingston, Ontario. Sailing will take place during the month of August.

Services are required during the initial contract term from 1 July, 2015 to 30 June, 2017, with the option to extend the contract for an additional three (3) one (1) year periods.

6.3 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.

6.3.1 General Conditions

2010C (2014-09-25), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from 01 July, 2015 to 30 June, 2017 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) 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 ten (10) 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.

6.5 Authorities

6.5.1 Contracting Authority

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The Contracting Authority for the Contract is:

Name: Marta Porter
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 86 Clarence Street, 2nd Floor
Kingston ON., K7L 1X3
Tel: 613-547-7587 Cell: 613-483-6084
Facsimile: 613-545-8067
E-mail address: marta.porter@pwgsc.gc.ca

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

6.5.2 Technical Authority *(To be entered at time of Contract award)*

The Technical Authority for the Contract is:

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

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

The Technical 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 Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative *(To be completed by bidder)*

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

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

6.6 Payment

6.6.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of

expenditure of \$ _____ (*insert the amount at contract award*). Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

6.6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (*PWGSC will insert the amount at contract award*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. 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 Multiple Payments

SACC Manual clause H1001C (2008-05-12) Multiple Payments

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.
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.

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

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

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 2010C (2014-09-25) General Conditions – Services (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ .

ANNEX "A"
REQUIREMENT

1.1 The Facility Must:

- Be located within a twenty (20) kilometre radius from the Royal Military College of Canada (RMCC);
- Have complementary onsite overnight (from 1600 hours (4:00 p.m.) to 0800 hours (8:00 a.m.)) parking available for approximately 30 vehicles, and;
- Have complementary onsite daytime parking available for approximately 15 vehicles.

1.2 Date Forecast:

- Contract Year #1 2015 10 to 21 Aug (check-out 22 Aug);
- Contract Year #2 2016 15 to 26 Aug (check-out 27 Aug);
- Option Year #3 2017 14 to 25 Aug (check-out 26 Aug);
- Option Year #4 2018 13 to 24 Aug (check-out 25 Aug); and
- Option Year #5 2019 12 to 23 Aug (check-out 24 Aug).

1.3 Room Requirements by Date - Year #1:

The proposed breakdown for number of personnel requiring accommodation in August 2015 is summarized in the table below. The actual figures (broken down by gender and rank) will be provided to the Contractor no later than two weeks prior the event.

Activity	Date – 2015	# of Personnel	# of Single Rooms	# of Double Rooms
Group 1 – C2 Staff	10 - 21 Aug	1	1	-
Group 2 – Set-up	12 - 21 Aug	4	4	-
Group 3 – Staffing	14 - 21 Aug	6	6	-
Group 4 – Participants	15 - 21 Aug	80	24	28
Group 5 – Spares	15 - 21 Aug	1	1	-
Totals		80	24	28

1.4 Room Requirements by Date - Year #2:

The proposed breakdown for number of personnel requiring accommodation in August 2016 is summarized in the table below. The actual figures (broken down by gender and rank) will be provided to the Contractor no later than three weeks prior the event.

Activity	Date – 2016	# of Personnel	# of Single Rooms	# of Double Rooms
Group 1 - C2 Staff	15 – 26 Aug	1	1	-
Group 2 - Set-up	17 – 26 Aug	4	4	-
Group 3 - Staffing	19 – 26 Aug	6	6	-
Group 4 - Participants	20 – 26 Aug	80	24	28
Group 5 - Spares	20 – 26 Aug	1	1	-
Totals		80	24	28

1.5 Room Requirements – Option Years #3, #4 and #5:

Tentative dates and number of personnel and room requirements shall be provided to the Contractor at the time each option year is exercised. Confirmation of actual numbers attending will be provided to the Contractor no later than 2 weeks prior to the first day of required accommodation.

1.6 Accommodations and Related Services:

1.6.1 At a minimum, the Contractor must provide the following:

- Single (1 occupant) rooms to accommodate Officers,
- Double (2 occupants) rooms to accommodate Cadets,
- Each room shall include all necessary bedding and towels,
- Male and Female Cadet accommodation must be separated by floor or wing,
- Officer accommodation may be of mixed gender with access to private washroom/bathing facilities,
- Cadets must have access to a common space that includes television, and
- Use of laundry facilities - any costs associated with the use of laundry facilities shall be built into the per room costs.

1.6.2 It would be desirable for the Contractor to provide costing for the following:

- Access to Internet connections in all rooms,
- Access to fitness, gymnasium and pool facilities,
- Access to an outdoor sports field, and
- Access to indoor lounge style facility for social activities in the evening.

