

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
Government of Canada Building
101 - 22nd Street East, Suite 110
Saskatoon
Sask.
S7K 0E1
Bid Fax: (306) 975-5397

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

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

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Public Works and Government Services Canada/Réception
des soumissions Travaux publics et Services
gouvernementaux Canada
Government of Canada Building
101 - 22nd Street East
Suite 110
Saskatoon
Saskatche
S7K 0E1

Title - Sujet Meals and Accommodations, LCCNS	
Solicitation No. - N° de l'invitation W4295-15C006/A	Date 2015-06-02
Client Reference No. - N° de référence du client W4295-15C006	GETS Ref. No. - N° de réf. de SEAG PW-\$STN-202-4792
File No. - N° de dossier STN-5-38011 (202)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-06-18	
Time Zone Fuseau horaire Central Standard Time CST	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Kowal, Meagan	Buyer Id - Id de l'acheteur stn202
Telephone No. - N° de téléphone (306)241-1169 ()	FAX No. - N° de FAX (306)975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 17 WING WINNIPEG STN FORCES P.O.BOX 17000 WINNIPEG Manitoba R3J3Y5 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided; |
| Part 6 | Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment, the Insurance Requirements, Mandatory Requirements and the Standing Offer Usage Report

1.2 Summary

The Department of National Defence (DND) has a requirement for a facility to provide meals, accommodations and the availability of a body of water/training site for the Lake Chestermere Cadet Nautical Site, Alberta in accordance with Annex A – Statement of Work as detailed herein. The Standing Offer will be from date of issuance to April 30, 2016 with one (1) additional Option Year from May 1, 2016 to April 30, 2017

As per the Integrity Provisions under section 01 of Standard Instructions [2006](#) and [2007](#), offerors 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, Offerors must provide the required information as detailed in article 2.3 of Part 2 of the Request for Standing Offers (RFSO), in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.

The requirement is subject to a preference for Canadian goods and/or services.

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1.3 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2014-09-25) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.1.1 SACC Manual Clauses

M0019T (2007-05-25), Firm Price and/or Rates

2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

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, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES** () **NO** ()

If so, the Offeror 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** () **NO** ()

If so, the Offeror 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 - Request for Standing Offers

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

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5 Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

Section I: Technical Offer (one hard copy)

Section II: Financial Offer (one hard copy)

Section III: Certifications (one hard copy)

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

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

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

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, offerors 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 Offer

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

Section II: Financial Offer

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

3.1.1 Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____
Master Card _____

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

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

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

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

1.1.1. Mandatory Technical Criteria

- a) Ability to perform the full scope of work as described in Annex A, Statement of Work;
- b) Provision of pricing as detailed in Annex B, Basis of Payment;
- c) Completion and submission of Annex D, Mandatory Technical Evaluation Criteria.

4.1.2 Financial Evaluation

The estimated quantities listed herein are for evaluation purposes only and will not form part of any resulting Contract. Actual usage may vary from the amounts shown.

The evaluated price of this RFP will be calculated by summing the subtotals found in Annex B – Basis of Payment as follows:

Subtotal (i) from Contract Year 1 + Subtotal (ii) from Option Year 1 = Evaluated Price

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 - CERTIFICATIONS

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

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

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

5.1 Certifications Precedent to Issuance of a Standing Offer and Certifications Required with the Offer

5.1.1 Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to comply with the request of the Standing Offer Authority and to provide the certifications within the time frame provided will render the offer non-responsive.

5.1.1.1 Integrity Provisions - Associated Information

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

5.1.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

5.1.2 Certifications Required with the Offer

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

5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

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

Failure to provide this certification completed with the offer will result in the services offered being treated as non-Canadian services.

The Offeror certifies that:

() the services offered are Canadian services as defined in paragraph 4 of clause [A3050T](#).

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

5.1.2.1.1 SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition

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PART 6 - INSURANCE REQUIREMENTS

6.1 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex C.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

7.2.1 There is no security requirement applicable to this Standing Offer.

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

[2005](#) (2014-09-25) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 Standing Offers Reporting

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

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

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

The quarterly reporting 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;

4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than thirty (30) calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from date of issuance to April 30, 2016 inclusive.

7.4.2 Extension of Standing Offer

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If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional one (1) period, from May 1, 2016 to April 30, 2017 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Meagan Kowal
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch - Western Directorate
Government of Canada Building
101 22nd Street East, Suite 110
Saskatoon, SK
S7K 0E1

Telephone: 306-241-1169
Facsimile: 306-975-5397
E-mail address: meagan.kowal@pwgsc-tpsgc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Standing Offer is:

To be Determined

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

7.5.3 Offeror's Representative

Name _____
Title _____
Address _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

7.6 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.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Regional Cadet Support (Unit) Northwest

7.8 Call-up Instrument

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

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$15,000.00 (Applicable Taxes included).

