



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government**  
**Services Canada/Réception des soumissions**  
**Travaux publics et Services gouvernementaux**  
**Canada**  
**Room 100,**  
**167 Lombard Ave.**  
**Winnipeg**  
**Manitoba**  
**R3B 0T6**  
**Bid Fax: (204) 983-0338**

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

**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 - Western  
Region  
Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6

<b>Title - Sujet</b> Meals and Accommodations, Steinbach	
<b>Solicitation No. - N° de l'invitation</b> W4295-16C015/A	<b>Date</b> 2016-05-09
<b>Client Reference No. - N° de référence du client</b> W4295-16C015	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-010-9854	
<b>File No. - N° de dossier</b> WPG-6-39018 (010)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-05-25</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Daylight Saving Time CDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Maki, Christie	<b>Buyer Id - Id de l'acheteur</b> wpg010
<b>Telephone No. - N° de téléphone</b> (204) 891-6126 ( )	<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 17 WING WINNIPEG STN FORCES P.O.BOX 17000 WINNIPEG Manitoba R3J3Y5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## PART 1 - GENERAL INFORMATION

### 1.1 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

### 1.2 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### 1.3 Canadian Content

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2 Submission of Bids

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

### 2.3 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder 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 bid 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 Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information, for all FPSs 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, Bidders agree that the successful Bidder'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 Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** ( ) **No** ( )

If so, the Bidder 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 - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

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

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

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that Bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid (1 hard copy)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copies)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Bid**

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

#### **Section II: Financial Bid**

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

##### **3.1.1 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex D Electronic Payment Instruments, to identify which ones are accepted.

If Annex D Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

##### **3.1.2 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

#### **Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

#### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 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.

#### **4.1.2 Financial Evaluation**

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

#### **4.2 Basis of Selection**

##### **4.2.1 Basis of Selection- Mandatory Technical Criteria**

SACC Manual Clause A0031T (2010-08-16), Basis of Selection- Mandatory Technical Criteria

### **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

#### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

##### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

##### **5.1.2 Additional Certifications Required with the Bid**

###### **5.1.2.1 Canadian Content Certification**

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids 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 bid will result in the services offered being treated as non-Canadian services.

The Bidder 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

## 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

## PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

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## 6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

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

### 6.2.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

## 6.3 Standard Clauses and Conditions

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

### 6.3.1 General Conditions

2010A (2016-04-04), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

## 6.4 Term of Contract

### 6.4.1 Period of the Contract

The period of the Contract is from June 26, 2016 to August 24, 2016 inclusive

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Christie Maki  
Title: Procurement Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 100-167 Lombard Ave, Winnipeg MB R3B 0T6  
Telephone: 204-891-6126  
Facsimile: 204-983-7796  
E-mail address: christie.maki@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform

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work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 Project Authority

#### TO BE DETERMINED

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

### 6.6 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.

### 6.7 Payment

#### 6.7.1 Basis of Payment

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 \$ to be determined insert the amount at contract award). 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.

#### 6.7.2 Limitation of Price

SACC Manual clause [C6000C](#) (2011-05-16) Limitation of Price

#### 6.7.3 Monthly Payment

SACC *Manual* clause H1008C (2008-15-12), Monthly Payment

#### **6.7.4 SACC Manual Clauses**

C0705C (2010-01-11) Discretionary Audit  
B7500C (2006-06-16) Excess Goods

#### **6.7.5 Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

#### **6.8 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

#### **6.9 Certifications and Additional Information**

##### **6.9.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

#### **6.10 Applicable Laws**

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

#### **6.11 Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2016-04-04), General Conditions - Goods (Medium Complexity),
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, Electronic Payment Instruments;

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(g) the Contractor's bid dated \_\_\_\_\_

#### **6.12 Insurance- Specific 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

Meals and Accommodations- Steinbach

#### **Background**

The Department of National Defence (DND), will be conducting the Regional Cadet Support Unit (North West) Power Pilot Scholarship at Harv's Air Flying Club, Steinbach Manitoba during the period 26 June to 24 Aug 2016. This requirement is for the provision of accommodations and food services **as per the cadet feeding standard** attached at Appendix 1 for 20 Cadets (estimated) and 2 Supervising Officers. The accommodations must be within 10 kilometers of Harv's Air Flying Club, Steinbach Manitoba.

