

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des
soumissions\Travaux publics et Services
gouvernementaux Canada
Building S-111, Rm C-114
101 Menin Rd. Garrison Petawawa
Petawawa
Ontario
K8H 2X3
Bid Fax: (613) 687-6656**

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada Supply
and Services Operation
Petawawa Procurement
Building S-111, Rm C-114
101 Menin Rd. Garrison Petawawa
Petawawa
Ontario
K8H 2X3

| | | |
|---|--|--|
| Title - Sujet Dispersed Meals, Northern Ontario | | |
| Solicitation No. - N° de l'invitation W0107-15CM85/A | | Date 2016-09-02 |
| Client Reference No. - N° de référence du client W0107-15CM85 | | GETS Ref. No. - N° de réf. de SEAG PW-\$PET-903-1381 |
| File No. - N° de dossier PET-5-43055 (903) | CCC No./N° CCC - FMS No./N° VME | |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-10-17 | | Time Zone Fuseau horaire Eastern Daylight Saving Time EDT |
| Delivery Required - Livraison exigée See Herein | | |
| Address Enquiries to: - Adresser toutes questions à: Harrington, Mary-Lou | | Buyer Id - Id de l'acheteur pet903 |
| Telephone No. - N° de téléphone (613)401-3643 () | | FAX No. - N° de FAX (613)687-6656 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: SEE HEREIN | | |
| Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité. | | |

Instructions: See Herein

Instructions: Voir aux présentes

| | |
|---|-------------|
| 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 |

TABLE OF CONTENTS

| | | |
|---|---|-----------|
| 1.1 | INTRODUCTION | 3 |
| 1.2 | SUMMARY | 3 |
| 1.3 | DEBRIEFINGS | 4 |
| PART 2 - OFFEROR INSTRUCTIONS | | 4 |
| 2.1 | STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS | 4 |
| 2.2 | SUBMISSION OF OFFERS | 4 |
| 2.3 | FORMER PUBLIC SERVANT – COMPETITIVE REQUIREMENTS | 4 |
| 2.4 | ENQUIRIES - REQUEST FOR STANDING OFFERS | 6 |
| 2.5 | APPLICABLE LAWS | 6 |
| PART 3 - OFFER PREPARATION INSTRUCTIONS | | 7 |
| 3.1 | OFFER PREPARATION INSTRUCTIONS | 7 |
| PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION | | 8 |
| 4.1 | EVALUATION PROCEDURES | 8 |
| 4.2 | BASIS OF SELECTION | 11 |
| PART 5 - CERTIFICATIONS | | 11 |
| 5.2 | CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION | 11 |
| PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES | | 12 |
| A. STANDING OFFER | | 12 |
| 6.1 | OFFER | 12 |
| 6.2 | SECURITY REQUIREMENTS | 12 |
| 6.3 | STANDARD CLAUSES AND CONDITIONS | 12 |
| 6.4 | TERM OF STANDING OFFER | 13 |
| 6.5 | AUTHORITIES | 13 |
| 6.6 | PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS (IF APPLICABLE) | 14 |
| 6.7 | IDENTIFIED USERS | 14 |
| 6.8 | CALL-UP PROCEDURES | 14 |
| 6.9 | CALL-UP INSTRUMENT | 15 |
| 6.10 | LIMITATION OF CALL-UPS | 15 |
| 6.11 | FINANCIAL LIMITATION – TOTAL | 15 |
| 6.12 | PRIORITY OF DOCUMENTS | 15 |
| 6.13 | CERTIFICATIONS | 15 |
| 6.14 | APPLICABLE LAWS | 16 |
| B. RESULTING CONTRACT CLAUSES | | 17 |
| 7.1 | STATEMENT OF WORK | 17 |
| 7.2 | STANDARD CLAUSES AND CONDITIONS | 17 |
| 7.3 | TERM OF CONTRACT | 17 |
| 7.4 | PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS (IF APPLICABLE) | 17 |
| 7.5 | PAYMENT | 17 |
| 7.6 | INVOICING INSTRUCTIONS | 18 |
| 7.8 | SACC MANUAL CLAUSES | 18 |

List of Annexes:

Solicitation No. - N° de l'invitation

W0107-15CM85

Client Ref. No. - N° de réf. du client

W0107-15CM85 & CMC62

Amd. No. - N° de la modif.

File No. - N° du dossier

PET-5-43055

Buyer ID - Id de l'acheteur

PET903

CCC No./N° CCC - FMS No./N° VME

Annex A – Statement of Work

Annex B – Basis of Payment

Annex C – Insurance Requirement

Annex D - Standing Offer Reporting Form – Example

Annex E – Evaluation of Price

PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
- 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Insurance Requirements and any other annexes.

1.2 Summary

- (i) The Department of National Defence, 4 CDTC, 33 Canadian Brigade School (33 CBG BSL) 49th Field Regiment, 33 Service Battalion (Sault Ste Marie) and 2nd Battalion and The Irish Regiment of Canada has a requirement for the set-up of Regional Individual Standing Offer (RISO) for food services (catering services) for Dispersed Meals, which consists of hot and cold meals and box meals, to be delivered on an "as and when requested basis", for military exercises, to various locations within and around the Sault Ste Marie and Sudbury Areas. It is also anticipated that the delivery of meals will be to multiple locations at one time.

The number of participants per exercise can vary between 10 to 100 personnel, and can run up to forty days consecutively. The hours will range from 0530 to 2100 hours.

The meal options must include Halal, Kosher and vegetarian meals.

There may be rare occasions, when services must be provided within 4 hours of the call-up notice. Usually, the Identified Users will place orders with a minimum of 48 hours notice for dispersed meals for during the weekdays and not later than Wednesday afternoon before 13:30 hours for weekend exercises.

The service is to be provided in accordance with Annex A, Statement of Work.

A pre-implementation meeting may be required following the issuance of any resultant Standing Offer (OC) between the Offeror, his Resident Manager, DND personnel, and PWGSC to discuss the procedures set out herein.

- (ii) It is intended to issue one RISO.
- (iii) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2014-04-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.2 Submission of Offers

Offers 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 Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

2.3. Former Public Servant – Competitive Requirements

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, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will

inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror 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.

By providing this information, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

Canada requests that Offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (3 hard copies)

Section II: Financial Offer (2 hard copies)

Section III: Certifications (1 hard copies)

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

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, offerors should:

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

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

For any criteria that specify a particular time period (example: "2 years of work experience", Bidder must provide relevant dates for the experience claimed (example: the start date and end date) to determine cumulative years or minimum time period.

| | Mandatory Technical Criteria | Identify Section of Proposal - comments |
|---|---|---|
| 1 | <p>Chef: Offeror must propose at least one Primary Chef and minimum one Back-up Chef with the following:</p> <ul style="list-style-type: none"> - Primary Chef must have a Red-Seal Chef certificate from a culinary program and a minimum of 5 cumulative years working experience inside Canada as a chef at an institutional environment with multi-faceted, high volume food services operation; and - Back-up Chef must have 5 years working experience inside Canada at an institutional environment with multi-faceted, high volume food services operation. <p>Offeror must submit with their offer a resume for each proposed Chef to demonstrate experience and Offeror must submit with their offer proof of Red-Seal Chef certificate for the proposed Primary Chef, but should it not be submitted with their offer, the Offeror will have 3 days to submit upon request or will be deemed non-compliant.</p> | |
| 2 | <p>Offeror's Experience: The offeror must have a minimum of five (5) years experience in the food service industry to this requirement. Bidders must provide a list of past experience to prove that they have 5 years experience in the food service industry.</p> | |

| | | |
|---|--|--|
| 3 | <p>The food Service Manager must have a diploma/degree in food service management from a recognized educational institution. The food Service Manager must also have basic computer skills in using computer programs ie word-processing and e-mail.</p> <p>Food Service Manager's diploma/degree is to be submitted with the offer but should it not be submitted with the offer, Offeror will have 3 days to submit upon request or will be deemed non-compliant.</p> | |
| 4 | <p>The Kitchen/Production Supervisor(s) must have undergone apprenticeship cook training, hold recognized journeymen cook papers, and have at least 5 years recent management experience in managing multi-faceted, high volume food service operations. A resume demonstrating the experience for the Kitchen/Production Supervisor must be submitted with the bid.</p> | |
| 5 | <p>Offerors must submit with their bid proposal their most recent Food Services inspection report issued by the city, municipality, or province, which indicates that the establishment met the minimum standards of the Ontario Food Premises Regulation at the time of inspection.</p> | |
| 6 | <p>Offeror must be able to deliver to multiple locations listed on Appendix 3 of Annex A at the same time.</p> | |
| 7 | <p>Offeror must be able to provide meals during statutory holidays.</p> | |
| 8 | <p>The Bidder must demonstrate that the meal and other services requirements identified in the SOW can be met in a pleasing, satisfying, cost effective manner. To do so, the bidder should submit an operations plan, which encompasses the following:</p> <p>(a) An acknowledgement of adherence to specific hours of operation, locations and points of service as set out in the S.O.W.</p> <p>(b) a detailed description of the proposed plan for procurement and storage to be taken including:</p> <ul style="list-style-type: none"> (1)- purchasing policy with respect to quality of food and other materiel to ensure food safety (2)- plan for food procurement (3) - Plan for inventory control that ensures quality, (4) - wholesome food services are consistently delivered according to the contents of the mandatory references. | |

