



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
Room 1650, 635 8th Ave. S.W.  
Calgary  
Alberta  
T2P 3M3  
Bid Fax: (403) 292-5786

**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**

<b>Title - Sujet</b> Meals and Accommodations, SK	
<b>Solicitation No. - N° de l'invitation</b> W4295-17C011/A	<b>Date</b> 2017-04-26
<b>Client Reference No. - N° de référence du client</b> W4295-17C011	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$CAL-129-6581	
<b>File No. - N° de dossier</b> CAL-7-40001 (129)	<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 2017-05-12</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Izzotti, Diana	<b>Buyer Id - Id de l'acheteur</b> cal129
<b>Telephone No. - N° de téléphone</b> (403) 680-6109 ( )	<b>FAX No. - N° de FAX</b> (403) 292-5786
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 17 WING WINNIPEG STN FORCES P.O.BOX 17000 WINNIPEG Manitoba R3J3Y5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada/Travaux  
publics et Services gouvernementaux Canada  
Room 1650, 635 8th Ave. S.W.  
Calgary  
Alberta  
T2P 3M3

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

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>2</b>
1.1 SECURITY REQUIREMENTS .....	2
1.2 REQUIREMENT .....	2
1.3 DEBRIEFINGS .....	2
1.4 TRADE AGREEMENTS .....	2
1.5 CANADIAN CONTENT .....	2
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>3</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	3
2.2 SUBMISSION OF BIDS .....	3
2.3 FORMER PUBLIC SERVANT .....	3
2.4 ENQUIRIES - BID SOLICITATION .....	4
2.5 APPLICABLE LAWS .....	5
<b>PART 3 - BID PREPARATION INSTRUCTIONS .....</b>	<b>5</b>
3.1 BID PREPARATION INSTRUCTIONS .....	5
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>6</b>
4.1 EVALUATION PROCEDURES .....	6
4.2 BASIS OF SELECTION .....	7
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>7</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	7
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	7
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>8</b>
6.1 SECURITY REQUIREMENTS .....	8
6.2 REQUIREMENT .....	8
6.3 STANDARD CLAUSES AND CONDITIONS .....	8
6.4 TERM OF CONTRACT .....	8
6.5 AUTHORITIES .....	9
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	9
6.7 PAYMENT .....	10
6.8 INVOICING INSTRUCTIONS .....	10
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION .....	11
6.10 APPLICABLE LAWS .....	11
6.11 PRIORITY OF DOCUMENTS .....	11
6.12 SACC MANUAL CLAUSES .....	11
<b>ANNEX A - REQUIREMENT .....</b>	<b>12</b>
<b>APPENDIX 1 TO ANNEX A: CADET FEEDING GUIDE .....</b>	<b>16</b>
<b>ANNEX B - BASIS OF PAYMENT .....</b>	<b>17</b>
<b>ANNEX "C" TO PART 3 OF THE BID SOLICITATION .....</b>	<b>19</b>

---

## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

There are no security requirements.

### 1.2 Requirement

The Department of National Defence (DND) will be conducting The Regional Cadet Support Unit (Northwest) Power Pilot Scholarship Training at Mitchinson Flying Service LTD, in Saskatoon, SK for the estimated period of June 25, 2017 to August 23, 2017.

This requirement includes accommodations and food services as per the '**Cadet feeding standard**' attached at Appendix 1 for 14 Cadets (estimated) and 2 Supervising Officers.

Three meals per day plus snacks, which are to include a hot beverage or juice and a dessert, are required for the entire period.

The accommodations must be within 10 kilometers of Mitchinson Flying Service LTD. 2620 Thayer Ave. Saskatoon, Saskatchewan, and include single rooms for each Supervising Officer and double rooms for the cadets.

Onsite separate male/female washrooms (and male/female showers if a hostel type accommodation) must also be available.

DND would also like to have a study room/area available on site for the cadets, but it is not a mandatory part of the request, and will not form part of the evaluation criteria.

The requirement is detailed in Annex "A" Requirement.

### 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.

### 1.4 Trade Agreements

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

### 1.5 Canadian Content

This procurement is conditionally limited to Canadian services.

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

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

**The Bidder certifies that:**

the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#). Yes/No ( )

---

## 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: 120 days

#### 2.1.1 SACC Manual Clauses

The Contractor must provide the items detailed under the Requirement at Annex "A".

### 2.2 Submission of Bids

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

### 2.3 Former Public Servant

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

### Definitions

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

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

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

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

### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000.00 including Applicable Taxes.

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 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 Alberta.

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (1 hard copy)
- 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) (<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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

## **Section II: Financial Bid**

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

### **3.1.1 Electronic Payment of Invoices – Bid**

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

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

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

### **3.1.2 Exchange Rate Fluctuation**

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

### **3.1.3 SACC Manual Clauses**

## **Section III: Certifications**

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

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

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### **4.1.1 Technical Evaluation**

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

Completion and submission of the Mandatory Technical Evaluation Criteria table in Annex A is required for evaluation purposes.