Services will be required for a period commencing 26 June 2016 - 24 Aug 2016.

#### **Deliverables under the contract**

##### 1) ACCOMMODATIONS.

The Contractor is required to provide accommodations based on two (2) people per room for the Cadets, one (1) bed per person and one (1) person per room for the Supervising Officers. The dormitory must be for the exclusive use of the Cadets.

Accommodations must:

- a) Be within 10 Kilometers of Harv's Air located in Steinbach, Manitoba;
- b) Comply with all regulations for the operation of a facility of this type, including any and all requirements for fire and safety regulations and public health regulations and carry applicable insurance. The facility must meet Workplace, Health and Safety standards.
- c) Building(s) /Accommodations must be in compliance with Manitoba Fire Code, and National Building and National Fire Code Regulations;
- d) Have male/female washrooms and male/female shower facilities;
- e) Have a classroom or common room or dining room to accommodate 11 Cadets and 2 Adult staff;
- f) Provide access to laundry facilities;
- g) Provide parking space for 2 vehicles;
- h) Maintain all areas in good and tenantable repair;
- i) Provide cleaning services to all buildings/areas;
- j) Provide bedding exchange weekly; and
- k) Provide access to telephones.

Tent accommodations are not acceptable.

#### **Schedule / Itinerary**

26 June 2016	Supervising Officers Arrive
3 July 2016	Cadets arrive
20 August 2016	Cadets depart
24 August 2016	Supervising Officers depart

Dates	# of Nights	# of Supervisors	# of Cadets	Double Occupancy Rooms required per night	Single Occupancy Rooms required per night
June 26, 2016 To July 2, 2016	8	2	0	0	2
July 3, 2016 to August 19, 2016	48	2	20	10	2
August 20, 2016 to August 24, 2016	4	2	0	0	2

**2) Meals:**

- a) The Contractor is required to provide food service for 3 well balanced meals and snacks per day, 7 days a week as per the Cadet Feeding Operations, Sample Meal Guideline attached as Appendix 1 for 20 Cadets (estimated) and 2 Supervising Officers. All required dishes and utensils to be provided by contractor. Snacks are to include a hot beverage or juice and a dessert.

b) **Food Services Schedule:**

Kitchen opening and closing dates:

Opening date: 3 July 2016 for supper

Closing date: 20 August 2016 after breakfast

c) **Food Preparation Area**

Food preparation area must meet and maintain minimum certification and approvals as they may apply by Provincial regulations, and Industry Standards, and must maintain cleanliness and order, and meet public health standards

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W4295-16C015/A  
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W4295-16C015

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File No. - N° du dossier  
WPG-6-39018

Buyer ID - Id de l'acheteur  
wpg010  
CCC No./N° CCC - FMS No./N° VME

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## **APPENDIX 1**

### **STANDARD MEAL ITEM AVAILABILITY TABLE- CADET FEEDING OPERATIONS**

Please see attached.



## ANNEX B

### BASIS OF PAYMENT

It is MANDATORY that Bidders submit firm prices for the period of the proposed Contract for all items listed hereafter. This section, when completed, will be considered as the Bidder's financial proposal.

Bidders shall provide bids as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the RFP.

Rates quoted must remain firm for the period of the Contract. Rates MUST include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing. No additional charges will be allowed for travel to the site.

#### Basis of Payment - Contract Period 26 June - 24 August 2016 Firm All-inclusive Rates, GST Extra

Accommodations					
Item	Description	Unit of Issue	Total Est. Qty (a)	Rate (b)	Extended Total (a) X (b)
1	Accommodation per single room	Per room/per night	120	\$ _____ Single Room/per night	\$
2	Accommodation per double room	Per room/per night	480	\$ _____ Double Room/per night	\$
Subtotal (i)					\$

Meals					
Item	Description	Unit of Issue	Total Est. Qty (a)	Rate (b)	Extended Total (a) X (b)
3	Breakfasts	Per breakfast per person	1056	\$ _____ Per breakfast/per person	\$
4	Lunches	Per lunch per person	1034	\$ _____ Per Lunch/ per person	\$

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5	Suppers	Per supper per person	1056	\$ _____ Per Dinner/per person	\$
6	Snacks	Per snack per person	1056	\$ _____ Per Snack/per person	\$
Subtotal (ii)					\$

**TOTAL EVALUATED FINANCIAL BID (subtotal i+ii): = \$ \_\_\_\_\_**

## ANNEX C

### INSURANCE REQUIREMENTS

#### Commercial General Liability

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. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.