| | | |
|----|--|--|
| | <p>(c) plan for production and service/distribution of food/meals to ensure a consistent standard of food quality.</p> <p>(d) plan for meeting the hygiene and sanitation standards (as per Canada Food Services) related to facilities, equipment and personal hygiene.</p> | |
| 9 | At least one person involved in the preparation of food shall have completed the Food Handling Certificate course. | |
| 10 | The Offeror must demonstrate that they have the personnel required to carry out this requirement. The Offeror will provide a detailed organizational chart showing the proposed management team structure for this requirement and the interface with the DND Call-up Authority. | |
| 11 | <p>The menu plays a significant role in the outcome of the meal experience to the diner. To demonstrate its ability to provide a menu that meets expectations of the diner and DND, the Bidder is required to submit the following:</p> <p>(a) a three week cycle menu (including Halal, Kosher, vegetarian meals) for Dispersed Meal service that, as a minimum, complies with all Appendices attached herein and incorporates all the principles of effective menu planning</p> <p>(b) a nine day cycle menu for box meals which, at a minimum, complies with the Box Breakfast, Lunch and Dinner Meal (Appendix A, Table 1) and incorporates all the principles of effective menu planning. Cycle menu must include the flexibility of offering specialty meals when requested by the end user, i.e. vegetarian, Halal, Kosher meals.</p> <p>(c) Offeror should provide a detailed description of how they will respond to the Unsatisfactory Meal Form (Appendix 2 of Annex A) when submitted.</p> | |

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

The Offeror must complete and submit with its offer, Annex B - Basis of Payment, in Canadian funds. Pricing must be provided for all line items.

Bids will be evaluated based on the prices detailed in Annex B - Basis of Payment however it is also requested that you provide the same pricing in Annex E, Evaluation of Price. This will provide the Crown with the total aggregate price using the estimated quantities provided.

4.1.2.2 SACC Manual Clause

SACC Manual Clause [M0220T](#) (2013-04-25), Evaluation of Price

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offer to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of the standing offer.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

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 Offeror must provide with its offer the required documentation, as applicable), to be given further consideration in the procurement process.

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer 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 Offeror 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 - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-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 an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Status and Availability of Resources

SACC Manual clause M3020T (2010-01-11) Status and Availability of Resources

5.1.3.2 Education and Experience

SACC Manual Clause M3021T (2012-07-16) Education and Experience

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

6.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.

6.2 Security Requirements

6.2.1 There is no security requirement applicable to this Standing Offer.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

6.3.1 General Conditions

2005 (2016-04-04) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: August 1 to October 31;

2nd quarter: November 1 to January 31;

3rd quarter: February 1 to April 30;

4th quarter: May 1 to July 31.

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from 1 December 2016 to 30 November 2019.

6.5. Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Mary Lou Harrington

Acquisitions Branch, Ontario Region

Public Services and Procurement Canada (PSPC)

Bldg S-111, Garrison Petawawa, Ontario K8H 2X3

Telephone: (613)401-3643

Facsimile: (613)687-6656

E-mail address: marylou.harrington@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

6.5.2 Project Authority (*inserted at time of Standing Offer Award*)

The Project Authority for the Standing Offer 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 will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

6.5.3 Offeror's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

6.5.3.1 Offeror Contact Information

Contact information for an individual who can be reached on weekends and during silent hours, potentially including statutory holidays:

Name: _____

Title: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants (if applicable)

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 Identified Users

The Identified User(s) authorized to make call-ups against the Standing Offer are the following:

See Appendix 1 of Annex A, Statement of Work

6.8 Call-up Procedures

- 6.8.1 The Identified User must create a Call-up against a Standing Offer using form PWGSC-TPSGC 942 or an Electronic Purchase Order for the required goods/services. Each call-up must have all the information requested.
- 6.8.2 Orders will be placed with a minimum of 48 hours notice for dispersed meals during the weekdays and no later than Wednesday afternoon before 13:30 hours for weekend exercises.
- 6.8.3 Amendments to orders will be placed up to and including Thursday prior to 16:00 hours for weekend exercises.
- 6.8.4 A cycle menu must be provided to the call-up authority.
- 6.8.5 A minimum of 48 hours notice must be given to cancel an order.
- 6.8.6 The Identified User must fax or email the call-up document to the Standing Offer holder.

6.8.7 The Standing Offer holder must acknowledge receipt of the call-up within twenty four (24) hours of receiving the call-up.

6.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer or an electronic version.

6.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

6.11 Financial Limitation – Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ (inserted at time of Standing Offer Award) , (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

6.12 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C - General Conditions Services (Medium Complexity) ;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirements;
- h) the Offeror's offer dated _____ (insert date of offer), (if the offer was clarified or amended, insert at the time of issuance of the offer. "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable).

6.13 Certifications

6.13.1 Compliance and Additional Information

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

6.13.2 SACC Manual Clauses

SACC Manual Clause M3020C (2010-01-11) Status and Availability of Resources

6.14 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of Ontario.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must provide as detailed in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions (GC)

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

Section 13 Interest on Overdue Accounts, of GC – Services (Medium Complexity) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

7.4 Proactive Disclosure of Contracts with Former Public Servants (If applicable)

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.

7.5 Payment

7.5.1 Basis of Payment – Firm Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit prices, as specified in Annex B - Basis of Payment for a cost of \$_(Insert the amount at contract award)_. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.5.2 Limitation of Price

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

7.5.3 Single Payment

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

7.5.4 T1204 – Direct Request by Customer Department

SACC Manual clause A9117C (2007-11-30) T1204 – Direct Request by Customer Department

7.5.5 Electronic Payment of Invoices – Call-up

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.6 Invoicing Instructions

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

7.7 Insurance Requirements – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.8 SACC Manual Clauses

SACC Manual Clause A9062C (2011-05-16) Canadian Forces Site Regulations

SACC Manual Clause B7500C (2006-06-16) Excess Goods

ANNEX A

STATEMENT OF WORK

1. OVERVIEW

The Department of National Defence has a requirement for the provision of Dispersed Meals, hot and cold, and box meals, on an "as and when requested basis", for military exercises, which are held at various locations within and around the Sault Ste Marie and Sudbury Areas as identified in Appendix 3 of Annex A, Delivery Locations/Call-up Authorities, and Invoice Address. It is anticipated that for each exercise the number of participants can vary between 10 to 100 personnel, run up to forty days consecutively, and the hours of the exercises can range from 0530 to 2100 hours. It is also anticipated that the delivery of meals will be to multiple locations at one time (example: Sault Ste Marie and Sudbury). The number of meals per call-up on average is estimated at 20+. The minimum quantity per call-up is 10 meals.

There will be occasions where service must be provided within 4 hours of the call-up notice. Usually users will place orders with a minimum of 48 hours' notice for dispersed meals during the weekdays and not later than Wednesday afternoon before 13:30 hours for the weekend exercise. Amendments to orders will be placed up to and including Thursday prior to 16:00 for weekend exercises. A minimum of 48 hours' notice will be given to cancel an order. A cycle menu must be provided to the call up authority.

The meals are to be provided in accordance with the following Tables, which are included herein:

Table 1 - Dispersed Meal Pattern

Table 2 - Portion Size Standard

Table 3 - Workplace Refreshment (WR) Entitlement Table

Table 4 - Between Meal Food Entitlement Table

Table 5 - Night Snack Food Entitlement Table

Table 6 - Typical Consumption Pattern Statistics

Table 7 - Standards for Food Quality

Please note that items from Tables 3, 4 and 5 will only be ordered in conjunction with meals from the Offeror's menu and are only meant as supplements.

The Offeror must provide with the meals, as required, the following:

- a. Serving dishes including chafing dishes;
- b. Appropriate serving utensils;
- c. All dishes, cutlery, and napkins that are to be used by diners must be of a disposable nature; and
- d. Clean/pick-up all serving items from facilities...

DND will be responsible for the removal of garbage and clean-up of location.

There is never to be garbage, fuel or non-food service items when transporting meals in their Food Service vehicles.

