



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Travaux publics et Services gouvernementaux
Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage
Montréal
Québec
H5A 1L6

Title - Sujet Service alimentaire	
Solicitation No. - N° de l'invitation 47022-161768/A	Amendment No. - N° modif. 002
Client Reference No. - N° de référence du client 47022-16-1768	Date 2015-11-24
GETS Reference No. - N° de référence de SEAG PW-\$MTA-525-13506	
File No. - N° de dossier MTA-5-38183 (525)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-12-07	
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: Niquette, Caroline	Buyer Id - Id de l'acheteur mta525
Telephone No. - N° de téléphone (514) 496-3730 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	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

NPP-47022-167768/A

The Contractor must provide meals to residents, non-residents, employees and visitors to the College of the Canada Border Services Agency (CBSA).

Context

The College of the CBSA is the central body responsible for training and developing the skills of all its employees. Its Main Campus is located in Rigaud, Quebec. It may also offer its facilities to other federal organizations.

The College operates 24 hours a day, seven days a week. With its 316 rooms, semi-Olympic pool, two firing ranges, multi-purpose complex, auditorium, meeting and conference rooms, and banquet hall with an adjoining licensed lounge, participants can remain on site for the duration of their activities. For the next two years, the occupancy rate is estimated at 75%.

Description of Services

The contractor must provide all of the materials and supplies required to provide food services, in accordance with Section 4. The contractor must provide and supervise its own personnel in accordance to Section 4. The services include the respect of the established meal schedules that correspond to the College's needs.

Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at the Canadian Border Services Agency's College, 475 Chemin de la Grande Ligne, Rigaud, Quebec, J0P 1P0 on December 1st, 2015. The site visit will begin at 1:30 PM EST.

Bidders must communicate with the Contracting Authority **no later than November 27 2015, at 14h00** to confirm attendance and provide the name(s) of the person(s) who will attend. The Bidder's Company Security Officer (CSO) must ensure that their representatives hold a valid security clearance at the required level for the site visit. Failure to comply with the security requirements will result in the representative(s) being denied access to the site.

Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

Bidder's Conference

A bidders' conference will be held at the Canadian Border Services Agency's College, 475 Chemin de la Grande Ligne, Rigaud, Quebec, J0P 1P0 on December 1st, 2015. The conference will begin at 2:30 PM EST. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be attending and a list of issues they wish to table **no later than November 27th 2015, at 14h00**.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

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Id de l'acheteur - Buyer ID
MTA525
N° CCC / CCC No./ N° VME - FMS

Questions and Answers

Q-1: Request for Proposal, Part 2, Section 2.9- Minimum Guarantee: "The minimum annual guarantee of 5% per year the contract is in effect"

- If the services are reduced to the minimum of 5% per year, will the minimum menu and staff requirements be adjusted to reflect the change in population
- At what occupancy level can the contractor adjust, modify or reduce variety and services provided.

R-1: This clause is detailed in the Request for Proposal, Part 6, Section 6.10- Minimum Work Guarantee.
No reduction in the minimum menu requirements, the variety or services will be accepted. It is the responsibility of the Contractor to determine staff levels according to occupancy.

Q-2: In Annex A, Section 4-Contractor Tasks, paragraph f) prepare enough dish to ensure that the last patrons have the same choice as the first, and that anyone wanting a second portion is able to do so, at no charge.

- Are there maximum amounts a client is able to have, and or are they limited to a second portion as described?
- Can the clients take food out of the cafeteria, and if so under what circumstances. For example can a client's second portion be taken out of the cafeteria in a take-out container to be eaten at a later time in the day or in there room?
- If clients are restricted to a second portion, what is the procedure for enforcing the second portion "rule"

R-2: It is the supplier responsibility to manage the quantity of clients and the portions they consume. Should the supplier prove that there is a tendency of excessiveness and waste, the Project Authority will intervene with the client. CBSA clients are not permitted to take out food from the cafeteria, with the exception of food to be consumed at break. Only paying clients may take food out in take-out containers.

