



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

**LETTER OF INTEREST
LETTRE D'INTÉRÊT**

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

Title - Sujet SRR-RRS Catering Services	
Solicitation No. - N° de l'invitation W4938-160365/A	Date 2015-12-24
Client Reference No. - N° de référence du client W4938-16-0365	GETS Ref. No. - N° de réf. de SEAG PW-\$KIN-650-6787
File No. - N° de dossier KIN-5-44199 (650)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-01-05	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Rombough, Lori	Buyer Id - Id de l'acheteur kin650
Telephone No. - N° de téléphone (613) 483-9035 ()	FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE STN FORCES P.O.BOX 17000 KINGSTON Ontario K7K7B4 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

LETTER OF INTEREST (LOI)

SOURCE LIST (SL) FOR: **SYRIAN REFUGEE RESETTLEMENT PROGRAM - CATERING SERVICES**

This request is excluded from all of the obligations of the trade agreements currently in effect since National Security Exception has been invoked.

THIS LETTER OF INTEREST (LOI) IS NOT A SOLICITATION AND NO CONTRACT WILL RESULT FROM IT.

Intent

The Government of Canada is seeking Letters of Interest from interested companies that have the capacity, capability and availability to provide catering services on behalf of Department of National Defense (DND), Canadian Forces Base (CFB) Kingston.

The purpose of this posting is to generate a list of possible suppliers that would be interested in being provided a copy of future solicitation(s) relating to the type of goods or services identified in the requirements described below.

Canada may, at its discretion, decide to only contact or solicit bids from the supplier that have responded to this LOI.

Requirements

In support of the Syrian Refugee Resettlement Program, the Department of National Defence (DND) requires a Contractor to provide catering services at CFB Kingston located Kingston, Ontario.

The Work is to be performed during the period of January 2016 to 31 March 2016 and includes the irrevocable option to extend the term of the Contract by up to three (3) additional ONE month periods.

SUMMARY OF GOOD AND SERVICES REQUIREMENT

The Contractor must provide all personnel and supplies required to operate kitchens and dining areas located in the Warrant Officer's & Sargent's Mess (WSM) and Junior Ranks Mess (JRM). At the time of LOI posting, it is anticipated that one location will need to be open 24 hours, 7 day per week.

The Contractor will provide daily meals (breakfast, lunch and dinner), late meals and snacks for up to 900 diners which include adults and children as well as staff members from Other Government Departments and the Canadian Red Cross. Meals may also be required during later hours. The number of diners may vary daily for each meal with confirmation of numbers by CFB Kingston occurring between twenty-four (24) to seventy-two (72) hours prior to meal times or, in emergency situations occurring within six (6) hours before the meals in question.

The Contractor will be provided with a three-week cycle menu which will include dishes made from certified Halal products approved by a recognized certification body.

The Contractor will provide a Transaction and Payment System that has the ability to utilize electronic swipe meal cards. Diners will access the food service operations by swiping a meal card and all transactions must be recorded by the Contractor. Canada will pay for the meals consumed by diners during each meal period, as recorded by the Transaction and Payment System. Food items prepared by the Contractor but not consumed will not be charged to Canada.

The Contractor will be responsible for cleaning the meal preparation and dining areas. This includes bussing tables and washing dishes and cooking utensils.

WSM capacity: Approximately 200 diners can be feed at once with one anticipated turnover and extended meal hours to accommodate approximately 400 diners per day.

JRM capacity: Approximately 300 diners can be feed at once with one anticipated turnover and extended meal hours to accommodate approximately 600 diners per day.

The food will be prepared on site by the Contractor's personnel according to the anticipated, daily schedule below:

TYPE OF MEAL	HOURS
Breakfast	From 7:00 am to 9:30 am
Lunch	From 12:00 pm to 2:30 pm
Dinner	From 5:30 pm to 8:00 pm
Late meals (if arrivals occur after 8:00 pm)	To be determined
Night meals	12:00 am to 2:00 am
Coffee, tea and fruit	24 hour basis

Items supplied by DND

DND will provide:

- Operational, preventive and routine maintenance of the building and building components, including kitchen appliances, equipment and small wares);
- waste disposal services, including containers and the disposal of solid and liquid waste and used oil, and recyclable material;
- dining furniture, trays, dishes and utensils;
- Cleaning of diner`s washrooms; and
- Paper products and sanitary supplies for diner`s washrooms.

SCHEDULE

Services are required to start in January 2016. If a contract cannot be finalized before arrival of refugees, DND will provide meals on an interim basis using military and/or civilian staff and pre-existing food standing offers and supply arrangements.

Letters of Interest Submissions

Interested companies are invited to communicate with the Contracting Authority to obtain more information on this requirement. Coordinates are as follows:

NAME OF CONTRACTING AUTHORITY: Lori Rombough
 LEAD DEPARTMENT: Public Services and Procurement Canada
 ADDRESS: 86 Clarence Street, Kingston, ON K7L 1X3
 Telephone: 613-545-8061
 E-mail address: lori.rombough@pwgsc.gc.ca

Due to the nature of this request, only e-mail submissions will be accepted.