#### **4.1.2 Financial Evaluation**

A0220T (2014-06-26) Evaluation of Price  
C9000T (2010-08-16) Pricing

## **4.2 Basis of Selection**

### **4.2.1 Basis of Selection - Mandatory Technical Criteria**

A0031T (2010-08-16), Basis of Selection - Mandatory Technical Criteria

## **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 https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html)

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

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

6.1.1 There is no security requirement applicable to the Contract.

### **6.2 Requirement**

The Contractor must provide the Meals and Accommodations in accordance with the Requirement at Annex "A".

### **6.3 Standard Clauses and Conditions**

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

#### **6.3.1 General Conditions**

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

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from June 25<sup>th</sup> 2017 to August 23<sup>rd</sup> 2017 inclusive.

#### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one (1) year period 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 30 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.

#### **6.4.3 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

Solicitation No. - N° de l'invitation  
W4295-17C011/A  
Client Ref. No. - N° de réf. du client  
W4295-17C011

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
CAL129  
CCC No./N° CCC - FMS No./N° VME

---

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Diana Izzotti  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate Western Region

Address: 1650, 635 - 8 Ave SW Calgary AB T2P 3M3

Telephone: 403-680-6109  
Facsimile: 403-292-5786  
E-mail address: diana.izzotti@pwgsc-tpsgc.gc.ca

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

### 6.5.2 Project Authority

The Project Authority for the Contract is: to be announced at time of contract award.

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

### 6.5.3 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
PBN number: \_\_\_\_\_

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

---

## 6.7 Payment

### 6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm lot prices as specified in Annex B for a cost of \$ to be determined at contract award. Customs duties are included and Applicable Taxes are extra.

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

### 6.7.2 Limitation of Expenditure

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

### 6.7.3 Monthly Payment

H1008C (2008-05-12) Monthly Payment

### 6.7.4 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

## 6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

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

## **6.9 Certifications and Additional Information**

### **6.9.1 Compliance**

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

### **6.9.2 SACC Manual Clauses**

A3060C (2008-05-12) Canadian Content Certification

### **6.10 Applicable Laws**

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

### **6.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions; 2010C (2016-04-04) General Conditions - Services (Medium Complexity);
- (c) Annex A; Requirement;
- (d) the Contractor's bid dated \_\_\_\_\_

### **6.12 SACC Manual Clauses**

G1005C (2016-01-28) Insurance - No Specific Requirement

## **ANNEX A - REQUIREMENT**

### **Background:**

The Department of National Defence (DND) will be conducting The Regional Cadet Support Unit (Northwest) Power Pilot Scholarship Training at Mitchinson Flying Service LTD, in Saskatoon, SK for the period June 25, 2017 to August 23, 2017.

This requirement includes accommodations and food services as specified in Annex A – Requirement and B – Basis of Payment as per the '**Cadet feeding standard**' attached at Appendix 1 for 14 cadets (estimated) and 2 Supervising Officers.

The accommodations **must** be within 10 Kilometers of Mitchinson Flying Service Ltd. 2620 Thayer Ave in Saskatoon, Saskatchewan, and include three meals per day for attendees plus snacks which are to include a hot beverage, or juice, and a dessert. The lunches must be bagged lunches 'to go' for the duration of the contract.

DND would like a classroom or common room available onsite to accommodate 14 Cadets and 2 Adult staff, but it is not a mandatory part of the request, and will not form part of the evaluation criteria.

### **Deliverables under the contract**

#### **1. ACCOMMODATION:**

The vendor must provide exclusive use of the accommodations (or dormitory) based on two (2) people per room, one bed per person, for the Cadets, and one (1) person per room for the Supervising Officers.

#### **Accommodations must:**

- a) Be within 10 Kilometers of Mitchinson Flying Service Ltd., 2620 Thayer Ave, Saskatoon, SK
- b) Have a current valid Occupancy Permit,
- c) Have a current valid Saskatchewan Permit to operate a food service establishment
- d) Have a current valid Health Permit issued by the Saskatchewan Department of Health;
- e) Building(s) /Accommodations must be in compliance with Saskatchewan Fire Code, and National Building and National Fire Code Regulations;
- f) Have separate male/female washrooms and separate male/female shower facilities (if a dormitory);
- g) Provide access to laundry facilities;
- h) Provide parking space for 2 vehicles;
- i) Maintain all areas in good and tenantable repair;
- j) Provide cleaning services to all buildings/areas on a daily basis;
- k) Provide bedding exchange weekly;
- l) Provide access to telephones.
- m) Pullout beds or tents are **not** acceptable as an option

### **Itinerary for the summer of 2017**

- |                    |   |
|--------------------|---|
| 1. June 25, 2017   | Supervising Officers arrive for supper      |
| 2. July 02, 2017   | Cadets arrive for supper                    |
| 3. August 19, 2017 | Cadets depart after breakfast               |
| 4. August 23, 2017 | Supervising Officers depart after breakfast |

Dates of arrivals and departures	Number of Nights	Supervisors	Cadets	Total Double Occupancy Rooms	Total Single Occupancy Rooms
June 25, 2017 to July 01, 2017	6	2	0	0	2
July 02, 2017 to August 19, 2017	48	2	14	7 – 8*	2
August 19, 2017 to August 23, 2017	4	2	0	0	2

\* Male and female cadets may not share a room.

