



REQUEST FOR PROPOSAL (RFP)

FOOD SERVICES OP NANOOK 2016

for the DEPARTMENT OF NATIONAL DEFENCE (DND)

Bid Solicitation Number: W8484-16-8603

Submit Proposals by email to [KA Hewett-Hicks](mailto:KA.Hewett-Hicks@forces.gc.ca)

Email to: Katheen.Hewett-Hicks@forces.gc.ca

(DND will confirm receipt of proposal)

Submit Inquiries by email to Katheen.Hewett-Hicks@forces.gc.ca

RFP Closing Time and Date: 14:00 EST on 1 June 2016

(All proposals must be received by DND by the RFP Closing Time and Date)



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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation 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; and
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

1.2 Security Requirements

This requirement is Unclassified and there is no security associated with this requirement.

1.3 Statement of Work

The Department of National Defence has a requirement for the provision of catering services in Haines Junction, YT. This requirement is in support of OP NANOOK 16.

The Work to be performed is detailed under Annex A.

1.4 Trade Agreements

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

1.5 Comprehensive Land Claim Agreements

The following Comprehensive Land Claim Agreements apply to this procurement:

- 1- For deliveries to* Haines Junction, YT, Champagne and Aishihik First Nation Final Agreement apply.

*where "deliveries to" means goods delivered to, and services performed in.



1.6 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.

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 and Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modifications:

- a) Section 02, Procurement Business Number is deleted in its entirety.
- b) Section 05, Submission of Bids – Subsection 3 is deleted.
- c) Section 05, Submission of Bids – Subsection 4 is amended as follows:

Delete: 60 days
Insert: 90 days
- d) Section 20, Further Information is deleted in its entirety.

2.2 Submission of Bids

Bids must be submitted only to the Department of National Defence by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five 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.



2.4 Applicable Laws

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

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 separate sections as follows:

- Section I: Technical Bid, one soft copy submitted by email;
- Section II: Financial Bid, one soft copy submitted by email;
- Section III: Certifications, one soft copy submitted by email;
- Section IV: Additional Information

Individual e-mails exceeding five (5) megabytes in size, or those including other factors such as embedded files, macros and/or links, may be rejected by the Department of National Defence (DND) e-mail system and/or firewall(s) without notice to the Bidder or Procurement Authority. Larger bids may be submitted through more than one e-mail. DND will confirm receipt of documents. It is the responsibility of the Bidder to ensure that their entire bid submission has been received. Bidders must not assume that all documents have been received unless DND confirms receipt of each document. Due to the possibility of e-mail rejection and/or other technical issues, bidders are requested to allow sufficient time before the closing time and date to submit their bid and for DND to confirm receipt. Bid documents received after the closing time and date will not be accepted.

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.

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 Annex C Bidder Price Confirmation. The total amount of Applicable Taxes must be shown separately.

The firm unit prices quoted must be in Canadian dollars and all applicable delivery and service charges must be included in the firm unit prices.

Bidders must submit firm unit prices for all items. The list of items is detailed in Annex "C".



Section III: Certifications

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information

1.1 Canada requests that Bidders provide information for the contact person responsible for:

General enquiries

Name: _____

Title: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail: _____

Delivery follow-up

Name: _____

Title: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail: _____

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.

4.1.1 Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

MT1. All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

MT2. Completion of PART 5 - Certifications

Bids not meeting these mandatory technical criteria will be declared non-responsive.

4.1.2 Financial Evaluation

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

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.



4.2 Basis of Selection

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 overall bid price will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a Contractor in default in carrying out any of its obligations under the Contract, 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 may 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.

5.2 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>), 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](#) 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 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

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

The 2010C (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract, with the following modifications:

a) Definition of Minister is modified as follows:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from the date of Contract Award to 30 September 2016 inclusive.

6.4.2 Comprehensive Land Claims Agreement(s)

The Contract is subject to the following Comprehensive Land Claims Agreement(s):

Champagne and Aishihik First Nation Final Agreement.



6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____

Title: _____

Public Works and Government Services Canada
Acquisitions Branch

Directorate: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

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:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail: _____.