Q-3: In Annex A, Section 4-Contractor Tasks, paragraph o) Provide the materials and facilities required to administer the contract, including, but not limited to:

- Please clarify the furniture requirements for the agreement. Does furniture refer to office furniture only?

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- If the contractor is responsible for providing an ice machine, who is responsible for the cost of installation, including power and plumbing requirements and maintenance?

R-3: The word « furniture » means desk, chair, safe, filing cabinet, etc. If you are able to provide a fountain machine that also supplies ice, then we will cover the cost for the installation, the electricity and the plumbing. Only the maintenance of the machine would be your responsibility. If you are unable to supply the machine as described above we will not impose the requirement for an ice machine.

Q-4: In Annex A, Section 5-Obligations, Sub-Section 5.1-Hygiene measures relating to food handling and food services, paragraph c) Samples of foodstuffs subject to contamination: The contractor must take a sample of all food served during each meal.

- Please clarify exactly which food must be sampled. Does this include deserts, snacks, bakery items etc. or is it limited to the main “entrée” for each meal including catering
- What are your expectations of this process? Will a separate cold or freezer space be required to hold the samples if the volume of samples exceeds the current space available?

R-4: In regards to sampling, please refer to the Québec Ministry of Agriculture, Fisheries and Food (**MAPAQ**) regulations.

With an acceptable rotation of 72 hours and 3 meals per day, we assessed that a purchase of a refrigerator is not necessary, but if it is warranted we will then purchase one.

Q-5: In Annex A, Section 5-Obligations, Sub-Section 5.1-Hygiene measures relating to food handling and food services, paragraph d) The contractor must accept full responsibility for any food poisoning or illness that arises as a result of eating food prepared and served by the contractor.

- Where does the contractor's responsibility end if a client is ill as a result of eating food prepared by the contractor? For example if a client has developed sensitivity to certain foods or has an unknown allergy to ingredients used in the food production how would responsibility be determined? Or if food is taken out of the cafeteria, stored improperly and then eaten hours later.

R-5: Please refer to Annex D, Commercial General Liability Insurance, point 2 and 3. Regarding the food eaten outside of the cafeteria, please refer to the answer provided to question no 2. If these clauses are not sufficient, refer to Request for Proposal, Part 6, Section 6.16 Insurance-Specific Requirements, the Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill

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its obligations under the Contract and to ensure compliance with any applicable law.

Q-6: In Annex A-1, Supplies and equipment supplied by the CBSA

- Will the project manager confirm during the inventory review that all equipment owned by CBSA is in good working order, and in the event that repairs or replacements are required have the necessary work or replacement completed before the commencement of the agreement

R-6: When signing Annex A.1, if the equipment requires a repair or replacement, a note will be placed in the comments column and the work will be completed as soon as possible.

Q-7: For the purposes of this Contract please define what areas make up the "assigned spaces"

R-7: All the spaces that will be designated and shown to you during the mandatory site visit on December 1st 2015.

Q-8: In Annex A, Section 5-Obligations, Sub-Section 5.6-Emergency Plan:

- The emergency meal component requirement provides for a two hour notice period. Given the short time available is it the expectation that "all" foods listed be available within the described 2 hour time?

R-8: Yes and it is the responsibility of the Contractor to manage the expiry dates of the listed products. CBSA will not pay for replacement/rotation of the items. The only items that can be invoiced are indicated in Annex B-Basis of Payment.

Q-9: Request for Proposal, Part 6, Section 6.3, Sub-section 6.3.3-Reports

- Please clarify and detail specifically which reports are required. For example, are we expected to submit all daily meal counts etc. quarterly, or is the expectation that additional or new requirements which have been authorized using the "Task Authorization Form" be submitted quarterly

R-9: Only the requests made using the "Task Authorization Form" will be required for this quarterly report.

ALL TERMS AND CONDITIONS REMAIN UNCHANGED