7.10 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2014-09-25), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010C](#) (2014-09-25), General Conditions - Services (Medium Complexity)
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirement;
- h) Annex E, Standing Offer Usage Report
- i) the Offeror's offer dated _____ TBD

7.11 Certifications

7.11.1 Compliance

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

7.11.2 SACC Manual Clauses

Solicitation No. - N° de l'invitation
W4295-15C006/A
Client Ref. No. - N° de réf. du client
W4295-15C006

Amd. No. - N° de la modif.
File No. - N° du dossier
stn-5-38011

Buyer ID - Id de l'acheteur
stn202
CCC No./N° CCC - FMS No./N° VME

M3060C (2008-05-12), Canadian Content Certification

7.12 Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

Section 13 Interest on Overdue Accounts, of 2010C (2014-09-25), General Conditions – Services (Medium Complexity) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Period of the Contract

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

7.4 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

7.5 Payment

7.5.1 Basis of Payment – Firm Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B for a cost of \$ TBD at call up. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.5.2 Single Payment

SACC Manual clause [H1000C](#) (2008-05-12) Single Payment

7.5.3 SACC Manual Clauses

A9117C (2007-11-30), T1204-Direct Request by Customer Department

7.5.4 Payment by Credit Card

To be Determined

7.6 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.
 - (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.7 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

Background

The Department of National Defence (DND), Lake Chestermere Cadet Nautical Site will be conducting Sail Training and requires the services of a facility to provide meals and accommodations for the specified weekends (Friday to Sunday) as detailed herein from date of issuance to April 30, 2016 with the option for additional weekends in the summer of 2016. The requirement also includes the availability of a body of water/training site as described below, classrooms, accommodations and food services as per the Cadet Feeding Operations, Sample Meal Guideline attached as Appendix "1" for up to 46 Cadets and 6 Supervising Officers.

Training site

The training site must be a body of water with a history of wind conditions capable of delivering the Sail Canada CANSail Level II, minimum of 8-16 km/hr or 4-9 knots. It must have a maximum 30 ft depth in sail area, as to not cause damage to the mast of the sailboat, all hazards must be clearly marked, vessel traffic must be minimal, so as to provide a safe sail training environment, and it must be a large enough area to support 20 sailboats and 3 rescue boats. The location of accommodations must be no more than 10km from the Body of water/training site.

The location of the training site can be no further than 300 Kms from the Sea Cadet Units that will be serviced (trained) at this location. Locations to be serviced are Calgary, Medicine Hat, Lethbridge, and Drumheller, Alberta.

Location of training site must have 911 services, or be no further than 20 Kms of a medical facility with an emergency room physician in continuous attention, for safety purposes.

Schedule / Itinerary

Cadets and Officers will arrive the Friday after 18:00 hrs and leave Sunday at approximately 15:00 hrs for each scheduled training weekend.

2015 Estimated Dates Required:	Estimated People
11-13 September 2015	52
18-20 September 2015	52

2016: To be Determined

Tasks:

The contractor is required to provide the following:

1. Accommodations:
 - a) Provide accommodations based on 2 people per room for the Cadets, and one for each of the Supervising Officers. The dormitory must be for the exclusive use of the Cadets. One bed per person, no male and females sharing accommodations. Total number of males/females to be confirmed 48 hours prior to arrival.

Accommodations must:

- i) Be located no more than 10 km from the body of water/training site;
- ii) Have a current valid Occupancy Permit, current valid Alberta Permit to operate a food service establishment and current valid Health Permit issued by the Alberta Department of Health;
- iii) Have a minimum of 2 male/2 female washrooms/toilets, and 2 male/2 female shower facilities;
- iv) Have dining room/classroom/study room/common room, to accommodate 46 Cadets and 6 Adult Staff, complete with seating, tables, and power to operate DND owned electronic devices;
- v) Have laundry facilities, including washer and dryer available;
- vi) Have parking space for 1 vehicle available;
- vii) Provide access to telephones;
- viii) Be in good repair- buildings/areas must be clean and maintained prior to arrival of the cadets each training weekend;
- ix) Comply with the National Building Code and National Fire Code; and
- x) Be made available for a pre-acceptance inspection and annual inspection for fire and life safety by representatives of DND. Where a disagreement exists between the provincial authority and the DND authority, the DND authority shall take precedence, unless a mutual decision can be reached.

2. Meals

- a) Prepare and provide meals and snacks as per the Cadet Feeding Operations, Sample Meal Guideline, attached as Appendix 1. A sample meal menu is provided below. All required dishes and utensils to be provided by contractor. Total numbers to be confirmed 48 hours prior to arrival.

Meals are to be delivered no later than:

Breakfast - 7:00 a.m.

Lunch - Paper bag lunch to be delivered in morning with breakfast

Dinner - 5:30 p.m

Snack - To be prepared and delivered at same time as dinner on Saturday, and on arrival to the location on Friday evening.

Estimated meals required:

Day	Breakfast	Bag Lunch	Supper	Snack
Friday	0	0	0	52
Saturday	52	52	52	52
Sunday	52	52	0	0

The following meals will be provided each weekend the facility is booked and as per the Cadet Feeding Operations, Sample Meal Guideline attached as Appendix 1.

