



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des**  
**soumissions - TPSGC**  
**1550 D'Estimauville Avenue**  
**1550, Avenue d'Estimauville**  
**Québec**  
**Québec**  
**G1J 0C7**

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

### Comments - Commentaires

### Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

TPSGC/PWGSC  
BFC Bagotville, CP 380  
CFB Bagotville, PO Box 380  
Bâtiment 62, local 112  
Building 62, Room 112  
Alouette  
Québec  
G0V1A0

<b>Title - Sujet</b> Accommodation & Food Services - CFTC	
<b>Solicitation No. - N° de l'invitation</b> W3934-17L003/A	<b>Date</b> 2017-02-07
<b>Client Reference No. - N° de référence du client</b> W3934-17L003	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$BAL-001-17044	
<b>File No. - N° de dossier</b> BAP-6-39347 (001)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-03-20</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Tremblay, Marial	<b>Buyer Id - Id de l'acheteur</b> bal001
<b>Telephone No. - N° de téléphone</b> (418) 677-4000 (4159)	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Unité régionale de soutien aux cadets A/S de l'Officier contrôle matériel Case postale 100, Bureau-Chef Richelain (Québec) J0J 1R0	

Instructions: See Herein

Instructions: Voir aux présentes

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

## ACCOMODATION AND FOOD SERVICES FOR THE CADET FLYING TRAINING CENTER (CFTC),

### REGIONAL CADET SUPPORT UNIT (EASTERN), RICHELAIN, QUEBEC, CANADA

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work (Stipulations - Parts 1 and 2), the Basis of Payment, the Insurance Requirements, the Mandatory Criteria, and other annexes.

## 1.2 Summary

### (a) Background

In order to offer the necessary support for the operations of the Eastern Region Cadet Flying Training Centre (CFTC)'s mission, a contract for accommodations and food is required.

The CFTC welcomes approximately 250 young people aged 14 to 18 years old from all regions of Québec. About a hundred officers of the Cadet Instructor Cadre (CIC), members of the Regular Force, civilian instructors and employees supervise the young people.

The CFTC's operations including its installations, set up and dismantling, happens on a three (3) month period, from the end of May to the end of August, with dates varying from one year to the other. In addition, yearly storage is required.

The St-Jean-sur-Richelieu Airport installations are used five (5) to six (6) days a week for training flights. Also, the manutention of aircrafts is performed in the Hangar 3, located on site. For these operational reasons, the premises offered must be at less than ten (10) kilometers from the St-Jean-sur-Richelieu airport.

### (b) Accommodations – Statement of Work (Stipulations) - Part 1

Provide accommodation and space leasing services for the CFTC at the Contractor's facilities. The area required for the entire project is 3587.4 square metres.

The Contractor must provide the following spaces: closed offices, open offices, dormitories, rooms, washrooms, shower rooms, laundry rooms, dining rooms, amphitheatre, computer rooms, conference room, audiovisual room, server room, storage, gymnasium, classrooms, rest rooms, pool, outside sports field.

The Contractor must provide twelve parking spaces on site for military vehicles. The Contractor must also provide 53 parking spaces on site or in a 500-meter maximum perimeter from the main entrance of the building. Additional spaces must be available for the bus traffic and the installation of a bicycle rack to secure 20 bicycles.

The occupied premises must be accessible seven (7) days a week, 24 hours a day throughout the camp. Storage must be accessible throughout the year.

### (c) Food Services – Statement of Work (Stipulations) - Part 2

Provide and serve meals and freshly prepared food and the personnel required for the provision of rations and food services for CFTC, at the Contractor's facilities.

The estimated number of meals and energy supplements for subsequent years, per summer camp, are as follows: 14,000 breakfasts, 14,000 lunches, 14,000 dinners and 8,000 energy supplements. These quantities will be confirmed by the end of February each year and may be increased or decreased by up to 20%.

Unlike the previous request, there will be no minimum guarantee of number of consumed meals and supplements.

(d) Client

Regional Cadet Support Unit (Eastern)  
Richelain, Quebec, Canada, J0J 1R0

(e) Term of Contract

The contract term will be one (1) year firm, from the award of the contract to May 31, 2018, plus four (4) irrevocable option periods of one (1) year each.

(f) Periods of Service

Between the end of May to August (around 3 months per year).

(g) Trade Agreements

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), the Agreement on Internal Trade (AIT), and the Chile, Colombia, Honduras, Korea, Panama, Peru Trade Agreements with Canada.

### 1.3 Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

- Delete: ~~60 days~~
- Insert: 90 days

### 2.2 Submission of Bids

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

Bid Receiving Unit  
Public Works and Government Services Canada (PWGSC)  
1550 D'Estimauville Avenue  
Quebec City, Quebec, Canada, G1J 0C7

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

## 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- (a) name of former public servant;

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(b) date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

#### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

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

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

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## 2.5 Applicable Laws

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

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

## 2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 20 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (3 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

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

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

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## **Section II: Financial Bid**

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

### **3.1.1 Exchange Rate Fluctuation**

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

## **Section III: Certifications**

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

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

### **4.1 Evaluation Procedures**

- (b) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (c) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Criteria**

Mandatory Criteria are included in Annex D.

#### **4.1.2 Financial Evaluation**

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

### **4.2 Basis of Selection - Mandatory Criteria**

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

## PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

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

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

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

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

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

### **5.2.3 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

### **5.2.4 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

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### **5.2.5 Language Capability**

The Bidder certifies that it has the language capability required to perform the Work, as stipulated in the Statement of Work.

### **5.2.6 Visit to Contractor Facilities**

The contractor authorizes Canada, through its representative, to visit its facilities to check the quality of service, as many times as required. The visits to Contractor facilities will take place at the expense of Canada.

## PART 6 - FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Financial Capability

1. Financial Capability Requirement: The Bidder must have the financial capability to fulfill this requirement. To determine the Bidder's financial capability, the Contracting Authority may, by written notice to the Bidder, require the submission of some or all of the financial information detailed below during the evaluation of bids. The Bidder must provide the following information to the Contracting Authority within fifteen (15) working days of the request or as specified by the Contracting Authority in the notice:
  - a. Audited financial statements, if available, or the unaudited financial statements (prepared by the Bidder's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Bidder's last three fiscal years, or for the years that the Bidder has been in business if this is less than three years (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).
  - b. If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Contracting Authority, the Bidder must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the Contracting Authority requests this information.
  - c. If the Bidder has not been in business for at least one full fiscal year, the following must be provided:
    - i. the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and
    - ii. the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Contracting Authority requests this information.
  - d. A certification from the Chief Financial Officer or an authorized signing officer of the Bidder that the financial information provided is complete and accurate.
  - e. A confirmation letter from all of the financial institution(s) that have provided short-term financing to the Bidder outlining the total of lines of credit granted to the Bidder and the amount of credit that remains available and not drawn upon as of one month prior to the date on which the Contracting Authority requests this information.
  - f. A detailed monthly Cash Flow Statement covering all the Bidder's activities (including the requirement) for the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's major sources and amounts of cash and the major items of cash expenditures on a monthly basis, for all the Bidder's activities. All assumptions made should be explained as well as details of how cash shortfalls will be financed.

- 
- g. A detailed monthly Project Cash Flow Statement covering the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's major sources and amounts of cash and the major items of cash expenditures, for the requirement, on a monthly basis. All assumptions made should be explained as well as details of how cash shortfalls will be financed.
  2. If the Bidder is a joint venture, the financial information required by the Contracting Authority must be provided by each member of the joint venture.
  3. If the Bidder is a subsidiary of another company, then any financial information in 1. (a) to (f) above required by the Contracting Authority must be provided by the ultimate parent company. Provision of parent company financial information does not by itself satisfy the requirement for the provision of the financial information of the Bidder, and the financial capability of a parent cannot be substituted for the financial capability of the Bidder itself unless an agreement by the parent company to sign a Parental Guarantee, as drawn up by Public Works and Government Services Canada (PWGSC), is provided with the required information.
  4. Financial Information Already Provided to PWGSC: The Bidder is not required to resubmit any financial information requested by the Contracting Authority that is already on file at PWGSC with the Contract Cost Analysis, Audit and Policy Directorate of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:
    - a. the Bidder identifies to the Contracting Authority in writing the specific information that is on file and the requirement for which this information was provided; and
    - b. the Bidder authorizes the use of the information for this requirement.

It is the Bidder's responsibility to confirm with the Contracting Authority that this information is still on file with PWGSC.
  5. Other Information: Canada reserves the right to request from the Bidder any other information that Canada requires to conduct a complete financial capability assessment of the Bidder.
  6. Confidentiality: If the Bidder provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as permitted by the Access to Information Act, R.S., 1985, c. A-1, Section 20(1) (b) and (c).
  7. Security: In determining the Bidder's financial capability to fulfill this requirement, Canada may consider any security the Bidder is capable of providing, at the Bidder's sole expense (for example, an irrevocable letter of credit from a registered financial institution drawn in favour of Canada, a performance guarantee from a third party or some other form of security, as determined by Canada).

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## **6.2 Insurance - Proof of Availability Prior to Contract Award**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex C.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

## PART 7 - RESULTING CONTRACT CLAUSES

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

Notice: Numbering will be revised at contract award.

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A part 1 (Accommodations), and part 2 (Food Services), and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_ (will be completed by Canada at the Contract Award).

### 7.2 Clauses and Conditions

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

#### 7.2.1 General Conditions

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

#### 7.2.2 Liquidated Damages – Food Services

- a. Meal schedule: If the Contractor does not serve the meals at the hours and according to the schedule of the meals and service specified in the contract, particularly described in the Meal Schedule in the Statement of the works (Stipulations) SCH-1, he has to offer in Canada a credit of ten (10 %) percent for every late served meal.
- b. Safety and hygiene standards and Cleaning schedule: If the Contractor does not meet the standards and schedule specified in the contract, particularly described at sections 3 and 4 of the Statement of the works (Stipulations) , he has to offer in Canada a credit of ten (10%) percent for each meal were the standards or schedule has not been followed.
- c. Quality of food services: If the Contractor does not meet the requirements concerning quality of food services specified in the contract, particularly described at sections 2 (4) of the Statement of the works (Stipulations) , he has to offer in Canada a credit of ten (10 %) percent for each meal were the quality of food services has not been followed.

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- d. Menus compliance: If the contractor does not comply with the menus specified in the contract, particularly described at sections 5 to 10 of the Statement of the works (Stipulations), he has to offer in Canada a credit of ten (10 %) percent for each meal were the menus has not been respected.

Credits Apply during Entire Contract Period: The Parties agree that the credits apply throughout the Contract Period, including during any period of extension.

Canada and the Contractor agree that the amount stated above is their best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is it to be interpreted as, a penalty.

Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any liquidated damages owing and unpaid under this section.

Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The period of the Contract is from date of Contract to May 31, 2018 inclusive.

#### **7.3.2 Period of Service**

The service is to be performed during the period of May 25, 2017 to August 18, 2017 inclusive.

#### **7.3.3 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional periods of one (1) year each, under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least sixty (60) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

Canada may exercise options to extend the contract. In this event, the exact dates and quantities will be determined no later than the end of March.

The clause "Period of Service" will be amended at the time of application of each extension period.

## 7.4 Authorities

### 7.4.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Marial Tremblay  
 Title: Supply specialist  
 Telephone: 418-677-4000, ext.: 4159  
 E-mail address: [Marial.Tremblay@pwgsc.gc.ca](mailto:Marial.Tremblay@pwgsc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 7.4.2 Project Authority

The Project Authority for the Contract is:

(to be completed at contract award by PWGSC)

Accommodation Services:	Food Services:
Name: _____	Name: _____
Title: _____	Title: _____
Organization: _____	Organization: _____
Telephone: _____	Telephone: _____
Facsimile: _____	Facsimile: _____
E-mail Address: _____	E-mail Address: _____

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

**7.4.3 Contractor's Representatives**

Name and telephone number of the person responsible for :

## (a) Contract Manager:

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

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

Telephone No.: \_\_\_\_\_

Facsimile No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## (b) Service Follow up:

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

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

Telephone No.: \_\_\_\_\_

Facsimile No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**7.4.3.1 Employee's Name for Food Services**

(to be completed at contract award by PWGSC)

(a) Resident Manager: \_\_\_\_\_

(b) Resident Assistant Manager (if applicable): \_\_\_\_\_

(c) Kitchen Supervisor: \_\_\_\_\_

(d) Kitchen Assistant Supervisor (if applicable): \_\_\_\_\_

(e) Cook: \_\_\_\_\_

## 7.5 Payment

### 7.5.1 Basis of Payment – Firm Price for Accommodation Services

For the Work described in the Statement of Work in Annex A – Part 1:

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a Firm Price for the “Accommodation Services”, as specified in section B.1 of Annex B – Basis of Payment, for a cost of \$ \_\_\_\_\_ (will be completed by Canada at the 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 Basis of Payment – Limitation of Expenditure for Food Services

For the Work described in the Statement of Work in Annex A – Part 2:

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in section B.2 of Annex B, to a limitation of expenditure of \$ \_\_\_\_\_ (will be completed by Canada at the contract award). Customs duties are included and Applicable Taxes are extra.

### 7.5.3 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ (the amount indicated in section B.3 will be inserted by Canada at the Contract Award) at the contract award. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

- 
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### 7.5.4 Milestone Payments

##### 7.5.4.1 Accommodation

1. Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:
  - a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - b. all such documents have been verified by Canada;
  - c. the Work delivered has been accepted by Canada.
2. Payment will be made in three (3) payments. The Contractor shall submit invoices based on the annual total amount of Table B.1 of Annex B - Basis of Payment, according to the following proportion:
  - i. July 15 of each year: 45% of the annual total;
  - ii. August 30 of each year: 45% of the annual total;
  - iii. March 31 of each year: 10% of the annual total.

##### 7.5.4.2 Food Services

1. Canada will pay the Contractor for work performed for the period covered by the invoice in accordance with the payment provisions of the Contract if:
  - a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - b. all such documents have been verified by Canada;
  - c. the Work performed has been accepted by Canada.

#### 7.5.5 SACC Manual Clause

Number	Date	Title
A2000C	2006-06-16	Foreign Nationals (Canadian Contractor) <a href="https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A2000C/1">https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A2000C/1</a>
A9117C	2007-11-30	T1204 - Direct Request by Customer Department <a href="https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A9117C/2">https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A9117C/2</a>

## 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:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 7.7 Certifications and Additional Information

### 7.7.1 Compliance

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

### 7.7.2 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - a. the name, qualifications and experience of the proposed replacement; and
  - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

### 7.7.2.1 Qualification and experience of the replacement:

RESIDENT MANAGER: must have a recognized regulatory training in the food industry and one (1) year of experience as a Resident Manager in an institutional/commercial kitchen where 100 meals were served per meal period on a daily basis OR have two (2) years' proven experience as a Resident Manager in an institutional/commercial kitchen where 100 meals were served per meal period on a daily basis.

KITCHEN SUPERVISOR: must have cook's training recognized by the Department of Education; plus two (2) years' experience as a Kitchen Supervisor in an institutional/commercial kitchen where 100 meals were served per meal period on a daily basis OR must have three (3) years' proven experience as a Kitchen Supervisor in an institutional/commercial kitchen where 100 meals were served per meal period on a daily basis.

COOK: must have cook's training recognized by the Department of Education; plus two (2) years' experience in an institutional/commercial kitchen where 100 meals or more were served per meal period on a daily basis OR must have ten (10) years' proven experience as a Cook in an institutional/commercial kitchen where 100 meals were served per meal period on a daily basis.

## 7.8 Applicable Laws

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

## 7.9 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the 2010C (2016-04-04), General Conditions - Service (Medium Complexity);
- (c) Annex A, Statement of Work (Stipulations) - Part 1 – Accommodations; and Part 2 – Food Services;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) the Contractor's bid dated \_\_\_\_\_, amended on \_\_\_\_\_ " [\(to be completed at contract award by PWGSC\)](#).

## 7.10 Insurance 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.

## 7.11 Financial Security

### 7.11.1 Contract Financial Security

1. The Contractor must provide one of the following contract financial securities within fifteen (15) calendar days after the date of contract award:
  - a. a performance bond form PWGSC-TPSGC 505 <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505.pdf> in the amount of fifty (50) percent of the Contract Price; or
  - b. a security deposit as defined in clause E0008C in the amount of ten (10) percent of the Contract Price.

Any bond must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, Appendix L, Acceptable Bonding Companies.

2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmatured, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.
3. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

### 7.11.2 Contract Financial Security - Option to Extend the Contract

In the case Canada would exercise one or more options to extend the contract, the Contractor will have to provide of the contract financial securities mentioned above (paragraphes (1. (a. and b.)) each year, based on the amount of the contract modification, According to the same requirements as those in the article Financial Security.

### 7.11.3 Security Deposit Definition – Contract

1. "security deposit" means
  - a. a bill of exchange that is payable to the Receiver General for Canada and certified by an approved financial institution or drawn by an approved financial institution on itself; or
  - b. a government guaranteed bond; or
  - c. an irrevocable standby letter of credit, or
  - d. such other security as may be considered appropriate by the Contracting Authority and approved by Treasury Board;
2. "approved financial institution" means
  - a. any corporation or institution that is a member of the Canadian Payments Association;
  - b. a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the Régie de l'assurance-dépôts du Québec to the maximum permitted by law;
  - c. a credit union as defined in paragraph 137(6) of the Income Tax Act;
  - d. a corporation that accepts deposits from the public, if repayment of the deposits is guaranteed by a Canadian province or territory; or
  - e. the Canada Post Corporation.
3. "government guaranteed bond" means a bond of the Government of Canada or a bond unconditionally guaranteed as to principal and interest by the Government of Canada that is:
  - a. payable to bearer;
  - b. accompanied by a duly executed instrument of transfer of the bond to the Receiver General for Canada in accordance with the Domestic Bonds of Canada Regulations;
  - c. registered in the name of the Receiver General for Canada.