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## **ANNEX D to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

- ☐ ( ) VISA Acquisition Card;
- ☐ ( ) MasterCard Acquisition Card;
- ☐ ( ) Direct Deposit (Domestic and International);
- ☐ ( ) Electronic Data Interchange (EDI);

**Appendix 1 to Annex A – Standard Meal Item Availability Table –**

**CADET FEEDING OPERATIONS**

*Applies to Cadet Summer Camps and other cadet feeding activities.*

<b>BREAKFAST</b>			
<b>Category</b>	<b>Meal Item Availability Standard<sup>1</sup></b>	<b>Definition/ Specification</b>	<b>Healthy Choices</b>
<b>Fruit</b>	<b>Fruit Salad</b> <b>3 other varieties of fresh fruit</b>	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
<b>Juice</b>	<b>3 flavors (2 Fruit and 1 Vegetable)</b>	Pasteurized 100% fruit juice from the named fruit or vegetable, no sugar added, with in accordance with <a href="#">Canada’s Food and Drug Regulations</a> and the <a href="#">Canadian Food Inspection Agency</a> (CFIA). Vary selection throughout the week.	All
<b>Entrée</b>	<b>Eggs any style</b>	In accordance with the <a href="#">Egg Regulations</a> under the Canadian Agricultural Products Standards Act and <a href="#">Canadian Food And Drug Regulations</a> .	Cooked with little or no fat.
	<b>Cereals</b> <b>7 varieties – ready to eat</b>	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.	Whole grain cereal. Less than 12 gm of sugar per recommended portion size.
	<b>1 Breakfast entrée</b>	e.g. pancakes, French toast, waffles	Made with whole wheat flour
<b>Meats</b>	<b>1 hot breakfast meat</b>	e.g. bacon, ham, sausage, back bacon. Meat from <a href="#">federally inspected source</a> and <a href="#">CFIA approved only</a> .	Lean Meat
	<b>1 cold meat</b>	e.g. Sliced ham. In accordance with the <a href="#">Canadian Food And Drug Regulations</a> or equivalent.	
<b>Cheese</b>	<b>2 varieties of cheese</b>	e.g. cream cheese, cheddar cheese, Swiss cheese. Cheese products produced in a dairy establishment registered by CFIA or equivalent	Less then 2% M.F.
	<b>4 varieties of yogurt</b>	To include low fat varieties.	Less then 2% M.F.
<b>Starch</b>	<b>1 breakfast starch item</b>	e.g. baked beans, potatoes	Prepared with little or no fat
<b>Vegetable</b>	<b>Not required</b>		
<b>Bread Product</b>	<b>1 baked product</b>	e.g. muffins, croissants, sweet buns.	Low fat, high fiber muffins, whole grain products 100% Whole grain products
	<b>1 type commercial bread products and 1 variety of each type</b>	e.g. Bagels and English muffins	
	<b>3 types of loaves</b>	e.g. whole wheat, multi grain, white, flax, oat, linseed	100% whole grain products

<sup>1</sup> There may be deviation from the standard for traditional, holiday, or theme meals.

