



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

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

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

Address inquiries to the Contracting Authority at  
vincent.correia-reid@pwgsc-tpsgc.gc.ca

<b>Title - Sujet</b> Accommodations and Meals	
<b>Solicitation No. - N° de l'invitation</b> W2037-180009/B	<b>Date</b> 2017-05-30
<b>Client Reference No. - N° de référence du client</b> W2037-18-0009	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$KIN-610-7209	
<b>File No. - N° de dossier</b> KIN-7-48007 (610)	<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 2017-06-01</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Correia-Reid, Vincent	
<b>Buyer Id - Id de l'acheteur</b> kin610	
<b>Telephone No. - N° de téléphone</b> (613) 545-8738 ( )	<b>FAX No. - N° de FAX</b> (613) 545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE BLDG H16, RM 312 P.O.BOX 17000 STN FORCES OROMCTO New Brunswick E2V4J5 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 / Travaux publics et  
services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

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

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## PART 1 - GENERAL INFORMATION

### 1.1 Requirement

The requirement is detailed under Annex A of the resulting contract clauses.

### 1.2 Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2 Submission of Bids

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

### 2.3 Former Public Servant

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

## Definitions

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

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

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

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

#### **Former Public Servant in Receipt of a Pension**

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

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

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

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

#### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

## **2.4 Enquiries - Bid Solicitation**

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

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

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

### **3.1 Bid Preparation Instructions**

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

Section I: 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

### 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.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

It is understood by the parties submitting proposals that to be considered valid, an offer MUST meet the following mandatory technical requirements. Proposals must be supported by proper and adequate detail, particularly where supporting evidence is required. Supporting documents must be submitted with bid. Those not meeting all the mandatory technical requirements will be deemed non-compliant.

Mandatory Technical Requirements		PAGE # Cross Ref	Comments
M1	Accommodation facilities must be located within 50Km/30 miles of Saranac Lake, New York.		
M2	The Contractor must use New York State Department of Health inspected premises for food preparation. Proof of inspection must be provided.		
M3	The Contractor and its subcontractors (as applicable) must hold a valid "New York State Food Service Establishment Permit" with expiry not before 01 November 2017. Proof of permit must be provided.		

#### 4.1.2 Financial Evaluation

SACC Manual Clause A0222T (2014-06-26), Evaluation of Price – Canadian / Foreign Bidders

#### **4.1.3 Calculation of Evaluated Price**

The Accommodations table Firm Unit Prices will be multiplied by the Nights Required and Estimated # of Personnel, and the results added to form the Total Estimated Cost of Accommodation.

The Meals table Firm Unit Prices will be multiplied by the Meals Required and Estimated # of Personnel, and the results added to form the Total Estimated Cost of Meals.

The Evaluated Price is the sum of the Total Estimated Cost of Accommodation and Total Estimated Cost of Meals.

#### **4.2 Basis of Selection**

*SACC Manual* Clause 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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" 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 requirement is detailed under Annex "A" of the resulting contract clauses.

### **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 date of Contract to September 30, 2017 inclusive.

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Vincent Correia Reid  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Acquisitions Kingston  
Address: 86 Clarence Street, 2nd floor  
Kingston, Ontario K7L 1X3



Telephone: 613-545-8738  
Facsimile: 613-545-8068  
E-mail address: [vincent.correia-reid@pwgsc.gc.ca](mailto:vincent.correia-reid@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.

### 6.5.2 Project Authority

The Project Authority for the Contract is: PWGSC will provide this information at 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 (Please fill in the following information)

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

## 6.6 Payment

### 6.6.1 Basis of Payment

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

### 6.6.2 Limitation of Expenditure

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

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

### **6.6.3 Single Payment**

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

### **6.6.4 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);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

### **6.7 Invoicing Instructions**

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:

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

One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### **6.8 Certifications and Additional Information**

#### **6.8.1 Compliance**

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

### **6.9 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (Insert the name of the province or territory)

### **6.10 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2016-04-04), General Conditions - Services (Medium Complexity);

Solicitation No. - N° de l'invitation

W2037-180009/A

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

W2037-180009

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-7-48007

Buyer ID - Id de l'acheteur

kin610

CCC No./N° CCC - FMS No./N° VME

- 
- (c) Annex A, Requirement;
  - (d) Annex B, Basis of Payment
  - (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

## **ANNEX "A"**

### **REQUIREMENT**

The Department of National Defence (DND) has a requirement for accommodations and meal services to enable the Canadian Army Advanced Warfare Centre (CAAWC) to conduct the Complex Terrain Operations (CTO) instructor standardization training (IST) in June 2017 and The CTO Course in July-August 2017.

#### **1. Background**

CAAWC will be conducting the CTO course and all necessary precursors in the Adirondacks region of New York, USA between 6 June and 4 August 2017. The areas in which this training will take place are far removed from any military logistical support, including accommodations and due to the high cost and challenging logistics associated with deploying a military kitchen it has been determined that it would be more cost efficient to have food services provided by contract in location.