2. DEFINITIONS

- a. **"DND"** means Department of National Defence
- b. **"PWGSC"** means Public Works and Government Services Canada
- c. **"ESTABLISHMENT"** means base, camp, unit or other organization where the work is performed.
- d. **"SUPPORTING UNIT"** means the base which negotiates and manages the contract and which may be providing some logistic support to the establishment.
- e. **"FOOD AND FOOD SERVICE IN THE CATERER'S FACILITIES"** means the provision of meals where the caterer provides all food service resources and uses his facilities.
- f. **"CATERER/FOOD SERVICE PROVIDER"** means the person, firm, or corporation with whom a contract has been entered into.
- g. **"COMMANDING OFFICER"** means the senior officer appointed to command the establishment.
- h. **"CALL-UP AUTHORITY"** means the officer in charge of the administration of the establishment or another member responsible for liaising with the caterer about day to day contract implementation aspects.
- i. **"CONTRACT MANAGER"** means the Base Supply Officer (or his representative) of the supporting unit who negotiates the contract with PWGSC and administers the contract for the commanding officer of the camp.
- j. **"CONTRACT SUPERVISOR"** means a DND Food Services Officer or a cook of the rank of Sgt. or above of the supporting unit, appointed by the supporting Base/Unit Commander/CO. The contract supervisor, or his representative, will make periodic unannounced visits to conduct inspections and the Offeror must not unreasonably deny him access for this purpose. In addition, the Contract Supervisor is available to the Offeror to provide advice in all areas of the Work.
- k. **"INCIDENT DEFICIENCY REPORT"** means a register kept by the Call-up Authority and in which he and the Contract Supervisor record the caterer's performance deficiencies as well as corrective measures taken by the caterer or administrative procedures initiated by the Commanding Officer.
- l. **"RATION ENTITLEMENT STRENGTH"** means the total number of personnel at the establishment entitled to receive meals at public expense.
- m. **"BOX MEAL"** means a take-out form of meal prepared in lieu of a meal normally served in the dining room and which contains the same ration value.
- n. **"DISPERSED MEAL"** means hot and cold food transported in insulated containers or whatever container necessary to maintain the proper temperatures in accordance with the specifications referenced herein. Once the DISPERSED MEAL has been delivered

on-site, the food must be transferred to chafing dishes in order to maintain proper temperatures. Serving spoons must be provided with the chafing dishes.

- o. **"CAFETERIA STYLE"** means a method of providing food wherein:
The diner dishes his own meal from the chafing dishes at the serving table, along with the necessary condiments, accessories including dishes and cutlery of a disposable nature, and napkins.

3. QUALITY OF FOOD SERVICE

The Offeror must prepare the Dispersed Meals, transport them to the applicable establishment(s), organize and supervise his staff to:

- a. Provide attractive, palatable, nicely seasoned and nutritious Dispersed Meals in accordance with the rotating menu cycle provided by the Offeror and agreed to by the Contract Supervisor. These menus may not be altered without prior consent from the Call-up Authority. The Offeror must provide the menu to the Call-up Authority for every call-up. No substitution allowed without prior approval from call up authority
- b. Prepare appetizing box meals to the standards outlined in Table 1.
- c. Ensure the timely and safe service of food observing the following maximum holding items and procedures:
 - (1) Hot foods that have been prepared, cooked, and are to be served hot, must be held at a temperature of at least 140 degrees F (60 degrees C). Hot food must be served within two hours of preparation. Frozen vegetables must be cooked directly from the frozen state.
 - (2) Salads containing mayonnaise, salad dressing, poultry, eggs, fish, meat, cheese or whipped cream must be served no more than 12 hours after preparation and must be refrigerated at all times after preparation. Once removed from refrigeration, these items must be served within one hour after which time they must be discarded.
 - (3) Other salads must be served no more than 24 hours after preparation and must be refrigerated at all times after preparation. Once removed from refrigeration, these items must be served within one and one-half hours after which time they must be discarded.
 - (4) Desserts containing custard, milk, eggs, cream, whipped egg, edible oil simulated filler, etc. must be served no more than 24 hours after preparation and must be refrigerated at all times after preparation. Once removed from refrigeration, these items must be served within one hour after which time they must be discarded. These items must be chilled prior to service.
 - (5) Other bakery items must be served no more than 12 hours after preparation and must be covered during storage
 - (6) Fresh milk must be dispensed from the original container and must not be held longer than one hour at room temperature.

-
- d. Ensure that all food preparation/cooking takes place as close as possible to actual time of consumption and that meals/box meals are prepared from ingredients as per the minimum standards set out at Table 1 - Table 3, and Table 6.
- (1) During meal preparation and service, cold foods must be kept below 7 degrees C, (45 degrees F) while hot foods must be maintained at a minimum of 60 degrees C, (140 degrees F).
- e. Present a sufficient quantity of each menu item to provide for a well-balanced food intake, generally pleasing to the clientele. An adequate quantity of each selection on the menu must be prepared to ensure that last diners have the same choice as the first. Also, the Offeror must provide a card with each chafing dish, detailing the portion of food to be allocated to each individual, for example, specify how many ladles of scrambled eggs equate to one serving. The quantity for the main protein dish and starch choice must be 10% greater than the number of meals requested.
- f. Maintain control, receive and store food supplies, properly ensuring storage on a first-in, first-out basis with minimum wastage.
- g. The Offeror is responsible for providing the Authorized User/Unit, with a Food & Equipment Checklist form. This form, which is to be supplied by the Offeror, must detail the equipment and food delivered to each site and must be signed upon delivery of the goods by the officer in command or his representative. It must be signed again by both the DND representative and the Offeror when equipment has been retrieved. The Offeror is responsible for the pickup of his equipment no later than two hours after consumption.
- h. The Offeror is responsible for providing the Authorized User/Unit with an Unsatisfactory Meal Form, attached herein as Appendix 2 of Annex A. The form is to be filled out by the commanding officer or his authorized representative when the meal was unsatisfactory overall. A copy of the form is to be sent to the Contracting Officer and to the Project Authority and to the Offeror's representatives within 48 hours.
- i. The Contract Supervisor or representative will conduct periodic assessments of the food served by the Offeror to ensure that the established menu patterns, menus and food quality standards are met. The Offeror must, at the request of the Contract Supervisor or representative, provide an on-site visit of the Offeror's meal production and storage areas to verify that the standards of Hygiene and Sanitation are being met in accordance with Appendix 1 of Annex A.
- j. Offeror must provide delivery of meals to multiple locations at one time. The Offeror must have sufficient transportation available to make multiple deliveries to different locations at the same time or for the meal time specified. Box meals are to be transported in a refrigerated vehicle.
- k. The Offeror must provide a rotating 15 day cycle (including Halal, Kosher, vegetarian meals,) for Dispersed Meal service, and the menu cycle must incorporate all the principles of effective menu planning.
- l. The Offeror must provide a nine-day menu cycle for box meals, consisting of the Box Breakfast, Lunch and Dinner and must incorporate all the principles of effective menu planning. The nine-day menu cycle must include the flexibility of offering specialty meals when requested by the end user, (i.e. vegetarian, Halal and Kosher meals).

- m. The Offeror must provide contact information for an individual who can be reached on weekends and statutory holidays.
- n. Offeror must provide on an as and when requested basis throughout the period of the standing offer, the latest Food Service Inspection report when requested by DND.

4. DELIVERY LOCATIONS/ CALL-UP AUTHORITIES

The current list of delivery locations, call-up authorities and invoicing address are provided on Appendix 3 of Annex A. This list may be amended to add or delete locations during the period of the Standing Offer. Each location is to be invoiced separately as indicated on the call-up document.