Breakfast for Saturday and Sunday:

Scrambled eggs
Bacon
Sausages
Pancakes/Syrup
Coffee/Tea
Juice
Milk

Lunch for Saturday and Sunday-

Sandwiches (1 meat and 1 non-meat), Qty – 2 sandwiches/person/day
Desert, such as: cake, cookies, etc.
Season Fruit of Choice
Juice
Milk

Dinner for Saturday:

Lasagna (or alternate meal as identified in Annex "D")
Garlic Toast
Caesar Salad
Desert, such as: cake cookies, etc.
Coffee/Tea
Juice
Milk

Snack for Friday and Saturday evening:

Hot Chocolate
Desert, such as cookies, cake, cinnamon rolls

Note – Desert may not be the same for all meals.

Departmental Support:

Department of National Defence (DND) will:

Be responsible for transportation of the cadets to the body of water for training;
Provide first aid kits, safety vehicle and qualified first aid staff.

DND will ensure all cadets and adult participants have a signed liability waiver form prior to embarking on the trip. DND has standard insurance coverage for training.

Cancellation

Cancellation policy for a given weekend:

- If notice of cancellation is given at least 14 days in advance: no cancellation fee applies.
- If notice of cancellation is given less than 14 days in advance: a cancellation fee equivalent to the price for the minimum of 52 people per weekend applies. In the case where another group books subsequent to DND's cancellation, then the cancellation fee would be waived if that other group is at least 52 people. If the other group is less than 52 people, the fee to apply to DND would be equivalent to the price for the minimum of 52 people less the size of the other group. The contractor must advise DND of such booking in the event of a cancellation.

APPENDIX 1
Cadet Feeding Operations, Sample Meal Guideline

**MINIMUM STANDARD MENU PATTERN,
CYCLE MENU AND PORTION SIZE**

APPENDIX 1.1 STANDARD MEAL AVAILABILITY TABLE

BREAKFAST			
Category	Meal Item Availability Standard¹	Definition/ Specification	Healthier Choices
Fruit	Fruit Salad 3 other varieties of fresh fruit	A total of 4 varieties of fresh fruit. Vary variety throughout week and season. The term "fresh" implies that the food has not been processed or preserved in any way (i.e. not canned, cured, dehydrated, frozen or otherwise processed or preserved.	All
Juice	3 flavors (2 Fruit and 1 Vegetable)	Pasteurized 100% fruit juice from the named fruit or vegetable, no sugar added, with in accordance with Canada's Food and Drug Regulations and the Canadian Food Inspection Agency (CFIA). Vary selection throughout the week.	All
Entrée	Eggs any style Cereals 7 varieties – ready to eat 1 Breakfast entrée	In accordance with the Egg Regulations under the Canadian Agricultural Products Standards Act and Canadian Food And Drug Regulations . Includes 2 whole grain varieties and 2 sweetened varieties. Since this standard is primarily intended for summer camps, there is no requirement for hot cereals. Should a requirement for hot cereal be identified, then one hot cereal can be added and 6 varieties of ready to eat provided. e.g. pancakes, French toast, waffles	Cooked with little or no fat. Whole grain cereal. Less than 12 gm of sugar per recommended portion size. Made with whole wheat flour
Meats	1 hot breakfast meat 1 cold meat	e.g. bacon, ham, sausage, back bacon. Meat from federally inspected source and CFIA approved only . e.g. Sliced ham. In accordance with the Canadian Food And Drug Regulations or equivalent.	Lean Meat

BREAKFAST			
Category	Meal Item Availability Standard ¹	Definition/ Specification	Healthier Choices
Cheese	2 varieties of cheese	e.g. cream cheese, cheddar cheese, Swiss cheese. Cheese products produced in a dairy establishment registered by CFIA or equivalent	Less than 2% M.F.
	4 varieties of yogurt	To include low fat varieties.	Less than 2% M.F.
Starch	1 breakfast starch item	e.g. baked beans, potatoes	Prepared with little or no fat
Vegetable	Not required		
Bread Product	1 baked product	e.g. muffins, croissants, sweet buns.	Low fat, high fiber muffins, whole grain products
	1 type commercial bread products and 1 variety of each type	e.g. Bagels and English muffins	100% Whole grain products
	3 types of loaves	e.g. whole wheat, multi grain, white, flax, oat, linseed	100% whole grain products
Beverage ²	3 types of Hot beverages	e.g. Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavored), Hot Chocolate	Less than 2% M.F.
	2 types of cold beverages, 3 if non-dairy are provided: Dairy (3 varieties)	Refers to pasteurized cow's milk with Vitamin D and A added, in accordance with Canada's Food and Drug Regulations . No chocolate milk at breakfast.	Less than 2% M.F.
	Fruit Flavored Drinks (4 varieties)	Made of natural fruit flavor extract, of artificial fruit flavors, or any combination thereof. Shall contain Vitamin C not less than 24 mg and not more than 48 mg per 100 ml of ready to serve portion, in accordance with Canada's Food and Drug Regulations .	Low calorie, low sugar
	Non-Dairy Beverages (2 varieties) when requested	Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow's milk. i.e. Soya milk, rice milk.	