#### **2. Scope**

CAAWC requires a single Contractor to provide accommodations, meals, and general hygiene facilities to 14 people during IST and 38 people during the CTO course in accordance with New York State Department of Health Guidelines (<https://www.health.ny.gov/regulations/>). Meal services must be provided in accordance with the current USDA Dietary Guidelines recommended quantities and types (<http://health.gov/dietaryguidelines/2015/guidelines/>).

#### **3. Tasks & Deliverables**

##### **3.1. Accommodations:**

- a. Must be dorm room or hotel style with bunks or beds including standard bedding (top and bottom sheet, blanket, pillow) and standard sized adult mattresses, accommodating up to a maximum of 6 people per room.
- b. Showers, sinks and toilet facilities must be in the immediate vicinity of sleeping quarters in a ratio of no less than one of each facility per 6 people.
- c. Free use laundry facilities in a ratio not less than one washer and dryer pair per 10 people must be located on the property or the contractor will arrange off-site laundry services at their own expense.
- d. No cost on-site parking for up to 15 vehicles must be provided.
- e. Accommodations and related facilities are required on the following dates for the projected number of personnel:
  - i. IST: 06-09 June 2017 (check-out on the 09) : 14 personnel and
  - ii. CTO course: 17 July to 04 August 2017 (check out on the 4th): 38 personnel.

##### **3.2. Breakfast Meals:**

- a. Must be a cafeteria style meal, located on site or within a 15km/9 mile radius of accommodations, and available to be served hot between 0630 – 0730 hours on the indicated dates and in no more than 30 minutes. Food prepared offsite must be delivered to the dining area of the accommodations site
- b. Must have a varying menu similar to the samples provided in Appendix 1 and must meet the nutritional guidelines provided in Tables 1 and 2 of Appendix 2. The same identical menu must not be served more than three times in one week.

- c. Meals must conform to USDA Dietary Guidelines.
- d. Breakfast meals will be required on the following dates in the projected quantities as follows:
  - i. IST, 07-09 June 2017: 14 meal per day and
  - ii. CTO course, 18 July to 04 August 2017: 38 meal per day.

**3.3. Lunch Meals:**

- a. Must be a "take-out" style meal (bag/box) which must be available for pick-up between 0700 and 0800 hours on the indicated dates at the breakfast dining location.
- b. Must have a varying menu similar to the samples provided in Appendix 1 and must meet the nutritional guidelines provided in Tables 1 and 2 of Appendix 2. The same identical menu must not be served more than three times in one week.
- c. Meals must conform to USDA Dietary Guidelines.
- d. Lunch meals are required on the following dates in the projected quantities as follows:
  - i. IST, 07-09 June 2017: 14 meal per day and
  - ii. CTO course, 18 July to 03 August 2017: 38 meal per day.

**3.4. Dinner Meals:**

- a. Must be a cafeteria style meal, located on site or within a 15km/9 mile radius of accommodations, and available to be served hot between 1800 -1900 hours on the indicated dates and in no more than 30 minutes. Food prepared offsite must be delivered to the dining area of the accommodations site.
- b. Must have a varying menu similar to the samples provided in Appendix 1 and must meet the nutritional guidelines provided in Tables 1 and 2 of Appendix 2. The same identical menu must not be served more than three times in one week.
- c. Meals must conform to USDA Dietary Guidelines.
- d. On occasion, dinner meals may need to be served up to one hour late due to training delays. The Contractor will be notified no later than 1300hrs the same day if such a delay is required.
- e. Dinner meals are required on the following dates in the projected quantities as follows:
  - i. IST, 06-08 June 2017: 14 meal per day and
  - ii. CTO course, 17 July to 03 August 2017: 38 meal per day.

**4. Constraints**

- 4.1. The Contractor must currently be in the temporary residence industry, be in compliance with all provisions under New York State Public Health Law, and be in possession of the applicable permits as prescribed by New York State for operators of temporary residence occupancy units with expiration not before 01 November 2017.
- 4.2. The Contractor must currently provide food services, be in the catering business, or routinely arrange food services with a vendor currently in the catering business.
- 4.3. Food must be prepared in a New York State Department of Health inspected premises. The Contractor and its subcontractors (as applicable) must be able to provide proof of inspection upon request, and must follow and comply with the New York State Department of Health Food Service Establishment regulations.

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- 4.4. The Contractor must ensure that at least one individual who is acting as the supervisor of serving and/or food preparation facility (who has the care and control of the food establishment) has a valid certificate in food sanitation and hygiene training.
- 4.5. The number of meals required could potentially fluctuate depending on day to day personnel on site. Thus, confirmation of number of meals to be provided will be confirmed no later than 24 hours prior to delivery.
- 4.6. The Contractor must be able to provide reasonable options to accommodate special diet and allergy needs brought to its attention by customers. At least one low calorie entrée selection must be available at dinner.
- 4.7. All dining areas must include dining room(s), tables, chairs, etc. as required. The Contractor must provide all equipment necessary for the delivery of meals, including cutlery, glassware, dishes, and any other necessary equipment.
- 4.8. The Contractor and its subcontractors (as applicable) must provide a valid "New York State Food Service Establishment Permit" for both the food preparation and serving facilities, with expiry not before 01 November 2017. The Contractor must also advise if the status of the permit changes between contract award and performance of the contract.

