
Solicitation Amendment No. 001

Title: Box Lunches

This solicitation is hereby amended to:

- (1) Reference: Annex “A” – Requirement

DELETE the current Annex “A”; *and*

INSERT instead Annex “A” revised **February 15 2016, Revision No. 1.**

AND;

- (2) Reference: Annex B – Mandatory Requirements and Specifications for Box Lunches

DELETE the current Annex B; and

INSERT instead Annex “B” revised **February 15 2016, Revision No. 1.**

If your bid has already been forwarded and you wish to revise same, this revision should be sent either in a sealed envelope and mailed to the above address or **by facsimile (506) 851-6759** and reach the undersigned before the appropriate closing date. The solicitation number and the closing date are to be shown on the outside of the sealed envelope or on the facsimile transmission.

Solicitation No. - N° de l'invitation
W0105-16F010/A
Client Ref. No. - N° de réf. du client
W0105-16F008

Amd. No. - N° de la modif.
001
File No. - N° du dossier
MCT-5-38094 (015)

Buyer ID - Id de l'acheteur
mct015
CCC No./N° CCC - FMS No./N° VME

All other terms and conditions of the solicitation document remain unchanged remain unchanged.

All enquiries concerning this amendment are to be forwarded to:

Charlotte Drisdelle
Supply Officer / Agente d'approvisionnement
Phone / Téléphone - (506) 851-6948
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Public Works & Government Services Canada /
Travaux publics et Services gouvernementaux Canada
1045 Main Street / 1045, rue Main
Lobby C, 3rd Floor / Foyer C, 3ième étage
Moncton, NB / Moncton (N.-B.) E1C 1H1

Government of Canada | Gouvernement du Canada

Box Lunches

“REQUIREMENT”

5th Canadian Division Support Base GAGETOWN

3 AREA SUPPORT GROUP

STATIC FEEDING REQUIREMENTS

REQUIREMENT

To supply and deliver *In-Transit Meals - “Box Lunches”* to 5 CDSB Gagetown.

The offeror **must ensure 100% compliance** with this Annex “A” and Annexes “B” and “C”. Any deviations **MUST be approved in writing** by the Standing Offer Authority at Public Services and Procurement Canada, **prior to bid closing**.

Box Lunch Menus - Annex “C”

The offeror **must be able to supply 100% of the meals** exactly as specified on the attached «List of Meals - Box Lunch Menus» as specified at **Annexes “B” and “C”**.

SCOPE OF SERVICES

To provide In-Transit Meals - «Box Lunches» at specified times to meet the particulars of the requirement. The requirement will take the form of a standing offer for all food provisions encompassing the following commodities:

“In-Transit Meals - “Box Lunches”

STATEMENT OF WORK

The Successful Bidder shall perform and complete with care, skill, diligence, and efficiency the work described in this standing offer.

PRICING

All shipping charges must be included in the quoted prices. The cost of deposit for juice boxes (\$0.10 each) must also be included in the quoted prices for all box lunches. If the consignee requests an item, which is not, specified herein, your price is to be in accordance with the lowest prices charged to your most favored customer for like quality and quantity of product on the date of delivery. You hereby certify that the prices charged under this method of supply will be computed in accordance with the same accounting principles applicable to the prices shown herein.

ORDER CONFIRMATION OF AVAILABILITY

Potential shortfalls in providing the specified food commodities shall be immediately brought to the attention of the designated Food Services representative, **at time of ordering or within 2 hours maximum**; who in turn is the only approving authority for substitutions.

REJECTS AND SHORTFALLS

The supplier agrees, upon notification of rejects or shortage of food products, to replace any and all shorted item within 24 hours, **(delivery costs occurred to replace all rejected food items or shortfalls rest fully at the supplier’s expense)**.

DISCREPANCIES AND SUBSTITUTIONS

Substitutions will not be accepted without the approval of the requesting Food Services representative.

It is a condition that no product, type of packaging or size (if smaller) be changed after award of the standing offer UNLESS the change derives from the manufacturer. **This also applies if a product is discontinued.** The supplier **must** therefore notify the Standing Offer Authority and the Food Services Representative at 5 CDSB Gagetown **of any change to a product including if one is discontinued. Changes to a product or an alternative product to replace a discontinued one will only be accepted when the Standing Offer Authority accepts the change, with the Food Services Representative's approval.**

DELIVERY

Delivery will be done on an "as and when requested" basis a **minimum of three (3) times weekly** , using refrigerated transport equipment, upon **four (4) business days' notice** and will be done to Kitchen H33 or predetermined locations at 5 CDSB Gagetown. Deliveries must be made and completed between the hours of **0700 hrs and 1800 hrs**, Mondays, Tuesdays, Wednesdays, Thursdays, Fridays **and Saturdays**. The supplier shall bear all risks of loss or damage to the goods until such time as they have been placed at the disposal of DND.