## 4. "irrevocable standby letter of credit"

- a. means any arrangement, however named or described, whereby a financial institution (the "Issuer"), acting at the request and on the instructions of a customer (the "Applicant"), or on its behalf,
  - i. will make a payment to or to the order of Canada, as the beneficiary;
  - ii. will accept and pay bills of exchange drawn by Canada;
  - iii. authorizes another financial institution to effect such payment, or accept and pay such bills of exchange; or
  - iv. authorizes another financial institution to negotiate, against written demand(s) for payment, provided that the conditions of the letter of credit are complied with.
- b. must state the face amount which may be drawn against it;
- c. must state its expiry date;
- d. must provide for sight payment to the Receiver General for Canada by way of the financial institution's draft against presentation of a written demand for payment signed by the authorized departmental representative identified in the letter of credit by his/her office;
- e. must provide that more than one written demand for payment may be presented subject to the sum of those demands not exceeding the face amount of the letter of credit;
- f. must provide that it is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practice (UCP) for Documentary Credits, 2007 Revision, ICC Publication No. 600. Pursuant to the ICC UCP, a credit is irrevocable even if there is no indication to that effect; and
- g. must be issued (Issuer) or confirmed (Confirmer), in either official language, by a financial institution that is a member of the Canadian Payments Association and is on the letterhead of the Issuer or Confirmer. The format is left to the discretion of the Issuer or Confirmer.

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## **ANNEX A - STATEMENT OF WORK**

### **A.1 Annex A**

Annex A attached hereto is to be inserted at this point and forms part of this document; it is available at the end of this document.

Note that Annex A is divided into two parts:

- Statement of Work (Stipulations) – Part 1 – Accommodations
- Statement of Work (Stipulations) – Part 2 – Food Services

## ANNEX B - BASIS OF PAYMENT

- (a) Before submitting your prices, please refer to clause **7.5 Payment**, which mentions that the applicable taxes are not included in the prices, among other conditions.
- (b) Please complete all the tables of this annex.

### B.1 Pricing – Firm Lot Price per Year for Accomodation Services

Firm Lot Price, per year, for accommodation, space leasing and other services and in accordance with the Annex A – Statement of Work (Stipulations) – Part 1 – Accomodations:

	Contract	Optional Periods			
Period:	From date of contract to 2018-05-31	from 2018-06-01 to 2019-05-31	from 2019-06-01 to 2020-05-31	from 2020-06-01 au 2021-05-31	from 2021-06-01 au 2022-05-31
Firm Lot Price per Year:	\$	\$	\$	\$	\$

### B.2 Pricing – Food Services – Summer Camp 2017

1. No additional amount will be allocated for dropped meals or second servings. The quantity of second servings is very small because of the very tight schedule for meals. The contractor should expect an average of 5% or less for second servings.
2. Meals served in the cadet mess hall, dispersed meals and picnic meals have all the same monetary value.
3. DND provides insulated containers for food as well as non-food items and packaging items for box lunches.
4. Price Indexation – Food Services:
  - a. If Canada exercise the option to extend the contract, for each additional period, the Contractor will be paid in accordance with the following:
    - i. The firm unit price per meal will be increased or decreased in keeping with the percentage change in the increase index for the “Food purchased from restaurants” category V41691046 published by Statistics Canada for Quebec and will be calculated on January 1st of the year the extension period begins.

Note: No increasing other than consumer price index described in the above paragraph will be granted.

**B.2.1 Firm Unit Price per Meal**

Firm unit price per meal, in accordance with the [Annex A – Statement of Work \(Stipulations\) – Part 2 – Food Services](#):

Item	Type of Meals	Estimated Quantity	Firm Unit Price per Meal	Total Estimated Price
1	Breakfast:	14,852	\$	\$
2	Lunch:	14,718	\$	\$
3	Dinner:	14,981	\$	\$
Estimated Total Cost of Meals - Summer Camp 2017:				\$

**B.2.2 Firm Unit Price per Energy Supplement**

Firm unit price per energy supplement, in accordance with the [Annex A – Statement of Work \(Stipulations\) – Part 2 – Food Services](#):

Type of Meals	Estimated Quantity	Firm Unit Price per Energy Supplement	Total Estimated Cost Energy Supplements Summer Camp 2017
Energy Supplement:	8,000	\$	\$

**B.3 Total Estimated Value of the Contract - 2017/2018 Period**

B.1	Pricing – Firm Lot Price per Year for Accommodation Services:	From date of contract to 2018-05-31	\$
B.2	Pricing – Food Services – Summer Camp 2017	-----	-----
	B.2.1 Firm Unit Price per Meal:	Summer Camp 2017	\$
	B.2.2 Firm Unit Price per Energy Supplement:	Summer Camp 2017	\$
Total Estimated Contract Value - 2017/2018 Period:			\$

**For evaluation purpose only by PWGSC:** To determine the responsive bid with the lowest evaluated price, we will calculate the total value of each bid over a period of one year only, by making the same calculation of Section B.3 above except that we will use the average price of "Pricing – Firm Lot Price per Year for Accommodation Services"

(average price = the sum of the firm lot price of five years of section B.1 divided by 5).

## **ANNEX C - INSURANCE REQUIREMENTS**

### **C.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 Insured: 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.

## C.2 All Risk Property Insurance

The Contractor must obtain All Risks Property insurance while the Government Property is under its care, custody or control, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$250,000.00. The Government's Property must be insured on Agreed Value basis.

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
2. The All Risks Property insurance policy must include the following:
  - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of policy cancellation.
  - b. Loss Payee: Canada as its interest may appear or as it may direct.
  - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of National Defence and Public Works and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

**ANNEX D - MANDATORY CRITERIA**

The bid must meet the mandatory criteria specified in this annex. Bidders must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory criteria will be declared non-responsive. Each mandatory criterion should be addressed separately.

Canada will evaluate only the documentation provided with a bidder's bid. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.

**D.1 Mandatory Criteria – Accommodation Services****D.1.1 Mandatory Criterion n° 1 – Distance**

The proposed accommodation location must be located within 10 km (by car) of the St-Jean-sur-Richelieu Airport. To evaluate the distance between the accommodation location and the St-Jean-sur-Richelieu Airport, Canada will use the Web site <http://maps.google.ca/>. Bidders must provide the complete address of the accommodation location (not the administrative address).

Address of St-Jean-sur-Richelieu Airport:

St-Jean-sur-Richelieu Airport  
22, Ch. de l'aéroport  
Saint-Jean-sur-Richelieu, QC J3B 7B5

Bidders must provide the complete address of the proposed accommodation location (not the administrative address):

Accommodation Location Name:	
Complete address:	

### **D.1.2 Mandatory Criterion n° 2 – Facilities Requirement**

Bidders must have the facilities to meet the requirements in accordance with Annex A (Stipulations) Part 1 – Accomodations.

Following the closing of the solicitation, the contracting authority will contact the bidders so that the evaluation team to conduct a site visit to the bidder. Space requirements, serial no 1 to 34, indicated in section **2.5 Space Requirements Table** of “[Annex A \(Stipulations\) Part 1 – Accomodations](#)” will be verified during the visit. Failure to meet any of these space requirement will render the bid non-responsive.

All bidders must be able to offer a site visit no later than five (5) working days following the closing date of the invitation.

### **D.2 Mandatory Criteria – Food Services**

Bidders must clearly demonstrate how each mandatory criterion listed hereafter is met. It is imperative that in the proposal each criterion be explained in detail to enable the analysis and assessment by the evaluation team. Bidders are advised that a simple list of experience with no indication of supporting data to describe when and how such experience was acquired will not be considered a “demonstration” for the purposes of the evaluation. All professional experience must be confirmed in “year-months” of experience and documented in the proposal.

The curriculum vitae (CV) of the Resident Manager, Kitchen Supervisor and at least one (1) Cook must be submitted with your bid and must clearly demonstrate compliance with the above-mentioned requirements.

Note: When the term “on a daily basis” is used, a minimum of five (5) days/week is acceptable.

**D.2.1 Mandatory Criterion no 3 – Resident Manager (Expertise et Experience)**

1. Bidders must include with his proposal a curriculum vitae (C.V.) demonstrating:
  - a. a recognized regulatory training in the food industry and one (1) year of experience as a Resident Manager in an institutional/commercial kitchen where 100 meals were served per meal period on a daily basis. Supply at least one (1) letter of reference outlining this experience and attesting that the service was provided satisfactorily OR the contact information of a reference to verify the accuracy of information provided and that the service was provided satisfactorily.

OR

  - b. two (2) years' proven experience as a Resident Manager in an institutional/commercial kitchen where 100 meals were served per meal period on a daily basis. Supply at least one (1) letter of reference outlining this experience and attesting that the service was carried out satisfactorily OR the contact information of a reference to verify the accuracy of information provided and that the service was provided satisfactorily.
2. In order that the regulatory training may be considered, the following documents must be provided:
  - a. A written certification that the person has taken formal cook's training recognized by the Department of Education or equivalent cook's qualification documents (such as, but not limited to, the cook training in the Canadian Armed Forces, in the Naval Reserve, in other provinces or in foreign countries), or a nutritionist's diploma or a dietician's diploma.
  - b. The following information should also be provided: name of the institution; titles of courses taken; and the number of hours of theoretical and practical instruction. For each customer reference, Bidders must provide the name, title, telephone number and email address for a contact person. If the named individual is unavailable when required during the evaluation period, Bidders must provide the name and contact information of an alternate contact from the same customer.

For each customer reference, Bidders must provide the name, title, telephone number and email address for a contact person. If the named individual is unavailable when required during the evaluation period, Bidders must provide the name and contact information of an alternate contact from the same customer.

**D.2.2 Mandatory Criterion no 4 – Kitchen Supervisor (Expertise et Experience)**

1. Bidders must include with his proposal a curriculum vitae (C.V.) demonstrating:
  - a. that the person has taken formal cook's training recognized by the Department of Education; plus two (2) years' experience as a Kitchen Supervisor in an institutional/commercial kitchen where 100 meals were served per meal period on a daily basis. Supply at least one (1) letter of reference outlining this experience and attesting that the service was provided satisfactorily OR the contact information of a reference to verify the accuracy of information provided and that the service was provided satisfactorily.

OR

  - b. three (3) years' proven experience as a Kitchen Supervisor in an institutional/commercial kitchen where 100 meals were served per meal period on a daily basis. Supply at least one (1) letter of reference outlining this experience and attesting that the service was carried out satisfactorily OR the contact information of a reference to verify the accuracy of information provided and that the service was provided satisfactorily.
2. In order that the regulatory training may be considered, the following documents must be provided:
  - a. A written certification that the person has taken formal cook's training recognized by the Department of Education or equivalent cook's qualification documents (such as, but not limited to, the cook training in the Canadian Armed Forces, in the Naval Reserve, in other provinces or in foreign countries), or a nutritionist's diploma or a dietician's diploma.
  - b. The following information should also be provided: name of the institution; titles of courses taken; and the number of hours of theoretical and practical instruction. For each customer reference, Bidders must provide the name, title, telephone number and email address for a contact person. If the named individual is unavailable when required during the evaluation period, Bidders must provide the name and contact information of an alternate contact from the same customer.

For each customer reference, Bidders must provide the name, title, telephone number and email address for a contact person. If the named individual is unavailable when required during the evaluation period, Bidders must provide the name and contact information of an alternate contact from the same customer.

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**D.2.3 Mandatory Criterion no 5 – Cook (Expertise et Experience)**

To determine the number of cooks required to carry out the work, see Annex “A”, Statement of Work (Stipulations) – Part 2, Section 2, page 2-1).

1. Bidders must include with his proposal a curriculum vitae (C.V.) demonstrating:
  - a. that the person has taken formal cook's training recognized by the Department of Education; plus two (2) years' experience in an institutional/commercial kitchen where 100 meals or more were served per meal period on a daily basis. Supply at least one (1) letter of reference outlining this Experience and attesting that the service was carried out satisfactorily OR the contact information of a reference to verify the accuracy of information provided and that the service was provided satisfactorily.

OR



  - b. ten (10 years' proven experience as a Cook in an institutional/commercial kitchen where 100 meals were served per meal period on a daily basis. Supply at least one (1) letter of reference outlining an extensive culinary expertise in all food areas and attesting that the service was carried out satisfactorily OR the contact information of a reference to verify the accuracy of information provided and that the service was provided satisfactorily.
2. In order that the regulatory training may be considered, the following documents must be provided:
  - a. A written certification that the person has taken formal cook's training recognized by the Department of Education or equivalent cook's qualification documents (such as, but not limited to, the cook training in the Canadian Armed Forces, in the Naval Reserve, in other provinces or in foreign countries), or a nutritionist's diploma or a dietician's diploma.
  - b. The following information should also be provided: name of the institution; titles of courses taken; and the number of hours of theoretical and practical instruction. For each customer reference, Bidders must provide the name, title, telephone number and email address for a contact person. If the named individual is unavailable when required during the evaluation period, Bidders must provide the name and contact information of an alternate contact from the same customer.

For each customer reference, Bidders must provide the name, title, telephone number and email address for a contact person. If the named individual is unavailable when required during the evaluation period, Bidders must provide the name and contact information of an alternate contact from the same customer.

## ANNEX E - PRESENTATION OF YOUR BID

### E.1 Check List

Below is a checklist of the contents of your bid. This list is not an exhaustive list; it remains the Bidder's responsibility to prepare its bid in accordance with the instructions contained in the Request For Proposal (RFP) and provide a comprehensible and sufficiently detailed bid, including all requested pricing details that will permit a complete evaluation in accordance with the criteria set out in the RFP.

Pagination of <u>Document 1 of 2</u> (document of only one page)	
Page 1 of 1 	Bidders should include with their bid, <b>the first sheet</b> of this RFP properly completed and signed. Refer to 2003 Standard Instructions mentioned in clause <b>2.1 Standard Instructions, Clauses and Conditions</b> .
Pagination of <u>Document 2 of 2</u> (document of 42 pages) 	
Page 7	Bidders must submit their bid only to the address indicated in clause <b>2.2 Submission of Bids</b> .
Pages 8 and 9	Bidders should submit with their bid, clause <b>2.3 Former Public Servant</b> properly completed.
Page 13	Bidders must pay attention on how bids will be evaluated and the winning bid selected. Refer to <b>Part 4 - Evaluation Procedures and Basis of Selection</b> .
Page 14	<u>Applicable only if an offence has been committed</u>  Bidders must provide with their bid the required documentation as indicated Clause <b>5.1.1 Integrity Provisions - Declaration of Convicted Offences</b> .

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W3934-17L003/A

bal001

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W3934-17L003

BAP-6-39347

Page 14	<p>Bidders must provide with their bid or promptly thereafter a <b>list of names</b> as indicated in clause <b>5.2.1 Integrity Provisions - Required Documentation</b>.</p> <ul style="list-style-type: none"><li>➤ Please refer to section “<b>17. Information to be provided when bidding, contracting or entering into a real property agreement</b>” of the following Web site:</li><li>➤ <a href="http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html">http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html</a></li></ul>
Page 23	<p>Bidders should submit with their bid, clause <b>7.4.3 Contractor's Representatives</b> properly completed.</p>
Pages 32 and 33	<p>Bidders must include with their bid, <b>Annex B - Basis of Payment</b> duly completed.</p>
Page 36 to 40	<p>Bidders must include with their bid, the necessary documentation to support compliance with the mandatory criteria indicated in <b>Annex D - Mandatory Criteria</b>.</p>



## ANNEX "A"

### STATEMENT OF WORK (STIPULATIONS) – Part 1

## Accommodations

<p><b>CADET FLYING TRAINING CENTRE (CFTC)</b></p>
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25 JAN. 2017



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## 1. Context

In order to offer the necessary support for the operations of the Eastern Region Cadet Flying Training Centre (CFTC)'s mission, a contract for accommodations, in-class training, sports and recreational activities is required. The service contract duration will be five (5) years, one (1) year firm and four (4) subsequent years of option taken one year at a time.

The CFTC welcomes approximately 250 young people aged 14 to 18 years old from all regions of Québec. About a hundred officers of the Cadet Instructor Cadre (CIC), members of the Regular Force, civilian instructors and employees supervise the young people.

The CFTC's operations including its installations, set up and dismantling, happens on a three (3) month period, from the end of May to the end of August, with dates varying from one year to the other. In addition, yearly storage is required. Details of the surface required is presented in the Space Requirements Table (Section 2.5.)

## 2. Statement of Work

Provide accommodation and room rental services for the CFTC of the Department of National Defence (DND) in accordance with the requirements described below.

### 2.1. Space Requirements

This section provides a description of the spaces required to satisfy the operational needs of the CFTC. The table at Section 2.5 details the required space. The required surface for the whole project is 3587.4 mc. *(Note: service areas such as vertical structures and protrusions (stairs, elevators), circulation areas outside the rooms, mechanical, electrical and communication rooms are not included in the required surface indicated in the following table.)*

The Contractor must provide the following spaces: closed offices, open offices, dormitories, rooms, washrooms, shower rooms, laundry rooms, dining rooms, amphitheatre, computer rooms, conference room, audiovisual room, server room, storage, gymnasium, classrooms, rest rooms, pool, outside sports field.

The occupied premises must have furniture to satisfy the needs for planned activities in each room. Minimum furniture is required as described in the Space Requirements Table. All rooms must be secured.

If the Contractor cannot provide the whole furniture, the DND shall be able to provide some, with the exception of the classrooms, laundry rooms and conference rooms. A list of the furniture inventory that can be provided by the DND is presented in the table in Section 2.6. The Contractor must inform the DND within a maximum of 10 days after obtaining the contract of the furniture that must be provided by the DND. The DND will be responsible for the manutention of its goods.

### 2.2. Operational Requirements

Each workspace must have a phone line, a phone, and a computer outlet with unlimited Internet access. Long distance calls are at the DND's expense. Computers, with the exception of the ones in the computer rooms, are provided by the DND and installed by the users.

