



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067**

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

<b>Title - Sujet</b> Catering	
<b>Solicitation No. - N° de l'invitation</b> W0107-16CMC5/A	<b>Date</b> 2016-06-16
<b>Client Reference No. - N° de référence du client</b> W0107-16-CMC5	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$KIN-690-6933	
<b>File No. - N° de dossier</b> KIN-6-46038 (690)	<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 2016-07-05</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<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> Rider, Kim (Buyer)	<b>Buyer Id - Id de l'acheteur</b> kin690
<b>Telephone No. - N° de téléphone</b> (613) 449-4531 ( )	<b>FAX No. - N° de FAX</b> (613) 545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 227 MONTGOMERY ROAD BLDG H-112 MAINT COY PETAWAWA Ontario K8H2X3 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 Canadian Armed Forces Reservists will be conducting an exercise in Sudbury Ontario, and has a requirement for the provisions of cafeteria style dining service from the 14 August to 24 August inclusive. The work to be performed is detailed under Annex A 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.

## 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:

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- 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 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 separately bound sections as follows:

Section I: Financial Bid (1 hard copy)  
Section II: 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;
- (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: 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 "C" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "C" 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

##### **3.1.3 SACC Manual Clauses**

#### **Section II: 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.

#### 4.1.1 Financial Evaluation

SACC Manual Clause A0220T (2014-04-26), Evaluation of Price

The Bidder must submit its offer in accordance with Annex B Basis of Payment.

#### 4.1.2 Financial Criteria

4.1.3. Financial bids will be evaluated on an aggregate basis based on the estimated usages provided in Annex "B", Basis of Payment.

4.1.4 The meal rate (column a) will be multiplied by the estimated quantity of people (column b), by the number of days (column c), to arrive at a total price per meal (column d). The totals for all meals (breakfast/lunch/dinner) will be added together to arrive at a total evaluated price.

4.1.5 Bidders must submit pricing in accordance with the Basis of Payment, Annex B, attached herein, as firm all inclusive rates for all pricing requirements, or their bid will be considered non-responsive and will be given no further consideration.

#### 4.2 Basis of Selection

**A bid must comply with the requirements of the bid solicitation 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

#### 5.2 Certifications Precedent to Contract Award and Additional Information

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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 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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)" 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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)" 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

To provide cafeteria dining style service in accordance with the Statement of Work in 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

[2010C \(2016-04-04\), General Conditions - Services \(Medium Complexity\) 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 14 August 2016 to 24 August 2016 inclusive.



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## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Kim Rider  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 86 Clarence St. 2<sup>nd</sup> Fl  
Telephone: 613-545-8739  
Facsimile: 613-545-8067  
E-mail address: krider@kos.net

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 Project Authority**

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

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, to a limitation of expenditure of \$\_\_\_\_(amount will be inserted at contract award). Customs duties are excluded and Applicable Taxes are extra.

### 6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are excluded 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 Single Payment

SACC Manual Clause (2008-05-12) H1000C - Single Payment.

### 6.7.4 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);

## **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. Each invoice must be supported by:
  - a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
3. 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.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **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 Ontario.

## **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 2010C (2016-04-04);
- (c) Annex A, Statement of Work;
- (d) Annex B – Basis of Payment
- (e) Annex C
- (f) Annex D
- (g) the Contractor's bid dated \_\_\_\_\_

## ANNEX A

### STATEMENT OF WORK

#### 1. Background

The Canadian Armed Forces Reservists will be conducting an exercise in Sudbury from 14 to 24 August 2016 inclusive. This exercise occurs yearly.

#### 1.1 Method and Location of Service.

**The name of the training facility will be provided in an amendment to follow:**

The Contractor must provide cafeteria style service during the hours of operation stated in 6.8 Meal Hours unless otherwise specified. The Contractor must have the ability to bring meals into a designated location and serve from that location.

#### 4. Provision of Personnel

The Contractor must ensure the provision of sufficient qualified management and non-management personnel to efficiently operate all Food Services requirements provided to the Department of National Defence.

The Contractor is responsible for the Contractor's staff's meals at the Contractor's own expense.