TABLE 1

DISPERSED MEAL PATTERN

Hot Meals

Dispersed hot meals must 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) must accompany each meal. **Food and equipment must be prepared in accordance with the direction in SOW.**

The Contractor must provide meals which include the meal items listed in the Standard Meal Item Availability Tables below and which respect the following conditions:

Hot Meals

| Standard Meal Item Availability - Breakfast | | |
|--|--|---|
| Category | Standard Meal Item Availability | Details |
| Juice | One (1) type of juice (100% pure). | Vary selection throughout the week. |
| Fruit | One (1) Type of fresh fruit to include either: oranges; apples; bananas; etc... | Vary selection throughout the week. |
| Breakfast Entre | Various types of prepared eggs Example: Two (2) Large Boiled Eggs, Breakfast sandwiches or Two (2) x 90 ml ladles of pancake mix or Two (2) slices French toast. | Egg dishes must be able to hold well while being transported. Pancakes and French Toast to be served only once per week in the cycle menu. |
| Breakfast meat/alternative | Three (3) slices pork bacon, or 45 g ham/ back bacon, or Two (2) pork sausage | Meat from federally inspected source and CFIA approved or equivalent |
| Breakfast starch | One (1) breakfast starch item. 125 g cooked fried potato or 90 g baked beans. | Vary selection throughout the week. |
| Breakfast vegetable | One (1) Breakfast Vegetable | e.g. sliced tomatoes, stewed tomatoes. |
| Cheese/Yogurt | One (1) selection of processed cheese or | e.g. cheese sliced, cream, spread |

| | | |
|--|--|--|
| | One (1) 175 ml type of yogurt | Yogurt must be low fat variety. |
| Bread product | Two (2) slices of bread per soldier; and One (1) type of baked product, e.g. 130 g muffin, danishes, tea biscuits. | Mixture of whole wheat, multi grain, white. |
| Hot beverage | One (1) 250 ml hot beverage, coffee & Tea; and; | regular, decaffeinated medium blend. |
| Cold Beverage | One (1) 250 ml fruit juice; and | Pasteurized 100% juice with no sugar added, IAW Canada's Food and Drug Regulations and the Canadian Food Inspection Agency (CFIA). |
| Note: canned pop and bottled water are not permitted. | One (1) 250 ml Milk per soldier | can be 2%, 1% and a mix of white or chocolate. |
| Condiments/Preserves | Two (2) types of spreads 2 - 3 varieties jam/jellies plus: salt, pepper, butter, margarine and any other condiments that are applicable to the meal. | e.g. peanut butter, chocolate nut spread, cheese spread, etc. Include low fat option. |

| Standard Meal Item Availability – Lunch & Supper | | |
|--|---|--|
| Category | Standard Meal Item Availability | Details |
| Soup | One (1) type of soup 250 ml. | No cream soups are to be used. |
| Main Protein Dish | Vary selections of chicken breast/leg, pork, beef, veal and turkey dishes. May also include stews, casseroles and pasta dishes. | All main entrée's must include protein. |
| Starch Item | One (1) serving of e.g. potato, rice, pasta, etc... in accordance with portion size standards. | Vary selections throughout the week. |
| Vegetable | One (1) serving of vegetables per person in accordance with portion size standards. | Fresh or frozen vegetables, prepared with little or no added fat, sugar or salt. |
| Salad Item | One (1) side salad, e.g. tossed salad, coleslaw, assorted raw | Vary selection throughout the week. |

| | | |
|----------------------|--|--|
| | vegetables etc... | |
| Dessert | One prepared or baked dessert in accordance with portion size standards. | |
| Bread product | Two (2) slices of bread per soldier. | Mixture of whole wheat, multi grain, white. |
| Beverages | One (1) hot beverage, coffee & Tea; and One (1) 250 ml fruit juice; or One (1) 250 ml milk per soldier | e.g. regular, decaffeinated. Pasteurized 100% juice with no sugar added, IAW Canada's Food and Drug Regulations and the Canadian Food Inspection Agency (CFIA). e.g. milk - 2%, 1%, skim, chocolate. |
| Condiments/Preserves | Two (2) types of spreads 2 - 3 varieties jam/jellies plus: salt, pepper, butter, margarine and any other condiments that are applicable to the meal. | e.g. peanut butter, chocolate nut spread, cheese spread, etc. Include low fat option. |

NOTE: The quantity for main protein dish and starch choice must be **10% greater** than the number of meals requested.

Cold Meals

Box Lunches – The following guidelines shall be applied to the preparation and service of all box lunches:

- Foods used for box lunches shall be freshly prepared. At no time shall leftover be used.
- Box lunches shall be consumed within twenty-four (24) hours of preparation and must be clearly marked to show date and time of preparation and person preparing the meal.

| Standard Meal Item Availability – Boxed Breakfast | | |
|--|--|----------------|
| Category | Standard Meal Item Availability | Details |
| Packaging | Appropriate bag or box to accommodate box lunches. | |

| | | |
|----------------------------|--|--|
| Fruit | One (1) type of fresh fruit to include either: oranges; apples; bananas; etc... | Vary selection throughout the week. |
| Juice | 1 type of juice (100% pure). | Vary selection throughout the week. |
| Cereal | One (1) individual box serving cold cereal w/ 250 ml milk. | must have a minimum of 3 grams of fibre and a maximum of 12 g of sugar (may exceed 12 g of sugar if high fibre cereal containing dried fruit). |
| Eggs | Two (2) large Boiled Eggs | Note: a breakfast wrap (115 grams) may be used in place of egg, breakfast meat and bread product. |
| Breakfast meat/alternative | Breakfast meat (45 grams), cheese (30 grams) or yogurt (175 ml) | |
| Bread products | Two (2) breakfast bread products. Two (2) slices of bread per soldier; and One (1) type of baked product, e.g. e.g. muffins, danishes, tea biscuits. | Note: at least one bread product must be whole wheat or multi-grain. |
| Condiments/Preserves | One (1) type of spread, individual 15 g; and One (1) individual 15 g jam/jellies plus: salt, pepper for boiled egg; and any other condiments that are applicable to the meal. | e.g. peanut butter, chocolate nut spread, cheese spread, etc. Include low fat option. |

| Standard Meal Item Availability – Boxed Lunch/Supper | | |
|--|--|---|
| Category | Standard Meal Item Availability | Details |
| Packaging | Appropriate bag or box to accommodate box lunches. | |
| Main Entree | Two (2) sandwiches - One (1) of sliced solid meat (90 g meat less than 5 grams of fat and less | Note: at least one bread product must be whole wheat or multi-grain. |

| | | |
|----------------------|--|---|
| | <p>than 1,000 mg of sodium per serving) and one (1) with a mixed filling (110 grams filling)</p> <p>Or, one (1) sandwich with a mixed filling e.g. tuna, salmon, egg etc. (110 grams filling) and one (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)</p> <p>Or, one (1) cold plate with sliced meats/solid meat item with 2 rolls (90 grams meat)</p> | |
| Salad | Vegetable salad or assorted raw vegetables 125 ml | Note: if salad is rice, pasta or potato, a serving of vegetables must also be provided. |
| Fruit | One (1) Type of fresh fruit to include either: oranges; apples; bananas; etc... | Vary selection throughout the week. |
| Dessert | One (1) prepared or baked dessert IAW portion size standards. | |
| Beverages | One (1) milk and one (1) juice (250 ml each). Milk may be substituted with another juice of a different variety | Note: canned pop and bottled water are not permitted. |
| Condiments/Preserves | Two (2) packages of mayonnaise, mustard, or other spread as applicable to the sandwich. | |
| Snack | One (1) pocket supplement (for example, granola bar, nuts, or cheese and cracker pack) | Note: potato chips are not permitted. |

TABLE 2
PORTION SIZE STANDARD

NOTE: 10% must be added to the quantity below for main protein dishes and starch choices

| Portion Size Standard | |
|-----------------------|------------------------------------|
| Breakfast | |
| Eggs, large | 2 each |
| Ham/Back Bacon | 45 g (raw) |
| Bacon | 3 slices (40/48 slices per Kg raw) |
| Sausages | 2 each (12/500 g raw) |
| Hot cakes | 2 X 90 ml ladles of batter |

| Portion Size Standard | |
|-------------------------------------|--|
| 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 | 2 slices (each 35 g) |
| Lunch and 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 | 150 g cooked (180 g raw) |
| Fish (steaks, fillet) | 150 g (raw) |
| Fish (battered) | 150 g (cooked) |
| Stews | 300 g (cooked) (250 ml ladle) |
| Casserole dishes | 300g (cooked) (250 ml ladle) |
| Pasta w/ sauce (main entrée) | 150 g of pasta, 175 ml of sauce |
| Three decker sandwich | 1 each (90 g of meat total) |
| Hamburger | 1 each (167 g raw) |
| Hot dog | 80 g (2 ea @ 40 g or 1 ea @ 80 g) |
| Pizza | 1 each (1/6 of a 40 cm diameter pizza) 240 g |
| Tacos | 2 each |
| Burritos | 1 each (150g) |
| Submarine (15 cm long) | 1 each (90 g sliced meat or 110 g mixed filling) |
| Sandwich | 1 each |
| Sandwich filling - salad | 110 g |
| Sandwich filling - sliced meat | 90 g |
| Sliced meat – for cold plate | 90 g |
| Starch Item - potatoes, rice, pasta | 125 g (cooked) (2 ea 125 ml spoon, 2 ea #16 scoop) |
| Vegetables | 90 g (125 ml spoon) |
| Salad Items | 6" bowl or 8" plate |
| Canned fruit | 175 ml |
| Fresh fruit (individual) | 1 each |
| Fresh grapes/berries/sliced fruits | 125 ml or 90 g |
| Pudding | 125 ml |
| Jello | 125 ml |
| Ice cream | 125 ml |
| Fruit yogurt | 175 ml |
| Cake | 1 piece (5 cm X 5 cm X 7 cm) |
| Pie | 1 piece (1/8 of a 22 cm diameter pie) |
| Squares | 1 piece (5 cm X 5 cm X 2.5 cm) |
| Cookies (7.5 cm diam.) | 2 each |
| Cookies (12.5 cm diam.) | 1 each |
| Doughnuts / Sweet Buns | 1 each |
| Bread | 1 slice |

| Portion Size Standard | |
|--------------------------------------|--------|
| Dinner Roll | 1 each |
| Beverages | |
| Juice | 250 ml |
| Milk (2%, 1%, skim, choc, non-dairy) | 250 ml |
| Fruit Drinks | 250 ml |
| Pop | 355 ml |
| Hot Beverages | 250 ml |