In the individual and double-occupancy rooms and in the dormitories, a wireless Internet access network must be provided by the Contractor.

The Contractor must provide twelve parking spaces on site for military vehicles. The Contractor must also provide 53 parking spaces on site or in a 500-meter maximum perimeter from the main entrance of the building. Additional spaces must be available for the bus traffic and the installation of a bicycle rack to secure 20 bicycles.



The occupied premises must be accessible seven (7) days a week, 24 hours a day throughout the camp. Storage must be accessible throughout the year as indicated in serial 32 to 42.

Petrol (propane) and dangerous (cleaning products) products will be stored on the premises, in secured cabinets provided by the Department of National Defence (DND.) The Contractor's insurance must take that into consideration.

### **2.3. Localisation Perimeter**

The St-Jean-sur-Richelieu Airport installations are used five (5) to six (6) days a week for training flights. Also, the manutention of aircrafts is performed in the Hangar 3, located on site. For these operational reasons, the premises offered must be at less than ten (10) kilometers from the St-Jean-sur-Richelieu airport.

### **2.4. Services and Equipment**

The Contractor must, at their expense, during the whole contract duration, provide and maintain the following services and equipment in the occupied premises:

- a) A constant and adequate supply in hot and cold water in all sinks and showers;
- b) Heating at a temperature over 18 degrees Celsius at all times, ventilation, air conditioning when required and all the heating, ventilation, air conditioning, air circulation and humidity control apparel that exist;
- c) Electricity and lighting required, and all the electrical system, and the replacement of lamps, lamp bulbs, ballasts and fuses used;
- d) Removal of ice and snow for outside parking space, the access roads, alleys, stairs and emergency exits so that the DND can have access to the rented premises throughout the year;
- e) Housekeeping, including the cleaning and garbage services in the service areas, and in all occupied rooms. Generic housekeeping tasks and the sequence detailed in Appendix 1 of this document. The Contractor does not have to perform housekeeping in rooms, dormitories and storage;
- f) Toilet paper and hand soap in the washrooms;
- g) Outside manutention of the building and premises;
- h) The Contractor must provide a storage space of 80 m<sup>2</sup> throughout the year for bedding (Serial 35 of Table 2.5.) The DND will be responsible for laundry and to for providing bedding;
- i) The Contractor must provide washers and dryers, according to Serial 15 of Table 2.5;
- j) Available sports equipment in the appropriate sports and recreation installations (details in the Space Requirements Table); and
- k) One key is required for all rented rooms.

2.5. Space Requirements Table

Serial	Description	Number of people	Minimum space to be used (m <sup>2</sup> )	Heating	Air conditioning	IT	Usage		Housekeeping		Specific minimum requirements
							Exclusive	Shared	Yes	No	
1	Closed offices for one or two persons	5	47	X	X	X	X				a) A minimum of four (4) individual desks with 5 work stations: b) 1 x Commandant (CO): minimum size of 14 m <sup>2</sup> . c) 1 x Deputy CO: minimum size of 10 m <sup>2</sup> . d) 1 x Padre: minimum size of 4.5 m <sup>2</sup> . e) 1 x CWO and 1 WO (Cadet): minimum size of 18.5 m <sup>2</sup> . f) Each work station will be equipped with a desk of at least 60"W x 30"D x 29"H with a drawer. One chair on wheels, two chairs for guests, a garbage can, a recycle bin and a coat tree. g) *The 18.5 m <sup>2</sup> desk will allow installation of two (2) work stations.
2	Open work areas including storage spaces in these work areas when required	48	290.8								a) The open area office will be installed in modular work stations of 4.5 m <sup>2</sup> . The space must allow the installation of a minimum of 48 open stations. These spaces can be divided in many rooms when necessary and available; b) Each work station must be equipped with a table (with fixed or folding legs) or a work desk of at least 72"W x 30"D x 29"H, with a chair on wheels, a garbage can and a recycle bin; and / or c) The open area office must also include at least a work table of at least 72"W x 30"D x 29"H with 4 high chairs (folding or non), a bookcase of at least 34"W x 12"D x 41"H (3 shelves) and an additional table of at least 60"W x 30"D x 29"H for the printer and other equipment.

Serial	Description	Number of people	Minimum space to be used (m <sup>2</sup> )	Heating	Air conditioning	IT	Usage		Housekeeping		Specific minimum requirements
							Exclusive	Shared	Yes	No	
											<u>Groups of mandatory positions</u> d) Some positions must mandatorily be grouped and have specific requirements. They are detailed at points 2.1 to 2.4; the total surface necessary for these positions is 246.8 square meters.
2.1	AASC Responsible, AASC Trg O, three (3) agencies COs	7	(55)	X	X	X	X		X		7 work stations. Add nine (9) staff cadets. According to Serial 2, para. a, b, and c.
2.2	Separate offices for Glider course separated in three (3) squadrons	6	(76.5)	X	X	X	X		X		6 work stations. Add 27 Sub-Lieutenants and six (6) staff cadets. Each squadron must be in rooms next to each other (13 people per squadron). According to Serial 2, para. a, b, and c.
2.3	Logistics Officer + assistant, Logistic support (2), Food Services O + assistant, Computer Tech	7	(65)	X	X	X	X		X		7 work stations. Add 4 staff cadets. Storage for computer equipment and other for a space of 33,5 m <sup>2</sup> . According to Serial 2, para. a, b, and c.
2.4	AASC Tech Instructors (2)	2	(50.3)	X	X	X	X		X		2 work stations. Storage of material and equipment for the AASC projects for a space of 41,3 m <sup>2</sup> . Must be in one room or in rooms next to each other. According to Serial 2, para. a, b, and c.
2.5	Generic work stations	26	(139.5)								26 work stations. Add 15 staff cadets. According to Serial 2, para. a, b, and c.
3	Individual room Commandant	1	13,6	x							Number of days required is 49 for one (1) room.  Each individual room must be equipped with a single bed, a night table, a

Serial	Description	Number of people	Minimum space to be used (m <sup>2</sup> )	Heating	Air conditioning	IT	Usage		Housekeeping		Specific minimum requirements
							Exclusive	Shared	Yes	No	
											night lamp, a 3-drawer cabinet (or at least 3 drawers in a different cabinet), a work desk of at least 41"W x 30"D x 29"H, a single wardrobe (attached or mobile) and a garbage can. Unlimited access to Internet with or without wires.
4	Individual rooms for Senior Staff members D / CO, camp's CWO, Admin Svcs Chief, Maj CFI GPS	4	46,4								<p>Numbers of days required is 256 for four (4) rooms</p> <p>a) Each individual room must be equipped with a single bed, a night table, a night lamp, a 3-drawer cabinet (or at least 3 drawers in a bigger cabinet), a work desk of at least 41"W x 30"D x 29"H, a single wardrobe (attached or mobile) and a garbage can. Unlimited access to Internet with or without wires.</p> <p>b) If additional rooms are required, the DND will pay according to the costs effective during the year. The Contractor will be informed for May 1<sup>st</sup> of each year of this contract.</p> <p>c) Minimum space per person: 11.6 m2</p>
5	Double occupancy room for permanent adult personnel and 12 cadets from the PPS Bromont and St-Hubert	90	695.6	X			X			X	<p>Numbers of days required: 2664 for 45 rooms.</p> <p>a) Each individual room must be equipped with a single bed, a night table, a night lamp, a 3-drawer cabinet (or at least 3 drawers in a bigger cabinet), a work desk of at least 41"W x 30"D x 29"H, a single wardrobe (attached or mobile) and a garbage can. Unlimited access to Internet with or without wires.</p> <p>b) Minimum space per person: 7.4 m2</p> <p>c) If double occupancy rooms are not available, 94 single room scan be accepted with 11.6 m2 space.</p> <p>d) If additional rooms are required, the DND will pay according to the costs effective during the year. The Contractor will be informed for</p>

Serial	Description	Number of people	Minimum space to be used (m <sup>2</sup> )	Heating	Air conditioning	IT	Usage		Housekeeping		Specific minimum requirements
							Exclusive	Shared	Yes	No	
											May 1 <sup>st</sup> of each year of this contract.
											Numbers of days required is 226 for 27 rooms.
6	Double occupancy rooms for the 3 persons with security section (42 days x 3) and for Advance Power Scholarship ( 2 last days of the camp x 25 rooms).	25									a) Each individual room must be equipped with a single bed, a night table, a night lamp, a 3-drawer cabinet (or at least 3 drawers in a bigger cabinet), a work desk of at least 41"W x 30"D x 29"H, a single wardrobe (attached or mobile) and a garbage can. Unlimited access to Internet with or without wires.
											b) Rental required for the last two (2) days of camp. Minimum space per person: 7.4 m2.
											c) If double occupancy rooms are not available, 50 single room scan be accepted with 11.6 m2 space.
											d) Needs to be confirmed for the end of July.
											e) If additional rooms are required, the DND will pay according to the costs effective during the year. The Contractor will be informed for May 1 <sup>st</sup> of each year of this contract.
											Number of days required is 132 for the 3 dormitories. (The number of days per dormitories are differents)
7	Staff cadets dormitories	37	103.6	X			X			X	a) 3 x dormitories, with 2 for male and 1 for female. This need is caused by the ratio of male to female personnel. Minimum space per person: 2.8 m2.
											b) Each dormitory must have a maximum of 16 single beds (bunk or not), one storage space per bed allowing the storage of a barrack box of 36"W x 24"D x 18"H, one coat rack of at least 72" for 10 cadets and one trash can.
											c) If additional dormitories are required, the DND will pay according

Serial	Description	Number of people	Minimum space to be used (m <sup>2</sup> )	Heating <sup>g</sup>	Air conditioning <sup>g</sup>	IT		Usage		Housekeeping		Specific minimum requirements
								Exclusive	Shared	Yes	No	
												to the costs effective during the year. The Contractor will be informed for May 1 <sup>st</sup> of each year of this contract.
												Numbers of days required for these dormitories is 306.
8	Cadet dormitories Glider Squadrons	69	193.2	X			X				X	a) 6 x dormitories, with 3 male and 3 female dormitories. Schedules required 2 dormitories per squadron. Minimum space per person: 2.8 m <sup>2</sup> .
												b) Each dormitory must have a maximum of 16 single beds (bunk or not), one storage space per bed allowing the storage of a barrack box of 36"W x 24"D x 18"H, one coat rack of at least 72" for 10 cadets and one trash can.
												c) If additional dormitories are required, the DND will pay according to the costs effective during the year. The Contractor will be informed for May 1 <sup>st</sup> of each year of this contract.
												Numbers of days required for these dormitories is 204.
9	Cadet dormitories AASC Agencies	60	168	X			X				X	a) 4 x dormitories with 3 male and 1 female. Schedule require 2 dormitories per agency. If not, 4 dorms are enough.
												b) Minimum space per person: 2.8 m <sup>2</sup> .
												c) Each dormitory must have a maximum of 16 single beds (bunk or not), one storage space per bed allowing the storage of a barrack box of 36"W x 24"D x 18"H, one coat rack of at least 72" for 10 cadets and one trash can.
												d) If additional dormitories are required, the DND will pay according to the costs effective during the year. The Contractor will be informed for May 1 <sup>st</sup> of each year of this contract.

Serial	Description	Number of people	Minimum space to be used (m <sup>2</sup> )	Heating	Air conditioning	IT	Usage		Housekeeping		Specific minimum requirements
							Exclusive	Shared	Yes	No	
10	Luggage storage room		27,2	X			X			X	Luggage storage
11	Washrooms – females			X				X	X		The minimum required number by the National Code of Buildings for toilets and sinks for 120 females.
12	Showers – females			X			X		X		Minimum of 9 showers for 120 females. If exclusivity is impossible, schedules must be planned between 5:30 and 6:30 and between 19:00 and 20:30.
13	Washrooms – males			X				X	X		The minimum required number by the National Code of Buildings for toilets and sinks for 260 males.
14	Showers – males			X			X		X		Minimum of 22 showers for 260 males. If exclusivity is impossible, schedules must be planned between 5:30 and 6:30 and between 19:00 and 20:30.
15	Camp laundry room			X			X		X		Minimum of 10 washers, 12 dryers, 5 laundry basins and the possibility of plugging 28 irons. These apparels will be used for personal laundry and can be spread on site.
16	Dining room – cadets and staff cadets		163	X	X			X	X		Must serve at least 230 people on two (2) services (capacity of at least 115 people.)
17	Dining room – personnel		62	X	X			X	X		No need for an independant dining room. A reserved section in a bigger dining room can satisfy the requirement.  Must serve at least 110 people on 2 services.
18	All-Ranks Mess		108	X	X	X		X	X		A reserved section in a bigger dining room can satisfy the requirement..  Minimum capacity of 88 people (camp personnel).  Must include a refrigerator, a bar, storage, tables, chairs, game tables (hockey or babyfoot for example), television, and couches. The DND can

Serial	Description	Number of people	Minimum space to be used (m <sup>2</sup> )	Heating	Air conditioning	IT	Usage		Housekeeping		Specific minimum requirements
							Exclusive	Shared	Yes	No	
											provide furniture and equipment, but in this case, a storage space of 65 m <sup>2</sup> must be provided by the Contractor (see Serial 40).
											Minimum capacity of 30 people.
19	Staff cadet canteen		42.6	X		X		X	X		Must include a refrigerator, a service counter, tables, chairs, game tables (hockey or babyfoot for example), television and couches. The DND can provide furniture and equipment, but in this case, a storage space of 25 m <sup>2</sup> must be provided by the Contractor (see Serial 41).
											Minimum capacity of 118 people.
20	Cadet canteen		78.5	X		X		X	X		Must include a refrigerator, a service counter, tables, chairs, game tables (hockey or babyfoot for example), television. The DND can provide furniture and equipment, but in this case, a storage space of 40 m <sup>2</sup> must be provided by the Contractor (see Serial 42).
21	Security	12	21	X	X	X	X		X		<b>1 work station :</b> This space must be close to the individual rooms and / or dormitories. A work desk of at least 72"W x 30"D x 29"H, 2 office chairs, 1 single bed, a mini refrigerator, a trash can and a recycle bin must be installed in this room.
											9 classrooms with furniture.
22	Classrooms		585	X	X	X	X		X		Each classroom must contain at least 24 tables / desks (at least 0,5 m <sup>2</sup> ) with a chair for each, a white board, a projector, a desk for the instructor, one chair on wheels, a trash can and a recycle bin. Bigger tables for 2 or 3 people are also accepted, as long as the minimum space of 0,5 m <sup>2</sup> per person is respected.
23	Preparation, training material storage		14,7	X			X		X		One storage room close to the classrooms, but that can be divided inside each classroom.

Serial	Description	Number of people	Minimum space to be used (m <sup>2</sup> )	Heating	Air conditioning	IT	Usage		Housekeeping		Specific minimum requirements
							Exclusive	Shared	Yes	No	
24	Audiovisual room		57,2	X	X	X	X		X		Capacity of 110 people. Use on reservation can be accepted, but exclusivity is preferable. Reservation at least 24 hours in advance. Minimum use: 3 sessions of 4 hours per week. From Monday to Friday, between 8h00 and 20h00
25	Conference room		45	X	X	X	X		X		Capacity of 10 people. Use on reservation can be accepted, but exclusivity is preferable. Minimum sessions reserved: Every Tuesday, between 7h30 and 12h00.
26	Server room		13	X	X	X		X		X	Space to install the CFTC server.
27	Computer room		37,5	X	X	X		X	X		25 computer stations linked to the Internet (provided by the Contractor). Each station must be equipped with a computer, a keyboard and a screen (or portable), a table, a chair and unlimited access to the Internet. Multiple stations are also accepted. The possibility of renting an additional room for a second computer room with 25 stations for timely needs. Could be on a separate lease.
28	Amphitheatre			X					X		Capacity of 300 seated people. On request (2 x 1 day). Dates are known and given at the beginning of camp, after agreement between the DND and the Contractor. Possibility to reserve more with a minimum delay of 24 hours (maximum twice) after agreement between the DND and the Contractor, and according to the availability of the amphitheatre. The cost for additional requirements can be paid separately.
29	Recreational centre			X					X		On request and according to the planned schedule. Minimum use of 16

Serial	Description	Number of people	Minimum space to be used (m <sup>2</sup> )	Heating	Air conditioning	IT	Usage		Housekeeping	Specific minimum requirements
							Exclusive	Shared		
	(gymnasium)								No	hours per week on reserved scheduled sessions. Monday to Friday, 2 hours a day, between 16h30 and 21h00 Saturday and Sunday, 3 hours a day, between 8h30 and 20h30. If additional needs, could be on a separate lease. The size of the gymnasium must be at least allowing a basketball field. An office for the personnel (minimum 13m <sup>2</sup> ) and storage for the equipment (minimum 10 m <sup>2</sup> ). The sports equipment on site will be used (balls, nets, sticks and hockey goals for example). At least two sports must be played (basketball, indoor hockey, volleyball, badminton, handball for example.)
30	Pool							X		On request according to planned schedule. Minimum size of the pool 8 meters by 24 meters. 5 to 6 hours per week must be reserved exclusively to cadets. The equivalent of three (3) days is also required for a diving course. The schedule will be determined between the Contractor and the DND at the beginning of camp. Planned use: Monday, Tuesday, and Thursday from 18 h 30 to 20 h 30. In 2016, the 3 full days planned were July 25, 26 and 27. Dates to be confirmed for the following years. If additional requirements, would be paid separately.
31	Outdoors sports fields									The use of outdoors sports fields, such as for soccer, tennis, softball, baseball and football for example must be available, on reservation. The required space must allow for at least two sports activities. L'espace requis doit permettre au moins deux activités sportives. A vacant lot is not acceptable for this serial.