BREAKFAST			
Category	Meal Item Availability Standard ¹	Definition/ Specification	Healthier Choices
Condiments	2 types of spreads 3 varieties jam/jellies plus honey, syrup, butter, margarine, ketchup, mustard, mayonnaise, hot sauce, meat sauce	e.g. Peanut butter, chocolate nut spread, cheese spread	Low fat varieties
¹ There may be deviation from the standard for traditional, holiday, or theme meals. ¹ Where potable water is available in a dining facility, bottled water shall not be provided. Sports Drinks, Energy Drinks, Thirst Quenchers, Bottled water, flavoured, sparkling and fortified water are not covered within this standard.			

LUNCH			
Category	Meal Item Availability Standard ¹	Definition/ Specification	Healthier Choices
Soup	1 freshly prepared soup		Homemade vegetable soups Homemade milk based soups or chowders made from milk with less than 2% M.F.

LUNCH			
Category	Meal Item Availability Standard ¹	Definition/ Specification	Healthier Choices
Main Entrée At least one choice is to be a healthier choice³ prepared with little or no fat. One meatless protein dish to be included⁴. Vary on a rotating basis.	1 freshly prepared hot protein dish⁵ with appropriate accompaniments. 1 pasta dish 1 item from the following dishes: Pizza Hamburger Hot dog Tacos Burritos and similar dishes Cold Sandwiches 3 varieties of sandwich fillings	<p>To ensure that the minimum standard of protein content is met, the recipes used for main entrées should be in the CF recipe file or come from a standardized tested quantity recipe and contain a minimum of 18 gms of protein per serving⁶. Provide fish option at least twice per week. Meat from inspected</p> <p>with 2 varieties of sauce, one of which contains a source of protein.</p> <p>Vary on a rotating basis.</p> <p>1 mixed filling 2 sliced meat</p> <p>3 types of bread, e.g. roll/bun, flat bread, sliced bread, tortilla wraps, etc. 3 varieties of sliced bread, e.g. whole wheat, multi grain, white, etc.</p>	<p>Lean meats prepared with little or no added fat or salt. Meat alternatives such as beans, lentils and tofu.</p> <p>Whole-wheat pasta, 2% M.F. or less sauce, tomato sauce.</p> <p>Lean meats prepared with little or no added fat or salt. Meatless burritos. Crusts/buns made with whole-wheat flour.</p> <p>Salmon provides omega 3 fatty acids, tuna packed in water. Low fat spreads, e.g. mustard. Lean meats (ham, turkey)</p> <p>Whole grain products</p>

LUNCH			
Category	Meal Item Availability Standard ¹	Definition/ Specification	Healthier Choices
Starch	1 starch item	Potato, rice, couscous, not fried or is prepared with little or no fat.	Brown or wild rice. Potatoes with skin. Prepared with little or no fat.
Vegetables	1 cooked vegetable	Prepared with no added fat. Offer at least one dark green and one orange vegetable daily	Fresh or frozen vegetables, prepared with little or no added fat, sugar or salt.
Salads	Salads	Selection of salads as per the salad bar menu	Made with little or no fat
Fruit	4 varieties of fresh fruit A maximum of one variety of fruit can be replaced by a canned variety.	The term "fresh" implies that the fruit has not been processed or preserved in any way. (i.e. not canned, cured, dehydrated, frozen or otherwise processed or preserved). Vary selection throughout the week and season.	Fresh fruit Frozen fruit without added sugar. Fruit canned in unsweetened or natural fruit juice.
Dessert	1 prepared dessert Baked desserts (2 types) Ice Cream (2 flavours) Yogurt (4 flavours)	e.g. milk puddings, Jell-o, fruit based desserts (i.e. cobblers, crisps), cereal squares. e.g. cakes, cookies, pies, square. To include low fat varieties, can include sorbets and parfaits To include low fat varieties	2% or less M.F. Make with whole-wheat flour or whole grains. 2% or less M.F. 2% or less M.F.
Bread Product	2 types of bread Loaves - 3 varieties	e.g. roll/bun, flat bread, loaves, bagels, pita e.g. Whole wheat, multi grain, white, etc (whole wheat bread containing not less than 60 % whole wheat flour)	Whole grain products Whole grain products