TABLE 3

WORKPLACE REFRESHMENT ENTITLEMENT TABLE

Refreshments available up to a maximum of four issues per person.
The standard portion size is 250 ml per issue (reconstituted).

| |
|---|
| Any of the following beverage items can be provided as a refreshment: |
| Coffee or tea, plus cream or milk, plus sugar |
| Hot chocolate beverage mix |
| Iced tea mix |
| Fruit beverage powder drink mix |

TABLE 4
BETWEEN MEAL FOOD ENTITLEMENT TABLE

| |
|--|
| To a maximum of four issues per person, and as per the standard portion size. |
| Coffee or tea, plus cream or milk, plus sugar, plus Individual plain cookie pkg (oatmeal, social tea, digestive, or other plain biscuit) |
| Hot chocolate beverage mix plus Individual plain cookie pkg (oatmeal, social tea, digestive, or other plain biscuit) |
| Fruit beverage powder plus Individual plain cookie pkg (oatmeal, social tea, digestive, or other plain biscuit) |
| Iced tea mix plus Individual plain cookie pkg (oatmeal, social tea, digestive, or other plain biscuit) |
| Soup, individual canned or instant package plus Individual soda cracker pkg |
| Individual cheese pkg plus Individual soda cracker pkg |
| Fruit juice |
| Fresh fruit (orange, apple, pear, peach, banana, etc) |
| Cereal or granola bar |
| Individual higher calorie cookie pkg (shortcake, chocolate chip, oatmeal chocolate chip, cream filled, fruit and nut cookies, or fig newton) |

Note: High-energy bars, sports drinks or other meal replacement beverages are not included as a standard Between Meals Allowance BMA. These items are not nutritionally differentiated by the body, and therefore, cannot be endorsed as nutritional beverages and supplements because of their higher cost. The items listed in the above table are nutritionally adequate and are metabolized in the same way as "specialized" commercial products.

**TABLE 5
NIGHT SNACK FOOD ENTITLEMENT TABLE**

The night snack must be available in accordance with the portion size standard.

| |
|--|
| All of the following food and/or beverage items must be available as a night snack. To a maximum of 4 issues per person, and as per the standard portion size. |
| Coffee or tea, plus cream or milk, plus sugar |
| Hot chocolate beverage mix |
| Iced tea mix |
| Milk |
| Fruit juice |
| Soup, and soda crackers |
| Bread, spreads (peanut butter, cheese spread, jam, etc) |
| Fresh fruit (orange, apple, pear, banana, etc) |
| Pastries |

**TABLE 6
TYPICAL CONSUMPTION PATTERN STATISTICS**

The following data is based on historical averages and must only be used as an indicator of potential consumption.

| Breakfast | |
|--|--------------|
| Meal Component | % Use |
| Bacon | 80 |
| Ham | 10 |
| Sausage | 28 |
| Bagels | 35 |
| English Muffins | 13 |
| Croissant | 15 |
| Cereal | 38 |
| Toast | 72 |
| French Toast, Pancakes | 15 |
| Eggs | 94 |
| Fruit | 45 |
| Juice | 70 |
| Milk | 65 |
| Yogurt | 16 |
| Tea, Coffee | 74 |
| Grilled Potato | 16 |
| Condiments | 145 |
| Note: Over 100 means more than one portion was taken | |

| Lunch | |
|-----------------------|---------------|
| Meal Component | % Used |
| Bread | 25 |
| Cheese | 49 |
| Coffee, Tea | 31 |
| Cold Meat | 18 |
| Desserts | 49 |
| Fresh Vegetables | 91 |
| Fruit | 32 |
| Jell-O Pudding | 05 |
| Juice | 55 |
| Milk | 76 |
| Potato Choice | 67 |
| Prepared Salad | 22 |
| Salad | 27 |
| Sandwich | 36 |
| Soup | 18 |
| Vegetable Choices | 47 |
| Yoghurt, Ice Cream | 22 |
| Hot Choice | 72 |
| Condiments | 89 |

| Dinner | |
|-----------------------|---------------|
| Meal Component | % Used |
| Bread | 34 |
| Cheese | 66 |
| Coffee, Tea | 31 |
| Cold Meat | 20 |
| Dessert | 60 |
| Fresh Vegetables | 80 |
| Fruit | 33 |
| Hot Choice | 102 |
| Juice | 53 |
| Milk | 72 |
| Potato Choice | 89 |
| Prepared Salad | 22 |
| Salad | 35 |
| Soup | 17 |
| Vegetable Choice | 70 |
| Yoghurt, Ice Cream | 30 |
| Condiments | 112 |
| Jell-O Pudding | 06 |

TABLE 7 STANDARDS FOR FOOD QUALITY

The food specifications listed below are the minimum quality acceptable. Substitutions will be acceptable only if the products offered are of an equal or higher quality.

DND Food Quality Specifications can be obtained from the links provided below.

| Item # | Description | Solicitation Number | Link to buyandsell.gc.ca |
|--------|--|---------------------|---|
| 1 | Beef / Bœuf | E6TOR-13RM06 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6530 |
| 2 | Bread and Baked Products / Pain et produits de boulangerie | E6TOR-13RM07 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6529 |
| 3 | Butter and Margarine / Beurre et margarine | E6TOR-13RM08 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6528 |
| 4 | Canned Fruits / Fruits en conserve | E6TOR-13RM09 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6527 |
| 5 | Canned Vegetables / Légumes en conserve | E6TOR-13RM10 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6526 |
| 6 | Cereal / Céréales | E6TOR-13RM11 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6525 |
| 7 | Cheese – Fromage | E6TOR-13RM12 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6524 |
| 8 | Coffee and Tea / Café et Thé | E6TOR-13RM13 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6523 |
| 9 | Condiments and Condiment Sauces / Condiments et sauces condimentaires | E6TOR-13RM14 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6522 |
| 10 | Dehydrated Vegetables / Légumes déshydratés | E6TOR-13RM15 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6521 |
| 11 | Dried Fruit / Fruits séchés | E6TOR-13RM16 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6520 |
| 12 | Eggs and Egg Products / Œufs et produits d'œufs | E6TOR-13RM17 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6519 |
| 13 | Fish and Seafood / Poissons et produits de la mer | E6TOR-13RM18 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6518 |
| 14 | Flour and Cake, Pancake and Waffle Mixes / Farines, mélanges pour gâteaux et mélanges pour pâtisseries | E6TOR-13RM19 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6517 |
| 15 | Fresh Fruit – Fruits frais | E6TOR-13RM20 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6516 |
| 16 | Fresh Vegetables / Légumes frais | E6TOR-13RM21 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6515 |
| 17 | Frozen Fruit / Fruits congelés | E6TOR-13RM22 | |
| 18 | Frozen Vegetables / Légumes congelés | E6TOR-13RM23 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6511 |
| 19 | Fruit Juices / Jus de fruits | E6TOR-13RM24 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6513 |
| 20 | Herbs and Spices / Fines herbes et épices | E6TOR-13RM25 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6512 |
| 21 | Ice cream and Sorbets (sherbert) / Crème glacée et sorbet laitier | E6TOR-13RM26 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6510 |
| 22 | Lamb – Agneau | E6TOR-13RM27 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6509 |
| 23 | Legumes / Legumineuses | E6TOR-13RM28 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6508 |
| 24 | Milk and Dairy Products / Lait et produits laitiers | E6TOR-13RM29 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6507 |
| 25 | Pasta and Noodles / Pâtes alimentaires et nouilles | E6TOR-13RM30 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6506 |
| 26 | Pie Fillings and Pie Fruits / Garniture de tarte et fruits à tarte | E6TOR-13RM31 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6505 |
| 27 | Pork / Porc | E6TOR-13RM32 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6504 |
| 28 | Poultry / Volaille | E6TOR-13RM33 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6503 |
| 29 | Rice / Riz | E6TOR-13RM34 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6502 |
| 30 | Shortenings, Fat and Oil / Graisses et huiles | E6TOR-13RM35 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6501 |
| 31 | Sugars and Preserves / Sucres et conserves | E6TOR-13RM36 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6500 |

| Item # | Description | Solicitation Number | Link to buyandsell.gc.ca |
|--------|-------------|---------------------|---|
| 32 | Veal / Veau | E6TOR-13RM37 | https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6499 |

APPENDIX 1 OF ANNEX "A"

HYGIENE AND SANITATION - FOOD HANDLING AND FOOD SERVICES

General

1. The spread of certain infectious diseases may be attributed to inadequate hygiene practices or conditions in food service areas. The measures contained in this order are designed to prevent the spread of these diseases and must be observed by military personnel, civilian caterers and civilian employees who are employed as food services personnel in DND establishments.