**Appendix 1 to Annex A - Standard Meal Item Availability Table –**

**CADET FEEDING OPERATIONS**

*Applies to Cadet Summer Camps and other cadet feeding activities*

<b>BREAKFAST continued</b>			
<b>Category</b>	<b>Meal Item Availability Standard<sup>1</sup></b>	<b>Definition/ Specification</b>	<b>Healthy Choices</b>
<b>Beverage<sup>2</sup></b>	<b>3 types of Hot beverages</b>	e.g. Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavored), Hot Chocolate	Less than 2% M.F.
	<b>2 types of cold beverages, 3 if non-dairy are provided: Dairy (3 varieties)</b>	Refers to pasteurized cow's milk with Vitamin D and A added, in accordance with <a href="#">Canada's Food and Drug Regulations</a> . No chocolate milk at breakfast.	Less than 2% M.F.
	<b>Fruit Flavored Drinks (4 varieties)</b>	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 <a href="#">Canada's Food and Drug Regulations</a> .	Low calorie, low sugar
	<b>Non-Dairy Beverages (2 varieties) when requested</b>	Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow's milk. i.e. Soya milk, rice milk.	
<b>Condiments</b>	<b>2 types of spreads</b>	e.g. Peanut butter, chocolate nut spread, cheese spread	Low fat varieties
	<b>3 varieties jam/jellies plus honey, syrup, butter, margarine, ketchup, mustard, mayonnaise, hot sauce, meat sauce</b>		

<sup>1</sup> There may be deviation from the standard for traditional, holiday, or theme meals.

<sup>2</sup> 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

**Appendix 1 to Annex A- Standard Meal Item Availability Table –**

**CADET FEEDING OPERATIONS**

*Applies to Cadet Summer Camps and other cadet feeding activities*

<b>LUNCH</b>			
Category	Meal Item Availability Standard <sup>1</sup>	Definition/ Specification	Healthy Choices
Soup	1 freshly prepared soup		Homemade vegetable soups Homemade milk based soups or chowders made from milk with less than 2% M.F.
Main Entrée At least one choice is to be a healthy choice <sup>2</sup> prepared with little or no fat. One meatless protein dish to be included <sup>3</sup> . Vary on a rotating basis.	1 freshly prepared hot protein dish <sup>4</sup> with appropriate accompaniments.	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 <sup>5</sup> . Provide fish option at least twice per week. Meat from <a href="#">federally inspected source</a> and <a href="#">CFIA approved only</a> .	Lean meats prepared with little or no added fat or salt. Meat alternatives such as beans, lentils and tofu.
	1 pasta dish	With 2 varieties of sauce, one of which contains a source of protein.	Whole-wheat pasta, 2% M.F. or less sauce, tomato sauce.
	1 item from the following dishes:  Pizza Hamburger Hot dog Tacos Burritos and similar dishes	Vary on a rotating basis.	Lean meats prepared with little or no added fat or salt. Meatless burritos. Crusts/buns made with whole-wheat flour.
	Cold Sandwiches 3 varieties of sandwich fillings	1 mixed filling 2 sliced meat  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.	Salmon provides omega 3 fatty acids, tuna packed in water. Low fat spreads, e.g. mustard. Lean meats (ham, turkey)  Whole grain products

<sup>1</sup> There may be deviation from the standard for traditional, holiday, or theme meals.

<sup>2</sup> Criteria: 400 calories, 15 g fat ( 5 g saturated & 10 g unsaturated), 600 mg Na per portion.

<sup>3</sup> This may include fish, seafood, cheese or vegetarian dishes including legumes, tofu, nuts, etc.

<sup>4</sup> Unplanned leftovers may be utilized as a menu choice in addition to the standard.

<sup>5</sup> Foods for 50, Professional Chef, or the CF recipes are approved resources for recipes.

**Appendix 1 to Annex A - Standard Meal Item Availability Table –**

**CADET FEEDING OPERATIONS**

*Applies to Cadet Summer Camps and other cadet feeding activities*

<b>LUNCH continued</b>			
<b>Category</b>	<b>Meal Item Availability Standard</b>	<b>Definition/ Specification</b>	<b>Healthy Choices</b>
<b>Starch</b>	<b>1 starch item</b>	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.
<b>Vegetables</b>	<b>1 cooked vegetable</b>	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.
<b>Salads</b>	<b>Salads</b>	Selection of salads as per the salad bar menu	Made with little or no fat
<b>Fruit</b>	<b>4 varieties of fresh fruit A maximum of one variety of fruit can be replaced by a canned variety.</b>	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.
<b>Dessert</b>	<b>1 prepared dessert</b>	e.g. milk puddings, Jell-o, fruit based desserts (i.e.	2% or less M.F.
	<b>Baked desserts (2 types)</b>	cobblers, crisps), cereal squares.	Make with whole-wheat flour or whole grains.
	<b>Ice Cream (2 flavours)</b>	e.g. cakes, cookies, pies, square.	2% or less M.F
	<b>Yogurt (4 flavours)</b>	To include low fat varieties, can include sorbets and parfaits  To include low fat varieties	2% or less M.F
<b>Bread Product</b>	<b>2 types of bread</b>	e.g. roll/bun, flat bread, loaves, bagels, pita	Whole grain products
	<b>Loaves - 3 varieties</b>	e.g. Whole wheat, multi grain, white, etc (whole wheat bread containing not less than 60 % whole wheat flour)	Whole grain products