Serial	Description	Number of people	Minimum space to be used (m <sup>2</sup> )	Heating	Air conditioning	IT	Usage		Housekeeping		Specific minimum requirements
							Exclusive	Shared	Yes	No	
											The planned sessions will be determined between the Contractor and the DND at the beginning of camp. A minimum of 6 hours per week, from Monday to Sunday inclusively between 8h30 and 20h30.
32	Storage for supply (throughout the year)	3	225	X		X	X				2 work stations. Can be in an open area in the storage room. The supply must be on site.
33	Storage for furniture (throughout the year)		30	X			X			X	Can be divided in many rooms that are next to each other. Can be outside the site at a maximum distance of 5 km.
34	Storage for barrack boxes (throughout the year)		40	X			X			X	Can be outside the site at a maximum distance of 5 km.
The following spaces are required in accordance with the use of the furniture provided by the DND.											
Example :											
If the Contractor uses the DND's bedding for the contract, they must provide storage space described at Serial 35 for the duration of the contract.											
35	Storage for bedding (throughout the year)		80	X			X			X	Can be outside the site at a maximum distance of 5 km.
36	Storage for bed structures (throughout the year)		55	X			X			X	Can be outside the site at a maximum distance of 5 km.
37	Storage for mattresses (throughout the year)		75	X			X			X	Can be outside the site at a maximum distance of 5 km.
38	Storage for Mess furniture (throughout the year)		65	X			X			X	Can be outside the site at a maximum distance of 5 km.
39	Storage for staff cadet canteen (throughout the year)		25	X			X			X	Can be outside the site at a maximum distance of 5 km.

Serial	Description	Number of people	Minimum space to be used (m <sup>2</sup> )	Heating	Air conditioning	IT	Usage		Housekeeping		Specific minimum requirements
40	Storage for cadet canteen (throughout the year)		40	X			Exclusive	Shared	Yes	No	
							X			X	
											Can be outside the site at a maximum distance of 5 km.



## 2.6. Inventory of the DND for the CFTC

Quantity	Description
18	72" benches
36	72" tables
19	Single desks / double drawers
18	Chairs on wheels
40	High chairs
250	Single beds - 140 single beds - 55 bunk beds
250	Single mattresses
350	Single bed bedding
24	Movable walls 4' x 6'
3	Counters on wheels (8')
40	Metal folding chairs
5	4 drawers cabinets
6	Couches
6	Couches
3	Service counters
4	72" x 30" tables
16	32" x 32" tables
32	High chairs (upholstered)
6	Shelving
20	Coat racks (60") on wheels
56	Office trash cans
56	Recycle bins
	Equipment for Mess and canteens



## **ANNEX «A»**

### **2017 Summer Camp**

## **STATEMENT OF WORK (STIPULATIONS) – PART 2**

### **FOOD SERVICES**

#### **EASTERN REGION CADET FLYING TRAINING CENTER (CFTC)**

DATE: JANUARY 1993

RÉVISÉ: NOVEMBER 2016



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## SUMMARY

### 1. Statement of Work

Provide and serve meals and freshly prepared food at the Department of National Defence (DND) facilities at the Eastern Region Cadet Flying Training Center (ERCFTC), in accordance with the technical requirements of Annex A, Statement of Work (STIPULATIONS) dated January 1993 and revised in November 2016; this contract is for a period of one (1) years, plus four (4) other optional extension years.

a. The number of meals required for 2017/2018 (2017 summer camp) is **14,852 breakfasts, 14,718 lunches 14,981 dinners**. The anticipated numbers of meals are shown on pages ANM-1 to ANM-3 of Annex A in the "Total Meals".

b. The number of energy supplements required for the year 2017 (2017 summer camp) is **8,000**.

c. The estimated number of meals and energy supplements for subsequent years, i.e., for 2018/2019 (2018 summer camp), 2019/2020 (2019 summer camp), 2020/2021 (2020 summer camp), and 2021/2022 (2021 summer camp) are as follows: **14,000 breakfasts, 14,000 lunches, 14,000 dinners and 8,000 energy supplements**. These quantities will be confirmed by the end of February each year and may be increased or decreased by up to 20%.

### 2. Adhering to the Camp's Hours of Operation:

a. The Contractor must adhere to the ERCFTC's hours of operation, as indicated on page SCH-1 of the Stipulations.

b. Meals will be served according to the schedule in the Stipulations, page SCH-1, but for the massive arrival and departure. The main dining room will be opened as follows:

**For the arrival of July 2, 2017  
From 0800 to 2000 hrs**

**For the departure of August 13, 2017  
From 0500 to 1830 hrs**

### 3. Dining Rooms Availability:

In order to respect the established criteria, two dining rooms and 1 service point will be made available to users.

### 4. Types of Meals:

a. Meals served in the dining room:

In accordance with the cyclical menus in Section 6 of the Stipulations and the MENU PLANS in sections 7 and 8 of the Stipulations.

b. Dispersed Meals:



In accordance with the menu plans.

HOT: Insulated containers (HAY BOX) (Stipulations, Section 9)

COLD: MEAL BASKETS (Stipulations, Section 9, and cyclical menus, Section 6).

c. Energy supplements:

In accordance with the menu plan in the Stipulations, Section 9.

d. Individual ration packs:

These individual ration packs will be supplied entirely (goods and services) by DND—no catering services will be required—and will not be included in the daily provisions in sections ANM-1 to ANM-3 of the Stipulations.

**5. Types of Menus: (Menu Changes)**

- a. The menus set out in the Stipulations will be the menus used during the activity period. Recipes for these menus will be provided by DND and must be followed to the letter.

**6. Menu and Heat-Wave:**

When a heat wave is forecast, the Centre's Food Services Officer will provide the Contractor with a written request, 24 hours in advance, to replace the menu with heat-wave-appropriate choices.

Main meal choices will be PROPORTIONATELY replaced by cold cuts, raw vegetables, small grilled items and assorted sandwiches to make up the same meal quantities as those previously planned.

**7. Uniform**

As concerns all references to uniforms in the Stipulations, it should be noted that, although there is no specific uniform imposed upon the Contractor, work clothes should be standardized, i.e., all of the waiters/waitresses must wear a certain type of outfit, all of the dishwashers another type of outfit, etc. The provision and maintenance of the clothing is left to the discretion of the Contractor, provided that the standardization rule and health and safety standards are adhered to and that the clothing is clean. Obviously, this DOES NOT APPLY to cooks and head cooks, who must wear the all-white chef uniform. One example of an acceptable outfit would be a white shirt or T-shirt, a black skirt or black pants, a hat or hairnet, and regulation (safe) footwear. JEANS ARE PROHIBITED.

**8. Periodic Evaluation of Services (DND)**

The contract supervisor or his/her representative reserves the right to conduct evaluations and tastings of the dishes served in order to assess the effectiveness and quality of the services provided under the contract. The Contractor agrees to provide the necessary data and fully co-operate with DND during the course of these evaluations.

**9. Samples of Food Products Subject to Contamination**

The Contractor must take a sample of all the foodstuffs served at each meal that are subject to contamination. He/she must then place these samples in individual sterilized bags (clearly labelled with the date and name of the meal), hermetically seal the bags and store them in a box at refrigeration



temperature (38°F) for 72 hours. Should someone fall ill or come down with food poisoning, the samples will make it possible to launch an administrative investigation. The cost of sampling equipment will be assumed by the Contractor.

#### **10. Cleaning Products and Material**

The cleaning products and material, such as detergent, brooms, mops, degreasing soap, garbage bags, rinse, etc., required for the maintenance, cleaning of the facilities and for the cleaning of dishes, are at the charge of the Contractor.

#### **11. Guaranteed Amount**

**Important: the DND does not guarantee any minimum amount of consumed meals and supplements.**



FORECAST OF MEALS – EASTERN REGION CMTG

DATE	OFFICERS			NCMs			CADETS/STAFF CADETS			TOTAL MEALS		
	BREAKFAST T	LUNCH	DINNER	BREAKFAST T	LUNCH	DINNER	BREAKFAST	LUNCH	DINNER	BREAKFAST T	LUNCH	DINNER
25-mai-17	0	2	2		1	1	0	0	0	0	3	3
26-mai-17	2	2	2	1	1	1	0	0	0	3	3	3
27-mai-17	2	2	2	1	1	1	0	0	0	3	3	3
28-mai-17	2	2	2	1	1	1	0	0	0	3	3	3
29-mai-17	2	15	15	1	1	1	0	0	0	3	16	16
30-mai-17	15	15	15	1	1	1	0	0	0	16	16	16
31-mai-17	15	15	15	1	1	1	0	0	0	16	16	16
01-June-17	15	15	15	1	1	1	0	0	0	16	16	16
02-June-17	15	15	15	1	1	1	0	0	0	16	16	16
03-June-17	15	15	15	1	1	1	0	0	0	16	16	16
04-June-17	15	34	34	1	1	1	0	0	0	16	35	35
05-June-17	34	35	35	1	1	1	0	0	0	35	36	36
06-June-17	35	35	35	1	1	1	0	0	0	36	36	36
07-June-17	35	35	35	1	1	1	0	0	0	36	36	36
08-June-17	35	35	35	1	1	1	0	0	0	36	36	36
09-June-17	35	35	35	1	1	1	0	0	0	36	36	36
10-June-17	35	38	38	1	1	1	0	0	0	36	39	39
11-June-17	38	38	38	1	1	1	0	0	0	39	39	39
12-June-17	38	46	46	1	2	2	0	0	0	39	48	48
13-June-17	46	46	46	2	2	2	0	0	0	48	48	48
14-June-17	46	46	46	2	2	2	0	0	0	48	48	48
15-June-17	46	48	48	2	2	2	0	4	4	48	54	54
16-June-17	48	49	49	2	2	2	4	4	4	54	55	55
17-June-17	49	49	49	2	2	2	4	4	4	55	55	55
18-June-17	49	49	50	2	2	2	4	4	4	55	55	56
19-June-17	50	63	63	2	3	3	4	4	4	56	70	70
20-June-17	63	66	66	3	3	3	4	4	4	70	73	73
21-June-17	66	67	67	3	3	3	4	4	4	73	74	74
22-June-17	67	84	84	3	4	4	4	4	4	74	92	92
23-June-17	84	84	84	4	4	4	4	4	4	92	92	92
24-June-17	84	84	84	4	4	4	4	92	92	92	180	180
25-June-17	84	101	101	4	4	4	92	92	49	180	197	154

FORECAST OF MEALS – EASTERN REGION CMTG

DATE	OFFICERS			NCMs			CADETS/STAFF CADETS			TOTAL MEALS		
	BREAKFAST	LUNCH	DINNER	BREAKFAST	LUNCH	DINNER	BREAKFAST	LUNCH	DINNER	BREAKFAST	LUNCH	DINNER
26-June-17	101	101	101	4	4	4	49	37	49	154	142	154
27-June-17	101	101	101	4	4	4	49	37	49	154	142	154
28-June-17	101	101	101	4	4	4	49	37	49	154	142	154
29-June-17	101	101	101	4	4	4	49	37	49	154	142	154
30-June-17	101	101	101	4	4	4	49	37	49	154	142	154
01-July-17	101	101	101	4	4	4	49	37	49	154	142	154
02-July-17	101	101	101	4	4	4	49	178	178	154	283	283
03-July-17	101	101	101	4	4	4	178	166	178	283	271	283
04-July-17	101	101	101	4	4	4	223	211	223	328	316	328
05-July-17	101	101	101	4	4	4	223	211	223	328	316	328
06-July-17	101	101	101	4	4	4	223	211	223	328	316	328
07-July-17	101	101	101	4	4	4	223	211	223	328	316	328
08-July-17	101	101	101	4	4	4	223	211	223	328	316	283
09-July-17	101	101	101	4	4	4	223	211	223	328	316	328
10-July-17	101	101	101	4	4	4	223	211	223	328	316	328
11-July-17	101	101	101	4	4	4	178	166	178	283	271	283
12-July-17	101	101	101	4	4	4	178	166	178	283	271	283
13-July-17	101	101	101	4	4	4	178	166	178	283	271	283
14-July-17	101	101	101	4	4	4	178	166	178	283	271	283
15-July-17	101	101	101	4	4	4	178	166	178	283	271	283
16-July-17	101	101	101	4	4	4	178	178	178	283	283	283
17-July-17	101	101	100	4	4	4	178	166	178	283	271	282
18-July-17	100	100	100	4	4	4	178	166	178	282	270	282
19-July-17	100	100	100	4	4	4	178	166	178	282	270	282
20-July-17	100	100	100	4	4	4	178	166	178	282	270	282
21-July-17	100	100	100	4	4	4	178	166	178	282	270	282
22-July-17	100	100	99	4	4	4	178	166	178	282	270	281
23-July-17	99	99	99	4	4	4	178	178	178	281	281	281
24-July-17	99	99	99	4	4	4	178	166	178	281	269	281
25-July-17	99	99	99	4	4	4	178	166	178	281	269	281
26-July-17	99	99	99	4	4	4	178	166	178	281	269	281
27-July-17	99	99	99	4	4	4	178	166	178	281	269	281



FORECAST OF MEALS – EASTERN REGION CMTG

DATE	OFFICERS			NCMs			CADETS/STAFF CADETS			TOTAL MEALS		
	BREAKFAST T	LUNCH	DINNER	BREAKFAST T	LUNCH	DINNER	BREAKFAST	LUNCH	DINNER	BREAKFAST T	LUNCH	DINNER
28-July-17	99	99	99	4	4	4	178	166	178	281	269	281
29-July-17	99	99	99	4	4	4	178	166	178	281	269	281
30-July-17	99	99	99	4	4	4	178	178	178	281	281	281
31-July-17	99	99	99	4	4	4	178	166	178	281	269	281
01-Aug-17	99	99	99	4	4	4	178	166	178	281	269	281
02-Aug-17	99	99	99	4	4	4	178	166	178	281	269	281
03-Aug-17	99	99	99	4	4	4	178	166	178	281	269	281
04-Aug-17	99	99	99	4	4	4	178	166	178	281	269	281
05-Aug-17	99	99	99	4	4	4	178	166	178	281	269	281
06-Aug-17	99	99	99	4	4	4	178	178	178	281	281	281
07-Aug-17	99	99	99	4	4	4	178	166	178	281	269	281
08-Aug-17	99	99	99	4	4	4	178	166	178	281	269	281
09-Aug-17	99	99	99	4	4	4	178	166	178	281	269	281
10-Aug-17	99	99	99	4	4	4	178	166	178	281	269	281
11-Aug-17	99	99	99	4	4	4	178	221	221	281	324	324
12-Aug-17	99	99	99	4	4	4	221	221	221	324	324	324
13-Aug-17	99	99	48	4	4	4	221	221	191	324	324	243
14-Aug-17	48	48	34	4	4	4	17	7	5	69	59	43
15-Aug-17	34	34	30	4	4	3	5	5	4	43	43	37
16-Aug-17	30	30	18	3	3	3	4	4	4	37	37	25
17-Aug-17	18	18	10	3	3	2	4	4	4	25	25	16
18-Aug-17	10	10	0	2	2	0	4	4	0	16	16	0
TOTAL	6 205	6 305	6 205	265	269	265	8 382	8 144	8 556	14 852	14 718	14 981

## MEAL SCHEDULE

CLIENTELE	TYPE OF SERVICE	MEAL SCHEDULE SERVICE TIMES
OFFICERS AND NON- COMMISSIONED OFFICERS	CAFETERIA SERVICE	<p>MONDAY TO FRIDAY</p> <p>BREAKFAST: 0630 TO 0800</p> <p>LUNCH: 1145 TO 1330</p> <p>DINNER: 1730 TO 1915</p> <p>SUNDAY ONLY (if required) BRUNCH 0800 TO 1000</p>
CADETS AND STAFF CADETS	CAFETERIA SERVICE	<p>MONDAY TO FRIDAY</p> <p>BREAKFAST: 0630 TO 0730</p> <p>LUNCH: 12 0 TO 1300</p> <p>DINNER : 1700 TO 1815</p> <p>SATURDAY ONLY</p> <p>BREAKFAST: 0715 TO 0815</p> <p>SUNDAY ONLY (if required) BRUNCH 0800 TO 1000</p>
EXTENDED SERVICES FOR BREAKFAST <sup>3</sup> (EVERY DAY): FROM 0800 TO 0900HRS		

\* **MAXIMUM:**

**NOTES:1.**

**2.**

**3.**

- Diners may remain in the dining room for approximately 20 minutes after the end of the service.
- This schedule for breakfast (Sunday only) could be move from 0800hrs to 1000hrs by giving a 48 hrs notice.
- The services time for breakfast most extended from 0800 hrs to 0900hrs to accommodate the flying staff. Only a cold et hot brewage and toaster plus a variety of breads and commodities should offers as describe at the section 8 and 10.



SECTION 1	DEFINITIONS
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## DEFINITIONS

a) **Cafeteria Service:**

Service in which:

- (1) everyone fetches their own meal from the counter;
- (2) the condiments and accessories are placed on the tables; cutlery, dishes and glasses are not; and
- (3) everyone leaves their cutlery, dishes and leftovers in a specified location.

b) **Commanding Officer (CO) of the CTC:**

The officer appointed to command the Training Centre.

c) **CEC Food Services Representative (C Food Svcs Rep):**

The officer or non-commissioned member who is **appointed by the Eastern Region Food Services Officer** and tasked with liaising with the caterer regarding the day-to-day management of the contract.

d) **Contract Manager:**

The Logistics Officer at Eastern Region (Cadets) Headquarters shall identify the need for the request with "Public Works and Government Services Canada" and administer the implementation of the contract on behalf of the Base Commanding Officer; **this person is also the Eastern Region Food Services Officer.**

e) **Contract Supervisor:**

The Eastern Region (Cadets) Headquarters Food Services Officer. He/she will conduct periodic visits to the CTC and inform the Contractor about certain administrative issues and about the interpretation of the contract stipulations as concerns rations, food services, hygiene and cleanliness.

f) **Resident Manager:**

Appointed by the Contractor, the Resident Manager must be present on-site and is responsible for the overall management of the food services contract. He/she acts as the Contractor's resource person and is responsible for all the employees.

g) **Kitchen Supervisor:**

Appointed by the Contractor, he/she must be present on-site and is responsible for preparing and serving the meals, as well as any other duties required by the Resident Manager.

h) **DND:**

Department of National Defence.



i) **Ration strength:**

The total number of individuals entitled to meals.

j) **Dispersed meals:**

Hot or cold meals served in meal baskets or in insulated bulk containers, for consumption outdoors.

k) **Establishment:**

The base, camp, unit or any other location where activities occur.

l) **Record of non-compliance with the food services contract:**

A record in which the CTC Food Services Representative or the Contract Supervisor lists the caterer's breaches and provides confirmation that satisfactory corrective action was taken by the caterer within 48 hours following the observation.

m) **CTC:**

Cadet Training Centre.