## 2. MEALS

a) The Contractor is required to provide food service of three (3) well balanced meals and one snack per day 7 days a week as per the Cadet feeding standards attached at Appendix 1 for 14 Cadets (estimated) and 2 Supervising Officers. All required dishes and utensils are to be provided by contractor.

b) Food Services Schedule:

Dining room times required:

- a. Breakfast: Time: 06:00 hrs – 07:00 hrs
- b. Lunch: Bagged Lunches to be ready for pick up at breakfast time each day
- c. Dinner Time: 17:30 hrs – 18:30 hrs
- d. Snack Time: 20:30 hrs

## **COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS**

A complete list of the minimum mandatory performance specifications are detailed below in the “Compliance Matrix” table. Bidders are to clearly demonstrate compliance with each mandatory specification.

1. Bidders must show compliance by addressing each performance specification in the Compliance Matrix, whether the product offered “meets” or “doesn’t meet”.
2. Bidders are requested to indicate how they meet each performance specification by recording this information under the Performance Specification Offered column in the Compliance Matrix.
3. It is requested that supporting technical documentation, including but not limited to, specification sheets, technical brochures, photographs or illustrations be provided with the bid at solicitation close and be cross-referenced on the Compliance Matrix for each performance specification to outline where in the supporting technical documentation it demonstrates compliance. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to prove that the proposed product(s) meet the requirements of the Performance Specification. If published supporting technical document is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.
4. If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.
5. Bidders must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.
6. Failure to meet each mandatory performance specification will result in the bid being deemed non-responsive and given no further consideration.

Item	Description	Bidder's mandatory acceptance and response: (Yes or No)	Cross reference or signature (Page etc.)
1.	Accommodations <b>must</b> be within 10 Kilometers of Mitchinson Flying Service LTD located in Saskatoon Saskatchewan;		
2.	The Vendor <b>must</b> provide exclusive use of the accommodations based on two (2) people per room and one bed per person for the Cadets, and one (1) room per person for the Supervising Officers		
3.	The Vendor <b>must</b> provide food services as per Appendix 1		
4.	Bidders <b>must</b> have a current valid Saskatchewan Permit to operate a food service establishment in the proposed building; <b>To be provided upon request</b>		
5.	Bidders <b>must</b> have a current valid Health Permit issued by the Saskatchewan Department of Health for the proposed building; <b>To be provided upon request</b>		
6.	Bidders must have a current valid Occupancy Permit for the proposed building; <b>To be provided upon request</b>		
7.	The bidder's proposed building must be in compliance with Saskatchewan Fire Code, and National Building and National Fire Code Regulations. <b>To be provided upon request</b>		

If there is insufficient space in the table provide the appropriate details on a separate page in your proposal and cross reference its location on the table.

**Note:** All work herein specified must meet and maintain minimum certification(s) and approval(s) as they may apply by Industry Standards (*Food and Food Handling Establishments Regulation under The Public Health Act.*) Department of National Defence (Canada), and the Province of Saskatchewan.

Solicitation No. - N° de l'invitation  
W4295-17C011/A  
Client Ref. No. - N° de réf. du client  
W4295-17C011

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
CAL129  
CCC No./N° CCC - FMS No./N° VME

---

## **APPENDIX 1 to ANNEX A: Cadet Feeding Guide**

**See attached pdf.**

**ANNEX B - BASIS OF PAYMENT**

1. This Annex and the attached tables, when completed will be considered to be the Financial Bid.
2. The lowest compliant bidder meeting all the mandatories will be considered for the award of the Contract.
3. Unit prices below must be firm and in Canadian funds including Canadian customs duties, excise taxes. Applicable Taxes are extra.
4. The estimated demand per year is provided in the tables below, and is an estimate only. It is provided in good faith for evaluation purposes and does not imply that the quantities indicated will be required.
5. Invoicing is to be done weekly, and payments will be made in accordance with the following pricing tables.
6. Vendors must provide their most economical pricing rates including all discounts as offered to government employees or others during the period identified.
7. Rates quoted must remain firm for the entire period of the Contract.
8. Rates must include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein.
9. GST, if applicable, is to be shown as a separate item on any resulting invoice. Any Hotel taxes (if applicable) are to be shown as separate items on any resulting invoice.

<b>TABLE 1. YEAR ONE:</b>		<b>JUNE 25<sup>th</sup> 2017 to August 23<sup>rd</sup> 2017 (estimated) for ACCOMMODATIONS, MEALS and SNACKS</b>			
Item	Description	Rate per room per night or each meal/snack (a)	Number of rooms (b)	Estimated nights / meals / snacks (c)	Total for evaluation purposes (a) x (b) x (c)
1	Single occupancy – per room, per night (estimated 2 rooms required)	\$	2	61	\$
2	Double occupancy – per room, per night (estimated 8 rooms required)	\$	8	48	\$
3	Breakfast as per Appendix 1 – per person (if included in nightly rate indicate 'zero')	\$	-	855	\$
4	Lunch to go as per Appendix 1 – per person	\$	-	855	\$
5	Supper as per Appendix 1 – per person	\$	-	855	\$
6	Snack as per Appendix 1 – per person	\$	-	855	\$
7	Meeting room rate per day (if no charge indicate 'zero')	\$	-	10	\$
(*Hotel taxes and GST are not included in this total and will appear as separate items on any invoices) SUBTOTAL (items 1 - 7)					\$