The Technical Authority named above 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

The Contractor has identified the following individual as its representative for administrative matters relating to the Contract:

Name: _____

Title: _____



Organization: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail: _____.

6.6 Payment

6.6.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B.

6.6.2 Limitation of Expenditure

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

6.7 Invoicing Instructions

6.7.1 Invoices are to be submitted no more than once per month and detail the Work performed as per the Contract.

a) The Contractor will submit invoices on its own form, which will include:

- the date;
- the Contractor name and address;
- the Name and Address of the DND organization to which the invoice shall be sent. (See 9.6 hereunder);
- Contract Number;
- Financial codes, including GST or HST (as applicable) registration number;
- Description of the Work;
- the amount invoiced (exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST) as appropriate) and the amount of GST or HST, as appropriate, shown separately;

6.7.2 The Contractor will not submit an invoice prior to performance or delivery of the Work to which it relates.

6.7.3 Any invoices where items or group of items cannot be easily identified will be sent back to the Contractor for clarification with no interest or late payment charges applicable to Canada.

6.7.4 If Canada disputes an invoice for any reason, Canada agrees to pay the Contractor the portion of the invoice that is not disputed provided that items or services not in dispute form separate line items of the invoice and are otherwise due and payable under the Contract.

6.7.5 Notwithstanding the foregoing, the provisions of "Interest on Overdue Accounts", Section 13 of 2010 C will not apply to any such invoices until such time that the dispute is resolved at which time the invoice will be deemed as "received" for the purpose of the "Method of Payment" clause of the Contract.



6.7.6 The Contractor will submit the original invoice to:

Department of National Defence
National Defence Headquarters (NDHQ)
101 Colonel By Drive,
Ottawa, ON K1A 0K2
Canada
Attention: TBD at Contract award

6.8 Certifications and Additional Information

6.8.1 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 Applicable Laws

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

6.10 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 – Services 2010-C (Services Medium Complexity) (2016-04-04);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated: *inserted at the time of contract award*:

6.11 Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16) Defence Contract



ANNEX A STATEMENT OF WORK
W8484-16-8603

1.0 SCOPE

The Canadian Armed Forces (CAF) has a requirement for the provision of catering services to support the immediate response unit (IRU) base camp located in Haines Junction, YT from 26 August – 3 September 2016.

2.0 APPLICABLE DOCUMENTS

2.1 All food handling, storage and preparation practices are to be in accordance with the Food Safety Code of Practice for Canada's Food Service Industry, located at the following websites:

2.1.1 <http://www.inspection.gc.ca/food/eng/1299092387033/1299093490225>

2.1.2 <http://www.crfa.ca/shop/foodsafetycodeofpractice.asp>

2.2 Should policies of the Yukon Government Public Health and Safety Act be more stringent, these shall take precedence: http://www.gov.yk.ca/legislation/legislation/page_p.html

3.0 REQUIREMENTS

3.1 General Requirements

3.1.1 The provision of feeding services must include the following:

3.1.1.1 Cafeteria style food and service for breakfast and dinner (buffet).

Note: The CAF will be providing Individual Meal Packets (IMPs) for lunches.

3.1.2 The provision of feeding may also include the following:

3.1.2.1 Boxed meals (ready-to-eat dispersed/transportable meals - cold); and

3.1.2.2 Night snacks.

3.2 Location / Dates / Numbers

3.2.1 Catering service will be required at the Wildlife Fire Camp, Haines Junction (old Parks Canada Farm); and

3.2.2 Catering service will be required between 26th Aug and 3rd Sep 16 to feed approximately 200-250 personnel throughout. Only breakfast will be required on the last day.

3.3 Technical Requirements

3.3.1 The Contractor must provide Cafeteria style catering/buffet as per Appendices 1 and 2 to this Annex. This is a meal service that consists of the customers picking up their meals from a serving line where the food is served to them and from a selection of self-service points. At the end of the meal, the customers return their used dishes to a dish return point.

3.3.2 The Contractor must provide a menu detailing the cafeteria and boxed meal menus provided to CAF for the contracted period. This menu must provide variety throughout the 9 days.



3.3.3 **Boxed meals:** if option exercised, the Contractor must provide in accordance with Appendix 3. Boxed meals are cold meals packaged individually for consumption away from a dining facility to meet operational/training requirements.