1.7 Meals:

The contractor must provide meals to include the following standard items listed in the sample menus below:

Sample Breakfast Menu

Category	Meal Item Availability Standard
Fruit	$\frac{3}{4}$ grapefruit
	$\frac{3}{4}$ orange
	$\frac{3}{4}$ fruit salad
	$\frac{3}{4}$ 4 other types of fruit
total of 8 varieties	
Juice	$\frac{3}{4}$ 3 varieties:
	◆ 2 fruit (100% pure), and ◆ 1 vegetable
Entrée	$\frac{3}{4}$ eggs any style
	$\frac{3}{4}$ cereals: ¹
	◆ 1 hot type; and ◆ 7 varieties of ready-to-eat cereals
Meats	$\frac{3}{4}$ 2 breakfast entrées
	$\frac{3}{4}$ 2 varieties of hot breakfast meat

	^{3/4} 1 cold meat or ^{3/4} 1 meat spread
Cheese	^{3/4} 3 varieties of processed cheese
	^{3/4} 4 varieties of yogurt ²
Starch	^{3/4} 2 breakfast starch items
Vegetable	^{3/4} 1 breakfast vegetable
Bread Product	^{3/4} 2 freshly baked products
	^{3/4} 2 types of bread products (2 varieties of each)
	^{3/4} 3 varieties of loaves
Beverages	^{3/4} 3 types of hot beverages: ◆ coffee ◆ tea ◆ hot chocolate, cappuccino
	^{3/4} 2-3 types of cold beverages (3 if non-dairy are provided): ◆ dairy (4 varieties) ◆ fruit drinks (4 varieties) ◆ non-dairy beverage
Condiments	^{3/4} 2 spreads ^{3/4} 5 varieties of jam/jellies, ^{3/4} honey, syrup, butter, margarine, ketchup, mayonnaise, mustard, hot sauce, meat sauce

¹ to include 2 whole grain and 2 sweetened
² to include low fat varieties

Sample Salad Bar Dinner Menu

Leaf	¾ 1 leaf salad pre-mixed
	¾ 1 leaf salad which allows diner to select from following ingredients and add dressing: <ul style="list-style-type: none"> ◆ sliced radishes, onion rings, diced cucumber, diced tomato, diced green peppers
Raw Vegetables	¾ 8 varieties
Starch, Bean, or Marinated Salad	¾ 3 varieties per meal ¹
Protein Choice	¾ 1 type of protein choice
Meatless Protein Choice	¾ 1 meatless protein choice
	¾ 2 types of cheese: <ul style="list-style-type: none"> • 1 hard <div>Total of 4 varieties</div>
Pickles	¾ 5 varieties of pickles
Condiments	¾ mustard, ketchup, mayonnaise (reg and low fat), vinegar, oil
	¾ 3 varieties of meat sauce
	¾ <u>salad dressings:</u> <ul style="list-style-type: none"> • 5 varieties of regular • 5 varieties of low fat
	¾ 3 varieties of crackers
	¾ salt, pepper, and other assorted spices

Sample Dinner Menu

Category	Meal Item Availability Standard
Soup	¾ 1 freshly prepared soup
Main Entrée ^{3 4}	¾ 2 freshly prepared hot protein dishes with appropriate accompaniments <ul style="list-style-type: none"> ◆ at least 1 is to be solid meat, fish or poultry (e.g., roast, cutlet, steak, chop, fillet, chicken breast)
	¾ 1 pasta choice with 2 varieties of sauce
	¾ 1 variety of the following dishes: <ul style="list-style-type: none"> ◆ pizza, ◆ hamburger, ◆ hot dog, ◆ tacos, ◆ burritos, or similar dishes
Starch	¾ 2 starch choices ⁶
Vegetable	¾ 2 cooked vegetables ⁷
Salads	¾ Selection of salads as per the Salad Bar Menu
Fruit	¾ 6 types of fresh fruit to a maximum combination of 8 varieties
Dessert	¾ 2 prepared desserts
	¾ 4 types of baked desserts
	¾ 2 varieties of ice cream
	¾ 4 varieties of yogurt
Bread	¾ 3 types of bread

	Products	<ul style="list-style-type: none"> ◆ <u>Loaves:</u> <ul style="list-style-type: none"> • 4 varieties
	Beverages	^{3/4} 3 types of hot beverages: <ul style="list-style-type: none"> ◆ coffee ◆ tea ◆ hot chocolate, cappuccino
		^{3/4} 4-5 types of cold beverages (5 if non-dairy are provided): <ul style="list-style-type: none"> ◆ dairy (4 varieties) ◆ fruit/ vegetable juice, ◆ fruit drinks (4 varieties) ◆ non-dairy beverage ◆ pop (4 varieties)

¹ prepared using oil or dressing sparingly; ensure a variety at each meal

³ ONE is to be a healthy choice prepared with little or no fat.

