



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Nova Scotia
Bid Fax: (902) 496-5016

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

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9
Nova Scot

Title - Sujet Rations & Quarters - Flight College	
Solicitation No. - N° de l'invitation W0102-17096D/A	Date 2016-05-18
Client Reference No. - N° de référence du client W0102-17-096D	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-208-9861	
File No. - N° de dossier HAL-6-77003 (208)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-06-03	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
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: LeBlanc, JoAnne	Buyer Id - Id de l'acheteur hal208
Telephone No. - N° de téléphone (902) 496-5010 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE SEE HEREIN GREENWOOD NOVA SCOTIA BOP1N0 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

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TITLE: Provision of Rations & Quarters for twelve (12) Air Cadets and two (2) Adult Supervisors for the Air Cadet Power Pilot Scholarship (PPS) Program while attending the Moncton Flight College.

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation document is divided into six parts plus attachments and annexes as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Requirement, the Basis of Payment, and other annexes.

1.2 Summary

Department of National Defence has a requirement for the provision of Rations & Quarters for twelve (12) Air Cadets and two (2) Adult Supervisors for the Air Cadet Power Pilot Scholarship (PPS) Program while attending the Moncton Flight College.

The period for this contract will be from July 1, 2016 to August 20, 2016.

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

1.3 Debriefs

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.

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 (to be completed by Supplier)

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, 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 FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

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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 Communications - Solicitation Period

All enquiries must be submitted to the Contracting Authority no later than six (6) 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 New Brunswick.

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 (2 copies)
Section II: Financial Bid (1 copy)
Section III: Certifications (1 copy)

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; and
- (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>). To assist Canada in reaching its objectives, bidders should:

- (1) use 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, print double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

Section II: Financial Bid

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

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 evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

- Contractor shall provide rations and quarters during the period of July 1st to August 20th, 2016, *in accordance with the outlined Statement of Work - Annex A, herein*. Quarters shall be within a twenty (20) minute drive of the Moncton Flight College so as to ensure minimum disruption to the course.
- ALL rooms must be single occupancy.
- All rooms shall have individual closet storage for personal clothing and equipment.
- All rooms shall have a desk or work space for each cadet for study purposes.
- All rooms must have washrooms attached.
- A group or individual telephone shall be provided.
- Common area must be equipped with cable TV.
- High speed internet should be available in each room.
- Washers and dryers shall be available on-site for daily use.
- Two master keys for all rooms shall be provided.
- Housekeeping services shall be provided once per week.
- Provision should be provided to extend the contract for individual room up to one week if the course is extended due to unforeseen delays (i.e. weather, equipment, etc.).
- Food Preparation - must provide written proof of Red Seal Certification
- **Successful bidders must provide proof that their staffs have a current PRC/VSS prior to start of the contract and must be Red Seal Chef certified.**

4.1.2 Financial Evaluation

SACC Manual Clause A0220T (2007-05-25) - Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection – Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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>), 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 (to be completed by Supplier)

This procurement is limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

(☐) the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

Signature

Date

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 specified 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>), 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](#)

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Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website (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 Statement of Work

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

6.2 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>) issued by Public Works and Government Services Canada.

6.2.1 General Conditions

2035 (2016-04-04), General Conditions – Higher Complexity - Services, apply to and form part of the Contract.

6.3 Security Requirement

6.3.1 There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of Contract

The period of the Contract is **from July 1st to August 20th, 2016**.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

JoAnne LeBlanc
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
1713 Bedford Row

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Halifax, Nova Scotia B3J 1T3
Telephone: 902-496-5010
Facsimile: 902-496-5016
E-mail address: joanne.leblanc3@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 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 Technical Authority

The Technical Authority for the Contract is:

Will be completed upon Contract award.

The Technical 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 Technical Authority; however, the Technical 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 (to be completed by Supplier)

Name: _____
Telephone: _____
Email address: _____

Procurement Business Number (PBN): _____

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 as specified in Annex A, the Contractor will be paid firm price, as quoted in Annex B, Basis of Payment.

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 Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (amount to be inserted at contract award). Customs duties are included, and Applicable Taxes are extra.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
- (a) when it is 75 percent committed, or
 - (b) four (4) months before the Contract expiry date, or
 - (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Method of Payment

SACC Manual clause H1000C (2008-05-12), Single Payment

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:

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.