DELIVERY SERVICE LEVELS

All orders will be placed a minimum of **four (4) business days** prior to the expected day of delivery, by phone, fax or Email.

A window time of **48 Hours** before delivery is required to make **MINOR amendments** to the original order.

Deliveries **MUST** be provided as requested

Deliveries are to be made direct to a specified location as indicated.

Any damaged, stressed, opened, or repackaged products will not be accepted and will be returned to the supplier at the supplier's expense.

If products must be returned due to non-compliance, **COST** to return these products will be the responsibility of the supplier.

The supplier shall bear all risks of loss or damage to the goods until such time as they have been delivered to the requesting unit.

It is recommended that delivery personnel should be covered by Worker's Compensation (WSIB) or similar program.

If the supplier, which is awarded the standing offer, chooses to contract out the Transportation Part of the standing offer, the supplier will be responsible for the Performance of that contractor.

EMERGENCY DELIVERIES *due to a Natural Disaster, for Search and Rescue Teams etc.....*
(not due to human error):

An Emergency Delivery for Box Lunches MUST be delivered **within 48 hours' notice** including Saturdays, Sundays & Statutory Holidays. DND will be prepared to accept delivery 24 hours per day for an emergency delivery.

SPECIAL CONDITIONS:

DND guarantees a minimum purchase of four hundred (400) meals under the provisions of the Standing Offer Agreement for In-Transit Meals, however, a minimum of twenty (20) meals of the same menu shall be ordered by DND in order for the request to be considered by the supplier.

No cancellation will be accepted within three (3) days of the scheduled delivery date.

Replacement of items on menus will be of the same or higher quality and **must have prior approval** by the Food Services representative of DND.

REQUIREMENTS PERTAINING TO INVOICING

A bill of lading and a computerized purchase invoice in three (3) copies **“One original and two copies”** must be provided to the consignee at the time of each delivery, **“Hand written invoices will not be accepted”**

The consignee's delivery representative will verify with the supplier's representative that all items shipped have been received using the bill of lading provided by the supplier. The supplier must only charge for the items delivered and accepted. The supplier is to ensure that a request for credit receipt is issued at the time of delivery for all items that are not accepted by consignee's representative at time of delivery. The supplier agrees to provide the consignee with a detailed credit receipt within (7) working days from delivery for all items that the consignee and contractor agree that was shorted or damaged prior to delivery. Invoices will not be forwarded for payment until the supplier provides the Consignee with approved credit receipt. The supplier must ensure that all Invoices reflect correct pricing effective at the time of ordering. All invoices will be calculated in Canadian dollars.

Invoices must contain the following information:

Attn: ***Name of Requesting Kitchen***
Kitchens Complete Mailing Address
Invoice control number
Delivery Date

INVOICE PAYMENT

The consignee will forward invoices to the requesting Comptroller for payment within 30 days of the food order delivery and receipt of all credit receipts. If payment is not received within a forty-five day period the supplier shall communicate this information as soon as possible to the receiving Units Comptroller.

TYPE OF TRANSPORT

Delivery of chilled, food commodities will be made in climate controlled transport unless the consignee instructs otherwise.

The vehicles utilized for the transportation of food products must be considered as an extension of the company premises. As such, it is important that the environment it presents does not put at risk the integrity of the food products contained therein. The vehicle must act as the interim storage facility from the company to the point of destination.

The construction, maintenance, sanitation and refrigeration standards in addition to the handling practices must equate as closely, as is reasonably possible, to the standards required of a well-operated Canadian commercial grocer.