Definitions

2. In this order "food services personnel" means those persons who are employed in:
- The handling, processing, serving or storage of food; or
 - The cleaning of food services areas or food dispensing equipment.

Construction

3. A satisfactory standard of sanitation in food services must begin with a building that is properly designed and constructed to be free of conditions that are hazardous to food and service. This includes the planning of space to provide adequate room for each operation and adequate separation of operations to reduce the possibility of food contamination.

4. Floors must be constructed of a smooth, slip-resistant, non-absorptive and non-flaking or peeling material. The flooring surface material must be carried up the wall for at least six inches. Any floor that is cleaned by water flushing or receives water discharges must be suitably sloped to a drain.

5. Wall and surfaces must be of hard, smooth, non-absorbent and easily cleaned material that is capable of withstanding high humidity conditions. Joints must be tight and sealed to eliminate harbouring of insects.

6. An adequate supply of potable hot and cold water must be provided. Steam supplies, where used directly on food or food-contact surfaces, must be clean and non-toxic. The use of live steam produced by the central heating plant is not recommended for this purpose since this steam cannot be guaranteed clean or non-toxic. Potable water line must be separate from, and installed so as to prevent any cross connection with sewage or non-potable water lines.

7. Floor drains must be trapped, vented and sealed into the floor surface and must be provided with grilles which can be easily removed to allow cleaning.

8. Adequate lighting must be provided for all food service areas. The recommended levels of illumination for these areas are contained in Annex A to CFMO 40-06.

9. Ventilation systems must conform to fire regulations and be designed so as to prevent a back flow of contaminating material on to food or food preparation surfaces from vents or hoods.

Air intakes must be designed to prevent the entrance of dirt, dust and insects. Filters must be removed and cleaned at regular intervals and systems must be kept free of grease and dust accumulation.

10. Washrooms and personnel locker or changing rooms must be structurally separated from food storage, handling, preparation and serving areas. Separate facilities must be provided for male and female personnel.

11. Staff washrooms hall have an adequate supply of hot and cold water, soap, nail brushes, and single service disposable towels or an approved hand drying device.

Garbage Disposal

12. Food wastes and garbage are a source of food contamination and odours and attract insects and rodents. Since these wastes must be handled, stored or removed in such a way as to prevent food contamination or nuisances, the following measures must be taken:

- a. Food services establishments must be provided with refrigerated garbage storage rooms, otherwise adequately ventilated and screened garbage rooms must be made available;
- b. Garbage must be held in leak-proof, non-absorptive, easily cleaned containers with tight fitting lids. Garbage cans must be lined with plastic garbage bags to facilitate cleaning; and
- c. Adequate facilities must be provided for washing and sanitizing garbage containers after each use. Whenever possible a can washer-sterilizer unit, must be installed.

Pest Control

13. The prime consideration in the prevention of insect or rodent infestation in food service areas is cleanliness. Infestation will occur in food service areas unless particular attention is paid to building maintenance, garbage disposal, cleaning and sanitizing, and storage of food.

14. The following measures, in addition to those prescribed at paras 5, 9,12,16,17, and 26, must be taken to prevent insect or rodent infestation:

- a) Cleanliness in all areas, including corners and behind the equipment is mandatory;
- b) All food must be properly covered and stored; and
- c). Tight fitting window screens and self-closing screen doors must be provided for all food service areas during the fly season.

15. If insect or rodent infestation occurs, the following measures apply:

- a. Cleanliness must be emphasized. Chemical control by the use of pesticides will not be effective unless the infested premises are kept scrupulously clean;

- b. Pest control procedures must be carried out in accordance with CFAO 34-36 and CFMO 36-03.

Equipment and Utensils

16. All equipment and utensils must be of a design that is easily cleaned and be constructed of an approved material that is durable and resistant to corrosion.

17. The following measures must be observed in the installation and maintenance of equipment:

- a. Non-mobile equipment must be either sealed into the floor or mounted on legs with a minimum six inch clearance between the floor and the base of the equipment. the sides and back of this equipment must also be either sealed into adjacent walls or installed with an eight inch clearance to enable cleaning; and
- b. Wooden topped preparation tables, meat blocks and cutting boards must be kept clean and in good repair. Items with splits or open cracks must be repaired or replaced. Locally made plywood cutting boards must not be used.

18. All chipped or cracked plastic ware or crockery, and other utensils or heavy equipment items which have surface damage rendering them difficult to sanitize must be replaced. Plastic ware which has lost the glaze finish must be replaced.

19. Personnel must not carry their field utensils into static dining rooms; they must use the plates and cutlery normally provided in these facilities.

Cleaning and Sanitizing

20. Since food is easily contaminated it is imperative that:

- a. All equipment and utensils be cleaned and sanitized at regular intervals;
- b. All food contact surfaces be cleaned and sanitize after each use;
- c. Cooking surfaces be kept free of waste food material and be scraped and cleaned daily on completion of use;
- d. Infrequently used or stored equipment be cleaned and sanitized before use; and
- e. Utensils and equipment once sanitized must be air dried and stored in a clean place to prevent recontamination.

21. One of the following methods of washing and sanitizing must be used for all food and beverage dishes and other equipment:

- a. Mechanical Dishwashing Method
 - (1) Remove all food debris by pre-washing or scraping;

- (2) The wash water must contain a suitable detergent and be maintained at a temperature between 120 deg. F (49 deg C) and 14 deg. F (60 deg. C); and
- (3) Rinse water must be maintained at a minimum temperature of 180 deg. F or 82 degrees C.

b. Manual Dishwashing Method

- (1) Normally, three compartment sinks or sanitary containers will be provided. Where space limitations prohibit the installation of three compartment sinks, two compartment sinks may be used with the prior approval of NDHQ/Surgeon General;
- (2) Remove all food debris by pre-washing or scraping;
- (3) Wash the utensils in the first sink or container, using a suitable detergent. The water must be maintained at a minimum temperature of 110 degrees F or 44 degrees C;
- (4) In a three compartment unit rinse the utensils in clean water in the second sink or container. The water must be maintained at a minimum of 110 degrees F or 44 degrees C. In a two compartment unit the second sink must be used both for the clean water rinse and as a sterilization compartment and the sterilization procedure must be the same as prescribed in subpara (5);
- (5) Sterilize in the third sink or container by;
 - (a) Immersing the utensils for at least two minutes in a solution of not less than 100 PPM available chlorine (see subpara c(1)) or for at least 30 seconds in a quaternary ammonium solution (see subpara c(2)), and in either case the solution must be maintained at a minimum temperature of 180 degrees F or 44 degrees C.
 - (b) Immersing the utensils for at least two minutes, using a wire basket, in clean water maintained at a minimum temperature of 180 degrees F or 82 degrees C.
 - (c) Oversized and Electrical Equipment. Equipment that cannot be processed in accordance with subpara a or b, e.g. oversized equipment or electrical appliances, must be cleaned with a warm detergent solution, sanitized and rinsed with clear water. The following are recommended as sanitizing agents:
 - (1) Chlorine Solution. A 100 PPM (parts per million) available chlorine solution is produced by adding one-half ounce of ten percent sodium hypo

chlorite (NSN 6810-21-572-1850) to a gallon of cool water; or

- (2) Quaternary Ammonium Solution. A satisfactory sanitizing agent may be produced by adding two ounces of quaternary ammonium compound (NSN 6505-21-5702100) to a gallon of cool water.

22. Regardless of the dishwashing method used, the sanitizing of dishes and other utensils must meet recognized public health standards. The plate count must not exceed 100 bacteria per article when tested in accordance with the Standard Plate Test Utilizing the "swab" technique.

23. Normally, after sanitizing the equipment and utensils must be air dried. However, where air drying is not possible, dish towels may be used, but it is essential that the towels be clean and used for this purpose only.

Food Handlers

24. As food services personnel can be carriers of disease organisms which contaminate food the following precautions must be taken:

- a. Civilians who are to be employed to prepare or handle food must be examined in accordance with CFAO 34-12;
- b. Food services personnel who incur a common cold, sore throat, gastro-intestinal upset, skin rash or an infected cut or sore must:
 - (1) Report to the person in charge of Food Services;
and
 - (2) Be removed from food handling duties until approval has been obtained from a medical authority for their return to duty.