⁴ ONE to be meatless protein dish which may include fish, seafood, cheese or vegetarian dishes including legumes, tofu, nuts, etc.

⁶ ONE of which is not fried or prepared with little or no added fat

⁷ prepared with no added fat

Sample Plastic Bag Lunches and Suppers

- Rotation each day of turkey, roast beef, ham, vegetarian option to be available on each day
- Apple, banana, orange, whole fruit rotation each day
- Carrots or celery with dip
- Juice box
- Crackers with cheese spread
- Bottled water
- Two cookies
- Individual fruit cups

Sample BBQ Dinner Menu

- Hamburgers and Hotdogs, with assorted condiments
- Vegetarian option to be available
- Tossed green salad with assorted dressings
- Coleslaw or pasta salad
- Assorted brownies and squares
- Assorted can pop, and bottled water

1.7.1 Required Mealtime Hours:

- Breakfast - 0630 hrs - 0800 hrs

- Lunch - N/A
- Supper - 1700 hrs - 1830 hrs (5:00 p.m. - 6:30 p.m.)

Breakfast and Supper meals must be provided each day at the Contractor's location. The meal hours are approximate and will be confirmed by the Technical Authority no later than 2 weeks prior to the first day of required accommodation. Occasionally, the Technical Authority may request the Contractor to extend the supper time, no later than 1900 hours (7:00 p.m.), due to events in the field. The Contractor will be notified of the request for supper time extension by 1430 hours (2:30 p.m.) on that day. The Contractor shall bill the Technical Authority for meals served.

Sample menus shall be submitted to the Technical Authority for review and acceptance, on annual basis prior to each National Regatta.

1.7.2 Awards Reception:

The Contractor shall provide facilities, food, beverages and service for informal awards reception (no meal – desert and beverages only) to accommodate 80 people, to be held on the last day of the National Regatta and commencing between 1830 hours (6:30 p.m.) and 1930 hours (7:30 p.m.). The proposed reception menu shall be submitted to the Technical Authority for review and acceptance.

The Reception facility must accommodate approximately 120 people in regards to seating. The Technical Authority will confirm attendee numbers no later than 48 hours prior to the reception date.

Costs for the Awards Reception shall be priced separately at a "per person" cost.

1.7.3 BBQ Buffet Style:

The Contractor shall provide facilities, food, beverages and service for one BBQ Buffet Style informal setting to accommodate 80 people, to be held on August 20, 2015 and commencing between 1800 hours (6:00 p.m.) and 1900 hours (7:00 p.m.). The proposed BBQ menu shall be submitted to the Technical Authority for review and acceptance.

The Facility for the BBQ must accommodate 120 people in regards to seating. The Technical Authority will confirm attendee numbers no later than 48 hours prior to the BBQ date. Meal costs for the BBQ shall be priced based on the "per person" pricing outline in Annex "B" – Basis of Payment.

1.7.4 Meal Requirements by Date - Year #1:

The proposed breakdown for number of personnel requiring meals in August 2015 is summarized in the table below.

2015													
Date	10 Aug	11 Aug	12 Aug	13 Aug	14 Aug	15 Aug	16 Aug	17 Aug	18 Aug	19 Aug	20 Aug	21 Aug	22 Aug
Total Personnel	-	1	4	4	6	80	80	80	80	80	80	80	80
Qty Breakfast	-	1	4	4	6	6	80	80	80	80	80	80	80
Qty Bagged Lunch	-	1	4	4	6	6	80	80	80	80	80	80	3
Qty Supper	-	1	4	4	6	6	80	80	80	80	-	80	3
Qty Bagged Supper	-	-	-	-	-	1	1	1	1	1	1	1	-
Qty Awards Reception	-	-	-	-	-	-	-	-	-	-	-	80	-
Qty BBQ	-	-	-	-	-	-	-	-	-	-	80	-	-

1.7.5 Meal Requirements by Date - Year #2:

The proposed breakdown for number of personnel requiring meals in August 2016 is summarized in the table below.

2016													
Date	15 Aug	16 Aug	17 Aug	18 Aug	19 Aug	20 Aug	21 Aug	22 Aug	23 Aug	24 Aug	25 Aug	26 Aug	27 Aug
Total Personnel	-	1	4	4	6	80	80	80	80	80	80	80	80
Qty Breakfast	-	1	4	4	6	6	80	80	80	80	80	80	80
Qty Bagged Lunch	-	1	4	4	6	6	80	80	80	80	80	80	3
Qty Supper	-	1	4	4	6	6	80	80	80	80	-	80	3
Qty Bagged Supper	-	-	-	-	-	1	1	1	1	1	1	1	-
Qty Awards Reception	-	-	-	-	-	-	-	-	-	-	-	80	-
Qty BBQ	-	-	-	-	-	-	-	-	-	-	80	-	--

1.7.7 Meal Requirements - Option Years #3, #4 and #5:

Tentative dates and number of personnel and meal requirements shall be provided to the Contractor at the time each option year is exercised. Confirmation of actual numbers attending will be provided to the Contractor no later than 2 weeks prior to the first day of required accommodation.