QUALITY ASSURANCE

Quality control will be performed either at the plant, by an inspector from the Canadian government, **or** upon receipt of the product by a Food Services Representative of Department of National Defence. The results of controls such as flavour tests, viscosity, sodium content, microbiology, residual oxygen, nutritional content or any other tests deemed necessary must be produced upon a simple request. **DND reserves the right to visit the supplier's installations, whenever it deems necessary, during the term of the Standing Offer Agreement.**

The "**DND Food Quality Specifications**" will be used as reference for quality control. These specifications can be found on **Buy and Sell**, at www.buyandsell.gc.ca by searching with the following solicitation numbers:

Beef / Boeuf - E6TOR-13RM06

Bread and Baked Products / Pain et produits de boulangerie - E6TOR-13RM07

Butter and Margarine / Beurre et margarine - E6TOR-13RM08

Canned Fruits / Fruits en conserve - E6TOR-13RM09

Cereal / Céréales - E6TOR-13RM11

Cheese / Fromage - E6TOR-13RM12

Condiments and condiment Sauces / Condiments et sauces condimentaires - E6TOR-13RM14

Eggs and Egg Products / Oeufs et produits d'oeufs - E6TOR-13RM17

Fish and Seafood / Poissons et produits de la mer - E6TOR-13RM18

Fresh Fruits / Fruits frais - E6TOR-13RM20

Fresh Vegetables / Légumes frais - E6TOR-13RM21

Fruit Juices / Jus de fruits - E6TOR-13RM24

Pasta and Noodles / Pâtes alimentaires et nouilles - E6TOR-13RM30

Pork / Porc - E6TOR-13RM32

Poultry / Volaille - E6TOR-13RM33

Sugars and Preserves / Sucres et conserves - E6TOR-13RM36

Final inspection and acceptance of the food product will rest solely with the consignee at the point of delivery. All products supplied shall be free of signs of deterioration, spoilage, filth, or damage by rodents or insects. The consignee will have the right to reject products at the time of delivery and the supplier will remove unacceptable products immediately.

DND representatives may perform quality assurance inspections at the supplier facilities as required.

Vendor's Performance:

The vendor's performance will be monitored by the Food Services Representative or his designated representative.

«Performance Factors» will include, but NOT limited to:

- a. Ability to PROVIDE items and quantities ordered;
- b. Ability to **immediately** COMMUNICATE unavailability of products ordered at time of ordering (or within **2 hours maximum**);
- c. Ability to provide products as per sizes requested at quoted prices;

- d. Ability to deliver within required time frame **AND** the necessary location required at the site;
- e. Ability to provide required quality service and products at all time;

If at any time the performance is NOT satisfactory, documentation will be forwarded to Public Works and Government Services Canada.

High quality product and service as defined in “**DND Food Quality Specifications**” will be required during the period of this standing offer. Failure to provide the level of quality of goods and services as defined herein *OR* non compliance with Annex “B” and Annex “C” more than ten (10) times over the period of the standing offer will result in the following:

1. Initial notice of failure to provide the level of service required, deliveries as requested, the menus and food items as specified, quality products etc....
2. Additional incidents will result in a written notification requesting corrective action; and
3. For a tenth incident, **the vendor will be advised that their standing offer has been set-aside and no further call-ups will be processed.**

PLEASE SIGN BELOW AS CONFIRMATION THAT YOU AGREE TO ADHERE TO THE ABOVE MENTIONED MANDATORY REQUIREMENTS

(Signature of Authorized Representative)

MANDATORY REQUIREMENTS AND SPECIFICATIONS FOR BOX LUNCHES
For Department of National Defence (DND) at 5th Canadian Division Support Base Gagetown

DESCRIPTION OF THE REQUIREMENT: For the supply and delivery of In-Transit Meals - «Box Lunches» prepared and wrapped for individual use only and ready for immediate consumption; these In-Transit Meals - Box Lunches, for which menus and mandatory specifications and requirements are included herein and at Annexes “A” and “C” must also meet the following mandatory criteria:

1. **All box lunches must be exactly as specified in each menu.** The weight, dimension and quantity of all products must be in accordance with the attached menus

2. **SAMPLES:** DND «could» request a sample of each box lunch menu prior to award of a standing offer. If requested, the samples provided must be representative of the meals which will be provided during the entire standing offer (SO) period. The offeror must ensure compliance to the mandatory requirements in this Annex B and Annex C the Menus.
Any deviations will render your bid non compliant and will be rejected.

NOTE: «Should» samples be requested, the Standing Offer Authority will advise the offeror one box lunch for each menu, **exactly as specified herein and Annex C**, must be sent to CFB Gagetown **using refrigerated transport**. **The Standing Offer Authority will so inform the offeror and provide the offeror with a time frame within which to meet this requirement. Failure to comply with the request of the Standing offer Authority and meet the requirement within that time period will render the bid non-responsive.**

3. **SANDWICH AND SALAD PROCESSING FACILITY:** The Sandwich and Salad Processing Facility must be **HACCP certified** by the **Federal Government, the Canadian Food Inspection Agency**. All sandwiches, **salads**, subs, wraps etc **must be made in a HACCP certified Facility**.