Solicitation No. - N° de l'invitation  
W4295-17C011/A  
Client Ref. No. - N° de réf. du client  
W4295-17C011

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
CAL129  
CCC No./N° CCC - FMS No./N° VME

<b>TABLE 2. OPTION YEAR ONE:</b>		<b>JUNE 25<sup>th</sup> 2018 to August 23<sup>rd</sup> 2018 (estimated) for ACCOMMODATIONS, MEALS and SNACKS</b>			
<b>Item</b>	<b>Description</b>	<b>Rate per room per night or each meal/snack (a)</b>	<b>Number of rooms (b)</b>	<b>Estimated nights / meals /snacks (c)</b>	<b>Total for evaluation purposes (a) x (b) x (c)</b>
1	Single occupancy – per room, per night (estimated 2 rooms required)	\$	2	61	\$
2	Double occupancy – per room, per night (estimated 8 rooms required)	\$	8	48	\$
3	Breakfast as per Appendix 1 – per person (if included in nightly rate indicate 'zero')	\$	-	855	\$
4	Lunch to go as per Appendix 1 – per person	\$	-	855	\$
5	Supper as per Appendix 1 – per person	\$	-	855	\$
6	Snack as per Appendix 1 – per person	\$	-	855	\$
7	Meeting room rate per day (if no charge indicate 'zero')	\$	-	10	\$
(*Hotel taxes and GST are not included in this total and will appear as separate items on any invoices) SUBTOTAL (items 1 - 7)					\$

Table 1 + Table 2 totals =	TOTAL BID	\$ _____
----------------------------	-----------	----------

Solicitation No. - N° de l'invitation  
W4295-17C011/A  
Client Ref. No. - N° de réf. du client  
W4295-17C011

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
CAL129  
CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX "C" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);

**Appendix 1 to Annex A – Standard Meal Item Availability Table –**

**CADET FEEDING OPERATIONS**

*Applies to Cadet Summer Camps and other cadet feeding activities.*

<b>BREAKFAST</b>			
<b>Category</b>	<b>Meal Item Availability Standard<sup>1</sup></b>	<b>Definition/ Specification</b>	<b>Healthy Choices</b>
<b>Fruit</b>	<b>Fruit Salad</b> <b>3 other varieties of fresh fruit</b>	A total of 4 varieties of fresh fruit. Vary variety throughout week and season. The term “ fresh” implies that the food has not been processed or preserved in any way (i.e. not canned, cured, dehydrated, frozen or otherwise processed or preserved.	All
<b>Juice</b>	<b>3 flavors (2 Fruit and 1 Vegetable)</b>	Pasteurized 100% fruit juice from the named fruit or vegetable, no sugar added, with in accordance with <u>Canada’s Food and Drug Regulations</u> and the <u>Canadian Food Inspection Agency (CFIA)</u> . Vary selection throughout the week.	All
<b>Entrée</b>	<b>Eggs any style</b>  <b>Cereals</b> <b>7 varieties – ready to eat</b>  <b>1 Breakfast entrée</b>	In accordance with the <u>Egg Regulations</u> under the Canadian Agricultural Products Standards Act and <u>Canadian Food And Drug Regulations</u> .  Includes 2 whole grain varieties and 2 sweetened varieties. Since this standard is primarily intended for summer camps, there is no requirement for hot cereals. Should a requirement for hot cereal be identified, then one hot cereal can be added and 6 varieties of ready to eat provided.  e.g. pancakes, French toast, waffles	Cooked with little or no fat.  Whole grain cereal. Less than 12 gm of sugar per recommended portion size.  Made with whole wheat flour
<b>Meats</b>	<b>1 hot breakfast meat</b>  <b>1 cold meat</b>	e.g. bacon, ham, sausage, back bacon. Meat from <u>federally inspected source</u> and <u>CFIA approved only</u> . e.g. Sliced ham. In accordance with the <u>Canadian Food And Drug Regulations</u> or equivalent.	Lean Meat
<b>Cheese</b>	<b>2 varieties of cheese</b>  <b>4 varieties of yogurt</b>	e.g. cream cheese, cheddar cheese, Swiss cheese. Cheese products produced in a dairy establishment registered by CFIA or equivalent  To include low fat varieties.	Less then 2% M.F.  Less then 2% M.F.
<b>Starch</b>	<b>1 breakfast starch item</b>	e.g. baked beans, potatoes	Prepared with little or no fat
<b>Vegetable</b>	<b>Not required</b>		
<b>Bread Product</b>	<b>1 baked product</b>  <b>1 type commercial bread products and 1 variety of each type</b>  <b>3 types of loaves</b>	e.g. muffins, croissants, sweet buns.  e.g. Bagels and English muffins  e.g. whole wheat, multi grain, white, flax, oat, linseed	Low fat, high fiber muffins, whole grain products 100% Whole grain products  100% whole grain products

<sup>1</sup> There may be deviation from the standard for traditional, holiday, or theme meals.