3.3.4 All boxed meals must be available for pick up by CAF personnel at a location and time mutually agreed upon by CAF and the Contractor.

3.3.5.1 The Contractor is responsible for all packaging materials related to the provision and service of these boxed meals. Each boxed meal must be time and date stamped when completely assembled. Boxes must also be stamped in English with the following "Consumption must be within four hours unless refrigerated". Meals must be held under refrigeration until pick-up ensuring holding times and temperatures are in accordance with the Food Safety Code of Practice for Canada's Food services Industry showing no signs of deterioration.

3.3.5 **Night snacks:** if option exercised, must be available during the evening hours. Night snacks must be provided for personnel in accordance with Appendix 4.

3.3.6 Food prepared must be palatable and free of contamination, and must be produced from items that have not exceeded their "best before" or expiry date.

3.4 Constraints

3.4.1 All food handling, storage and preparation practices are to be in accordance with the Food Safety Code of Practice for Canada's Food Service Industry. The specifications are to be used as a reference to maintain the administration of food services and a minimum level of food service quality, safety and quantity. The specifications are not intended to prescribe how the Contractor will carry out the work, or exactly what selection of meals are to be provided, but only the desired level of service.

3.4.2 Meals not conforming to the specifications detailed herein will be returned to the Contractor and will not be paid for any or the following reasons:

3.4.2.1 Menu substitutions without prior CAF approval;

3.4.2.2 Short shipment - receipt of less than the meal order quantity; and

3.4.2.3 Late delivery - meals not available for CAF pick-up at the pre-arranged time, or not delivered at the pre-arranged time.

3.4.3 Personnel preparing the food must hold the appropriate food services qualifications, in accordance with The Food Safety Code of Practice and the Yukon Government Public Health and Safety Act (Most stringent policies to take precedence).

3.4.4 The Contractor shall accommodate special dietary needs to accommodate religious beliefs and temporary illness, when directed by the CAF Theater Technical Authority (TTA).

3.4.5 No kitchen will be provided by CAF at the Wildfire Fire Camp, Haines Junction site.

3.5 Responsibilities

3.5.1 Contractor Responsibilities



- 3.5.1.1 The Contractor is responsible to identify a point of contact (POC) with appropriate authority to liaise with the CAF. The POC must be reachable at all times during normal business hours.
- 3.5.1.2 The Contractor must provide buffet food warmer steam table, cutting boards, and miscellaneous food serving utensils (i.e. salad tongs).
- 3.5.1.3 The Contractor must be flexible to special requests which could include but are not limited to a “meet and greet” requiring a buffet style service, coffee breaks, or even slight changes to the menu.
- 3.5.1.4 The Contractor must establish a tracking system, providing daily visibility for both the Contractor and CAF as to the exact food service support provided. It must include but not be limited to tracking of cafeteria customers, numbers of dispersed/transported meals, night snacks, and any other service provided.
- 3.5.1.5 Contractor’s vehicles used for transportation of boxed meals shall be clean, and shall not be used to transport chemicals, to prevent cross contamination as per section 3.7 Transportation, Storage and Distribution of Food Products (Food Safety Code of Practice for Canada’s Food Services Industry).
- 3.5.2 CAF Responsibilities
- 3.5.2.1 The CAF is responsible to identify the TTA who will liaise with the Contractor for all work being conducted.
- 3.5.2.2 The CAF is responsible to provide plates, cups, utensils, and napkins.
- 3.5.2.3 The CAF is responsible for giving seven (7) days prior notice to the Contractor of expected number of meals required. In unforeseen circumstances, the CAF will give no less than 48 hours’ notice.