- 3.1 The **Sandwich and Salad Processing Facility** which will provide the **sandwiches and salads** for the box lunches must be included in the Canadian Food Inspection Agency's List of HACCP / FSEP Recognized Establishments - **Meat Inspection FSEP** recognized (Registered Establishment List) which can be found at: <http://www.inspection.gc.ca/english/fssa/polstrat/haccp/estlist/rege.shtml> (certificate or letter from the Canadian Food Inspection Agency should be submitted with the offer for confirmation purposes)

- 3.2 The Sandwich Processing Facility must also be included in the Canadian Food Inspection Agency's **Fish and Seafood's List of Canadian Establishments Approved for Export at:** <http://www.inspection.gc.ca/english/fssa/fispoi/man/fimmii/chap2su3e.shtml> (certificate or letter from the Canadian Food Inspection Agency should be submitted with the offer for confirmation purposes)

- 3.3 In the case where the Offeror is not the sandwich and salad manufacturer, the offeror must advise the Standing Offer Authority the name of the company which will be providing the **sandwiches and salads** for the box lunches for the standing offer period as this company must be certified as indicated above. The Successful Bidder **MUST** not change **sandwich and salad manufacturer** after award of the standing offer without seeking approval from the Standing Offer Authority. DND will require samples prior to approving a change.

4. **PACKAGING:** Modified Atmosphere Package (MAP) must be used for wrapping of sandwiches, subs, wraps etc....
- 4.1 The Coleslaws, Potato Salad and Macaroni/Pasta Salads should be in tamper-evident packaging such as a plastic recyclable and compostable container with a lid. Therefore, the label should be placed on the container, partly on the lid and the container. If the salads offered come in a container, **the container size MUST be a minimum 4 to 5 ounce container size.**
- 4.2 All other food product included in the box, except the fresh fruit, must be sealed and individually wrapped under vacuum or modified atmosphere, depending on the product.
5. **LABELS:** The Master Carton (case) must have a label placed in “Landscape” format (for reading purposes) on the FRONT END of the Master Carton Facing Out (like a shoe box) in both French and English. Each Lunch Box must also have the same label placed at no specific location on the box lunch.
- 5.1 The label must indicate the Box Lunch’s **Expiry Date** and the Lunch **Name**, (such as Breakfast **or** Lunch **or** Supper **or** Halal **or** Vegetarian), **Menu “Number”** and the **contents** as per the following:

The name of the enclosed Entrée(s) ie; **Egg Salad Sandwich, Roast Beef & Cheese Sub** etc

Fruit Juices; flavors not required;

Cereal; type not required;

Cheese, Crackers’n Cheez, Pep & Cheeze, Pepperoni & Cheese etc,

Fruit: **orange, apple** or **Fruit to Go**;

Apple Sauce, Fruit Salad, Mandarin Orange Cup etc;

Salad Type: **Creamy Coleslaw, Vinegar Coleslaw, Potato Salad or Macaroni/Pasta Salad**;

Indicate if included in the menu the type of: **Muffin, Cookie or Pudding**;

Indicate if the following products are included in the menu:

Mustard/Mayonnaise/Ketchup/Margarine / Donair, Marinara, Pizza, Tzitziki, Salsa Sauces / Utencils