## SECTION 2

## CONTRACTOR'S RESPONSIBILITIES

### 1. AVAILABILITY OF THE CONTRACTOR:

- a) The Resident Manager and the Kitchen Supervisor shall visit the site prior to the start date of the period of service in order to settle the final details with the CtC Food Services Representative and the Contract Supervisor.
- b) The Resident Manager, or his/her authorized representative, shall be reachable at all times by cell telephone, pager or any other means agreed upon by the two parties.

### 2. CONTRACTOR'S RESPONSIBILITIES:

- a) Ensure that the Resident Manager is not involved in the actual preparation or serving of meals;
- b) The minimum number of qualified cooks is based on the number of people being served according to the table below. The mandatory number of cooks will be based on the number of meals requested on the Daily Meal Request Form.

Number of Diners	Mandatory Minimum Number of Cooks Required
1 to 495 diners =	1
496 to 795 diners=	2
796 to 1095 diners=	3
1096 to 1395 diners=	4
1396 to 1695 diners=	5
1696 to 1995 diners=	6
1996 to 2295 diners=	7
2296 to 2595 diners=	8
2596 to 2895 diners =	9

- c) Provide enough employees to meet and maintain CF standards pertaining to the preparation and serving of meals, as well as to hygiene, cleanliness and general safety. Food service hygiene and safety standards can be found in Section 4.
- d) Provide the services in French.
- e) Provide training for personnel in accordance with the plan set out in his/her proposal, prior to the start of the activities.
- f) Provide training for personnel on the Workplace Hazardous Materials Information System (WHMIS) and fire prevention.
- g) Ensure that the Contractor's employees comply with directives and rules issued by the Commanding Officer. These include directives pertaining to general safety, fire safety and parking, and any other similar directives.



- h) Provide meals for employees.
- i) i) Ensure that employees have clean clothes every day. The Contractor must ensure that employees have access to clean uniforms so that they can change during a shift in the event of an accident (spilt food, etc.)

NB: DND does not provide a laundry service for uniforms.

### 3. **MEDICAL REQUIREMENTS:**

The Department of National Defence may at any time require an employee of the Contractor to undergo a medical examination to prove that he/she is capable of performing the required tasks. If the employee refuses to undergo the examination, or if the examination reveals that he/she is incapable of performing the tasks required, the Contractor must exclude the employee from working in the kitchens. The expenses related to medical examinations, including lung X-rays and laboratory analyses, shall be borne by the Contractor. The Contractor shall also make the necessary arrangements for his/her personnel to undergo examinations. The Department of National Defence will request written confirmation from the Contractor concerning the results of the medical report for the employee in question in the following terms: "Capable or incapable of performing the tasks required following the medical report."

### 4. **QUALITY OF FOOD SERVICES:**

#### **The Contractor shall:**

- a) Provide meals (including boxed meals) and supplements in accordance with the six-week cyclical menu described in Section 6.
- b) **Ensure that the preparation and cooking of food:**
  - (1) that the dishes are appetizing;
  - (2) takes place, as far as possible, shortly before the meals are consumed; and
  - (3) uses ingredients that comply with the standards set out at Section 11 (Food Quality Standards).
- c) **Ensure that food is served at an appropriate time, in a hygienic manner, and that it is all covered and served in compliance with the procedures set out below and within the maximum time limits between preparation and consumption:**
  - (1) **Hot dishes:**  
Keep at 60°C (140°F) or more for a maximum of two hours. Meals are to be prepared in batches (i.e., staggered cooking). Leftovers must not be fully covered and should be refrigerated promptly, as they may be served within 48 hours as additional menu items;
  - (2) All desserts, like any potentially dangerous food, must be refrigerated and not kept beyond the period recommended for each food group. Such food must not be left at room temperature for more than 90 minutes. Fresh products must be kept at an appropriate temperature for conservation, i.e., between 0°C and 4°C or > 60°F.

<sup>1</sup>Any food or ingredient capable of supporting the growth of pathogenic micro-organisms (simplified definition).

- (3) Serve fresh dairy products from the original container and never leave them at room temperature.



- d) Provide a sufficient quantity of each dish on the menu to meet the portion requirements set out in Section 9. A sufficient quantity of each dish on the menu must be prepared so that the last persons to be served have the same choice as those who were served first.
- e) Post the daily menu in all dining rooms, in the menu holders when table service is provided and on the menu board in cafeterias.
- f) Provide diners with efficient, pleasant service according to the meal schedule, as it appears in the SCH-1 table.
- g) Control, receive and store supplies in accordance with the **Sanitation Code for Canada's Food Service Industry, the Food Products Act, R.S.Q. c. P-29 (MAPAQ), the Regulation respecting Food, c. P-29 r.1 (MAPAQ) and the Food Retail and Food Services Regulation (CFISIG), or any other regulations in force** and ensure that the food is used in sequence in order to reduce wastage.

**5. RATIONS, EQUIPMENT AND FACILITIES:**

The Contractor shall make appropriate use of the equipment and items for serving box lunches and for field feeding (Section 11).

**6. With regard to equipment and facilities provided by DND, the Contractor shall:**

- a) at the end of the contract, return any equipment lent by DND to its initial state (**before it became the Contractor's responsibility**), to the satisfaction of the CEC Food Services Representative. Missing items must be noted and appropriate steps taken to recover them. The Contractor will not be held responsible for changes to the state or quantity of the equipment attributable to normal and reasonable use, or for loss or damage caused to said Government property as a result of an explosion, fire, lightning, storm, riot, strike, force majeure, an enemy of the state or any other circumstance beyond the Contractor's control; and
- b) reimburse DND, at the end of the contract, for any loss or damage to equipment, except as set out in subparagraph a) above.

The equipment, utensils and other required items provided by DND are deemed adequate and sufficient for carrying out this service. Should the Contractor have specific requirements, he/she must assume the full cost thereof. Moreover, prior authorization must be obtained from the DND manager for such requirements, which must not under any circumstances be contrary to the conditions of the contract.

**7. Contractor's and DND's Facilities**

Before the contract comes into effect, a DND preventive medicine technician will conduct an inspection to verify the safety of the Contractor's facilities; they will then conduct periodic inspections throughout the duration of the contract. The remedial measures to the shortcomings observed by the technician in the inspection reports should be taken as soon as possible; a written confirmation of the actions taken is required. The reports and the latest measures must be available for review.



## SECTION 3

## HEALTH AND SAFETY STANDARDS

1. The Contractor must comply with the following health and safety standards throughout the contract period. These standards, based on the Food Safety Code of Practice for Canada's Foodservice Industry, CFAO 34-12, CFAO 34-13 and Chapter 5, "Sanitary Techniques Applicable to Food Services," of A-85-269-001 FP-001, CF Food Services Manual, the Food Products Act, R.S.Q. c. P-29 (MAPAQ) and the Food Retail and Food Services Regulation (FRFSR) or any other regulations in force, are set out as statements of fact.
2. **SAFE HANDLING OF FOODSTUFFS:**
  - a) **Reception of foodstuffs:**
    - (01) Only products that meet the standards of the food industry and of the Canadian General Standards Board may be used.
    - (02) Foodstuffs must not be spoiled, dirty or infested at the time of delivery.
    - (03) Frozen food must show no signs of defrosting.
    - (04) Perishable food must be delivered in refrigerated vehicles in which the temperature does not exceed 4°C.
  - b) **Storing foodstuffs:**
    - (01) Food must be stored immediately upon receipt.
    - (02) Refrigerated food must be stored at a temperature of 4oC (40oF) or less.
    - (03) Frozen food items must be stored at a temperature of -18oC (0oF) or less.
    - (04) In the refrigerator, uncooked (raw) food shall be placed on a tray, underneath cooked (prepared) food.
    - (05) All food must be wrapped and placed on shelves or palettes 15 cm (6") off the ground.
    - (06) Dry foodstuffs shall be stored in a clean, well-ventilated place.
    - (07) Refrigerators/freezers shall be equipped with a calibrated thermometer, and the temperatures shall be recorded daily.
  - c) **Food preparation:**
    - (01) Food shall be prepared quickly and efficiently.
    - (02) Food shall be prepared just in time to be served.
    - (03) Different cutting boards / utensils shall be used for cooked and raw food.
    - (04) Food shall be thawed in the refrigerator.
    - (05) As far as possible, food shall not be kept in the "danger zone" between 4oC and 60oC (40oF to 140oF).



- (06) Cooked food shall be kept at a temperature of 60oC or higher.
- (07) Cooked meats and poultry shall be kept at a temperature of 60oC (140oF) for two hours at most (food is generally cooked in batches).
- (08) Cooked meats and poultry shall be stored at a temperature of 4oC for a maximum of 72 hours.
- (09) Cooked meats and poultry and all potentially dangerous products<sup>1</sup> may not be stored in containers more than 10-cm deep when cooling.
- (10) Cuts of fresh meat shall be kept at a temperature of 4oC (40oF) or less for a maximum of five days.
- (11) Cooked fish shall be stored at a temperature of 2oC for a maximum of two days.
- (12) Fresh eggs shall be served cooked.
- (13) Fresh eggs shall be stored at a temperature of 4oC.
- (14) Milk and dairy products shall be stored at a temperature of 4oC or less.
- (15) Stale-dated food/drinks shall be discarded.
- (16) All desserts shall be stored at a temperature of 4oC for a maximum of two days. Any leftovers that have not been displayed inside a refrigerated display case shall be discarded.
- (17) Mixed dishes containing poultry, eggs, meat, fish or other potentially hazardous food shall be stored at a temperature of 4oC for a maximum of one day.
- (18) Cooked fruits and vegetables shall be stored at a temperature of 4oC for a maximum of 48 hours, while open cans containing the same type of fruit or vegetables may be stored for a maximum of 72 hours.
- (19) Fresh fruit and vegetables shall be stored in the refrigerator at a temperature of 4°C.
- (20) Open containers containing fat and oil shall be stored in the refrigerator.
- (21) Before storing prepared foods, the preparation date must be written on them.

### 3. **PERSONNEL:**

#### a) **General:**

- (01) All personnel must receive in-house training on the basic rules of hygiene for food services before the contract enters into effect.
- (02) In-house follow-up must be conducted throughout the contract period to ensure full compliance with the rules set out in this document and in the Food Safety Code.
- (03) A personnel member must be familiar with the health and safety standards below for the entire contract period. These standards are based on the Food Safety Code of Practice for Canada's Foodservice Industry, CFAO 34-12, CFAO 34-13 and Chapter 5, "Sanitary Techniques Applicable to Food Services," of A-85-269-001 FP-001, CF Food Services Direction and Guidance Manual, the Food Products Act, R.S.Q. c. P-29 (MAPAQ) and the Food Retail and Food Services Regulation (FRFSR) or any other regulations in force

#### b) **Personal Hygiene:**



- (01) Employees must have a bath or a shower every day before starting their shift.
- (02) Hair and beards must be clean and covered with a net or head covering.
- (03) Employees shall not go outside the building with their work apron on.
- (04) Employees shall avoid gestures that might contaminate their hands (e.g., touching the face, ears, hair, eyes, etc.)
- (05) Frequent hand washing is mandatory, i.e., before starting work, after using the toilet, after any break, after coughing or sneezing, after touching the face, after handling raw food and before handling foodstuffs that involve risk.
- (06) Employees shall wash their hands using the prescribed method.
- (07) Nails must be short, clean, trimmed and unpolished.
- (08) Ladles, tongs and scoops shall be used for handling food.
- (09) Employees must not serve food using their hands.
- (10) Employees who have cuts, burns or scrapes on their hands must wear plastic gloves.
- (11) Employees must not snack or eat in the kitchen or at locations where they are serving.

c) **Uniforms:**

- (01) All food services employees shall wear clean uniforms.

4. **EQUIPMENT:**

a) **Equipment Cleaning Standards:**

- (01) All surfaces that have been in contact with food in the course of preparation, serving, presentation or storing, except cooking surfaces, shall be cleaned and sterilized after each use.
- (02) Cooking surfaces used during the day shall be cleaned of any trace of food waste or fat; they will be scoured and cleaned after each use.
- (03) All other surfaces shall be cleaned at regular intervals.
- (04) Cutting boards and meat slicers shall be cleaned and sterilized after each use.
- (05) Major pieces of equipment shall be cleaned after each use, whereas pieces that are used less often shall be cleaned and sterilized before and after each use.
- (06) Small pieces of equipment such as can openers, mixers and kitchen knives shall be cleaned and sterilized regularly.
- (07) The outer surfaces of all pieces of equipment, serving surfaces and utensils shall be cleaned regularly and shall be free of marks, stains or debris.

b) **Equipment Cleaning Schedule:**



The Contractor shall adhere to a cleaning schedule. A manual can be found in Section 5.

**5. FACILITIES:**

**a) General:**

- (01) Doors and screens shall be closed to keep insects and rodents out.
- (02) Spilled food or waste shall never be left on the floor.
- (03) Cloakrooms and washrooms shall be clean and equipped with hand soap, nail brushes, paper towels, etc.
- (04) Wash basins shall be clean and equipped with soap, nail brushes and extra paper.
- (05) Sufficient quantities of mops, brooms, buckets and cleaning products shall be provided and such items shall be stored properly when not in use. (For contracts in the Contractor's facilities only.)
- (06) Racks shall be used to drain and store all pots, pans and utensils.
- (07) Walls (especially those located behind sinks and wherever cooking or mixing equipment is used) shall be cleaned and sterilized at regular intervals, as must trays used for air drying.

**b) Dining Room and Service Area:**

- (01) Tables shall be washed as soon as the meal is finished.
- (02) The feet of chairs and tables shall be washed once a week.
- (03) The floors shall be swept after every meal, marks and stains must be cleaned, and waste must be removed.
- (04) Floors shall be washed as required, but not less than once daily.
- (05) The serving tables used for hot and cold dishes shall be cleaned after every meal and the temperature checked before each meal.
- (06) Condiment containers shall be cleaned regularly.

**c) Washing Dishes, Pots and Pans:**

- (01) The dish, pot and pan washing area shall be cleaned after every meal.
- (02) Dishwashers shall be clean and delimited as specified in the cleaning schedule.
- (03) Dishwasher temperature shall be checked regularly to ensure that it is between 60oC and 70oC (140–150oF) and between 80oC and 90oC (176–194oF) for the wash and rinse cycles.

**d) Garbage:**

- (01) Garbage found in the kitchen and dining room shall be disposed of as required and at the end of every meal.
- (02) Wet garbage shall be placed in small containers, covered and disposed of in the garbage refrigerator or an appropriate place until collected.



- (03) Dry garbage shall be placed in garbage bags.
- (04) Broken glass, etc, shall be placed in separate containers.
- (05) All garbage containers shall be covered immediately when not in use.
- (06) The inside and outside of garbage cans shall be cleaned and disinfected each time they are emptied. This operation shall occur in a location other than the food preparation or storage area.

e) **Dry Storage:**

- (01) All dry storage areas shall be clean, neat and tidy.
- (02) Containers, shelves and floors shall be cleaned regularly.
- (03) All containers shall be hermetically closed and not placed directly on the ground.

f) **Preparation and Production:**

- (01) This area must always be cleaned and sterilized.
- (02) All food waste shall be disposed of promptly and no food shall be left out at room temperature.
- (03) All the equipment used in this work area shall be cleaned and sterilized, in accordance with the posted cleaning calendar.
- (04) Hoods and air vents shall be cleaned regularly.
- (05) Ceiling pipes, windows, ceilings and walls shall be cleaned regularly.
- (06) Floors must always be cleaned after food has been spilled.

g) **Refrigerators and Freezers:**

- (01) Food must be stored correctly and covered.
- (02) Stale-dated or spoiled food shall be thrown out.
- (03) No spilled food stains, waste food, empty containers, etc, shall be visible.
- (04) Floors shall be washed every day.
- (05) Prepared food that will remain in refrigerators and freezers for more than 24 hours shall be identified and dated.

h) **Corridors:**

- (01) Corridors shall be clean, and all waste and empty cardboard boxes shall be removed.
- (02) Floors shall be swept and mopped daily.
- (03) Walls and baseboards shall be cleaned regularly.



## Box lunches

6. Food used in making up box lunches shall be freshly prepared; leftovers may not be used in their preparation. They shall be used within 24 hours of being prepared and the date of preparation shall be clearly indicated. When they cannot be kept in a refrigerator, they must be consumed within a maximum of four hours. It is recommended that small juice boxes accompanying box lunches be frozen, as this will keep the other food cold and they will be ready to drink at meal time. Box lunch food that is distributed and returned intact to the kitchen may not be used, with the exception of food packed in sealed portions (such as juice boxes, packets of cookies, and yogurt or pudding in individual containers), which can be removed and reused. If the box lunches have not left the kitchen, the contents may be used, as long as the preparation time and conditions set out above have been observed.