**Appendix 1 to Annex A – Standard Meal Item Availability Table –**

**CADET FEEDING OPERATIONS**

*Applies to Cadet Summer Camps and other cadet feeding activities*

<b>LUNCH continued</b>			
<b>Category</b>	<b>Meal Item Availability Standard</b>	<b>Definition/ Specification</b>	<b>Healthy Choices</b>
<b>Beverage<sup>1</sup></b>	<b>3 types of Hot beverages</b>	e.g.Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavoured) Hot Chocolate	Less than 2% M.F.
	<b>3 types of cold beverages, 4 if non-dairy are provided: Dairy (4 varieties)</b>	Refers to pasteurized cow's milk with Vitamin D and A added, in accordance with <a href="#">Canada's Food and Drug Regulations</a> .	Less than 2% M.F.
	<b>Fruit/vegetable juice</b>	Pasteurized fruit juice from the named fruit in accordance with <a href="#">Canada's Food and Drug Regulations</a> s and the <a href="#">Canadian Food Inspection Agency</a> (CFIA) Vary selection throughout the week	All
	<b>Fruit Flavoured Drinks (4 varieties)</b>	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 <a href="#">Canada's Food and Drug Regulations</a>	Low calorie, low sugar
	<b>Non-Dairy Beverages (2 varieties) when requested</b>	Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow's milk. i.e. Soya milk, rice milk.	

<sup>1</sup> 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

**Appendix 1 to Annex A – Standard Meal Item Availability Table –**

**CADET FEEDING OPERATIONS**

*Applies to Cadet Summer Camps and other cadet feeding activities*

<b>SUPPER</b>			
Category	Meal Item Availability Standard <sup>1</sup>	Definition/ Specification	Healthy Choices
<b>Soup</b>	<b>Not required</b>		
<b>Main Entrée</b> <b>At least one choice is to be a healthy choice<sup>2</sup> prepared with little or no fat. One meatless protein dish to be included<sup>3</sup>. Vary on a rotating basis.</b>	<b>2 freshly prepared hot protein dish<sup>4</sup> with appropriate accompaniments.</b>  <b>1 omelette OR</b>  <b>1 item from the following dishes:</b>  <b>Pizza</b> <b>Hamburger</b> <b>Hot dog</b> <b>Tacos</b> <b>Burritos and similar dishes</b>	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 <sup>5</sup> . Provide fish option at least twice per week. Meat from <a href="#">federally inspected source</a> and <a href="#">CFIA approved only</a> .  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.
<b>Starch</b>	<b>1 starch item</b>	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.
<b>Vegetables</b>	<b>1 cooked vegetable</b>	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.
<b>Salads</b>	<b>Salads</b>	Selection of salads as per the salad bar menu	Made with little or no fat

<sup>1</sup> There may be deviation from the standard for traditional, holiday, or theme meals.

<sup>2</sup> Criteria: 400 calories, 15 g fat ( 5 g saturated & 10 g unsaturated), 600 mg Na per portion.

<sup>3</sup> This may include fish, seafood, cheese or vegetarian dishes including legumes, tofu, nuts, etc.

<sup>4</sup> Unplanned leftovers may be utilized as a menu choice in addition to the standard.

<sup>5</sup> Foods for 50, Professional Chef, or the CF recipes are approved resources for recipes.