6.9.2 SACC Manual Clauses

SACC Manual Clause A3060C (2008-05-12), Canadian Content Certification

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (to be inserted at contract award).

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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 - 2035 (2016-04-04) General Conditions Higher Complexity - Services;
- (c) Annex A, Statement of Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ (will be completed at contract award).

6.12 Defence Contract

SACC Manual clause A9006C (2012-07-16), Defence Contract

6.13 Insurance

SACC Manual clause G1005C (2008-05-12), Insurance

ANNEX A
STATEMENT OF REQUIREMENT

Title: Provision of Rations and Quarters for Air Cadet Power Pilot Scholarship (PPS) program at the Moncton Flight College.

OBJECTIVE	The objective is to provide rations and quarters for Twelve (12) Air Cadets and two (2) adult supervisors in the immediate vicinity of the Moncton Flight College for the duration of the PPS program.
BACKGROUND	<p>The DND Air Cadet program provides the opportunity to train select Air Cadets in the skills to acquire a Transport Canada private pilot licence. One of DND's contract schools is the Moncton Flight College situated at 1719 Champlain Street, Dieppe, NB, E1A 7P5.</p> <p>The cadets and adult supervisors require rations and quarters during the period of <u>July 1 to August 20, 2016</u>. Specific dates are noted below in schedule and cost requirements. Rations and quarters provision <u>shall be within a twenty (20) minute drive</u> of Moncton Flight College so as to ensure minimum interruption with the course structure and timings.</p>
SCOPE	The contractor shall provide rations and quarters for the designated time period and within the driving distance specified, which fulfill the requirements as stated in the tasks below.
TASKS	<p>The contractor shall provide accommodations for twelve (12) cadets and two (2) adult supervisory staff. The following specifics shall be fulfilled:</p> <p>Rations to include breakfast, lunch and supper meals daily, and box lunches if required. Meals are required as follows:</p> <p>From July 1st to August 20th, 2016, inclusive: Breakfast, lunch and supper for <u>Two (2) staff member</u> for 51 days.</p> <p>From July 3rd to August 20th, 2016, inclusive: Breakfast, lunch and supper for <u>Twelve (12) cadet students</u> for 49 days.</p> <p><u>Menu compositions are as follows:</u></p> <p>(1) Breakfast - The following types and number of food items and prepared dishes to be provided at the breakfast meal:</p> <ul style="list-style-type: none">(a) citrus fruit and fruit/vegetable juice;(b) cereal – one cooked and three ready to eat;(c) at least one style of eggs and one breakfast entrée (e.g. pancakes);(d) one kind of breakfast meat and one type of cheese or yogurt;(e) one kind of vegetable (e.g. baked beans, fried potato);(f) one freshly baked product and two kinds of bread products with accompaniments; and(g) at least two hot and two cold beverages including milk.

(2) Dinner - The following types and number of food items or prepared dishes to be provided at the lunch meal:

- (a) soup or appetizer;
- (b) one freshly prepared hot main protein dish with appropriate accompaniments;
- (c) one hot sandwich;
- (d) one cold sandwich;
- (e) one potato or alternative;
- (f) one other hot vegetable;
- (g) selection of salads as per the Salad Table Menu detailed above;
- (h) three prepared dessert items, two fresh fruit choices and ice cream or yoghurt;
- (i) bread and rolls (three varieties); and
- (j) at least two hot and two cold beverages including milk.

(3) Supper – The following types and number of food items or prepared dishes to be provided at the supper meal:

- (a) soup or appetizer;
- (b) two freshly prepared hot protein dishes with appropriate accompaniments – at least one is to be solid meat, fish or poultry (e.g. roast, cutlet, steak, chop or fillet);
- (c) one potato or alternative;
- (d) two other cooked vegetables;
- (e) selection of salads as per the Salad Table Menu as detailed above;
- (f) three prepared desserts, two fresh fruits and ice cream or yogurt;
- (g) bread and rolls (three varieties).

(4) Evening Snack

- (a) One beverage and two food items per person shall be served.
- (b) Tea and Coffee will be served as well as at least two of the following: partially skimmed milk, chocolate milk, hot chocolate, and fruit beverage.
- (c) A minimum of three of the following shall be offered: fresh fruit, sandwiches, cookies, muffins, squares, pies, doughnuts, cheese and crackers.