## 7. Hot Meals

The food used in preparing hot dispersed meals must be fresh. No leftovers may be used in their preparation. Dispersed meals returned to the kitchen shall not be used. Since such food may be ready up to six hours before being served, menus must not include dishes that might spoil quickly, such as cream soups and cream of chicken. Hot dishes must be at or near the boiling point when placed in containers.

## 8. Temperature and Conservation Times for Food in Insulated Containers

When correctly preheated, an insulated food container, such as a Thermos, can keep prepared food at an acceptable temperature for four to six hours, depending on their consistency. Clear liquids cool more rapidly than thick liquids. The manufacturers' specifications state that "heat transfer in the container will not exceed a loss of heat in excess of 11oC during a two-hour period, with an ambient temperature of at least 25oC, with an initial container temperature of 82oC." The following table shows how long food retains its temperature after reaching the boiling point. Special attention must be paid to this when foodstuffs are to travel long distances or must be picked up far in advance before being used (e.g., fish does not travel well and cannot be stored for long periods once it has been cooked. Items for box lunches must always be selected from among those that reach their destination in optimum condition. Food preserved in insulated food containers that has not been consumed within the time shown on the chart shall be thrown out. Cold food shall be stored separately from hot food. Cold food shall be properly refrigerated before being transferred into containers. Cold food preserved in insulated food containers and that has not been eaten within six hours shall be thrown out.

Prepared food	Temperature	Hours
Meat and fish	60°C or more	See note 1
Stew	80°C to 85°C	6
Mashed potatoes	80°C to 85°C	6
Thick soup	80°C	5
Hot chocolate	80°C	5
Sauce and cooking juices	80°C	5
Vegetables and cooking liquid	80°C	4
Tea and coffee	80°C	4
Light soup	80°C	4

**Note 1** – The period of time during which meat and fish can be stored in an insulated container and eaten without danger depends on the temperature of the food when it is placed in the insulated container. The food must never be kept at a temperature lower than 60oC at any time. According to the Food Safety Code of Practice for Canada's Food Service Industry, at-risk food that has been prepared and cooked and that will be served hot must be kept at a temperature of at least 60°C (140°F) until it is served.

## 9. Using, maintaining and storing insulated food containers (Thermoses)



General rules to follow when using insulated containers:

- a) Always use the inserts provided.
- b) Never use the container for storing other substances.
- c) Preheat or pre-cool the container according to the instructions in the section below entitled "Preparing insulated containers." Using a different method could damage the containers or the seals.
- d) Check that the seals are correctly positioned on the built-in components and that the lids are not misshapen.
- e) Do not handle the containers roughly and do not lose the seals. Replace the seals as required to avoid leaks and preserve the efficiency of the container.
- f) When cleaning the container, remove and separate all the seals, containers and lids. Wash separately with mild detergent, rinse in hot water and air dry. Assemble and store in a cool dry place, leaving the lid open.

NB: On the newer containers, the seals cannot be removed.

### Preparing Insulated Containers

**10.** Insulated containers are used for cold as well as for hot dishes and prepared for the intended use. For hot dishes, the procedure for preparing insulated containers and inserts is as follows:

- a) Remove the inserts.
- b) Fill the container with boiling water roughly one hour before inserting the food.
- c) Rinse the inserts, lids and rubber seals in hot water and fill with hot food up to one inch from the top;
- d) Check that the seals fit properly against the lids and place the lids on the filled containers;
- e) Empty the water from the container and immediately place the filled inserts in the container. Insert a seal around the upper section of the container, close the lid and block the grooves.

**11. For cold food, the procedure for preparing insulated containers is as follows:**

- a) Place the container and clean inserts in the refrigerator approximately two hours before filling with food. If no refrigerator is available, place the container and the recipients on a bed of crushed ice for approximately one hour prior to use.
- b) Fill the containers with cold food up to one inch from the top.
- c) Adjust the lids on the containers with the rubber seals to ensure a perfect seal.
- d) Place the full inserts in the insulated container and put a rubber seal around the upper part of the container. Adjust the lid and block the grooves.



SECTION 4		CLEANING SCHEDULE
CLEANING INSTRUCTIONS AND SCHEDULE FOR THE MAIN PIECES OF EQUIPMENT		
WHAT	HOW	WHEN
<b>STOVES AND GRILLS</b>	<ul style="list-style-type: none"><li>- Clean the grills with a gentle scraper.</li><li>- Remove deposits from the grease collectors.</li><li>- Rub the grill and remove the dirt with a cloth.</li><li>- Lightly oil the grill sheet with vegetable oil.</li></ul>	<b>EVERY DAY</b>
<b>PASTRY AND ROASTING OVENS</b>	<ul style="list-style-type: none"><li>- Immediately clean spills when dishes overflow.</li><li>- Brush and wipe the ovens.</li><li>- Clean the outside of the ovens with detergent and a soft brush or cloth.</li><li>- Use an oven cleaner as indicated.</li></ul>	<b>EVERY DAY</b>
<b>DEEP FRYERS</b>	<ul style="list-style-type: none"><li>- Let the fat cool and empty the fryer.</li><li>- Strain the fat using a special mechanical filter or cloth filter.</li><li>- Clean the baskets, strainer and the entire fryer with hot water and detergent.</li><li>- Rinse thoroughly.</li><li>- Replace the filtered fat and add new fat if necessary.</li></ul>	<b>AFTER EACH USE</b>
<b>MIXERS</b>	<ul style="list-style-type: none"><li>- Remove the parts and wash, rinse and disinfect them in the section assigned for washing pots and pans.</li><li>- Clean the non-removable parts.</li></ul>	<b>AFTER EACH USE</b>
<b>TILTING FRYING PAN</b>	<ul style="list-style-type: none"><li>- Wash the outside and inside of the stove with hot water and detergent.</li></ul>	<b>AFTER EACH USE</b>



INSTRUCTIONS ET CALENDRIER DE NETTOYAGE DES PRINCIPALES PIÈCES D'ÉQUIPEMENT		
WHAT	HOW	WHEN
<b>PRESSURE COOKER</b>	<ul style="list-style-type: none"><li>- Clean the steaming compartment immediately after using the pressure cooker.</li><li>- Clean inside and outside with a mild detergent.</li><li>- Rinse well and disinfect.</li></ul>	<b>EVERY DAY</b>
<b>STEAM TABLE</b>	<ul style="list-style-type: none"><li>- Clean the basins, the top and sides of the appliance with a mild detergent.</li><li>- Rinse and disinfect.</li><li>- Remove residue and empty the water.</li><li>- Remove the deposit that forms inside the basin with a descaler.</li></ul>	<b>ONCE A WEEK</b>
<b>DISHWASHER</b>	<ul style="list-style-type: none"><li>- Open the faucets and empty the tubs.</li><li>- Clean the arms and sponge up any surplus water.</li></ul>	<b>AFTER EACH USE</b>
	<ul style="list-style-type: none"><li>- Clean the spray nozzles and the detergent dispensers.</li><li>- With a brush, rub the interior and exterior of the tubs and around the pipes.</li><li>- Leave the doors of the machine open.</li></ul>	<b>AFTER DINNER</b>
	<ul style="list-style-type: none"><li>- Delime the inside of the dishwasher.</li></ul>	<b>ONCE A WEEK</b>
<b>SLICER</b>	<ul style="list-style-type: none"><li>- Unplug the appliance; remove the parts.</li><li>- Wash, rinse and disinfect them.</li><li>- Clean the rest of the appliance.</li></ul>	<b>AFTER EACH USE</b>



INSTRUCTIONS ET CALENDRIER DE NETTOYAGE DES PRINCIPALES PIÈCES D'ÉQUIPEMENT		
WHAT	HOW	WHEN
<b>VEGETABLE PEELER</b>	<ul style="list-style-type: none"><li>- Remove the cover and the abrasive disk.</li><li>- Clean with water using a stiff brush.</li><li>- Rinse and replace the cover and the disk.</li><li>- Clean the collector.</li></ul>	<b>AFTER EACH USE</b>
<b>ROTATING TOASTER</b>	<ul style="list-style-type: none"><li>- Remove the crumbs and clean the receptacle.</li><li>- Wipe the outside surface.</li></ul>	<b>AFTER BREAKFAST</b>
<b>CAN OPENERS</b>	<ul style="list-style-type: none"><li>- Wash, rinse and disinfect them.</li><li>- Clean the appliances and remove all debris from the blade.</li></ul>	<b>EVERY DAY</b>
<b>JUICE DISPENSER</b>	<ul style="list-style-type: none"><li>- Clean the handles, taps, draining boards, tanks, covers and all outside surfaces.</li></ul>	<b>AFTER EACH MEAL</b>
<b>MILK DISPENSER</b>	<ul style="list-style-type: none"><li>- Clean and disinfect all parts of the milk dispenser.</li><li>- Wipe the inside surfaces.</li><li>- Immediately wipe up spills.</li></ul>	<b>AFTER EACH MEAL</b>
<b>PERCOLATORS</b>	<ul style="list-style-type: none"><li>- Rinse the percolators with hot water before using them.</li><li>- Brush the inside and rinse with hot water.</li><li>- Rinse until the water is clear.</li><li>- Clean the tap and the pipe leading to the centre of the percolator.</li></ul>	<b>EVERY DAY</b>
	<ul style="list-style-type: none"><li>- Use a stain remover in accordance with instructions.</li></ul>	<b>ONCE A WEEK</b>
	<ul style="list-style-type: none"><li>- Delime the water circulation jacket.</li></ul>	<b>ONCE A MONTH</b>



SECTION 5				CYCLICAL MENUS				WEEK (1)	
LUNCH	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY		
SOUP	beef/vegetables	Tomatoand quinoa	Cream of leach	St-Germain	minestrone	potage crécy	Beef and cabbage		
MAIN COURSE	Cooked ham with pineapple and gruyère **	Ground steak with classical onion sauce**	Chicken fajitas, chlici con carne, beef burritos	Shepherd's pie**	Beef pâté with brown sauce	Chicken brochette ♥ ** BBQ sauce	Pork chops **		
	O'Brien Potatoes	Sautéed potatoes	couscous♥	-	Puréed potatoes	Vegetable rice	Sautéed potatoes		
VEGETABLE	Green beans	Baby carrots	Plain broccoli	Mixed vegetables	Snow peas	Brussel sprouts	Corn		
PASTA	fusilli	penne	Spiral	Whole wheat linguini♥	Vegetable fusilli♥	fusilli	penne		
SAUCE 1	tomatoes/garlic♥	primavera	Cheese	carbonara	tomatoes/basil♥	tomatoes/garlic♥	primavera		
SAUCE 2	Meat	Meat	Meat	Meat	Meat	Meat	Meat		
SANDWICH 1	Whole wheat pita Grilled chicken breast ♥	Rye bread Roastbeef	½ pita bread Paprika turkey ♥	Cold salad and vegetables,	Wheat bread Fresh pork	10 `` sub all dressed	Whole wheat bread roastbeef ♥		
SANDWICH 2	White bread Tuna salad	Panini Egg salad	Bagel ham salad	Cold luncheon meat,marinade and cheese	White bread Chicken salad	Swiss cheese	Cheese bread Turkey salad		
DINNER	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY		
SOUP	Of the day	Of the day	Of the day	Of the day	Of the day	Of the day	Of the day		
MAIN COURSE 1	Swedish meatballs**	All dressed Philly sub	Poached salmon, Hollandaise sauce ♥	All dressed hot (2)	All dressed pizza **	Minute steak ♥ with demi-glaze sauce	Cheese-stuffed cannelloni rosée sauce		
MAIN COURSE 2	Parmesan veal stake ** ♥	Three-cheese tortellini rosée sauce	Chicken friedrice, egg roll, garlic spare ribs, beef chop-suey au boeuf	Grilled BBQ chicken breast	Simulated BBQ ribs on baguette**	Pogo (2)	Hot chicken		
STARCH	Regular fries	Franconia potatoes	Jasmine rice	Dressed potatoes	Puréed potatoes with green onion	Portuguese potatoes	Jumbo fries		
VEGETABLE	Green peas	Yellow beans	Turnip purée *	Asparagus	Garden vegetables	Tomatoes Provençal	Vegetable stir-fry		
SALAD BAR	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY		
LUNCH AND	Mixed legumes	Four-bean	Mixed legumes	Four-bean	Mixedlegues	Four-bean	Mixed legumes		
	Green	Caesar	Niçoise	Chef's	Market	Julienne	Greek		
	Tabbouleh	Pasta and Feta	Tabbouleh	Tabbouleh	Tabbouleh	Tabbouleh	Avocado and tomatoes		
	Carrots/green peas	Coleslaw	Diplomat	Rice and vegetables	Carrots and raisins	Vegetables and alfalfa	Tabbouleh		
	Soy	Broccoli/barley	Vinegar slaw	Waldorf	Tunisian	Chicken and pasta	Chickpeas		
DINNER	Shrimp and cauliflower	Black/white beans	Pasta/salmon	Quinoa	Spinach	Garden	Tomatoes/Feta/basil		
	Vegetables	Vegetables	Vegetables	Vegetables	Vegetables	Vegetables	Vegetables		
	Hummus	Hummus	Hummus	Hummus	Hummus	Hummus	Hummus		
	Devilled Eggs	Devilled Eggs	Devilled Eggs	Devilled Eggs	Devilled Eggs	Devilled Eggs	Devilled Eggs		

\*\* Selections that can be included in dispersed meals, eaten outside the dining room

♡ Healthy Choice



SECTION 5			CYCLICAL MENUS				WEEK (2)	
LUNCH	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
SOUP	Cream of chicken	Beef and barley	Chicken and noodle	Splitpea	Clam chowder	Cream of cauliflower	Tomatoes andrice	
	Meatloaf	Chicken breast	Veal steak	Pork stew	Roast turday brown	All dressed	Chicken pot pie	
MAIN COURSE	Creole sauce	BBQ sauce**	Chasseur sauce	Sour creme	sauce ♥ **	hamburger	**	
STARCH	Potato wedges	Potatoes O'Brien	Puréed potatoes with parsley	Potatoes with rosemary	Rice pilaf	Vegetable fried rice	Boiled potatoes	
VEGETABLE	Yellow bean	Puréed carrots	Turnip sticks	Garlic zucchini	Green peas		Braised cabbage	
PASTA	Spiral	Spaghetti	Fettucine	Macaroni	Whole wheat penne	Linguine	Vegetable fusilli	
SAUCE 1	Cheese	Carbonara	Bechamel/vegetable *	Tomatoes/basil	Primavera	Alfredo*	Tomatoes/garlic	
SAUCE 2	Meat	Meat	Meat	Meat	Meat	Meat	Meat	
SANDWICH 1	Whole wheat pita Grilled chicken breast ♥	Roastbeef on rye	½ pita bread Paprika turkey ♥	Cold salad and vegetables ,	Whole wheat bread roastbeef ♥	10 `` sub all dressed	Wheat bread Fresh pork	
SANDWICH 2	White bread Tuna salad	Panini Egg salad	Bagel ham salad	Cold luncheon meat,marinade and cheese	White bread Chicken salad	Swiss cheese -	Cheese bread Turkey salad	
DINNER	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
SOUP	Of the day	Of the day	Of the day	Of the day	Of the day	Of the day	Of the day	
MAIN COURSE 1	Stuffed pork loin Brown sauce **	Mild italian sausage	Sweet and sour meatballs	Beef brochette Pepper sauce ♥ **	Shepherd's pie **	Newburg seafoodon vol au vent	Au jus roastbeef ♥ **	
MAIN COURSE 2	All dressed croque-monsieur ♥	Pepperoni and cheese pizza	fish and ship tartare sauce	Poutine	Egg guédilles (2)	Spinache ricotta manicotti	The famous Chef smoked meat	
STARCH	Potato wedges	Fries	Egg noodles	Oven roasted potatoes	Buchette potatoes	Couscous	Duchesse potatoes	
VEGETABLE	Mixed vegetables	Green beans	California mix	Cauliflower	Ratatouille	Broccoli	Carrot slices	
SALAD BAR	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
LUNCH AND	Mixed legumes Green	Four-bean Caesar	Mixed legumes Niçoise	Four-bean Chef's	Mixed legumes Market	Four-bean Julienne	Mixed legumes Greek	
	Tabbouleh	Pasta andFeta	Tabbouleh	Tabbouleh	Tabbouleh	Tabbouleh	Avocado and tomatoes	
	Carrot/green peans	Creamy coleslaw	Diplomat	Rice and vegetables	Carrots/raisins	Vegetables and alfalfa	Tabbouleh	
	Soy	Broccoli/barley	Vinegar slaw	Waldorf	Tunisian	Chicken and pasta	Chickpeas	
DINNER	Shrimp and cauliflower	Black/white beans	Pasta/salmon	Quinoa	Spinach	Gerden	Tomatoes/Feta/basil	
	Vegetables	Vegetables	Vegetables	Vegetables	Vegetables	Vegetables	Vegetables	
	Hummus	Hummus	Hummus	Hummus	Hummus	Hummus	Hummus	
	Devilled eggs	Devilled eggs	Devilled eggs	Devilled eggs	Devilled eggs	Devilled eggs	Devilled eggs	

\*\* Selectionsthatcan be included in dispersedmeals, eatn outside the dining room