**Appendix 1 to Annex A - Standard Meal Item Availability Table –**

**CADET FEEDING OPERATIONS**

*Applies to Cadet Summer Camps and other cadet feeding activities*

<b>BREAKFAST continued</b>			
<b>Category</b>	<b>Meal Item Availability Standard<sup>1</sup></b>	<b>Definition/ Specification</b>	<b>Healthy Choices</b>
<b>Beverage<sup>2</sup></b>	<b>3 types of Hot beverages</b>	e.g. Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavored), Hot Chocolate	Less than 2% M.F.
	<b>2 types of cold beverages, 3 if non-dairy are provided: Dairy (3 varieties)</b>	Refers to pasteurized cow's milk with Vitamin D and A added, in accordance with <u>Canada's Food and Drug Regulations</u> . No chocolate milk at breakfast.	Less than 2% M.F.
	<b>Fruit Flavored Drinks (4 varieties)</b>	Made of natural fruit flavor extract, of artificial fruit flavors, or any combination thereof. Shall contain Vitamin C not less than 24 mg and not more than 48 mg per 100 ml of ready to serve portion, in accordance with <u>Canada's Food and Drug Regulations</u> .	Low calorie, low sugar
	<b>Non-Dairy Beverages (2 varieties) when requested</b>	Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow's milk. i.e. Soya milk, rice milk.	
<b>Condiments</b>	<b>2 types of spreads</b>	e.g. Peanut butter, chocolate nut spread, cheese spread	Low fat varieties
	<b>3 varieties jam/jellies plus honey, syrup, butter, margarine, ketchup, mustard, mayonnaise, hot sauce, meat sauce</b>		

<sup>1</sup> There may be deviation from the standard for traditional, holiday, or theme meals.

<sup>2</sup> Where potable water is available in a dining facility, bottled water shall not be provided. Sports Drinks, Energy Drinks, Thirst Quenchers, Bottled water, flavoured, sparkling and fortified water are not covered within this standard

**Appendix 1 to Annex A- Standard Meal Item Availability Table –**

**CADET FEEDING OPERATIONS**

*Applies to Cadet Summer Camps and other cadet feeding activities*

<b>LUNCH</b>			
<b>Category</b>	<b>Meal Item Availability Standard<sup>1</sup></b>	<b>Definition/ Specification</b>	<b>Healthy Choices</b>
Soup	1 freshly prepared soup		Homemade vegetable soups Homemade milk based soups or chowders made from milk with less than 2% M.F.
Main Entrée At least one choice is to be a healthy choice <sup>2</sup> prepared with little or no fat. One meatless protein dish to be included <sup>3</sup> . Vary on a rotating basis.	1 freshly prepared hot protein dish <sup>4</sup> with appropriate accompaniments.	To ensure that the minimum standard of protein content is met, the recipes used for main entrées should be in the CF recipe file or come from a standardized tested quantity recipe and contain a minimum of 18 gms of protein per serving <sup>5</sup> . Provide fish option at least twice per week. Meat from <u>federally inspected source</u> and <u>CFIA approved only</u> .	Lean meats prepared with little or no added fat or salt. Meat alternatives such as beans, lentils and tofu.
	1 pasta dish	With 2 varieties of sauce, one of which contains a source of protein.	Whole-wheat pasta, 2% M.F. or less sauce, tomato sauce.
	1 item from the following dishes:  Pizza Hamburger Hot dog Tacos Burritos and similar dishes	Vary on a rotating basis.	Lean meats prepared with little or no added fat or salt. Meatless burritos. Crusts/buns made with whole-wheat flour.
	Cold Sandwiches 3 varieties of sandwich fillings	1 mixed filling 2 sliced meat	Salmon provides omega 3 fatty acids, tuna packed in water. Low fat spreads, e.g. mustard. Lean meats (ham, turkey)
		3 types of bread, e.g. roll/bun, flat bread, sliced bread, tortilla wraps, etc. 3 varieties of sliced bread, e.g. whole wheat, multi grain, white, etc.	Whole grain products

<sup>1</sup> There may be deviation from the standard for traditional, holiday, or theme meals.

<sup>2</sup> Criteria: 400 calories, 15 g fat ( 5 g saturated & 10 g unsaturated), 600 mg Na per portion.

<sup>3</sup> This may include fish, seafood, cheese or vegetarian dishes including legumes, tofu, nuts, etc.

<sup>4</sup> Unplanned leftovers may be utilized as a menu choice in addition to the standard.

<sup>5</sup> Foods for 50, Professional Chef, or the CF recipes are approved resources for recipes.