- 5.2 All box lunches must indicate, in both official languages of Canada; English and French the following information: **Allergy Warning: Contents may contain trace amounts of peanuts and/or tree nut residues. / Avertissement allergie: le contenu peut contenir des traces d'arachides et de noix.**
- 5.3 For all sandwiches, the Name of the Sandwich and "Best Before" date MUST be indicated on all sandwiches in **english and french**.
- 5.4 The "Best Before"/expiry date must also be on the package of the Coleslaws, Potato and Macaroni/Pasta Salads.
6. **THE EXPIRY DATES:** For all box lunches, the remaining shelf life for **ALL enclosed items** must be of at least a minimum of **fourteen (14) days upon the day of delivery at 5 CDSB Gagetown**, guaranteed by microbiological control, to cover the period for which the meals were ordered.
- 6.1 The Menu Items enclosed in the box lunch **MUST NOT carry expiry dates which arrive prior to the expiry date shown on the label on the outside of the box.**
7. **DELIVERY OF BOX LUNCHES:**
- 7.1 All Box Lunches must be delivered in a Master Carton (case). There should be approximately 10 to a maximum of 12 Box Lunches per Master Carton and **must be of the same menu**.
- 7.2 There must not be more than **20 Master Cartons MAXIMUM, shrink wrapped, on one pallet**.
- 7.3 The In-Transit Meals - Box Lunches **must be secure closed** with packing tape or can also be secure closed using the label specified at No. 5.
- 7.4 The Box Lunches MUST be delivered in disposable Cardboard boxes approximately 25cm long, 18cm wide, 9cm high. For cost efficient reasons, corrugated cardboard boxes are no longer required as the box lunches must now be delivered inside master cartons.

8. **SALAD FILLING SANDWICHES:**

The filling for all salad sandwiches including chicken, tuna and salmon **must** be made with **Hellman's** Mayonnaise only.

The Egg salad sandwiches **must** be made with **Kraft Miracle Whip** only.

Sandwich fillings made with salad dressings are not acceptable.

- 8.1 Also all bread products; buns, sub buns, kaiser and tortilla etc MUST have a "light" coating of evenly spread Regular Becel Margarine (or an equivalent non-hydrogenated margarine). **ONLY the salad filling sandwiches require a coating of Margarine** on the bread products

9. **EGG SALAD SANDWICHES:** The Egg Salad Filling Sandwiches MUST be made with **FRESH Hard Boiled & Peeled Eggs ONLY**. Frozen diced eggs, pickled eggs or eggs in pillow packs (gas flush) are NOT acceptable.

10. **HAM:** For all sandwiches, subs and wraps which include Ham, **only Pullman Loaf Ham 4" x 6" will be accepted**. No substitute.

11. All meats MUST be **shaved thin** where specified.

12. The meat in all subs should be layered and well displayed so the meat is visible without opening the sub bun.

13. All wraps including the burrito MUST be folded at both ends and the wrap MUST be cut in half.

14. **JUICE:** Juices MUST **must be PURE 100% juice** not juice drink or blend.

- 14.1 A variety of Fruit Juice (2) Flavors must be provided in each box for the Lunch, Supper, Halal and Vegetarian Menus.

- 14.2 During the period of the Standing Offer, DND may request to change the fruit juice flavors (providing they are of equal monetary value) at no extra costs to DND. DND will have the right to advise the successful bidder that some flavors are no longer to be provided, once their stock is depleted, if they are less favorable.

- 14.3 The cost of deposit for the juice boxes (\$0.10 each) must be included in the lunch price.

15. **CEREALS**: A variety of Cereals must be provided for the Breakfast Menus.

16. **CHEESE**: Types and cuts of cheese must be provided as indicated in each menu. Cheese Spreads are NOT acceptable.

17. **MUFFINS and COOKIES**: Muffins and Cookies must be individually wrapped.
 - 17.1 During the period of the Standing Offer, DND may request a change to the cookies or muffins (providing they are of equal monetary value) at no extra costs to DND. If some cookies or muffins are or become less favorable, DND may request that these cookies or muffins be no longer provided once the successful bidder's stock is depleted.

18. **APPLES**: Gala, Granny Smith or Red Delicious apples must be provided. Only these apples will be accepted.

19. **UTENSILS**: For all box lunches an Individual packet of disposable utensils must include one knife, fork, spoon, napkin, salt & pepper. These items MUST all be INSIDE the sealed packet for sanitary reasons.

20. Recipes must be made available upon request

21. **Freshness of Coleslaws and Salads**: These products must always be fresh. If the Best Before/Expiry Date on the label is not yet expired and the product is not visibly fresh, the successful bidder will be required to take necessary measures to rectify the problem. If this problem cannot be resolved within three weeks, after the 1st initial complaint, the successful bidder must obtain this product from a different supplier for the remaining standing offer period at no extra cost to DND for all box lunches.

22. **RECALLS**: If there are any "Recalls" the successful bidder MUST provide a detailed report to DND with the reason(s) for the recall. An initial report must be provided within one (1) week of recall and subsequent reports must also be provided as soon as they are available until the cause for the recall is resolved. The timeframe for Replacement of Meals will be negotiated between DND and the successful bidder and will be determined depending on the reason(s) for the recall.