25. A high standard of personal hygiene is essential to prevent the transmission of infectious diseases through food. In order to maintain this standard, food services personnel must adhere to the following:

- a. While on duty they must wear clean outer garments provided for food service activities; however, this working dress must not be worn outside the food service establishment;
- b. They must avoid handling food with their hands; ladles, lifters, tongs or scoops must be used;
- c. Smoking, combing hair, applying cosmetics, and changing clothing in food service areas are prohibited;
- d. Female personnel must wear a hair net. Male personnel who have hair longer than one inch or that reaches or extends below the collar must wear a hair net; other male personnel must wear a cap. Beards worn by civilian food handlers must be kept short, neatly trimmed and clean; and

- e. Personnel must thoroughly wash their hands prior to starting work, and also after using the toilet facilities, handling raw foods, using a handkerchief, coughing or sneezing.

Storage and Refrigeration

26. Food that does not require refrigeration or frozen storage must be stored:
- a. In clean, well ventilated, rodent proof areas;
 - b. On racks or pallets with a minimum of six inches clearance from the floor to facilitate cleaning and pest control; and
 - c. In unbroken packages or in closed containers to prevent insect contamination.
27. All refrigeration units such as domestic and walk-in refrigerators, deep freezers, cold to tables and sandwich displays must be maintained as follows:
- a. The interior surfaces, racks and trays must be kept clean. Racks, shelves and trays must be of corrosion resistant metal;
 - b. Cooling coils must be defrosted regularly on units that are not equipped with automatic defrosting devices;
 - c. Proper temperatures must be maintained; and
 - d. An indicating thermometer, readily accessible for reading, must be located in each refrigerator, deep freeze and refrigerated food display counter.
28. Perishable foods, both cooked and uncooked, when not actually being used in the preparation of meals or being served, must be stored according to the following temperatures (degrees).

| | Fahrenheit | Centigrade |
|--------------------------|------------|--------------|
| a. Vegetables and fruits | 39 to 50 | 4 to 10 |
| b. Meats | 33 to 39 | 0.4 to 5 |
| c. Dairy products | 35 to 38 | 1.5 to 3.5 |
| d. Frozen foods | 0 or lower | -18 or lower |
| e. Garbage | 35 to 38 | 1.5 to 3.5 |

29. During meal preparation and service, cold foods must be kept below 45 degrees F (7 degrees C) while hot foods must be maintained at a minimum of 140 degrees F (60 degrees C). Leftover foods must be cooled rapidly to 45 degrees F. (7 degrees C), loosely covered to prevent contamination, and

stored in the refrigerator. Maximum storage period for leftover foods must conform to recommended food service industry standards.

30. Further information relating to hygiene and conditions in food service areas is contained in:
- a. CFP 213, Chapter 6;
 - b. The Sanitation Code for Canada's Food Service Industry, published by the Canadian Restaurant Association; and
 - c. 1605-34-13 (DPM) Issued 7 Jun 74.

APPENDIX 2 OF ANNEX A
UNSATISFACTORY MEAL FORM

NAME _____ RANK _____ POS _____

UNIT _____ DATE _____

TIME MEAL REQUESTED _____ TIME MEAL SERVED _____

| <i>BREAKFAST</i> | <i>LUNCH</i> | <i>SUPPER</i> |
|-------------------------|---------------------|----------------------|
| ITEM | POOR | Comments |
| 1. MAIN DISH | | |
| 2. SIDE DISH | | |
| 3. SALAD | | |
| 4. DESSERT | | |
| 5. BEVERAGE | | |

OTHER COMMENTS:

OFFEROR SIGNATURE

UNIT AUTHORITY SIGNATURE

OFFEROR PRINT NAME

UNIT AUTHORITY PRINT NAME

APPENDIX 3 of ANNEX A

Delivery Locations/Call-up Authorities, and Invoice Address

Each call-up authority is to be invoiced separately as indicated herein and as per "Call-up against the standing offer" form (PWGSC – TPSGC 942).

| | Delivery Location/Call-up Authorities | Invoice Address |
|---|--|---|
| 1 | 49th Field Artillery Regiment 375 Pine St. Sault Ste. Marie, ON P6B 3E6 | D Coy CSS Trg Coy 195 Menin Rd Petawawa On K8H 2X3 |
| 2 | 2 Irish Regiment of Canada 333 Riverside Dr Sudbury, ON P3E 1H5 Attn: CClk | Same as Delivery location |
| 3 | 49th Fd Regiment 375 Pine St Sault Ste Marie, ON P6B 3E6 Attn: CClk | Same as Delivery location |
| 4 | 33 Service Battalion 375 Pine St Sault Ste Marie, ON P6B 3E6 Attn: CClk | Same as Delivery location |
| 5 | CTC Burwash (address to be advised) | 33 Brigade Battle School 11 Shirley Blvd, Connaught Range Ottawa, ON K2K 2W6 Attn: Ops O |

ANNEX B

BASIS OF PAYMENT

Firm Unit Prices herein are all inclusive in Canadian funds, in accordance with Annex A, Statement of Work, Tables and Appendices, including all delivery charges, FOB Destination, applicable taxes extra. Minimum Quantity per call-up is 10 meals. The firm unit prices include provision of chafing dishes; clean up costs; cups, dinnerware, cutlery utensils, napkins (all being of disposable nature).

| # | Meals | Firm Unit Price Year 1 1 December 2016 to 30 November 2017 | Firm Unit Price Year 2 1 December 2017 to 30 November 2018 | Firm Unit Price Year 3 1 December 2018 to 30 November 2019 |
|----|--|---|---|---|
| 1 | Breakfast | \$_____ ea | \$_____ ea | \$_____ ea |
| 2 | Lunch | \$_____ ea | \$_____ ea | \$_____ ea |
| 3 | Supper | \$_____ ea | \$_____ ea | \$_____ ea |
| 4 | Box Breakfast | \$_____ ea | \$_____ ea | \$_____ ea |
| 5 | Box Lunch | \$_____ ea | \$_____ ea | \$_____ ea |
| 6 | Box Supper | \$_____ ea | \$_____ ea | \$_____ ea |
| 7 | Workplace Refreshment Entitlement (price per 1 issue) | \$_____ ea | \$_____ ea | \$_____ ea |
| 8 | Between Meal Food Entitlement (price per 1 issue) | \$_____ ea | \$_____ ea | \$_____ ea |
| 9 | Night Snack Food Entitlement (price per 1 issue) | \$_____ ea | \$_____ ea | \$_____ ea |
| 10 | Halal Breakfast | \$_____ ea | \$_____ ea | \$_____ ea |
| 11 | Halal Lunch | \$_____ ea | \$_____ ea | \$_____ ea |
| 12 | Halal Supper | \$_____ ea | \$_____ ea | \$_____ ea |
| 13 | Halal Box Breakfast | \$_____ ea | \$_____ ea | \$_____ ea |
| 14 | Halal Box Lunch | \$_____ ea | \$_____ ea | \$_____ ea |
| 15 | Halal Box Supper | \$_____ ea | \$_____ ea | \$_____ ea |
| 16 | Kosher Breakfast | \$_____ ea | \$_____ ea | \$_____ ea |
| 17 | Kosher Lunch | \$_____ ea | \$_____ ea | \$_____ ea |

| | | Firm Unit Price | Firm Unit Price | Firm Unit Price |
|----|--------------------------|--|--|---|
| # | Meals | Year 1 1 December 2016 to 30 November 2017 | Year 2 1 December 2017 to 30 November 2018 | Year 3 1 December 2018 to 30 November 2019 |
| 18 | Kosher Supper | \$_____ ea | \$_____ ea | \$_____ ea |
| 19 | Kosher Box Breakfast | \$_____ ea | \$_____ ea | \$_____ ea |
| 20 | Kosher Box Lunch | \$_____ ea | \$_____ ea | \$_____ ea |
| 21 | Kosher Box Supper | \$_____ ea | \$_____ ea | \$_____ ea |
| 22 | Vegetarian Breakfast | \$_____ ea | \$_____ ea | \$_____ ea |
| 23 | Vegetarian Lunch | \$_____ ea | \$_____ ea | \$_____ ea |
| 24 | Vegetarian Supper | \$_____ ea | \$_____ ea | \$_____ ea |
| 25 | Vegetarian Box Breakfast | \$_____ ea | \$_____ ea | \$_____ ea |
| 26 | Vegetarian Box Lunch | \$_____ ea | \$_____ ea | \$_____ ea |
| 27 | Vegetarian Box Supper | \$_____ ea | \$_____ ea | \$_____ ea |

NOTE: The Department of National Defence prefers to pay invoices under \$5,000.00 by credit card.
Payments for invoices over \$5,000.00 will be made in accordance with the payment terms of the Standing Offer.