Menu items shall be prepared daily using fresh food.

	<p>The contractor shall provide quarters for twelve (12) cadets and two (2) adult supervisory staff.</p> <p><u>The following specifics shall be fulfilled:</u></p> <ul style="list-style-type: none">• Adult staff and Air Cadet rooms are to be single occupancy• All rooms shall have individual closet storage for cadet clothing• All rooms shall have individual storage for personal clothing and equipment• All rooms shall have a desk or workspace for each cadet for study purposes• All rooms should have an individual washroom attached• A group or individual house phone shall be provided• There should be a common area equipped with cable TV• High speed internet should be available in each room• Washers and dryers shall be available on site for daily use• Air conditioned rooms (or a portable fan provided for each room) for cadets and adult staff• Two master keys for all rooms shall be provided• Housekeeping shall occur once per week• Provision should be provided to extend the contract for individual room up to one week if the course is extended due to unforeseen delays. (ex: weather, equipment)• The Supplier shall ensure that there is enough sheets, pillows and blankets on hand to allow for a once a week bedding exchange. As well bedding shall be available for cadets/staff that have allergies in addition to the bedding held by the Landlord. Towel exchange shall take place on Monday, Wednesday and Friday each week. The Supplier will be responsible for all cleaning / laundering of the aforesaid items. The laundering of linen and towels shall not interfere with the availability of washers and dryers to cadets and staff.• The Supplier shall ensure there is space in each accommodation area that would facilitate ironing. Sufficient amounts of electrical outlets and adequate lighting (to national building code) shall be the responsibility of the Supplier.
<p><u>CONSTRAINTS</u></p>	<p>The rations and quarters shall be within a twenty (20) minute drive of the Moncton Flight College so as to ensure minimum disruption to the course.</p> <p>Successful bidder must be Red Seal Chef certified for food preparation and must provide written proof at bid closing. All work must be carried out in accordance with Federal, Provincial and Municipal Codes, Regulations, Laws or Bylaws. Costs incurred to comply with such Codes, Regulations, Laws or Bylaws must be the Contractor's responsibility.</p> <p>Successful bidder must provide proof that their staff members have a current PRC/VSS (Police Record Check / Vulnerable Sector Screening) prior to start of the contract.</p> <p>All buildings and facilities occupied or utilized by the Crown in any way shall be maintained at the expense of the Supplier such that they are in compliance with the National Building Code at all times. Messing facilities shall meet the regulations as set forth in the Sanitation Code of Canada's Food Service Industry (C-85-011-009/FP-001), Feral Halocarbon Regulations and Canadian Environment Protection Act and DND Food Services Manual.</p>

	<p>For security reasons, facilities that are to be assigned to Staff and Cadets shall be occupied by the Crown on an exclusive use basis notwithstanding, the availability of areas that may result from temporary reduction of the forecasted number of personnel housed as contemplated. No other guests shall be permitted to occupy areas or transit through facilities or areas assigned to officers or cadets without Crown consent.</p> <p>Figure 1 lists the approximate maximum number of persons and size of rooms required from July 1st to August 20, 2016. These room numbers represent the full camp establishment.</p> <table><tr><th>Group</th><th>Total Rooms</th><th>Type</th><th>Notes</th></tr><tr><td>Staff Captain</td><td>1</td><td>Single Room (11.6m²/p)</td><td>Single rooms with sink. washroom and shower desirable</td></tr><tr><td>Staff Lt/2LT</td><td>1</td><td>Single Room (11.6m²/p)</td><td>Single rooms with sink. washroom and shower desirable</td></tr><tr><td>Cadets</td><td>12</td><td>3.7m² in open dormitories or 2.8m² in partitioned dormitories.</td><td>1 per room based on 11.6 M room, 1 desk, 1 locker</td></tr><tr><td></td><td></td><td></td><td></td></tr></table> <p>FIGURE 1. Accommodation Requirements</p>	Group	Total Rooms	Type	Notes	Staff Captain	1	Single Room (11.6m ² /p)	Single rooms with sink. washroom and shower desirable	Staff Lt/2LT	1	Single Room (11.6m ² /p)	Single rooms with sink. washroom and shower desirable	Cadets	12	3.7m ² in open dormitories or 2.8m ² in partitioned dormitories.	1 per room based on 11.6 M room, 1 desk, 1 locker				
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Cadets	12	3.7m ² in open dormitories or 2.8m ² in partitioned dormitories.	1 per room based on 11.6 M room, 1 desk, 1 locker																		
CLIENT SUPPORT	Contractor to provide suitable rations and quarters which meet normal industry standards and provincial requirements.																				
SCHEDULE AND COSTS	<p>The contractor shall provide the required rations to <u>twelve (12) cadets</u> for the <u>period of July 3rd to August 20, 2016</u>. Also the contractor shall provide the required rations to <u>two (2) adult staff</u> for the period of <u>July 1st to August 20, 2016</u>.</p> <p>Additionally, costs should be provided for the option of extending individual rations and quarters for a one week period from August 21 - 27, 2016 to accommodate any unforeseen delays in the training program.</p> <p>The forecasted number of personnel requiring rations and quarters based on the arrival/departure schedule may be increased or decreased by not more than 10% at any time at the Crown's option with notice.</p>																				
DELIVERABLES	The contractor is to deliver commercial standard rations which meet the health and safety standards for the province and municipality in which the service is to be delivered, and must be Red Seal Certified. Written proof of certification is required with the bid. All work must be carried out in accordance with Federal, Provincial and Municipal Codes, Regulations, Laws or Bylaws. Costs incurred to comply with such Codes, Regulations, Laws or Bylaws must be the Contractor's responsibility.																				