**Appendix 1 to Annex A - Standard Meal Item Availability Table –**

**CADET FEEDING OPERATIONS**

*Applies to Cadet Summer Camps and other cadet feeding activities*

<b>LUNCH continued</b>			
<b>Category</b>	<b>Meal Item Availability Standard</b>	<b>Definition/ Specification</b>	<b>Healthy Choices</b>
<b>Starch</b>	<b>1 starch item</b>	Potato, rice, couscous, not fried or is prepared with little or no fat.	Brown or wild rice. Potatoes with skin. Prepared with little or no fat.
<b>Vegetables</b>	<b>1 cooked vegetable</b>	Prepared with no added fat. Offer at least one dark green and one orange vegetable daily	Fresh or frozen vegetables, prepared with little or no added fat, sugar or salt.
<b>Salads</b>	<b>Salads</b>	Selection of salads as per the salad bar menu	Made with little or no fat
<b>Fruit</b>	<b>4 varieties of fresh fruit A maximum of one variety of fruit can be replaced by a canned variety.</b>	The term “ fresh” implies that the fruit has not been processed or preserved in any way. (i.e. not canned, cured, dehydrated, frozen or otherwise processed or preserved). Vary selection throughout the week and season.	Fresh fruit Frozen fruit without added sugar. Fruit canned in unsweetened or natural fruit juice.
<b>Dessert</b>	<b>1 prepared dessert</b>  <b>Baked desserts (2 types)</b>  <b>Ice Cream (2 flavours)</b>  <b>Yogurt (4 flavours)</b>	e.g. milk puddings, Jell-o, fruit based desserts (i.e. cobblers, crisps), cereal squares.  e.g. cakes, cookies, pies, square.  To include low fat varieties, can include sorbets and parfaits  To include low fat varieties	2% or less M.F.  Make with whole-wheat flour or whole grains. 2% or less M.F.  2% or less M.F.
<b>Bread Product</b>	<b>2 types of bread</b>  <b>Loaves - 3 varieties</b>	e.g. roll/bun, flat bread, loaves, bagels, pita  e.g. Whole wheat, multi grain, white, etc (whole wheat bread containing not less than 60 % whole wheat flour)	Whole grain products Whole grain products

**Appendix 1 to Annex A – Standard Meal Item Availability Table –**

**CADET FEEDING OPERATIONS**

*Applies to Cadet Summer Camps and other cadet feeding activities*

<b>LUNCH continued</b>			
<b>Category</b>	<b>Meal Item Availability Standard</b>	<b>Definition/ Specification</b>	<b>Healthy Choices</b>
<b>Beverage<sup>1</sup></b>	<b>3 types of Hot beverages</b>	c.g.Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavoured) Hot Chocolate	Less then 2% M.F.
	<b>3 types of cold beverages, 4 if non-dairy are provided: Dairy (4 varieties)</b>	Refers to pasteurized cow's milk with Vitamin D and A added, in accordance with <u>Canada's Food and Drug Regulations</u> .	Less then 2% M.F.
	<b>Fruit/vegetable juice</b>	Pasteurized fruit juice from the named fruit in accordance with <u>Canada's Food and Drug Regulations</u> s and the <u>Canadian Food Inspection Agency</u> (CFIA) Vary selection throughout the week	All
	<b>Fruit Flavoured Drinks (4 varieties)</b>	Made of natural fruit flavor extract, of artificial fruit flavors, or any combination thereof. Shall contain Vitamin C not less then 24 mg and not more then 48 mg per 100 ml of ready to serve portion, in accordance with <u>Canada's Food and Drug Regulations</u>	Low calorie, low sugar
	<b>Non-Dairy Beverages (2 varieties) when requested</b>	Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow's milk. i.e. Soya milk, rice milk.	

<sup>1</sup> Where potable water is available in a dining facility, bottled water shall not be provided. Sports Drinks, Energy Drinks, Thirst Quenchers, Bottled water, flavoured, sparkling, and fortified water are not covered within this standard

**Appendix 1 to Annex A – Standard Meal Item Availability Table –**

**CADET FEEDING OPERATIONS**

*Applies to Cadet Summer Camps and other cadet feeding activities*

<b>SUPPER</b>			
<b>Category</b>	<b>Meal Item Availability Standard<sup>1</sup></b>	<b>Definition/ Specification</b>	<b>Healthy Choices</b>
<b>Soup</b>	<b>Not required</b>		
<b>Main Entrée</b> At least one choice is to be a healthy choice <sup>2</sup> prepared with little or no fat. One meatless protein dish to be included <sup>3</sup> . Vary on a rotating basis.	<b>2 freshly prepared hot protein dish<sup>4</sup> with appropriate accompaniments.</b>  <b>1 omelette OR</b>  <b>1 item from the following dishes:</b> <b>Pizza</b> <b>Hamburger</b> <b>Hot dog</b> <b>Tacos</b> <b>Burritos and similar dishes</b>	To ensure that the minimum standard of protein content is met, the recipes used for main entrées should be in the CF recipe file or come from a standardized tested quantity recipe and contain a minimum of 18 gms of protein per serving <sup>5</sup> . Provide fish option at least twice per week. Meat from <u>federally inspected source</u> and <u>CFIA approved only</u> .  Vary on a rotating basis  Vary on a rotating basis.	Lean meats prepared with little or no added fat or salt. Meat alternatives such as beans, lentils and tofu.  Lean meats prepared with little or no added fat or salt. Meatless burritos. Crusts/buns made with whole-wheat flour.
<b>Starch</b>	<b>1 starch item</b>	Potato, rice, couscous, not fried or prepared with little or no fat.	Brown or wild rice, Potatoes with skin. Prepared with little or no fat.
<b>Vegetables</b>	<b>1 cooked vegetable</b>	Prepared with no added fat. Offer at least one dark green and one orange vegetable daily	Fresh or frozen vegetables, prepared with little or no added fat, sugar or salt.
<b>Salads</b>	<b>Salads</b>	Selection of salads as per the salad bar menu	Made with little or no fat

<sup>1</sup> There may be deviation from the standard for traditional, holiday, or theme meals.