#### 5. Provision of Equipment

The Contractor is responsible to provide all equipment deemed necessary to fulfill the scope of work.

#### 6. Meal Specifics

**6.1 Capacity:** The Contractor must have a minimum capability to be able to feed up to 120 people per meal with a peak capability to feed up to 150 per meal.

**6.2 Portion Size:** Portion sizes and/or quantities for all units, provided by the Contractor, must conform to the specifications outlined in Appendix I (attached).

All condiments must be portion control pack sizes to prevent cross contamination.

**6.3 Menus:** The Contractor must, on being awarded the contract, provide an eleven-day cycle menu for Breakfast, Lunch and Supper for review by the 33 CBG liaison officer. Cycle menus are required to ensure that menus are not repeated one after the other, to ensure that quality standards are met, and to ensure that the same meal or menu is not repeated.

##### 6.3.1 Breakfast Menu must include:

2 large eggs per person, Pancakes/French toast (two pieces per person served); and  
2 types cooked meat (1 beef, 1 pork – Chicken sausage is acceptable); and  
4 types of bread; and  
3 types of individual packaged cereals (one per person served); and  
2 types of individual packaged milks (one per person served); and  
3 types of hot beverages (coffee, tea & hot chocolate); and  
3 types of 100% juice (2 fruit and 1 vegetable, no sugar drinks); and

Bottled water – 1 per person served; and  
3 types of fresh fruit – 1 piece per person served; and  
Cheese – 30 grams; and  
4 types of individual yogurt; and

Condiments:

- a. 2 spreads (butter or margarine); and
- b. 5 varieties of either jams/jellies, honey, ketchup, mayonnaise, mustard, hot sauce, or meat sauce (as applicable to the meal); and
- c. Sugar, sweetener, coffee mate, and creamers.

### **6.3.2 Lunch and Supper Menus must include:**

1 type of Soup; and  
2 types of cooked meat (1 non-pork option if requested on call up); and  
1 vegetarian entrée choice (if requested on call up); and  
1 pasta choice or 1 starch choice; and  
1 cooked vegetable; and  
Salad: 2 prepared and 1 greens; and  
3 types of fresh fruit – 1 piece per person served; and  
4 types of bread; and  
3 types of hot beverages (coffee, tea and hot chocolate - seasonal); and  
3 types of juice (2 fruit, 1 vegetable, no sugar drinks); and  
Bottled water – one bottle per person served; and  
2 types of individual milks – 1 per person served; and  
Desserts: 2 prepared, 2 baked, 4 types of yogurt (note - granola or other bars are not acceptable); and  
Condiments:  
a. 2 spreads (butter or margarine); and  
b. 5 varieties of jams/jellies, honey, ketchup, margarine/butter, mayonnaise, mustard, hot sauce, meat sauce (as applicable to the meal); and  
c. sugar, sweetener, coffee mate, and creamers.

### **6.3.2.1 BBQ (Supper Only):**

The Department of National Defence may request supper to be provided as a BBQ. DND will outline this request prior to the event.

The Contractor must provide a BBQ menu for Supper that meets the Supper Menu as outlined above in "Lunch and Supper Menus must include"

### **6.4 Transportation:**

Only one meal in vehicle for each delivery, because of holding temperatures not being met.

### **6.5 Service:**

Catering Staff must serve all meals and are required to wear disposable gloves, disposable hats and apron. Hats that are worn to and from location are not allowed. Military Staff that wishes to help serve must follow the same guidelines.

### **6.6 Service Area:**

Catering Staff must ensure that all serving areas are clean prior to set up of area and after service has been completed.

## **6.7 Service Validation:**

Catering Staff must have a list of Units being served, including Point of contact with telephone number, numbers to be fed as per call-up. This is crucial since caterer may be feeding multiple units/events at the same location.

## **6.8 Meal Hours:**

As and when requested, the Contractor will provide meal service for up to three meals per day. The following are typical meal service hours but are subject to change to reflect training requirements:

Breakfast 0630 hours to 0800 hours inclusive

Lunch 1100 hours to 1300 hours inclusive (Sunday 1030 hours to 1330 hours inclusive)

Dinner 1630 hours to 1800 hours inclusive

The Contractor will be notified of any changes to the meal times described above.