APPENDIX 1 – FOOD ITEM MINIMUM STANDARDS

BREAKFAST		
Category	Meal Item Availability Standard	Definition/ Specification
Fruit	2 - 3 varieties IAW season	At least 1 variety must be fresh. May include a maximum of 1 canned or 1 dried variety.
Entrée	Eggs any style Cereals: 1 hot variety 1 - 2 ready to eat 1 breakfast entrée	In accordance with the <u>Egg Regulations</u> under the Canadian Agricultural Products Standards Act and <u>Canadian Food And Drug Regulations</u> or equivalent. A minimum of 1 variety must have a minimum of 3 g of fibre and a maximum of 12 g of sugar (may exceed 12 g of sugar if high fibre cereal containing dried fruit). e.g. pancakes, French toast, waffles etc.
Meats	1 – 2 hot breakfast meats	e.g. bacon, ham, sausage, back bacon, etc. Meat from <u>federally inspected source and CFIA approved</u> or equivalent.
	1 cold meat or 1 meat spread	e.g. ham, creton, etc. Meat from <u>federally inspected source and CFIA approved</u> or equivalent.
Cheese/Yogurt	1 - 2 varieties of cheese	Cheese products produced in a dairy establishment registered by CFIA or equivalent.
	1 - 2 varieties of yogurt	To include a minimum of 1 with M.F. 2% or less.
Starch	1 - 2 breakfast starch items	e.g. baked beans, potatoes, etc.
Vegetable	1 breakfast vegetable (optional)	e.g. sliced tomatoes, stewed tomatoes etc.
Bread Products	1 - 2 varieties of sliced bread	e.g. muffins, sweet buns etc. Minimum of 50% must be whole grain with a minimum of 2.5 g of fibre per slice. e.g. bagels, English muffins, etc.
Beverage ¹	3 hot beverages Juice: 1 - 2 varieties Dairy: 1-2 varieties	Tea (regular, decaffeinated, herbal), Coffee ² (regular, decaffeinated) and Hot Chocolate. Pasteurized 100% juice with no sugar added, IAW <u>Canada's Food and Drug Regulations</u> and the <u>Canadian Food Inspection Agency (CFIA)</u> . 1 fruit juice may have sugar added, such as cranberry cocktail. A minimum of 1 must be skim milk or 1% M.F. Pasteurized cow's milk with vitamins D and A added IAW <u>Canada's Food and Drug Regulations</u> .



Condiments	1 types of spreads 1 - 2 varieties jam/jellies plus: -honey -syrup -butter and/or margarine -ketchup -mustard -mayonnaise -hot sauce -meat sauce	e.g. peanut butter, chocolate nut spread, cheese spread, etc.
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Note 1: Where potable water is available, bottled water shall not be provided. Canned soda pop, sports drinks, energy drinks, thirst quenchers, flavoured/sparkling/fortified bottled water products are not authorized with Breakfast.

SUPPER		
Category	Meal Item Availability Standard	Definition/ Specification
Soup	1 soup	
Main Entrée One Vegetarian Protein Choice to be included.	1 freshly prepared hot protein dish with appropriate accompaniments. 1 pasta dish (optional) and/or 1 - 2 sandwich choices.	Provide fish option at least once per week. Meat must be <u>federally inspected and CFIA</u> or equivalent. Whole grain pasta with a minimum of 7 g fibre per 85 g dry serving to be offered as 25% of pasta menu items. 1 variety of sauce. Lean meats such as ham or turkey with less than 5 g of fat per serving and containing less than 1,000 mg of sodium per serving. Cheese made from less than 20% M.F. Salmon or tuna packed in water. Whole grain bread products.
Starch	1 starch item	e.g. potato, rice, couscous, etc.
Vegetables	1 cooked vegetable	Offer at least one dark green and one orange vegetable daily.
Fruit	1 – 2 varieties IAW season	At least 1 variety must be fresh. May include a maximum of 1 canned or 1 dried variety.
Dessert	1 prepared dessert and/or 1 baked dessert and/or Ice cream/frozen yogurt <u>and</u> Yogurt (1 - 2 flavours)	e.g. puddings, gelatin, cobblers, crisps, etc. e.g. cakes, cookies, pies, squares, etc. To include a minimum of two with M.F. 2% or less.