♥ Healthy Choice



SECTION 5				CYCLICAL MENUS				WEEK (3)		
LUNCH	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY			
SOUP	Mulligatowny	Mild Thai	Cream of mushroom	Lentils	Chicken and rice	Cream of broccoli	Seafood bisque			
MAIN COURSE	Crispy chicken, BBQ/honey sauce ♥ **	Honey-glazed ham	Chicken à la méridionale **	Toulouse sausages **	Polynesian brochette **	Apple and cardamom veal **	Beef tournedos green pepper sauce **			
	Puréed potatoes	Scallop au gratin	Jumbo fries	Boulangère potatoes	Fine herbs rice	Brown potatoes	Mousseline potatoes			
VEGETABLE	Ratatouille	Carrots	Mexican corn	Brussel sprouts	Carrot slices	Mixed vegetables	Green peas			
PASTA	Whole wheat spaghetti	Penne	Macaroni	Vegetable fusilli	Spiral	Lasagna	Whole wheat fettucine			
SAUCE 1	Vegetarian	Tomatoes/garlic	Cheese	Primavera	Tomatoes/basil	Bechamel/vegetables.	Alfredo*			
SAUCE 2	Meat	Meat	Meat	Meat	Meat	Meat	Meat			
SANDWICH 1	Whole wheat pita Grilled chicken breast ♥	Rye bread Roastbeef	½ pita bread Paprika turkey ♥	Cold salad and vegetables.,	Wheat bread Fresh pork	10 `` sub all dressed	Whole wheat bread roastbeef ♥			
SANDWICH 2	White bread Tuna salad	Panini Egg salad	Bagel ham salad	Cold luncheon meat,marinade and cheese	White bread Chicken salad	Swiss cheese -	Cheese bread Turkey salad			
DINNER	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY			
SOUP	Of the day	Of the day	Of the day	Of the day	Of the day	Of the day	Of the day			
MAIN COURSE 1	All dressed hamburger**	Hector meatloaf	Kaiser bread pulled pork	Rib eye steak BBQ sauce**	Bœuf bourguignon ♥ **	Haddock filet Lemon sauce ♥	Lac St-Jean tourtière			
MAIN COURSE 2	Salmon nuggets ♥** Egg sauce	Chicken Souvlaki ♥**	Santa Fe chicken pizza ♥ **	Beef and salsa tacos **	Meat macaroni au gratin	Cury and coco chicken drumstick **	Pastrami grilled cheese			
STARCH	Greek potatoes	Brownrice	Butter rice	Oven potatoes	Egg noodles	O’Brien potatoes	Boiled potatoes with parsley			
VEGETABLE	Green bean	Italian mix	Broccoli	Sautéed mushroom*	Beets	Lima beans	Snowpeas			
SALAD BAR	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY			
LUNCH AND	Mixed legumes	Four-bean	Mixed legumes	Four-bean	Mixed legumes	Four-bean	Mixed legumes			
	Green	Caesar	Niçoise	Chef’s	Market	Julienne	Greek			
	Tabbouleh	Pasta and Feta	Tabbouleh	Tabbouleh	Tabbouleh	Tabbouleh	Avocado and tomatoes			
	Carrots/green peas	Creamy coleslaw	Diplomat	Rice and vegetables	Carrots/raisins	Vegetables and alfalfa	Tabbouleh			
	Soy	Broccoli/barley	Vinegar slaw	Waldorf	Tunisian	Chicken and pasta	Chickpeas			
DINNER	Shrimp and cauliflower	Black/white beans	Pasta/salmon	Quinoa	Spinach	Gerden	Tomatoes/Feta/basil			
	Vegetables	Vegetables	Vegetables	Vegetables	Vegetables	Vegetables	Vegetables			
	Hummus	Hummus	Hummus	Hummus	Hummus	Hummus	Hummus			
	Devilled eggs	Devilled eggs	Devilled eggs	Devilled eggs	Devilled eggs	Devilled eggs	Devilled eggs			

\*\* Selectionsthatcan be included in dispersedmeals, eatn outside the dining room

▼ Healthy Choice



**SECTION 6**

**COMPLEMENTARY ITEMS SERVED  
WITH EACH MEAL**

**1. Baked goods include:**

- sliced white bread;
- sliced whole-wheat bread;
- sliced multi-grain bread;
- sliced rye bread;
- sliced raisin bread;
- panini;
- Viennese rolls;
- muffins;
- croissants;
- sweet rolls;
- bagels;
- English muffins;
- pita bread; and
- flat bread.

**2. Drinks include:**

- tea;
- herbal tea;
- decaffeinated coffee;
- coffee;
- flavoured coffee;
- hot chocolate and partly skimmed chocolate milk (breakfast only);
- partly skimmed milk;
- soy milk (when required);
- fruit juice cocktail, 60% concentrate or higher, no added sugar;
- vegetable juice; and
- carbonated water.

**3. Fresh fruit includes:**

- apples;
- pears;
- plums;
- assorted melons;
- peaches;
- nectarines;
- assorted grapes;
- kiwi;
- pineapple;
- grapefruit;
- bananas;
- oranges;
- raspberries;
- strawberries;
- blueberries; and
- French cherries.



4. **Vegetables must be fresh or frozen, with the exception of beets and stewed tomatoes, which may be canned.**

5. SALAD BAR COMPLEMENT		
Type	Standard for Food Available at Meals	Details
<i>Each brunch, lunch and dinner shall include an unlimited salad bar (included on the menu) and offer the following complementary selections, which should vary from meal to meal::</i>		
<b>Meatless protein</b>	1 meatless protein dish	e.g., chickpeas, other legumes, bean sprouts, beans, tofu and accompanying dip
<b>Raw Vegetables</b>	5 varieties	e.g., radishes, green onions, celery sticks, carrot sticks, turnip sticks, sliced cucumber, tomato wedges, mushrooms, sliced zucchini, red/green peppers, broccoli, cauliflower
<b>Pickles</b>	3 varieties of pickles	e.g., olives, beets, onions, dill pickles, gherkin pickles
<b>Condiments</b>	Mayonnaise (regular and low-fat), vinegar, oil, parmesan cheese, 3 types of sauce for meat <u>Salad dressing:</u> 2 varieties of regular 1 balsamic vinegar 3 varieties of low-fat 3 varieties of crackers Salt, pepper and other spices	e.g., BBQ sauce, HP sauce, A1 sauce  e.g., melba toast, grissini, soda crackers.

**Definitions:**

**Type:** Designates a group of foods belonging to the same category and having similar characteristics. For example, the dessert category includes the following types: prepared, baked and frozen.

The fruit category includes the following types: apple, orange, banana, grapes, berries, etc.

**Variety:** Designates a group of foods which are of the same **type** and have similar characteristics. For example, prepared desserts include the following varieties: milk-based, gelatine, with fruit (baked, stewed, fresh), cereal squares (not baked).

Varieties of apples include the following: Macintosh, Gala, Granny Smith, etc.



MEAL PLAN	SECTION 7
<b>Each diner may select food items from the following assortment in the minimum amounts specified below and in Section 9. GIVEN THAT NO BREAKFAST MENU IS SPECIFIED, THE MEAL PLAN BELOW MUST BE STRICTLY FOLLOWED AND THE FOOD SELECTION MUST VARY FROM DAY TO DAY</b>	
<b>BREAKFAST</b>	
<p><b>a.</b> one main dish such as:</p> <ul style="list-style-type: none"><li>(1) cereals: (diners may select from the following:<ul style="list-style-type: none"><li>(a) cooked (175 ml + 125 ml of milk) <b>or</b></li><li>(b) an assortment of <b>three</b> ready-to-eat cereals (250 ml + 125 ml of milk), including one whole-grain and one with sugar added, varying from day to day; <b>or</b></li></ul></li><li>(2) two large eggs, cooked in accordance with diner's preference; <b>or</b></li><li>(3) two breakfast food from the following: two pieces of French toast, two pancakes; <b>and</b></li></ul> <p><b>b.</b> one hot breakfast meat, varying from day to day (ham (45 g), two sausages, three slices of bacon) ; <b>and</b></p> <p><b>c.</b> one spreadable meat 28 g (creton); <b>and</b></p> <p><b>d.</b> one baked product (i.e., bagel (1), English muffin (2), four sliced breads as follows; white bread (2), whole wheat bread (2), five-grain bread (2) and raisin bread (2) ; <b>and</b></p> <p><b>e.</b> <b>a breakfast bar:</b> composed of fresh fruit from the melon family, cut and varied, grapefruit flesh, 1/6 orange, fresh-fruit salad, banana, ½ kiwi, fresh grapes, firm cheese choice (30g), (cheddar, gouda, emmenthal), cottage, sliced, cream, spreadable, yogurt (100 ml) from a choice of four selections, muffins, croissants, sweet brioche, slice tomatoes, choice of dried fruit, granola ; <b>every morning and</b> ;</p> <p><b>f.</b> two beverages, 200 ml each, as specified in Section 7 above; <b>and</b></p> <p><b>g.</b> one starchy food (i.e., oven-baked beans, potatoes); <b>and</b></p> <p><b>h.</b> <b>a choice of three from the following:</b> peanut butter, three kinds of jam/jelly, honey, <b>pure maple syrup, artificial syrup</b>, butter, margarine, ketchup, mayonnaise, mustard, hot sauce, meat sauce.</p>	



**Each diner may select food from the following assortment in accordance with Sections 5 and 6, in the minimum amounts specified below and in Section 9**

**LUNCH**

- a.** one soup or the equivalent; **and**
- b.** two protein dishes, hot and freshly prepared, one of which must be a healthy choice prepared with little or no fat, such as:
  - (1) a hot main dish, freshly made, offering a source of protein and served with appropriate side dishes; or
  - (2) a pasta dish, freshly prepared, offering a source of protein and served with two varieties of sauce; or
  - (3) a choice of cold sandwich, served with the appropriate condiments (i.e., sliced cheese, lettuce, tomato); **and**
- c.** a choice of starchy foods; **and**
- d.** a choice of hot vegetables (**prepared without added fat**); **and**
- e.** a variety of salads and complementary foods; **and**
- f.** a dessert from among the following selection:
  - (1) two types of prepared desserts (for example, milk-based pudding, fruit-based Jell-O, cereal bars, cookies, fruit mousse, custard);
  - (2) two types of baked dessert (for example, cake, pie, meringue, crisp, whole-wheat crepes garnished with fruit);
  - (3) variety of sorbet, fruit parfait and yogurt (low-fat);
  - (4) canned fruit salad; **and**
- g.** fresh fruit (3 choices), varying throughout the week; depending on the season, it may be a mixture of fresh, frozen and canned fruit; **and**
- h.** a baked product from the following selection:
  - (1) two varieties of specialty bread (for example, buns / sweet rolls, flatbread);
  - (2) three varieties of sliced bread (for example, whole-wheat, multi-grain and white); **and**
- i.** two beverages, 200 ml each, from the following choices:
  - (1) three varieties of hot beverages as listed above, in Section 7; **and**
  - (2) three varieties of cold beverages, as listed above, in Section 7.
- j.** **condiments**, from the following selections: butter (2), or margarine(2) and ketchup(2), mayonnaise(2), mustard(2), relish (2), hot sauce and meat sauce as needed and any other condiments that accompany the menu of the day; **and**
- k.** portioned cheese; two choices.



**Each diner may select food items from the following assortment in accordance with Sections 5 and 6, in the minimum amounts specified below and in Section 9**

**DINNER**

- a.** one soup or the equivalent; **and**
- b.** two protein dishes, hot and freshly prepared, one of which must be a healthy choice prepared with little or no fat, such as:
  - (1) (1) one hot main dish, freshly prepared, consisting of meat, fish or poultry (for example, roast, cutlet, steak, chop, filet or breast) and served with appropriate side dishes; **or**
  - (2) a choice of vegetarian or ethnic foods or light foods and served with appropriate side dishes; **and**
- c.** a choice of starchy foods; **and**
- d.** a choice of hot vegetables; (**prepared without added fat**); **and**
- e.** a variety of salads and complementary foods; **and**
- f.** a dessert from among the following selection:
  - (1) two types of prepared desserts (e.g., milk-based pudding, fruit-based Jell-O, cereal bars, cookies, fruit mousse, custard);
  - (2) two types of baked dessert (for example, cake, pie, meringue, crisp, whole-wheat crepes garnished with fruit);
  - (3) a variety of sorbet, fruit parfaits and yogurt (low fat);
  - (4) canned fruit salad; **and**
- g.** fresh fruit (4 choices), varying throughout the week; depending on the season, it may be a mixture of fresh, frozen and canned fruit; **and**
- h.** a baked product from the following selection:
  - (1) two varieties of specialty bread (for example, buns / sweet rolls, flatbread);
  - (2) three varieties of sliced bread (for example, whole-wheat, multi-grain and white); **and**
- i.** two beverages, 200 ml each, from the following choices:
  - (1) three varieties of hot beverages as listed above, in Section 7; **and**
  - (2) three varieties of cold beverages, as listed above, in Section 7.
- j.** **condiments**, from the following selections: butter (2), or margarine(2) and ketchup(2), mayonnaise(2), mustard(2), relish (2), hot sauce and meat sauce as needed and any other condiments that accompany the menu of the day; **and**
- k.** portioned cheese; two choices.



**MENU PLANS**

**SECTION 8**

**Meal Item Availability Standard**

Standard dispersed meals

**Hot Meals**

Dispersed hot meals must be prepared from ingredients that can be transported and conserved at appropriate temperatures for a reasonable length of time in CF-approved containers. A card indicating the amount per serving (for example, pork chop - 1; boiled potato - 2 pieces; cookies - 3) shall accompany each meal.<sup>1</sup>

Breakfast	Lunch/Dinner
Same standard as for regular meals	Soup Main protein dish Starch Vegetable Green salad, coleslaw or assorted raw vegetables Fresh fruit Prepared or baked dessert Bread or buns with butter or margarine Two beverages Appropriate condiments

**Note:**

1. Main course and starchy food portions must be **10% larger** for dispersed hot meals than for regular meals served in a dining hall.
2. It is recommended that menu selections marked with a double asterisk (\*\*) be served in insulated containers.

<sup>1</sup> Rations and equipment must be prepared according to the rules that apply to dispersed meals, as specified in Section 4 – Hygiene and Safety.



**Repas froids**

Breakfast Boxes	Lunch/Dinner Boxes
One fruit One juice Cereal (with 200 ml of milk) Egg Breakfast meat or substitute (meat, cheese or yogurt) Two baked goods Appropriate condiments	Two sandwiches – 1 with sliced solid meat 1 with a mixed filling <b>OR</b> 1 sandwich with mixed filling 1 portion of firm meat with a bun <b>OR</b> 1 cold dish including sliced meat + one portion of solid meat with two buns ( <b>Note:</b> Use a variety of fresh-baked goods.) Salad and assorted accompanying food items Sandwich and salad condiments Fresh or canned fruit (3 choices) Prepared or baked dessert Two beverages <sup>2</sup>

**ENERGY SUPPLEMENT**

Energy supplements will be authorized on a regular basis for physical education trainees, during practical training phases only, and for flight crews in accordance with CFAO 36-14, or during demanding activities. For example, survival in the forest, a mission, canoeing, sailing, and in support to the medical clinic for therapeutic use. **Maximum of two distributions daily.**

**a. all energy supplements**

One beverage and one food item will be served.

**b. beverages**

**The following beverages, individually packaged, will be offered on an alternating basis:**

- Chocolate, strawberry or vanilly soy beverage; **upon request only**; or
- Vegetable juice 200 ml; or
- Fruit juice 200 ml; or
- Fruit beverage 200 ml; or
- Prune juice 200 ml; **medical requirement only and upon request**; or
- Bottled water 250 ml; **when drinkable water is not available and upon request only**; or
- Liquid energy drink (250 ml). **For physical education, adventure and expedition courses, medical care only.**

2. One of the two beverages should be milk; however, in cases where it may not be appropriate to include milk in a food basket (heat, user preferences, etc), two 200-ml chilled juices or one 400-ml chilled juice would be considered acceptable



**c. food items**

**The following individually packaged food items will be offered on an alternating basis:**

- Fresh fruit, 1 each; or
- Whole-wheat low-fat crackers, 30g; or
- Mixed dried fruits, 30 g; or
- Unsalted mixed nuts, 30 g; or
- Yogurt tubes, 60 g; or
- Multi-grain muffin bars (Hop&Go style); or
- Cookies, 40 g: (i.e., oatmeal, chocolate chip, jelly, etc.); or
- Stewed prunes, 80 g; or
- Individual cheese packages, 21 g; or
- Chewy granola bars, 28 g / Barres tendres, 28 g.

**PICNIC MEALS**

**Definition:** A picnic meal is a meal taken outside of the caterer's facilities but within the boundaries of the Instruction Centre / School, in accordance with the menu below.

This type of meal is only authorized for individuals at the Instruction Centre / School who are on ration strength, and may only be ordered and consumed for group picnic meals (section, platoon, company, etc). No activity limit.

Requests for such meals must be submitted to the Food Services Officer at least 10 days prior to the activity, using the food requisition form. The caterer will be responsible for ordering, cooking, preparing and distributing the requested meals.

The requester is responsible for transportation, setting up the site, reheating cooked food, providing food service and returning equipment borrowed from the kitchen, and for identifying the number of diners requiring either a vegetarian meal or a meal that complies with religious beliefs.

- |  |  |   |
|--|--|---|
| <ul style="list-style-type: none"><li>• <b>Vegetarian hot dog (tofu, grain-based or other); or</b></li><li>• <b>Vegetarian hamburger (tofu, grain-based or other); or</b></li><li>• <b>Hot dog; or</b></li><li>• <b>Hamburger (83 g of meat); and</b></li><li>• Chips (43 g); and</li><li>• Vinegar coleslaw (100 ml); or</li><li>• Pasta salad (100 ml); and</li><li>• Lettuce (for hamburgers); and</li><li>• Sliced tomatoes (for hamburgers); and</li><li>• Sliced cheese (2 slices per person); and</li><li>• Chopped onion (as required); and</li><li>• The following condiments: mustard(1), ketchup(2), relish(2), mayonnaise(1), salt(1), pepper(1), (<b><u>individual portion</u></b>); and</li><li>• Individual dessert, Vachon-style (1 per person); and</li><li>• Soft drink (1 X 355 ml)</li></ul> | <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto; position: relative;"><div style="position: absolute; top: -10px; left: 50%; transform: translateX(-50%); border-left: 1px solid black; border-right: 1px solid black; width: 100%; height: 10px;"></div></div> | <div style="border: 1px solid black; padding: 5px; text-align: center;"><b>Maximum of two items from the first four choices</b></div> |
|--|--|---|

**NOTE :** All required serving implements, disposable utensils, cleaning products and personal hygiene products will be provided by DND.