LUNCH			
Category	Meal Item Availability Standard ¹	Definition/ Specification	Healthier Choices
Beverage ²	<p>3 types of Hot beverages</p> <p>3 types of cold beverages, 4 if non-dairy are provided: Dairy (4 varieties)</p> <p>Fruit/vegetable juice</p> <p>Fruit Flavoured Drinks (4 varieties)</p> <p>Non-Dairy Beverages (2 varieties) when requested</p>	<p>e.g.Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavoured) Hot Chocolate</p> <p>Refers to pasteurized cow's milk with Vitamin D and A added, in accordance with Canada's Food and Drug Regulations.</p> <p>Pasteurized fruit juice from the named fruit in accordance with Canada's Food and Drug Regulations s and the Canadian Food Inspection Agency (CFIA) Vary selection throughout the week</p> <p>Made of natural fruit flavor extract, of artificial fruit flavors, or any combination thereof. Shall contain Vitamin C not less than 24 mg and not more than 48 mg per 100 ml of ready to serve portion, in accordance with Canada's Food and Drug Regulations</p> <p>Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow's milk. i.e. Soya milk, rice milk.</p>	<p>Less than 2% M.F.</p> <p>Less than 2% M.F.</p> <p>All</p> <p>Low calorie, low sugar</p>
<p>¹ There may be deviation from the standard for traditional, holiday, or theme meals.</p> <p>² Where potable water is available in a dining facility, bottled water shall not be provided. Sports Drinks, Energy Drinks, Thirst Quenchers, Bottled water, flavoured, sparkling, and fortified water are not covered within this standard</p> <p>³ Criteria: 400 calories, 15 g fat (5 g saturated & 10 g unsaturated), 600 mg Na per portion.</p> <p>⁴ This may include fish, seafood, cheese or vegetarian dishes including legumes, tofu, nuts, etc.</p> <p>⁵ Unplanned leftovers may be utilized as a menu choice in addition to the standard.</p> <p>⁶ Foods for 50, Professional Chef, or the CF recipes are approved resources for recipes.</p>			

SUPPER			
Category	Meal Item Availability Standard ¹	Definition/ Specification	Healthier Choices
Soup	Not required		
Main Entrée At least one choice is to be a healthier choice³ prepared with little or no fat. One meatless protein dish to be included⁴. Vary on a rotating basis.	2 freshly prepared hot protein dish⁵ with appropriate accompaniments. 1 omelette OR 1 item from the following dishes: Pizza Hamburger Hot dog Tacos Burritos and similar dishes	To ensure that the minimum standard of protein content is met, the recipes used for main entrées should be in the CF recipe file or come from a standardized tested quantity recipe and contain a minimum of 18 gms of protein per serving ⁶ . Provide fish option at least twice per week. Meat from <u>federally inspected source</u> and <u>CFIA approved only</u> . Vary on a rotating basis Vary on a rotating basis.	Lean meats prepared with little or no added fat or salt. Meat alternatives such as beans, lentils and tofu. Lean meats prepared with little or no added fat or salt. Meatless burritos. Crusts/buns made with whole-wheat flour.
Starch	1 starch item	Potato, rice, couscous, not fried or prepared with little or no fat.	Brown or wild rice, Potatoes with skin. Prepared with little or no fat.
Vegetables	1 cooked vegetable	Prepared with no added fat. Offer at least one dark green and one orange vegetable daily	Fresh or frozen vegetables, prepared with little or no added fat, sugar or salt.
Salads	Salads	Selection of salads as per the salad bar menu	Made with little or no fat

SUPPER			
Category	Meal Item Availability Standard ¹	Definition/ Specification	Healthier Choices
Fruit	4 varieties of fresh fruit A maximum of one fresh fruit can be replaced by a canned variety.	The term "fresh" implies that the fruit has not been processed or preserved in any way. (i.e. not canned, cured, dehydrated, frozen or otherwise processed or preserved). Vary selection throughout the week and season.	Fresh fruit Frozen fruit without added sugar. Fruit canned in unsweetened or natural fruit juice.
Dessert	1 prepared dessert Baked desserts (2 types) Ice Cream (2 flavours) Yogurt (4 flavours)	e.g. milk puddings, Jell-o, fruit based desserts (i.e. cobblers, crisps), cereal squares, e.g. cakes, cookies, pies, square. To include low fat varieties, can include sorbets and parfaits To include low fat varieties	2% or less M.F. Made with whole-wheat flour or whole grains. 2% or less M.F. 2% or less M.F.
Bread Product	2 types of bread Loaves - 3 varieties	e.g. roll/bun, flat bread, loaves, bagels, pita e.g. Whole wheat, multi grain, white, etc (whole wheat bread containing not less than 60 % whole wheat flour)	Whole grain products Whole grain products