Bread Product	1 - 2 varieties of sliced bread	Minimum of 50% must be whole grain with a minimum of 2.5 g of fibre per slice. e.g. bagels, pita bread, etc.
Beverage	3 hot beverages Dairy (1 - 2 varieties) Juice (1 - 2 varieties) Optional: fruit flavoured drinks (1 - 2 flavours)	Tea (regular, decaffeinated, herbal), Coffee ₁ (regular, decaffeinated) Hot Chocolate. A minimum of 1 must be skim milk or 1% M.F. Pasteurized cow's milk with vitamins D and A added IAW <u>Canada's Food and Drug Regulations</u> . Pasteurized 100% pure juice with no sugar added IAW <u>Canada's Food and Drug Regulations</u> and the <u>Canadian Food Inspection Agency (CFIA)</u> . Vary selection. One fruit variety may have sugar added, such as cranberry cocktail. If provided , to include a maximum of 2 flavours. Made of natural fruit flavour extract and/or artificial fruit flavours. Shall contain 24 - 48 mg of vitamin C per 100 ml of ready to serve portion IAW <u>Canada's Food and Drug Regulations</u> .
Leaf and Salads	1 leaf salad without dressing/ ingredients containing fat 1 – 2 other salad that may contain dressing/ ingredients containing fat	e.g. Tossed salad, Spinach salad etc. e.g. Caesar salad, Spinach salad, etc.
Raw Vegetables	1 – 2 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.
Starch, Bean, or Marinated Salad	1 variety per meal	e.g. coleslaw, pasta salad, three-bean salad, marinated vegetable salad, etc.
Protein Choice	1 type of protein choice	e.g. sliced meat or fish product Meat from <u>federally inspected source and CFIA approved only</u> .
Vegetarian Protein Choice	1 Vegetarian Protein Choice 2 types of cheese	e.g. chick peas, other legumes, egg, hummus, bean dip. Cheese products produced in a dairy establishment registered by CFIA or equivalent.
Pickles/Olives	1 – 2 varieties of pickles/olives	e.g. olives, beets, onions, dill pickles, gherkin pickles, etc.
Condiments	mustard, ketchup, mayonnaise (reg and low fat), vinegar, oil 1 variety of meat sauce <u>salad dressings:</u> 2 varieties of regular 1 varieties of low fat 1 variety of crackers salt, pepper, and other assorted spices butter and/or margarine	e.g. BBQ Sauce, hot sauce etc. e.g. melba toast, bread sticks, biscuits, etc.

Derived from A-85-269-001/FP-001 - Food Services Direction & Guidance Manual, Chapter 2 - Standards & Procedures, Annex B-1 – Standard Meal Item Availability Table



APPENDIX 2 – PORTION SIZE STANDARD

Breakfast	
Eggs, large	2 each
Ham/Back Bacon	45g (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	1nd 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/bread	2 slices (each 35 g)
Supper	
Soup	250 ml
Steaks and chops (bone in)	250g (raw)
Chicken pieces (bone-in)	275g (raw)
Steak (boneless)	225 g (raw)
Boneless meat/poultry	210 g cooked (180 g raw)
Fish (steaks, fillet)	210 g (raw)
Fish (battered)	210 g (cooked)
Stews	300 g (cooked) (250 ml ladle)
Casserole dishes	300g (cooked) (250 ml ladle)
Pasta w/ sauce (main entrée)	210 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 (210g)
Submarine (21 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)
1 Cookie (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
Juice	250 ml
Milk (2%, 1%, skim, choc, non-dairy)	250 ml
Fruit Drinks	250 ml
Pop	250 ml
Hot Beverages	250 ml

In accordance with A-85-269-001/FP-001 - Food Services Direction & Guidance Manual, Chapter 2 - Standards & Procedures, Annex C – Portion Size Standard



APPENDIX 3 – BOXED MEALS

Breakfast	Box Meal
<ul style="list-style-type: none"> – One fruit – One juice – Cereal (with 250 ml milk) – Egg – Breakfast meat or alternative (meat, cheese or yogurt) – Two breakfast bread products – Appropriate condiments 	<ul style="list-style-type: none"> – Two sandwiches: <ul style="list-style-type: none"> 1 of sliced solid meat (90 g) 1 with a mixed filling, (110 g) Or <ul style="list-style-type: none"> 1 sandwich with a mixed filling e.g. tuna, salmon, egg, etc. (110 grams filling) 1 solid meat item with a roll (90 grams meat less than 5 grams of fat and less than 1,000 mg of sodium per serving) Or <ul style="list-style-type: none"> 1 cold plate with sliced meats + a solid meat item with two rolls. <p>(Note: a variety of fresh bread products is to be used, e.g. one sandwich whole wheat, one sandwich white bread.)</p> <ul style="list-style-type: none"> – Side salad or assorted raw vegetables – Condiments appropriate for sandwiches and salad – Fresh or canned fruit – Two beverages 2 – One pocket supplement (for example, granola bar, nuts, or cheese and cracker pack)