SECTION 9		MINIMUM PORTION STANDARDS
DESCRIPTION	UNIT OF MEASUREMENT	QUANTITY
<b>Breakfast</b>		
Eggs, large		2 each
Ham		45 g (raw)
Bacon		3 slices (40/48 slices per kg raw)
Breakfast sausages		2 each (12/500 g raw)
Cretons		28 g
Hot cakes		2 x 90 ml ladles of pancake mixture
French toast		2 slices
Cereals with milk		
- hot		175 ml (cooked) plus 125 ml of milk
- cold		Individually packaged or 250 ml plus 125 ml of milk
Cheese		30 g
Muffins		1 each (130 g)
Sweet roll		1 each (130 g)
Bagels		1 each (110 g)
Croissant		2 each (60 g)
Hot sauce, meat sauce		when requested
Pure maple syrup, artificial syrup		60 ml
Butter, margarine		3 x 5 g
Ketchup, mayonnaise, mustard		3 x 10 ml
Peanut butter, jams/jellies, honey		3 x 16 ml
Toast		2 slices
Cheese		30 g
<b>Lunch and Dinner</b>		
Soup		250 ml
Steaks and chops (bone in)		300 g (raw)
Chicken pieces (bone-in)		300 g (raw)
Steak (deboned)		225 g (raw)
Meat/poultry (deboned)		150 g cooked 180 g (raw)
Fish (steaks and fillets)		150 g (raw)
Fish (battered)		150 g (cooked)
Stew		300 g (cooked) (250-ml ladle)
Skillet dishes		300 g (cooked) (250-ml ladle)
Pasta w/ sauce (main entrée)		150 g pasta, 175 ml sauce
Three-decker sandwich		1 each (90 g total meat)
Hamburgers		1 each (167 g of uncooked meat)
Hot dogs		160 g (2 x 80 g or 1 x 160 g, German style)
Pizza		1 slice (1/6 of a 40-cm diameter pizza, 240 g) or one slice (6"x 8" piece of a 18" x 24" pan-size pizza)
Tacos		2 each
Burritos		1 each (150 g)
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



Meat – for cold dish	90 g
Starch foods – potatoes, rice, pasta	125 g (cooked) (2 x 125 ml spoon, 2 x #16 spoons)
Vegetable	90 g (125 ml spoon)
Salad Items	8"-diameter plate or 6"-diameter bowl
Canned fruit	175 ml (3/4 cup)
Fresh fruit	1 each
Grapes / fresh berries / sliced fruit	125 ml or 90 g
Cream-based dessert	250 ml
Frozen dessert	250 ml
Ice cream	testing)
Fruit yogurt	testing)
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 diameter)	2 each
Cookies (12.5-cm diameter)	1 each
Doughnuts / sweet rolls	1 each
Bread	2 slices
Soft dinner rolls	1 each
<b>Beverages</b>	
Fruit or vegetable juice, 100% pure (breakfast only)	1 x 125 ml
Fruit cocktail, 60% real juice (no sugar added)	2 x 200 ml
Milk (2%, 1%, skimmed, chocolate, non-dairy)	2 x 200 ml
Hot beverages	2 x 200 ml
Carbonated water	2 x 200 ml



SECTION 10		FOOD QUALITY STANDARDS
RATION	CATEGORY	CANADIAN GENERAL STANDARDS BOARD (CGSB) STANDARDS
Fresh milk, partly skimmed, 2%, homogenized		32.165M
Powdered skim milk, soluble	Canada No. 1	32.168M
Coffee whitener		
Bread (white, enriched rye, raisin, whole-wheat, French, cracked wheat)		32.1M, 2M, 3M, 4M
Flour (all purpose, cake and pastry, rye, whole-wheat)		32.5M, 6M
Rolls, bread, enriched flour (white or whole-wheat)		32.4M
Pancake mixture (buckwheat, buttermilk, plain)		32.11M
Ready-to-serve cereal, assorted (unsweetened)		32.13M
Fruit juice, unsweetened, (apple, grapefruit, orange, grape, tomato, vegetable)	Apple juice, Canada Choice. Tomato juice, Canada Fancy	32.253M
Fruit juice, pure concentrate, frozen unsweetened	Orange juice. Once reconstituted, the orange juice must have a Brix/acid ratio of at least 11.8. Brix/acid ratio of at least 12.5/1	32.254M
Fruit, fresh, assorted (except apples)	Canada or USA, No. 1, orange 113, grapefruit 48, lemon 140	32.250M
Apples, fresh	CDA Fancy	



SECTION 10		FOOD QUALITY STANDARDS
RATION	CATEGORY	CANADIAN GENERAL STANDARDS BOARD (CGSB) STANDARDS
Fruit, fresh, refrigerated, ready to serve (fruit salad, grapefruit sections, orange sections, pineapple sections)		
Fruit, canned in light syrup (apricot halves, grapefruit sections, pineapple slices, pineapple tidbits, crushed pineapple)	CDA Fancy or equivalent	32.253M
Fresh fruit, unsweetened, dry (blueberries or whole strawberries)	CDA Choice	32.254M
Fruit, frozen, unsweetened (raspberries or rhubarb)	CDA Choice	32.254M
Fresh vegetables (mixed)	Canada No. 1	32.250M
Assorted canned vegetables (except creamed corn)	Canada No. 1	32.253M
Cream style corn	CDA Fancy	32.253M
Frozen vegetables (except for asparagus tips and peas)	CDA Choice	32.254M
Frozen vegetables (asparagus tips, peas)	CDA Fancy	32.254M
Potatoes, fresh	Canada No. 1	32.250M
Frozen potatoes, stick fries (3/8" x 3/8" or 1/4" x 1/4")	CDA Fancy	32.254M
White rice, parboiled (long grain or short grain)		32.17M
Brown rice		32.17M



SECTION 10		FOOD QUALITY STANDARDS
RATION	CATEGORY	CANADIAN GENERAL STANDARDS BOARD (CGSB) STANDARDS
Pasta, enriched flour		32.16M
Dried peas (cracked or whole)	Grade A	32.262M
Dried beans (black, red, lima or white)	Grade A	32.262M
Lentils	Grade A	
Bacon, smoked, rindless, sliced side, 40 48 slices per kg		32.61M
Pure pork sausages 12/500g		32.69M
Pure beef sausages 12/500g		32.69M
Sausage, European style		32.69M
Frankfurters, skinless, all-beef, 12/500g		32.69M
Carcass of fresh beef or various cuts or portions	Canada Grade AA cut 101. Yield classes A1 or A2. 4 to 12mm max surface fat.	32.44M
Beef, front quarter	Canada Grade AA cut 102. Yield classes A1 or A2. 4 to 12mm max surface fat. CGSB 80 kg to 95 kg.	32.44M
Beef, rear quarter	Canada Grade AA cut 155. Yield classes A1 or A2. 4 to 12mm max surface fat. CGSB 65 kg to 75 kg.	32.44M
Ground beef, medium	Fat content 19% to 23%, excluding the brain, heart, tongue, offal, glands, organs.	32.44M, Cut 136



SECTION 10		FOOD QUALITY STANDARDS
RATION	CATEGORY	CANADIAN GENERAL STANDARDS BOARD (CGSB) STANDARDS
Medium beef patties, 10-mm thick, 111 g	Fat content 19% to 23%, excluding the brain, heart, tongue, offal, glands, organs.	32.44M Cut 1136
Veal cutlets or quarters, fresh or frozen (125 g)	Choice pale veal, cut 1300, Canada A2	32.46M
Cuts or quarters of fresh or frozen lamb	Canada A1 or A2 or New Zealand spring lamb	32.48M
Cuts or quarters of fresh or frozen pork		32.50 - Cut 1400
Eviscerated, fresh or frozen, whole chicken or quarters of frying chicken	Cda A	32.181M
Whole, fresh or frozen, eviscerated turkey	Cda A	32.183M
Pork shoulder roll, cured, salted (2.3–3.9 kg) or smoked (2.0–3.6 kg)		32.60M
Whole ham, smoked with rind and hock, 6–10kg		32.63M - Type 1 - Genre A
Smoked ham, without hock, rindless, fully cooked, canned, 3, 6-6, 4 kg		32.63M - Type 2 - Genre B
Smoked ham, without hock, rindless, ready to serve, 3, 5–8kg		32.63M - Type 2 - Genre B
Canned ham, vacuum packed, pasteurized, Pullman-style	12% minimum protein	32.65M - Type 1
Fish, fresh, fillets or steak (assorted)		32.141M
Fish, fillet, raw, breaded, frozen		32.141M



SECTION 10		FOOD QUALITY STANDARDS
RATION	CATEGORY	CANADIAN GENERAL STANDARDS BOARD (CGSB) STANDARDS
Portions of fillet, lightly breaded, frozen (cod)		32.141M
Miscellaneous canned fish (tuna chunks, light flesh only, Coho salmon only)		32.143M
Large eggs, fresh, in shell	Grade A Large	32.184M
Cheese, cheddar	Canada, Grade A	32.172M
Melted cheddar, melted cheddar spread		32.172M
Cottage cheese		32.172M
Whipped topping (ready to whip)		
Soft margarine, less than 25% saturated or maximum 2 g / 10 g of saturated fat per portion served		32.78M
Vegetable oil (corn, cotton seed, soybean, sunflower, rapeseed)		32.76M
Pure jam or jelly or marmalade		32.236M
Honey, pasteurized	Canada No. 1	
Dessert sauces (chocolate, butterscotch, pineapple, strawberry)		
Peanut butter		32.237M



SECTION 10		FOOD QUALITY STANDARDS
RATION	CATEGORY	CANADIAN GENERAL STANDARDS BOARD (CGSB) STANDARDS
Pure maple syrup and/or artificial table syrup		
Fruit beverage powder		32.283M
Herbal tea in bags (1 cup bag)		
Ground coffee		32.110M
Instant coffee		32.113M
Black tea in bags (1 cup bag)	3 stars – Tea Standards Council of Canada	
Ice cream or sorbet		32.163M
Assorted yogurts		
Assorted canned pie fillings		
Canned sliced apples, unsweetened fruit pie filling, compact	CDA Choice	32.253M
Gelatine-based dessert powders		
Starch-based dessert powders		
Dehydrated soup mixes and broths		32.281M
Sauce mixes		
Tomato ketchup		32.258M
Olives (stuffed green or black)		



**SECTION 11**

**NON-FOOD AND PACKAGING ITEMS**

**NOTE:**

Non-food and packaging items will be distributed and used for the preparation, packaging, storage and handling of food supplied by DND (i.e., box lunches and dispersed meals).

Use of these items will be regulated in accordance with the following list of authorized uses.

ITEM	STOCK NO.	STANDARD	AUTHORIZED USE
Aluminum foil (12" x 1,000' roll) (18" x 450' roll)	8135-21-842-6664 8135-21-868-6981	43-GP-148	To cover food that must be kept hot or reheated..
Plastic bag (3" x 4")	8105-21-102-9188	D654 Type 2	To package pickles, radishes, hard-boiled eggs, carrot pieces, etc.
Plastic bag (4" x 7 1/2")	8105-21-102-9187	D654 Type 1	To pack meat pies, rolls, fruit, sandwiches, etc.
Canadian Forces box lunch, folding box	8115-21-841-9984	D693B	1 for each lunch box
Pouch for disposable cutlery – knife, fork, teaspoon, salt, pepper, napkins, sugar, cream substitute and stir stick.	7360-21-866-7181	D-85-001-009/SF-001 Type A	1 kit for each meal that is complete or eaten outside (not authorized for box lunches). Must be supplied when it is not possible to have other cutlery and there is no allocation for a knife, fork and spoon kit for field service.



ITEM	STOCK NO.	STANDARD	AUTHORIZED USE
Disposable plastic plate, (89-mm diameter x 35-mm deep) with clear cover	7350-21-857-6824	D-85-001-115/SF-001	For salads, canned fruit and some desserts.
Plastic knife, 159-mm long	7340-21-545-4182	D-85-001-126/SF-001 Type 1	When cutlery kit is not required and there is no allocation for a knife, fork and spoon kit for field service.
Plastic fork, 165-mm long	7340-21-545-4184	D-85-001-126/SF-001 Type 2	When cutlery kit is not required and there is no allocation for a knife, fork and spoon kit for field service.
Plastic spoon, 165-mm long	7340-21-545-4184	D-85-001-126/SF-001 Type 3	When cutlery kit is not required and there is no allocation for a knife, fork and spoon kit for field service.
White waxed paper (18" x 2592')	8135-21-804-7614		For wrapping food.
Plastic-coated cardboard plate (15.24 cm)	7350-21-805-3190	D-85-001-104/SF-001	To be used when it is impossible to serve food otherwise, e.g., on ordinary plates, in lunch boxes, etc.
Plastic-coated cardboard plate (23-cm diameter)	7350-21-805-3284	D-85-001-104/SF-01	To be used when it is impossible to serve food otherwise, e.g. on ordinary plates, in lunch boxes, etc.



ITEM	STOCK NO.	STANDARD	AUTHORIZED USE
Transparent wrap for food, food category (12"/18" x 2000')	9330-21-862-6050 9330-21-862-6051		To cover cold cuts, salads and desserts or wrap pieces of cold meat (chicken thighs), etc..
Pressure adhesive tape	7510-21-561-1930	CGSB-53- GP-20 Style 1	For box meals, plastic bags, etc.
Plastic straw: 3/16" diameter x 6" long	7350-21-802-2033	50 508	To be used when individual juice cans or milk cartons are supplied and cutlery kits are not required.



SECTION 12

DAILY MEAL REQUISITION

Date: \_\_\_\_\_

CADET CAMP: \_\_\_\_\_

DINING ROOM	MEALS REQUESTED			SUPPLEMENT REQUESTED		
	BREAKFAST	LUNCH	DINNER	MORNING	AFTERNOON	EVENING
OFFICERS	0	0	0	0	0	0
NCOs	0	0	0	0	0	0
CADETS	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0
BOXLUNCH						
	BREAKFAST	LUNCH	DINNER			
OFFICERS	0	0	0			
NCOs	0	0	0			
CADETS	0	0	0			
TOTAL	0	0	0			
FRESH RATIONS						
	BREAKFAST	LUNCH	DINNER			
OFFICERS	0	0	0			
NCOs	0	0	0			
CADETS	0	0	0			
TOTAL	0	0	0			
INSULATED CONTAINERS						
	BREAKFAST	LUNCH	DINNER			
OFFICERS	0	0	0			
NCOs	0	0	0			
CADETS	0	0	0			
TOTAL	0	0	0			
GRAND TOTAL						
	0	0	0			

Signature of the DND Food Services Representative: \_\_\_\_\_



SECTION 13

CERTIFIED STATEMENT OF DAILY RATION ALLOWANCE

TRAINING CENTRE / SCHOOL :								DATE:	
	ENTITLED PERSONNEL:	RATION STRENGTH	PRICE OF MEAL	SUB-TOTAL	10% PENALTY	AMOUNT OF PENALTY	TOTAL	SUPPLEMENTS	
Dining facility	At breakfast	0	0,00 \$	0,00 \$		0,00 \$	0,00 \$	(A) AM SUPPLEMENTS	0
	At lunch	0	0,00 \$	0,00 \$		0,00 \$	0,00 \$	(B )PM SUPPLEMENTS ( + )	0
	At dinner	0	0,00 \$	0,00 \$		0,00 \$	0,00 \$	(C ) EVENING SUPPLEMENTS ( + )	0
Box lunches	At breakfast	0	0,00 \$	0,00 \$		0,00 \$	0,00 \$	(D ) TOTAL SUPPLEMENTS= (A+B+C)	0,00
	At lunch	0	0,00 \$	0,00 \$		0,00 \$	0,00 \$	(E ) TOTAL SUPPLEMENTS= ( D/3)	0,00
	At dinner	0	0,00 \$	0,00 \$		0,00 \$	0,00 \$	(F ) PRICE PER DAY-SUPPLEMENT	0,00 \$
Hay-box	At breakfast	0	0,00 \$	0,00 \$		0,00 \$	0,00 \$	(G) TOTAL COST OFSUPPLEMENTS FOR THE DAY = E X F	0,00 \$
	At lunch	0	0,00 \$	0,00 \$		0,00 \$	0,00 \$	(H) COSTOF MEALS: SUB-TOTAL	0,00 \$
	At dinner	0	0,00 \$	0,00 \$		0,00 \$	0,00 \$	(I) TOTAL COST OF PENALTIES	0,00 \$
Fresh rations	At breakfast	0	0,00 \$	0,00 \$		0,00 \$	0,00 \$	(J) TOTAL COST OF MEALS = (H-I)	0,00 \$
	At lunch	0	0,00 \$	0,00 \$		0,00 \$	0,00 \$	TOTAL COST FOR THE DAY = (G+J)	0,00 \$
	At dinner	0	0,00 \$	0,00 \$		0,00 \$	0,00 \$		

Name and position title  
(DND) :

Signature :

DATE :

Name and position title  
(CATERER) :

Signature :

DATE :



## SECTION 14

SECTION 14	DEFAULT REPORT TO BE SUBMITTED TO THE RESIDENT MANAGER
REPORT SERIAL NO:	DATE AND TIME OF DEFAULT:
CAMP/SCHOOL:	KITCHEN
DEFAULTS	
Copy kept on file by:	
CAMP/SCHOOL:	Signature:
	Title:
Received by the Resident Manager on:	Date:
	Time:
Resident Manager's signature:	

[illegible]



## EVALUATION OF ACTION TAKEN WITHIN 48 HOURS

SATISFACTORY		UNSATISFACTORY	
<b><u>NOTE:</u></b>	If the corrective action taken the caterer is unsatisfactory, state the reason and the steps to be taken.		
DATE:	RESIDENT MANAGER'S SIGNATURE:		