## **6.9 Style of Service:**

The Contractor will provide cafeteria (buffet-style) service during the hours of operation.

## **6.10 Hygiene and Sanitation:**

The Contractor must follow the guidelines in the '**Food Safety Code of Practice for Canada's Foodservice Industry**,' and the contractor must demonstrate that all employees charged with the preparation and handling of food have received food handler training acceptable to the provincial health authorities.

The Liaison Officer reserves the right to conduct unscheduled Quality Control Inspections of the Contractor's food preparation areas, storage facilities, food service areas, and staff in accordance with Reference B, Chapter 4, Annex K – Sanitation Evaluation Checklist. Quality Control Inspections may be conducted by either a qualified Food Services Inspector or by DND Preventative Medicine personnel.

## **7. Transportation and Storage**

The Contractor is responsible for all transportation costs in support of the food service operation. Food requiring refrigeration must be kept on ice or insulated containers. Hot food must be transported in insulated containers that will maintain holding temperatures as identified in the 'Food Safety Code of

Practice for Canada's Food Service Industry.' The contractor must ensure that on-site staff are equipped with, and trained to use food service quality thermometers to verify holding temperatures. The Contractor may have no more than one (1) meals at the point of delivery (on-site) at any one time.

## **8 Location**

**The name of the training facility will be provided in an amendment to follow:**

## **9. Other Requirements**

The Contractor must, except as otherwise stipulated, provide all equipment necessary, or desirable, for the fulfillment of the contractors' responsibilities including, without limitation: delivery vehicles; mobile hot-food holding equipment; linens; glassware; dinnerware; cutlery; utensils; and small ware for each event site. Disposable ware is accepted with the exception of foam cups.

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The users are reliant on the contractor's experience and skill in determining the suitability of such equipment for the provision of safe, efficient, and esthetically pleasing food handling and serving. The contractor is responsible to ensure that all equipment is kept in a neat, clean and sanitary condition at all times.

The contractor must clear the preparation and serving areas by removing all garbage and refuse directly associated with the catering services immediately after serving is concluded for each meal. Accumulated refuse may be stored securely until removed from the serving location at the end of each day if employing staff to serve or cater the food services. The contractor is responsible for the removal of the garbage from DND and to know and comply with all pertinent municipal waste removal requirements if employing staff to cater the food services.

## **Appendix I**

### **1. Standard Meal Entitlement Pattern**

#### **A. Regular Meal Pattern**

Soup  
Main Entrée  
· Choice of freshly prepared protein dish, pasta, à la carte, or sandwich  
Starch  
Cooked vegetable  
Salad Bar  
Fruit  
Dessert  
Bread product  
Three beverages

Juice  
Fruit  
Breakfast entrée  
Breakfast meat or alternative  
Cheese or Yogurt  
Breakfast starch  
Breakfast vegetable  
Bread product  
Two beverages  
Condiments/Preserves

Soup  
Main Entrée dish  
1. Choice of freshly prepared protein dish, pasta, or à la carte item  
Starch  
Cooked vegetable  
Salad Bar  
Fruit  
Dessert  
Bread product  
Three beverages  
Condiments

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## **B. Dispersed Meals:**

### **Hot Meals**

Dispersed hot meals shall be produced using foods that travel well and can withhold being held at the required temperature for reasonable periods of time in approved CF containers. A card indicating the amount per serving (for example, pork chop - 1; boiled potato - 2 pieces; cookies - 2) shall accompany each meal.

Soup  
Main protein dish  
Starch item  
Vegetable  
Same as Regular meal pattern

Tossed salad, coleslaw or assorted raw vegetables  
Fresh fruit  
One prepared or baked dessert  
Bread or rolls and butter or margarine  
Two beverages  
Appropriate condiments

**NOTE:** The quantity for main protein dish and starch choice shall be **10% greater** for dispersed hot meals than for regular meals served in the dining room.