ANNEX C

INSURANCE REQUIREMENTS

1. 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.
- n. 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.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

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.

2. 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.

ANNEX E

EVALUATION OF PRICE

Prices offered in Annex B, Basis of Payment will be used herein for price evaluation. If there are any discrepancies in the prices, the firm unit prices on Annex B will prevail. Quantities herein are estimates only. It is not a guarantee of business.

Estimated Number of Meals per Month, including night snacks and meal entitlements for 2017.

| | | | |
|----------|-----------|------------|-----------|
| Jan: 105 | Feb: 105 | March: 105 | April: 25 |
| May: 25 | June: 211 | July: 2961 | Aug: 2855 |
| Sept: 36 | Oct: 105 | Nov: 105 | Dec: 105 |

Year 1: 01 December 2016 to 30 November 2017

| # | Meals | Estimated Quantity (A) | Firm Unit Price (B) | Extended Price (A) x (B) |
|-------------------------|---|------------------------|---------------------|--------------------------|
| 1 | Breakfast | 1915 | \$_____ea | \$_____ |
| 2 | Lunch | 1100 | \$_____ea | \$_____ |
| 3 | Supper | 1908 | \$_____ea | \$_____ |
| 4 | Box Breakfast | 12 | \$_____ea | \$_____ |
| 5 | Box Lunch | 924 | \$_____ea | \$_____ |
| 6 | Box Supper | 20 | \$_____ea | \$_____ |
| 7 | Workplace Refreshment Entitlement (price per 1 issue) | 130 | \$_____ea | \$_____ |
| 8 | Between Meal Food Entitlement (price per 1 issue) | 130 | \$_____ea | \$_____ |
| 9 | Night Snack Food Entitlement (price per 1 issue) | 60 | \$_____ea | \$_____ |
| 10 | Halal Breakfast | 20 | \$_____ea | \$_____ |
| 11 | Halal Lunch | 20 | \$_____ea | \$_____ |
| 12 | Halal Supper | 20 | \$_____ea | \$_____ |
| 13 | Halal Box Breakfast | 20 | \$_____ea | \$_____ |
| 14 | Halal Box Lunch | 20 | \$_____ea | \$_____ |
| 15 | Halal Box Supper | 20 | \$_____ea | \$_____ |
| 16 | Kosher Breakfast | 20 | \$_____ea | \$_____ |
| 17 | Kosher Lunch | 20 | \$_____ea | \$_____ |
| 18 | Kosher Supper | 20 | \$_____ea | \$_____ |
| 19 | Kosher Box Breakfast | 20 | \$_____ea | \$_____ |
| 20 | Kosher Box Lunch | 20 | \$_____ea | \$_____ |
| 21 | Kosher Box Supper | 20 | \$_____ea | \$_____ |
| 22 | Vegetarian Breakfast | 40 | \$_____ea | \$_____ |
| 23 | Vegetarian Lunch | 40 | \$_____ea | \$_____ |
| 24 | Vegetarian Supper | 40 | \$_____ea | \$_____ |
| 25 | Vegetarian Box Breakfast | 40 | \$_____ea | \$_____ |
| 26 | Vegetarian Box Lunch | 124 | \$_____ea | \$_____ |
| 27 | Vegetarian Box Supper | 20 | \$_____ea | \$_____ |
| TOTAL FOR YEAR 1 | | | | \$_____ |

Year 2: 01 December 2017 to 30 November 2018

| # | Meals | Est. Qty. | Firm Unit Price | Extended Price |
|-------------------------|--|-----------|-----------------|----------------|
| 1 | Breakfast | 1915 | \$ _____ ea | \$ _____ |
| 2 | Lunch | 1100 | \$ _____ ea | \$ _____ |
| 3 | Supper | 1908 | \$ _____ ea | \$ _____ |
| 4 | Box Breakfast | 12 | \$ _____ ea | \$ _____ |
| 5 | Box Lunch | 924 | \$ _____ ea | \$ _____ |
| 6 | Box Supper | 20 | \$ _____ ea | \$ _____ |
| 7 | Workplace Refreshment Entitlement (price per 1 issue) | 130 | \$ _____ ea | \$ _____ |
| 8 | Between Meal Food Entitlement (price per 1 issue) | 130 | \$ _____ ea | \$ _____ |
| 9 | Night Snack Food Entitlement (price per 1 issue) | 60 | \$ _____ ea | \$ _____ |
| 10 | Halal Breakfast | 20 | \$ _____ ea | \$ _____ |
| 11 | Halal Lunch | 20 | \$ _____ ea | \$ _____ |
| 12 | Halal Supper | 20 | \$ _____ ea | \$ _____ |
| 13 | Halal Box Breakfast | 20 | \$ _____ ea | \$ _____ |
| 14 | Halal Box Lunch | 20 | \$ _____ ea | \$ _____ |
| 15 | Halal Box Supper | 20 | \$ _____ ea | \$ _____ |
| 16 | Kosher Breakfast | 20 | \$ _____ ea | \$ _____ |
| 17 | Kosher Lunch | 20 | \$ _____ ea | \$ _____ |
| 18 | Kosher Supper | 20 | \$ _____ ea | \$ _____ |
| 19 | Kosher Box Breakfast | 20 | \$ _____ ea | \$ _____ |
| 20 | Kosher Box Lunch | 20 | \$ _____ ea | \$ _____ |
| 21 | Kosher Box Supper | 20 | \$ _____ ea | \$ _____ |
| 22 | Vegetarian Breakfast | 40 | \$ _____ ea | \$ _____ |
| 23 | Vegetarian Lunch | 40 | \$ _____ ea | \$ _____ |
| 24 | Vegetarian Supper | 40 | \$ _____ ea | \$ _____ |
| 25 | Vegetarian Box Breakfast | 40 | \$ _____ ea | \$ _____ |
| 26 | Vegetarian Box Lunch | 124 | \$ _____ ea | \$ _____ |
| 27 | Vegetarian Box Supper | 20 | \$ _____ ea | \$ _____ |
| TOTAL FOR YEAR 2 | | | | \$ _____ |

Year 3: 01 December 2018 to 30 November 2019

| # | Meals | Est. Qty. | Firm Unit Price | Extended Price |
|-------------------------|--|-----------|-----------------|----------------|
| 1 | Breakfast | 1915 | \$_____ ea | \$_____ |
| 2 | Lunch | 1100 | \$_____ ea | \$_____ |
| 3 | Supper | 1908 | \$_____ ea | \$_____ |
| 4 | Box Breakfast | 12 | \$_____ ea | \$_____ |
| 5 | Box Lunch | 924 | \$_____ ea | \$_____ |
| 6 | Box Supper | 20 | \$_____ ea | \$_____ |
| 7 | Workplace Refreshment Entitlement (price per 1 issue) | 130 | \$_____ ea | \$_____ |
| 8 | Between Meal Food Entitlement (price per 1 issue) | 130 | \$_____ ea | \$_____ |
| 9 | Night Snack Food Entitlement (price per 1 issue) | 60 | \$_____ ea | \$_____ |
| 10 | Halal Breakfast | 20 | \$_____ ea | \$_____ |
| 11 | Halal Lunch | 20 | \$_____ ea | \$_____ |
| 12 | Halal Supper | 20 | \$_____ ea | \$_____ |
| 13 | Halal Box Breakfast | 20 | \$_____ ea | \$_____ |
| 14 | Halal Box Lunch | 20 | \$_____ ea | \$_____ |
| 15 | Halal Box Supper | 20 | \$_____ ea | \$_____ |
| 16 | Kosher Breakfast | 20 | \$_____ ea | \$_____ |
| 17 | Kosher Lunch | 20 | \$_____ ea | \$_____ |
| 18 | Kosher Supper | 20 | \$_____ ea | \$_____ |
| 19 | Kosher Box Breakfast | 20 | \$_____ ea | \$_____ |
| 20 | Kosher Box Lunch | 20 | \$_____ ea | \$_____ |
| 21 | Kosher Box Supper | 20 | \$_____ ea | \$_____ |
| 22 | Vegetarian Breakfast | 40 | \$_____ ea | \$_____ |
| 23 | Vegetarian Lunch | 40 | \$_____ ea | \$_____ |
| 24 | Vegetarian Supper | 40 | \$_____ ea | \$_____ |
| 25 | Vegetarian Box Breakfast | 40 | \$_____ ea | \$_____ |
| 26 | Vegetarian Box Lunch | 124 | \$_____ ea | \$_____ |
| 27 | Vegetarian Box Supper | 20 | \$_____ ea | \$_____ |
| TOTAL FOR YEAR 3 | | | | \$_____ |

Aggregate Price \$_____

The aggregate price will be the sum of the Total for Year 1 + Total for Year 2 + Total for Year 3