Solicitation No. - N° de l'invitation
W0102-17096D/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
hal208

Client Ref. No. - N° de réf. du client
W0102-17-096D

File No. - N° du dossier
HAL-6-77003

CCC No./N° CCC - FMS No./N° VME

ANNEX B - BASIS OF PAYMENT

The contractor shall provide the required **Rations and Quarters for two (2) adult staff** for the period of July 1st to August 20th, 2016 (51 days) and shall provide **Rations and Quarters for twelve (12) cadets** for the period of July 3rd to August 20th, 2016 (49 days). Rations to include breakfast, lunch and supper meals daily, *and box lunches if required*.

Bidders are to provide FIRM unit prices as follows:

1. QUARTERS

The contractor shall provide quarters for two (2) adult supervisory staff & twelve (12) cadets.

1.1 Two (2) single occupancy rooms for two (2) Adult supervisory staff
at a FIRM daily rate of \$ _____ / room x 2 Rooms = \$ _____
Total cost of rooms \$ _____ x for estimated **51 days** = \$ _____

1.2 Twelve (12) single occupancy rooms for twelve (12) Cadets
at a FIRM daily rate of \$ _____ / room x 12 Rooms = \$ _____
Total cost of rooms at \$ _____ x for estimated **49 days** = \$ _____

1.3 Washer and Dryer Usage July 1 – August 20, 2016 (51 days)

\$ _____ / day x 51 days = \$ _____

Total cost of Rooms \$ _____ + HST

2. RATIONS

The contractor shall provide rations for three (3) adult supervisory staff and fifteen (15) cadets. Meal pricing will be provided as a separate cost from the Quarters pricing. Meals will be considered in the selection process based on an overall cost.

2.1 Breakfast at a FIRM rate of \$ _____ /day x 14 Individuals = \$ _____ / a day
Daily total cost for breakfast at \$ _____ /day x for an "estimated" 50 days = \$ _____

2.2 Lunch at a FIRM rate of \$ _____ /day x 14 Individuals = \$ _____ /day
Daily total cost for Lunch at \$ _____ /day x for an "estimated" 50 days = \$ _____

2.3 Dinner at a FIRM rate of \$ _____ /day x 14 Individuals = \$ _____ /day
Daily total cost for Dinners at \$ _____ /day x for an "estimated" 50 days = \$ _____

2.4 Evening Snacks at a FIRM rate of \$ _____ /day x 14 Individuals = \$ _____ /day
Daily total cost for Evening Snacks at \$ _____ /day x for an "estimated" 50 days = \$ _____

Total cost of Rations \$ _____ + HST

Box Lunches at a FIRM rate of \$ _____ each

Box Lunches will be on an as required basis with sufficient notice. Box lunch costs will not be used in the calculation for the basis of selection.

Total cost of Items #1 (Quarters) and #2 (Rations) = \$ _____ + HST

HST/GST should be listed separately