## **2. Portion Size Standard**

### **Lunch and Supper**

Stews 300 g (cooked) (250 ml ladle)  
Fish (battered) 150 g (cooked)  
Fish (steaks, fillet) 150 g (raw)  
Boneless meat/poultry 150 g cooked (180 g raw)  
Steak (boneless) 225 g (raw)  
Chicken pieces (bone-in) 275g (raw)  
Steaks and chops (bone in) 250g (raw)  
Soup 250 ml

### **Breakfast**

Toast 2 slices (each 35 g)  
Croissants 1 each (60 g)  
Bagel 1 each (110 g)  
Muffin 1 each (130 g)  
Cheese 30 g  
- cold Individual pkg or 250 ml plus 125 ml of milk 175 ml (cooked) plus 125 ml of milk Cereal w/milk  
- hot French Toast 2 slices  
Hot cakes 2 X 90 ml ladles of batter  
Sausages 2 each (12/500 g raw)  
Bacon 3 slices (40/48 slices per kg raw)  
Ham/Back Bacon 45 g (raw)  
Eggs, large 2 each



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### **Lunch and Supper**

Cake 1 piece (5 cm X 5 cm X 7 cm)  
Fruit yogurt 175 ml  
Ice cream 125 ml  
Gelatin dessert 125 ml  
Pudding 125 ml  
Fresh grapes/berries/sliced fruits 125 ml or 90 g  
Fresh fruit (individual) 1 each  
Canned fruit 175 ml  
Salad Items 6" bowl or 8" plate  
Vegetables 90 g (125 ml spoon)  
Starch Item - potatoes, rice, pasta 125 g (cooked) (2 ea 125 ml spoon, 2 ea #16 scoop)  
Sliced meat – for cold plate 90 g  
Sandwich filling - sliced meat 90 g  
Sandwich filling - salad 110 g  
Sandwich 1 each  
Submarine (15 cm long) 1 each (90 g sliced meat or 110 g mixed filling)  
Burritos 1 each (150g)  
Tacos 2 each  
Pizza 1 each (1/6 of a 40 cm diameter pizza) 240 g  
Hot dog 80 g (2 ea @ 40 g or 1 ea @ 80 g)  
Hamburger 1 each (167 g raw)  
Three decker sandwich 1 each (90 g of meat total)  
Pasta w/ sauce (main entrée) 150 g of pasta, 175 ml of sauce  
Casserole dishes 300g (cooked) (250 ml ladle)

### **Beverages**

Hot Beverages 250 ml  
Pop 250 ml  
Fruit Drinks 250 ml  
Milk (2%, 1%, skim, choc, non-dairy) 250 ml  
Juice 250 ml

### **Dessert**

Dinner Roll 1 each  
Bread 1 slice  
Doughnuts / Sweet Buns 1 each  
Cookies (12.5 cm diam.) 1 each  
Cookies (7.5 cm diam.) 2 each  
Squares 1 piece (5 cm X 5 cm X 2.5 cm)  
Pie 1 piece (1/8 of a 22 cm diameter pie)

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## ANNEX B

### Basis of Payment

Bidder must quote firm, all inclusive unit prices, FOB Destination. All surcharges (if applicable) must be included in the prices quoted herein. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, if applicable.

Contract Date: 14 August 2016 to 24 August 2016 inclusive.

The number of people will be finalized two business days prior to start of the contract.

### Meals

Items	Unit of Issue	Rate (a)	Est. Qty Up to Maximum (b)	# of days (c)	Extended Total (d) (a x b x c)=(d)
Breakfast	Per Breakfast per person	\$____per breakfast per person	150	11	\$_____
Lunch	Per Lunch per person	\$____per lunch per person	150	11	\$_____
Dinner	Per Dinner per person	\$____per dinner per person	150	11	\$_____

\$ \_\_\_\_\_  
HST \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_

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## **ANNEX C**

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);

## Annex D

### Insurance

#### COMMERCIAL GENERAL LIABILITY INSURANCE

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. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - r. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

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**For other provinces and territories, send to:**

*Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

**Automobile Liability Insurance**

1. The Contractor must obtain Automobile 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.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.