In accordance with A-85-269-001/FP-001 - Food Services Direction & Guidance Manual, Chapter 2 - Standards & Procedures, Annex A – Standard Meal Entitlement Pattern, Table A-3: Standard Entitlement Pattern for Cold Meals

Note 1: Two beverages: One of the two beverages should be milk. However, in situations where milk may not be appropriate for issue in a box meal (hot weather conditions, diner preference), either 2 x 250 ml juice/cold beverages or 1 x 400-500 ml container of juice/cold beverage can be issued.

Note 2: Where potable water is available in a dining facility, bottled water shall not be provided. Sports Drinks, Energy Drinks, Thirst Quenchers, and Bottled water, flavoured, sparkling, fortified or other bottled water products are not covered within this standard.



APPENDIX 4 – NIGHT SNACK FOOD AND BEVERAGE

If option exercised, all of the following food and/or beverage items must be available as a night snack:
Coffee or tea, plus cream or milk, plus sugar
Hot chocolate beverage mix
Iced tea mix
Milk
Fruit juice
Bread, spreads (peanut butter, cheese spread, jam, etc.)
Soup and soda crackers
Fresh fruit (orange, apple, pear, banana, etc.)
Snack (e.g. muffin, breakfast bar, cookies, granola bar)

In accordance with A-85-269-001/FP-001 - Food Services Direction & Guidance Manual, Chapter 2 - Standards & Procedures, Table 3: Night Snack Food and Beverage Entitlement



ANNEX B Basis of Payment
W8484-16-8603

Provisions of Food Services as per SOW Annex A.

The Basis of Payment will be firm rate per meal type for the duration of the Contract. Applicable taxes are extra. All prices must be in Canadian Dollars.

Firm meal prices:

Breakfast: \$ _____ Boxed Meals: \$ _____
Dinner: \$ _____ Night Snacks: \$ _____
Coffee Breaks \$ _____

Food Services						
Item	Meal Type	Requirement Up to (a)	Dates Required	# of Days (b)	Unit Price (c)	Total (a*b*c)
1	Breakfast	250	26 August - 3 September	9	\$	\$
2	Supper	250	26 August - 3 September	8	\$	\$
3	Boxed Meals	25	26 August – 2 September	7	\$	\$
4	Boxed Meals	150	3 September	1	\$	\$
5	Coffee Breaks	50	26 August - 3 September	8	\$	\$
6	Snacks	10	26 August – 2 September	7	\$	\$
Total Food Services - (taxes excluded) (d):						\$

Total Estimated Value (d): \$ _____
GST/HST \$ _____
Total Value \$ _____



ANNEX C Bidder Price Confirmation
W8484-16-8603

Provisions of Food Services as per SOW Annex A.

Bidders are asked to provide firm unit price for all items.

Firm meal prices:

Breakfast: \$ _____ Boxed Meals: \$ _____
Dinner: \$ _____ Night Snacks: \$ _____
Coffee Breaks \$ _____

Food Services						
Item	Meal Type	Requirement Up to (a)	Dates Required	# of Days (b)	Unit Price (c)	Total (a*b*c)
1	Breakfast	250	26 August - 3 September	9	\$	\$
2	Supper	250	26 August - 3 September	8	\$	\$
3	Boxed Meals	25	26 August – 2 September	7	\$	\$
4	Boxed Meals	150	3 September	1	\$	\$
5	Coffee Breaks	50	26 August - 3 September	8	\$	\$
6	Snacks	10	26 August – 2 September	7	\$	\$
Total Food Services - (taxes excluded) (d):						\$

Total Estimated Value (d): \$ _____
GST/HST \$ _____
Total Value \$ _____