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## **Appendix 1**

### **Sample Menus**

#### **Breakfast:**

Breakfast menu must include at minimum:

- 2 large eggs per person or pancakes/French toast (two pieces per person served);
- 1 types cooked meat (1 beef, or 1 pork – chicken / turkey sausage is acceptable);
- 2 types of bread;
- 2 types of individual packaged milks (one per person served);
- 2 types of hot beverages (coffee or tea);
- 2 types of 100% juice (2 fruit, no sugar drinks);
- 2 types of fresh fruit – 1 piece per person served; and
- Condiments:
  - a) 2 spreads (butter or margarine); and
  - b) Sugar, sweetener, coffee mate and creamers.

#### **Lunch:**

Lunch menus must include at a minimum:

- 1 standard sized sandwich / wrap or equivalent;
- 2 pieces of fresh fruit;
- 1 juice drink (no sugar drinks);
- 1 protein / granola bar or equivalent; and
- 1 desert snack (cookie, chocolate bar, etc.).

#### **Dinner:**

Dinner menus must include at minimum:

- 1 type of cooked meat;
- 1 vegetarian entrée choice;
- 1 cooked vegetable;
- Salad: 1 prepared and 1 greens;
- 1 type of bread;
- 2 types of hot beverage (coffee or tea);
- 2 types of juice (2 fruit, no sugar drinks);
- Desserts: prepared or baked; and
- Condiments:
  - a) 2 spreads (butter or margarine); and
  - b) Sugar, sweetener, coffee mate and creamers.

## Appendix 2

### Nutritional Guidelines

**Table 1: Macronutrient Range of the Standard Meal Entitlement**

Meal (%)	Energy (Calories)	Protein (% of Calories)	Fat (% of Calories)	Carbohydrate (% of Calories)
Breakfast	650 - 1150	15 – 17%	15 – 45%	38 – 68%
Lunch	600 - 1350	16 – 24%	27 – 39%	45 – 51%
Dinner	650 - 1100	24 – 35%	22 – 35%	41 – 47%
Total	1900 – 3600 Calories			
Relative % of Energy	100% 68%	15 – 35%	15 – 45%	38 –
Average Nutritional Value of a Meal-day	2500 Calories	19%	30%	51%

**Table 2: 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)
French Toast	2 slices
- cold	1nd pkg or 250 ml plus 125 ml of milk
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>	
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)
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
Hamburger	1 each (167 g raw)
Hot dog	80 g (2 ea @ 40 g or 1 ea @ 80 g)
Submarine (15 cm long)	1 each (90 g sliced meat or 110 g mixed filling)
Sandwich	1 each
Sandwich filling - salad	110 g



Solicitation No. - N° de l'invitation

W2037-180009/A

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

W2037-180009

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-7-48007

Buyer ID - Id de l'acheteur

kin610

CCC No./N° CCC - FMS No./N° VME

Portion Size Standard	
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
Cake	1 piece (5 cm X 5 cm X 7 cm)
Pie	1 piece (1/8 of a 22 cm diameter pie)
Squares	1 piece (5 cm X 5 cm X 2.5 cm)
Cookies (7.5 cm diam.)	2 each
Dinner Roll	1 each

## ANNEX "B"

### BASIS OF PAYMENT

Pricing must be firm all-inclusive unit prices. HST will not be included in pricing and will be shown as a separate item on invoices.

*All text in italics will be removed upon Contract award.*

#### Accommodations

Item	Estimated # of Personnel (a)	Nights Required (b)	Firm Unit Price Per Person Per Night (c)	Extended Price (a x b x c)
06 to 09 June, 2017	14	3	\$	\$
17 July to 04 August, 2017	38	18	\$	\$
<b>Total Estimated Cost of Accommodations (A)</b>				\$

#### Meals

Item	Estimated # of Personnel (a)	Meals Required (b)	Firm Unit Price Per Person Per Meal (c)	Extended Price (a x b x c)
<u>June, 2017</u>				
Breakfast	14	3	\$	\$
Lunch	14	3	\$	\$
Dinner	14	3	\$	\$
<u>July/August, 2017</u>				
Breakfast	38	18	\$	\$
Lunch	38	18	\$	\$
Dinner	38	18	\$	\$
<b>Total Estimated Cost of Meals (B)</b>				\$

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

**ELECTRONIC PAYMENT INSTRUMENTS**

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

- ☐ ( ) VISA Acquisition Card;
- ☐ ( ) MasterCard Acquisition Card;
- ☐ ( ) Direct Deposit (Domestic and International);
- ☐ ( ) Electronic Data Interchange (EDI);
- ☐ ( ) Wire Transfer (International Only);
- ☐ ( ) Large Value Transfer System (LVTS) (Over \$25M)