**Appendix 1 to Annex A – Standard Meal Item Availability Table –**

**CADET FEEDING OPERATIONS**

*Applies to Cadet Summer Camps and other cadet feeding activities*

<b>SUPPER continued</b>			
<b>Category</b>	<b>Meal Item Availability Standard</b>	<b>Definition/ Specification</b>	<b>Healthy Choices</b>
<b>Fruit</b>	<b>4 varieties of fresh fruit A maximum of one fresh fruit can be replaced by a canned variety.</b>	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.
<b>Dessert</b>	<b>1 prepared dessert</b>  <b>Baked desserts (2 types)</b>  <b>Ice Cream (2 flavours)</b>  <b>Yogurt (4 flavours)</b>	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.
<b>Bread Product</b>	<b>2 types of bread</b>  <b>Loaves - 3 varieties</b>	e.g. roll/bun, flat bread, loaves, bagels, pita  e.g. Whole wheat, multi grain, white, etc (whole wheat bread containing not less then 60 % whole wheat flour)	Whole grain products Whole grain products
<b>Beverage<sup>1</sup></b>	<b>3 types of Hot beverages</b>  <b>3 types of cold beverages, 4 if non-dairy are provided:</b> <b>Dairy (4 varieties)</b>  <b>Fruit/vegetable juice (2 Varieties)</b>  <b>Fruit Flavoured Drinks (4 varieties)</b>	e.g. Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavoured) Hot Chocolate  Refers to pasteurized cow’s milk with Vitamin D and A added, in accordance with <a href="#">Canada’s Food and Drug Regulations</a> .  Pasteurized fruit juice from the named fruit in accordance with <a href="#">Canada’s Food and Drug Regulations</a> and the <a href="#">Canadian Food Inspection Agency</a> (CFIA) Vary selection throughout the week  Made of natural fruit flavoured extract of artificial fruit flavours or any combination thereof. Shall contain Vitamin C not less then 24 mg and not more then 48 mg per 100 ml of ready to serve portion, in accordance with <a href="#">Canada’s Food and Drug Regulations</a>	Less then 2% M.F.  Less then 2% M.F.  All  Low calorie, low sugar

<sup>1</sup> 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

	<b>Non-Dairy Beverages (2 varieties) when requested</b>	Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow's milk i.e. Soya milk, rice milk.	
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## Appendix 1 to Annex A – Standard Meal Item Availability Table –

### **CADET FEEDING OPERATIONS**

*Applies to Cadet Summer Camps and other cadet feeding activities*

SALAD BAR			
Category	Meal Item Availability Standard	Definition/ Specification	Healthy 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.	
Condiments	<p>➤ mustard, ketchup, mayonnaise (reg and low fat), vinegar, oil</p> <p>➤ 3 varieties of meat sauce</p> <p>➤ <u>salad dressings:</u></p> <ul style="list-style-type: none"> <li>• 5 varieties of regular</li> <li>• 5 varieties of low fat</li> </ul> <p>➤ 3 varieties of crackers</p> <p>➤ 2 spreads</p> <p>➤ 3 varieties of jams/jellies</p> <p>➤ salt, pepper, and other assorted spices</p>	<p>e.g. BBQ Sauce, HP Sauce</p> <p>e.g. melba toast, bread sticks, biscuits</p> <p>e.g. peanut butter, cheese</p>	

### **Appendix 1 to Annex A – Portion Size Standard**

<b>Portion Size Standard</b>	
<b><i>Breakfast</i></b>	
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	Ind 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)
<b><i>Lunch and Supper</i></b>	
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
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)

Portion Size Standard	
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
<b><i>Beverages</i></b>	
Juice	250 ml
Milk (2%, 1%, skim, choc, non dairy)	250 ml
Fruit Drinks	250 ml
Pop	250 ml
Hot Beverages	250 ml

## SNACKS

The snacks shall 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 as outlined in this Appendix shall 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 shall 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 shall be freshly prepared and the condiments provided separately to complement the filling. One filling shall 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

## **Appendix 1 to Annex A**

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 shall 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 shall 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 shall be made with (NO MORE THAN 10 g) of butter or margarine at any time. The spread shall be soft to avoid tearing the bread or rolls and the entire piece of bread or roll shall 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 shall 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 shall be provided in box lunches.



## **Appendix 1 to Annex A**

- (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 shall be provided to suit the contents of the lunch.
- (2) Each box lunch will be date stamped after being assembled.