1.7.8 Food Standards:

The applicable industry food standards shall be complied with, throughout the term of the contract. The Technical Authority reserves the right to inspect, or arrange for inspection of, the premises and books in order to check foodstuffs purchased and the food served to cadets and officers, against the document of the Standards of Food Quality. All food must have the "Canada Approved" stamp where applicable.

1.7.9 Food Poisoning and Contamination:

The Contractor shall abide by the Canada Food Guide pertaining to the safe handling of food products. The Contractor shall accept full responsibility for any food poisoning or illness that arises as a result of eating food prepared and served by the Contractor. Canada shall in no way be held liable for any damages.

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kin620
File No. - N° du dossier
KIN-5-44007

Buyer ID - Id de l'acheteur
kin620
CCC No./N° CCC - FMS No./N° VME

ANNEX "B"

BASIS OF PAYMENT

2.1 Pricing Proposal:

- Price proposals will be evaluated in Canadian Dollars. H.S.T., if applicable, is extra to the prices herein and shall be shown on any invoice as a separate item.
- Bidders must submit firm, all-inclusive rates for the provision of accommodation and meal services. The estimated usage identified for Contract Year #2, 3, 4 and 5 is based on the projections for Contract Year #1 (see summary of usage in the below table). All estimated usage are included for evaluation purposes only and do not represent a commitment on behalf of Canada.

Year #1 August 2015		10	11	12	13	14	15	16	17	18	19	20	21	22	TOTALS
Date	Aug	Aug	Aug	Aug	Aug	Aug	Aug	Aug	Aug	Aug	Aug	Aug	Aug	Aug	
Estimated Number of Personnel	1	1	4	4	6	80	80	80	80	80	80	80	80	80	656
Qty Single Rooms (1 person per room)	1	1	4	4	6	24	24	24	24	24	24	24	24	3	187
Qty Double Rooms (2 persons per room)	-	-	-	-	-	28	28	28	28	28	28	28	28	-	196
Qty Breakfast	-	1	4	4	6	6	80	80	80	80	80	80	80	80	581
Qty Bagged Lunch	-	1	4	4	6	6	80	80	80	80	80	80	80	3	504
Qty Supper	-	1	4	4	6	6	80	80	80	80	80	-	80	3	424
Qty Bagged Supper	-	-	-	-	-	1	1	1	1	1	1	1	1	-	7
Qty Awards Reception	-	-	-	-	-	-	-	-	-	-	-	-	80	-	80
Qty BBQ	-	-	-	-	-	-	-	-	-	-	-	80	-	-	80

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2.2 Pricing Basis:

YEAR #1 - July 01, 2015 to June 30, 2016
YEAR #2 - July 01, 2016 to June 30, 2017
OPTION YEAR #3 - July 01, 2017 to June 30, 2018
OPTION YEAR #4 - July 01, 2018 to June 30, 2019
OPTION YEAR #5 - July 01, 2019 to June 30, 2020

	Description	Estimated Usage	Firm Rates – Year # 1	Firm rates – Year # 2	Firm Rates – Option Year # 3	Firm Rates – Option Year # 4	Firm rates – Option Year # 5
1	Single Room (1 person per room)	187	\$ Per Room	\$ Per Room	\$ Per Room	\$ Per Room	\$ Per Room
2	Double Room (2 persons per room)	196	\$ Per Room	\$ Per Room	\$ Per Room	\$ Per Room	\$ Per Room
3	Breakfast	581	\$ Per Meal	\$ Per Meal	\$ Per Meal	\$ Per Meal	\$ Per Meal
4	Bagged Lunches	504	\$ Per Meal	\$ Per Meal	\$ Per Meal	\$ Per Meal	\$ Per Meal
5	Supper	424	\$ Per Meal	\$ Per Meal	\$ Per Meal	\$ Per Meal	\$ Per Meal
6	Bagged Supper	7	\$ Per Meal	\$ Per Meal	\$ Per Meal	\$ Per Meal	\$ Per Meal
7	Awards Reception	80	\$ Per Person	\$ Per Person	\$ Per Person	\$ Per Person	\$ Per Person
8	BBQ style informal setting	80	\$ Per Person	\$ Per Person	\$ Per Person	\$ Per Person	\$ Per Person