SUPPER			
Category	Meal Item Availability Standard ¹	Definition/ Specification	Healthier Choices
Beverage ²	<p>3 types of Hot beverages</p> <p>3 types of cold beverages, 4 if non-dairy are provided:</p> <p>Dairy (4 varieties)</p> <p>Fruit/vegetable juice (2 Varieties)</p> <p>Fruit Flavoured Drinks (4 varieties)</p> <p>Non-Dairy Beverages (2 varieties) when requested</p>	<p>e.g. Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavoured) Hot Chocolate</p> <p>Refers to pasteurized cow's milk with Vitamin D and A added, in accordance with Canada's Food and Drug Regulations.</p> <p>Pasteurized fruit juice from the named fruit in accordance with Canada's Food and Drug Regulations and the Canadian Food Inspection Agency (CFIA) Vary selection throughout the week</p> <p>Made of natural fruit flavoured extract of artificial fruit flavours or any combination thereof. Shall contain Vitamin C not less than 24 mg and not more than 48 mg per 100 ml of ready to serve portion, in accordance with Canada's Food and Drug Regulations</p> <p>Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow's milk i.e. Soya milk, rice milk.</p>	<p>Less than 2% M.F.</p> <p>Less than 2% M.F.</p> <p>All</p> <p>Low calorie, low sugar</p>
<p>¹ There may be deviation from the standard for traditional, holiday, or theme meals.</p> <p>² Where potable water is available in a dining facility, bottled water shall not be provided. Sports Drinks, Energy Drinks, Thirst Quenchers, Bottled water, flavoured, sparkling, and fortified water are not covered within this standard.</p> <p>³ Criteria: 400 calories, 15 g fat (5 g saturated & 10 g unsaturated), 600 mg Na per portion.</p> <p>³ This may include fish, seafood, cheese or vegetarian dishes including legumes, tofu, nuts, etc.</p> <p>⁴ Unplanned leftovers may be utilized as a menu choice in addition to the standard.</p> <p>⁵ Foods for 50, Professional Chef, or the CF recipes are approved resources for recipes.</p>			

SALAD BAR			
Category	Meal Item Availability Standard	Definition/ Specification	Healthier Choices
<i>Each brunch, lunch, and supper shall have a salad bar and offer the following choices</i>			

SALAD BAR			
Category	Meal Item Availability Standard	Definition/ Specification	Healthier Choices
<i>Each brunch, lunch, and supper shall have a salad bar and offer the following choices</i>			
Leaf	<p>1 leaf salad pre-mixed</p> <p>1 leaf salad which allows diner to select from following ingredients and add dressing: sliced radishes, onion rings, diced cucumber, diced tomato, diced green peppers</p>	<p>e.g. Caesar salad, Greek salad ,etc.</p> <p>e.g. tossed salad, spinach salad, etc.</p>	Prepared with a small amount of dressing or low fat dressing.
Raw Vegetables	4 varieties	e.g. radishes, green onions, celery sticks, carrot sticks, turnip sticks, sliced cucumber, tomato wedges, mushrooms, sliced zucchini, green/red pepper, broccoli, cauliflower, etc., ensure a variety at each meal	All
Starch, Bean, or Marinated Salad	3 varieties per meal	e.g. coleslaw, pasta salad, three-bean salad, marinated vegetable salad, etc. ; ensure a variety at each meal	prepared using oil or dressing sparingly
Protein Choice	Not required		
Meatless Protein Choice	<p>1 meatless protein choice</p> <p>2 types of cheese: 1 hard 1 soft</p>	<p>e.g. chick peas, other legumes, egg, hummus, bean dip</p> <p>e.g. cheddar e.g. brie, cream, cottage, etc. Cheese products produced in a dairy establishment registered by CFIA or equivalent To include low fat varieties.</p>	<p>All if prepared with little or no fat.</p> <p>Less then 2% M.F.</p>
Pickles	3 varieties of pickles	e.g. olives, beets, onions, dill pickles, gherkin pickles, etc.	

APPENDIX 1.2 STANDARD PORTION SIZE

Portion Size Standard	
Breakfast	
Eggs, large	2 each
Ham/Back Bacon	45 g (raw)
Bacon	3 slices (40/48 slices per kg raw)
Sausages	2 each (12/500 g raw)
Hot cakes	2 X 90 ml ladles of batter
French Toast	2 slices
Cereal w/milk	
- hot	175 ml (cooked) plus 125 ml of milk
- cold	1nd pkg or 250 ml plus 125 ml of milk
Cheese	30 g
Muffin	1 each (130 g)
Bagel	1 each (110 g)
Croissants	1 each (60 g)
Toast	2 slices (each 35 g)
Lunch and Supper	
Soup	250 ml
Steaks and chops (bone in)	250g (raw)
Chicken pieces (bone-in)	275g (raw)
Steak (boneless)	225 g (raw)
Boneless meat/poultry	150 g cooked (180 g raw)
Fish (steaks, fillet)	150 g (raw)
Fish (battered)	150 g (cooked)
Stews	300 g (cooked) (250 ml ladle)
Casserole dishes	300g (cooked) (250 ml ladle)
Pasta w/ sauce (main entrée)	150 g of pasta, 175 ml of sauce
Three decker sandwich	1 each (90 g of meat total)
Hamburger	1 each (167 g raw)
Hot dog	80 g (2 ea @ 40 g or 1 ea @ 80 g)
Pizza	1 each (1/6 of a 40 cm diameter pizza) 240 g
Tacos	2 each
Burritos	1 each (150g)
Submarine (15 cm long)	1 each (90 g sliced meat or 110 g mixed filling)
Sandwich	1 each
Sandwich filling - salad	110 g
Sandwich filling - sliced meat	90 g
Sliced meat – for cold plate	90 g
Starch Item - potatoes, rice, pasta	125 g (cooked) (2 ea 125 ml spoon, 2 ea #16 scoop)
Vegetables	90 g (125 ml spoon)
Salad Items	6" bowl or 8" plate
Canned fruit	175 ml
Fresh fruit (individual)	1 each
Fresh grapes/berries/sliced fruits	125 ml or 90 g
Pudding	125 ml
Jello	125 ml
Ice cream	125 ml
Fruit yogurt	175 ml