<sup>2</sup> Criteria: 400 calories, 15 g fat ( 5 g saturated & 10 g unsaturated), 600 mg Na per portion.

<sup>3</sup> This may include fish, seafood, cheese or vegetarian dishes including legumes, tofu, nuts, etc.

<sup>4</sup> Unplanned leftovers may be utilized as a menu choice in addition to the standard.

<sup>5</sup> Foods for 50, Professional Chef, or the CF recipes are approved resources for recipes.

**Appendix 1 to Annex A – Standard Meal Item Availability Table –**

**CADET FEEDING OPERATIONS**

*Applies to Cadet Summer Camps and other cadet feeding activities*

<b>SUPPER continued</b>			
<b>Category</b>	<b>Meal Item Availability Standard</b>	<b>Definition/ Specification</b>	<b>Healthy Choices</b>
<b>Fruit</b>	<b>4 varieties of fresh fruit A maximum of one fresh fruit can be replaced by a canned variety.</b>	The term “ fresh” implies that the fruit has not been processed or preserved in any way. (i.e. not canned, cured, dehydrated, frozen or otherwise processed or preserved). Vary selection throughout the week and season.	Fresh fruit Frozen fruit without added sugar. Fruit canned in unsweetened or natural fruit juice.
<b>Dessert</b>	<b>1 prepared dessert</b>  <b>Baked desserts (2 types)</b>  <b>Ice Cream (2 flavours)</b>  <b>Yogurt (4 flavours)</b>	e.g. milk puddings, Jell-o, fruit based desserts (i.e. cobblers, crisps), cereal squares, e.g. cakes, cookies, pies, square.  To include low fat varieties, can include sorbets and parfaits  To include low fat varieties	2% or less M.F.  Made with whole-wheat flour or whole grains.  2% or less M.F.
<b>Bread Product</b>	<b>2 types of bread</b>  <b>Loaves - 3 varieties</b>	e.g. roll/bun, flat bread, loaves, bagels, pita  e.g. Whole wheat, multi grain, white, etc (whole wheat bread containing not less than 60 % whole wheat flour)	Whole grain products Whole grain products
<b>Beverage<sup>1</sup></b>	<b>3 types of Hot beverages</b>  <b>3 types of cold beverages, 4 if non-dairy are provided:</b> <b>Dairy (4 varieties)</b>  <b>Fruit/vegetable juice (2 Varieties)</b>  <b>Fruit Flavoured Drinks (4 varieties)</b>	e.g. Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavoured) Hot Chocolate  Refers to pasteurized cow’s milk with Vitamin D and A added, in accordance with <u>Canada’s Food and Drug Regulations</u> .  Pasteurized fruit juice from the named fruit in accordance with <u>Canada’s Food and Drug Regulations</u> and the <u>Canadian Food Inspection Agency (CFIA)</u> Vary selection throughout the week  Made of natural fruit flavoured extract of artificial fruit flavours or any combination thereof. Shall contain Vitamin C not less than 24 mg and not more than 48 mg per 100 ml of ready to serve portion, in accordance with <u>Canada’s Food and Drug Regulations</u>	Less than 2% M.F.  Less than 2% M.F.  All  Low calorie, low sugar

<sup>1</sup> Where potable water is available in a dining facility, bottled water shall not be provided. Sports Drinks, Energy Drinks, Thirst Quenchers, Bottled water, flavoured, sparkling, and fortified water are not covered within this standard

	<b>Non-Dairy Beverages (2 varieties) when requested</b>	Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow's milk i.e. Soya milk, rice milk.	
--	---	--	--



**Appendix 1 to Annex A – Portion Size Standard**

Portion Size Standard	
<b>Breakfast</b>	
Eggs, large	2 each
Ham/Back Bacon	45 g (raw)
Bacon	3 slices (40/48 slices per kg raw)
Sausages	2 each (12/500 g raw)
Hot cakes	2 X 90 ml ladles of batter
French Toast	2 slices
Cereal w/milk	
- hot	175 ml (cooked) plus 125 ml of milk
- cold	Ind pkg or 250 ml plus 125 ml of milk
Cheese	30 g
Muffin	1 each (130 g)
Bagel	1 each (110 g)
Croissants	1 each (60 g)
Toast	2 slices (each 35 g)
<b>Lunch and Supper</b>	
Soup	250 ml
Steaks and chops (bone in)	250g (raw)
Chicken pieces (bone-in)	275g (raw)
Steak (boneless)	225 g (raw)
Boneless meat/poultry	150 g cooked (180 g raw)
Fish (steaks, fillet)	150 g (raw)
Fish (battered)	150 g (cooked)
Stews	300 g (cooked) (250 ml ladle)
Casserole dishes	300g (cooked) (250 ml ladle)
Pasta w/ sauce (main entrée)	150 g of pasta, 175 ml of sauce
Three decker sandwich	1 each (90 g of meat total)
Hamburger	1 each (167 g raw)
Hot dog	80 g (2 ea @ 40 g or 1 ea @ 80 g)
Pizza	1 each (1/6 of a 40 cm diameter pizza) 240 g
Tacos	2 each
Burritos	1 each (150g)
Submarine (15 cm long)	1 each (90 g sliced meat or 110 g mixed filling)
Sandwich	1 each
Sandwich filling - salad	110 g
Sandwich filling - sliced meat	90 g
Sliced meat – for cold plate	90 g
Starch Item - potatoes, rice, pasta	125 g (cooked) (2 ea 125 ml spoon, 2 ea #16 scoop)
Vegetables	90 g (125 ml spoon)
Salad Items	6" bowl or 8" plate
Canned fruit	175 ml
Fresh fruit (individual)	1 each
Fresh grapes/berries/sliced fruits	125 ml or 90 g
Pudding	125 ml
Jello	125 ml
Ice cream	125 ml
Fruit yogurt	175 ml
Cake	1 piece (5 cm X 5 cm X 7 cm)
Pie	1 piece (1/8 of a 22 cm diameter pie)
Squares	1 piece (5 cm X 5 cm X 2.5 cm)