Portion Size Standard	
Cake	1 piece (5 cm X 5 cm X 7 cm)
Pie	1 piece (1/8 of a 22 cm diameter pie)
Squares	1 piece (5 cm X 5 cm X 2.5 cm)
Cookies (7.5 cm diam.)	2 each
Cookies (12.5 cm diam.)	1 each
Doughnuts / Sweet Buns	1 each
Bread	1 slice
Dinner Roll	1 each
Beverages	
Juice	250 ml
Milk (2%, 1%, skim, choc, non dairy)	250 ml
Fruit Drinks	250 ml
Pop	250 ml
Hot Beverages	250

SNACKS The snacks must include one beverage and two food items per person.

Beverages: Feature tea and coffee and at least two of the following: 2% milk, 2% chocolate milk, hot chocolate, fruit juices, and lemonade. N.B. 25% of milk will be chocolate milk

Food: Feature at least three of the following: fresh fruits, cookies, cakes, squares, pies, and doughnuts.

- Note:**
1. The minimum standard and menus as outlined in this Appendix must be incorporated to maintain a reasonable and effective minimum guide to food quantities applicable to this contract.
 2. Officers Mess to be stocked with hot and cold beverages, snacks and applicable condiments.

BOX LUNCH MENU PATTERN: (Minimum Standard)

- a. The pattern of the box lunch menu is two sandwiches or one sandwich and a cold plate:
 - (1) A variety of fresh breads (preferably whole grain) and specialty rolls must be used in box lunches; e.g. whole wheat, multi-grain, rye, pumpernickel breads, crusty dinner rolls, submarines, kaisers, bagels, whole wheat pita, etc.
 - (2) Sandwich fillings must be freshly prepared and the condiments provided separately to complement the filling. One filling must be of cold sliced or shaved roasted or cooked meat, (NOT LESS THAN 50 g). The second filling may be one of the following: sliced cold cuts, preserved meats, cheese or prepared fillings of meat, fish or egg salad (NOT LESS THAN 50 g). Lettuce should be added to one or both of the sandwiches (NOT LESS THAN 20 g).
 - (3) Cold plate must consist of a serving of cold sliced roasted or cooked meats (NOT LESS THAN 50 g) or a quarter of roasted chicken served on a bed of lettuce

(chopped or leaf) in an aluminum foil casserole. Two slices of bread or rolls must be served separately with individual butters or margarines (NOT MORE THAN 10 g). Include plastic utensils.

- (4) Cheese (NOT LESS THAN 20 g) will be added to one sandwich choice every other day.

Note: All sandwiches must be made with (NO MORE THAN 10 g) of butter or margarine at any time. The spread must be soft to avoid tearing the bread or rolls and the entire piece of bread or roll must be covered.

b. Salad

- (1) A mixture of fresh vegetables will be provided to include such items as radishes, tomato wedges, cucumber slices, or sticks of celery, carrot, broccoli, or cauliflower pieces etc. (TO WEIGH NOT LESS THAN 160g per box lunch).

c. Fruit:

- (1) Fresh fruit, cleaned and sorted, such as apple, oranges, grapes, ripe bananas, plums, cherries or other fruit as available, plus pudding or prepared fruit cups.

Note: Individual milk puddings or fruit cup.

d. Baked Goods:

- (1) One serving of freshly prepared baked goods such as cookies, squares, tarts, cake, sweet breads, doughnuts, etc. (NOT LESS THAN 50 g).

e. Snack:

- (1) One cheese and cracker (32 g) package will be added to each box lunch.

f. Condiments:

- (1) Appropriate condiments must be provided to compliment the contents of the lunch such as horseradish, etc., and individual foil butters or margarines if required.

g. Beverages:

- (1) A carton of 2% milk or chocolate milk must be provided in box lunches.
(2) Fruit juices (with vitamin C added) may be used when the non-refrigerated holding period is too long to keep milk cold. (Minimum 250 ml)
(3) Box of breakfast must include juice and milk.

h. Accessory Package:

- (1) A disposable dining packet must be provided to suit the contents of the lunch.
(2) Each box lunch will be date stamped after being assembled.

DISPERSED HOT MEALS (HAY BOX)

1. Each dispersed hot meal (hay box) shall be produced using the foods prepared for the meal that is to be served in the dining room at the same time. It must consist of:

-
- a. soup (with crackers);
 - b. main protein meal (as indicated by an asterisk (*) on weekly menu pattern);
 - c. starch item;
 - d. vegetable (cook's choice);
 - e. tossed salad, or coleslaw or assorted raw vegetables;
 - f. fresh fruit;
 - g. one prepared or baked dessert (cook's choice);
 - h. bread or rolls and butter or margarine; and
 - j. two beverages
 - k. appropriate condiments.