Portion Size Standard	
Cookies (7.5 cm diam.)	2 each
Cookies (12.5 cm diam.)	1 each
Doughnuts / Sweet Buns	1 each
Bread	1 slice
Dinner Roll	1 each
<b><i>Beverages</i></b>	
Juice	250 ml
Milk (2%, 1%, skim, choc, non dairy)	250 ml
Fruit Drinks	250 ml
Pop	250 ml
Hot Beverages	250 ml

**SNACKS**

The snacks shall include one beverage and two food items per person.

Beverages: Feature tea and coffee and at least two of the following: 2% milk, 2% chocolate milk, hot chocolate, fruit juices, and lemonade. N.B. 25% of milk will be chocolate milk

Food: Feature at least three of the following: fresh fruits, cookies, cakes, squares, pies, and doughnuts.

- Note:
1. The minimum standard as outlined in this Appendix shall be incorporated to maintain a reasonable and effective minimum guide to food quantities applicable to this contract.
  2. Officers Mess to be stocked with hot and cold beverages, snacks and applicable condiments.

**BOX LUNCH MENU PATTERN:** (Minimum Standard)

- a. The pattern of the box lunch menu is two sandwiches or one sandwich and a cold plate:
  - (1) A variety of fresh breads (preferably whole grain) and specialty rolls shall be used in box lunches; e.g. whole wheat, multi-grain, rye, pumpernickel breads, crusty dinner rolls, submarines, kaisers, bagels, whole wheat pita, etc.
  - (2) Sandwich fillings shall be freshly prepared and the condiments provided separately to complement the filling. One filling shall be of cold sliced or shaved roasted or cooked meat, (NOT LESS THAN 50 g). The second filling may be one of the following: sliced cold cuts, preserved meats, cheese or prepared

## Appendix 1 to Annex A

fillings of meat, fish or egg salad (NOT LESS THAN 50 g). Lettuce should be added to one or both of the sandwiches (NOT LESS THAN 20 g).

(3) Cold plate shall consist of a serving of cold sliced roasted or cooked meats (NOT LESS THAN 50 g) or a quarter of roasted chicken served on a bed of lettuce (chopped or leaf) in an aluminum foil casserole. Two slices of bread or rolls shall be served separately with individual butters or margarines (NOT MORE THAN 10 g). Include plastic utensils.

(4) Cheese (NOT LESS THAN 20 g) will be added to one sandwich choice every other day.

Note: All sandwiches shall be made with (NO MORE THAN 10 g) of butter or margarine at any time. The spread shall be soft to avoid tearing the bread or rolls and the entire piece of bread or roll shall be covered.

### b. Salad

(1) A mixture of fresh vegetables will be provided to include such items as radishes, tomato wedges, cucumber slices, or sticks of celery, carrot, broccoli, or cauliflower pieces etc. (TO WEIGH NOT LESS THAN 160g per box lunch).

### c. Fruit:

(1) Fresh fruit, cleaned and sorted, such as apple, oranges, grapes, ripe bananas, plums, cherries or other fruit as available, plus pudding or prepared fruit cups.

Note: Individual milk puddings or fruit cup.

### d. Baked Goods:

(1) One serving of freshly prepared baked goods such as cookies, squares, tarts, cake, sweet breads, doughnuts, etc. (NOT LESS THAN 50 g).

### e. Snack:

(1) One cheese and cracker (32 g) package will be added to each box lunch.

### f. Condiments:

(1) Appropriate condiments shall be provided to compliment the contents of the lunch such as horseradish, etc., and individual foil butters or margarines if required.

### g. Beverages:

(1) A carton of 2% milk or chocolate milk shall be provided in box lunches.

## **Appendix 1 to Annex A**

- (2) Fruit juices (with vitamin C added) may be used when the non-refrigerated holding period is too long to keep milk cold. (Minimum 250 ml)
- (3) Box of breakfast must include juice and milk.

### h. Accessory Package:

- (1) A disposable dining packet shall be provided to suit the contents of the lunch.
- (2) Each box lunch will be date stamped after being assembled.