Note 1. The quantity for the main protein dish and starch choice must be 10% for dispersed meals.

Note 2. Each meal must be accompanied by a card indicating the amount per serving, etc. pork chop - one; boiled potato - two pieces; cookies - three.

Note 3. Remote feeding standards must be as per minimum standard and daily menu patterns (minus light lunch).

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ANNEX "B"

BASIS OF PAYMENT

Offeror must quote firm, all inclusive unit prices, FOB Destination. All surcharges (if applicable) must be included in the prices quoted herein. Prices must be in Canadian funds including Canadian customs duties, excise taxes.

Prices quoted must be exclusive of GST. GST will be added to the invoices as a separate item

Forecasted (estimated) labour, parts and material demand per year is provided below. The estimated quantity is an estimate only, provided in good faith for the purposes of evaluation and does not infer that all quantities for that item will be utilized or that the quantities may or may not be exceeded.

The estimated quantities will not form part of any resulting contract

Contract Year 1: Date of Contract Award to April 30, 2016

Item	Description - each item must be provided in accordance with Annex "A"	Estimated Quantity	Unit of Measure	Unit Price	Extended Price
1	Accommodations based on Single Occupancy – per person/per night	60	Each	\$	\$
2	Accommodations based on Double Occupancy- per person/per night	232	Each	\$	\$
3	BREAKFAST - Meal rations	520	Each	\$	\$
4	LUNCH - Meal rations	520	Each	\$	\$
5	SUPPER - Meal rations	260	Each	\$	\$
6	SNACK - Meal rations	520	Each	\$	\$
Subtotal (i)					\$

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Option Year 1: May 01, 2016 to April 30, 2017

Item	Description - each item must be provided in accordance with Annex "A"	Estimated Quantity	Unit of Measure	Unit Price	Extended Price
1	Accommodations based on Single Occupancy – per person/per night	60	Each	\$	\$
2	Accommodations based on Double Occupancy- per person/per night	232	Each	\$	\$
3	BREAKFAST - Meal rations	520	Each	\$	\$
4	LUNCH - Meal rations	520	Each	\$	\$
5	SUPPER - Meal rations	260	Each	\$	\$
6	SNACK - Meal rations	520	Each	\$	\$
Subtotal (ii)				\$	\$

ANNEX "C"

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

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For other provinces and territories, send to:

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

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

ANNEX D

Mandatory Technical Evaluation Criteria

Completion and submission of Mandatory Specification is required to be considered responsive and for your bid to be given further consideration.

1. Bidders must record whether they meet (YES) or don't meet (NO) for each of the specifications.
2. Bidders must provide documentation as requested to demonstrate compliance to each mandatory criteria as identified.

Where you have indicated "yes", provide the supporting documentations which demonstrates how you meet the criteria and indicate as to where the supporting documentation is found within your proposal under "copy attached".

Failure to meet any of the mandatory requirements addressed below will result in your proposal being deemed non-responsive and it will be given no further consideration in the evaluation process.

Item	Description	Compliant (Yes/No)	Copy attached
1	Accommodation site must have current Health Permit issued by the Alberta Department of Health <u>Supporting documentation required with bid:</u> Health Permit issued by the Alberta Department of Health		
2	Accommodation site must have a current Alberta Permit to Operate a Food Service Establishment; <u>Supporting documentation required with bid:</u> Permit to Operate a Food Service Establishment		
3	Accommodation site must have current Occupancy Permit <u>Supporting documentation required with bid:</u> Occupancy Permit		
4	Accommodations must be located no more than 10 km from the body of water/training site <u>Supporting documentation required with bid:</u> List address of accommodations: _____		
5	Ability to provide accommodations based on two (2) people per room for the Cadets, one (1) person per room the Supervising Officers and exclusive use of the dormitory by the Cadets. One bed per person;		
6	Ability to provide food service as per the Cadet Feeding Operations, Sample Meal Guideline Annex A Appendix 1		
7	Building(s) /Accommodations must be in compliance with Alberta Fire Code, and National Building and National Fire Code Regulations		

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ANNEX "E"

STANDING OFFER USAGE REPORT

Return to:

Public Works and Government Services Canada
Acquisitions Branch
Facsimile: (306) 975-5397
Email: wst-pa-sk@pwgsc-tpsgc.gc.ca

Quarterly Usage Report Schedule:

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

SUPPLIER:

STANDING OFFER NO: W4295-15C006

DEPARTMENT OR AGENCY: DND

Item No.	Call-Up/contract No. Description	Value of the Call-Up/Contract (GST/HST excluded)
(A) Total Dollar Value Call-ups for this reporting period:		
(B) Accumulated Call-Up totals to date:		
(A+B) Total Accumulated Call-Ups:		

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

PREPARED BY: _____

SIGNATURE:

DATE: