



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Nova Scotia
Bid Fax: (902) 496-5016

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

Title - Sujet Rations - Nova Scotia Highlanders	
Solicitation No. - N° de l'invitation W010X-18N015/A	Date 2017-08-14
Client Reference No. - N° de référence du client W010X-18-N015	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-321-10166	
File No. - N° de dossier HAL-7-79045 (321)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-08-30	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Baurin, Bruno	Buyer Id - Id de l'acheteur hal321
Telephone No. - N° de téléphone (902) 496-5345 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE SEE HEREIN HALIFAX NOVA SCOTIA B3K5X5 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

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9
Nova Scot

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable to the Contract.

1.2 Statement of Work

The work shall be performed in accordance with the Statement of Work – Annex A herein.

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 Canadian Content

"The requirement is limited to Canadian goods and/or services."

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 (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.

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

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

- a. name of former public servant;
- 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 (5) five 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 Nova Scotia.

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.

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

The Contractor must demonstrate how they meet the following mandatory requirements.

- A. The Contractor must prepare food from a Health Department inspected premises and provide

most recent Proof of Inspection (prior to contract award).

B. The Contractor's Kitchen Manager/Supervisor must be a valid Red Seal Certified Professional Cook (prior to contract award).

4.1.2 Financial Evaluation

SACC *Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Canadian Content Certification

5.1.2.1.1 SACC *Manual* clause [A3050T](#) (2014-11-27) Canadian Content Definition

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) (<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_p
rogram.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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

5.2.3.1.1 SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

The work shall be performed in accordance with the Statement of Work – Annex A herein.

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 work is to be performed from September 16, 2017 to March 25, 2018 and from April 7, 2018 to June 2, 2018.

Solicitation No. - N° de l'invitation
W010X-18N015/001
Client Ref. No. - N° de réf. du client
W010X-18N015

Amd. No. - N° de la modif.
File No. - N° du dossier
HAL-7-79045

Buyer ID - Id de l'acheteur
HAL321
CCC No./N° CCC - FMS No./N° VME

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Bruno Baurin
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Atlantic Region

Address: 1713 Bedford Row
Halifax, Nova Scotia
B3J 1T3

Telephone: 902-496-5345
Facsimile: 902-496-5016
E-mail: Bruno.baurin@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:

Name:
Title:
Organization:
Address:

Telephone:
Facsimile:
E-mail address:

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

6.5.3 Contractor's Representative - Bidders to complete

Name:
Title:
Organization:
Address:

Telephone:
Facsimile:
E-mail address:

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a "firm price" as specified in line item details for a cost of \$ _____. 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 \$ _____. 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 Method of Payment

SACC Manual Clause H1001C (2008-05-12), Multiple Payments.

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. 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.

6.10 Applicable Laws

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

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 Services (Medium Complexity) (2016-04-04)
- (c) Annex A, Statement of Work;
- (d) Annex B, Schedule Grid;
- (e) Annex C, Basis of Payment;
- (f) the Contractor's bid dated _____ (Will be completed at contract award).

6.12 Defence Contract

SACC *Manual* clause [A9006C](#) (2012-07-16) Defence Contract

6.13 SACC Manual Clauses

SACC *Manual* clause G1005C (2016-01-28) Insurance

ANNEX "A"

STATEMENT OF WORK

1. **TITLE**

1.1. Rations for The Nova Scotia Highlanders (NS Highrs).

2. **OBJECTIVE**

2.1. To have a contractor provide rations in Truro, NS in support of the NS Highrs training year feeding plan.

3. **BACKGROUND**

3.1. NS Highrs conduct training exercises and courses throughout their established training year commencing September 2017 and finishing in June 2018. This training is centered in the Truro, NS area. In the past, contracts have been raised to accomplish this feeding/rations support. The reasoning behind this approach is that there are no Canadian Forces kitchen facilities that could provide adequate feeding within this Unit's locale. It has been proven to be the best use of training resources.

3.2. **REFERENCES**

These references provide guidance, the contractor shall be aware of the specific standards associated with these documents and how they relate to Canadian Forces feeding standards.

- 3.2.1. Canada's Food Guide to Healthy Eating
- 3.2.2. Canada Labour Code
- 3.2.3. Canada Occupational Health and Safety Regulations
- 3.2.4. Food Safety Code of Practice for Canada's Foodservice Industry
- 3.2.5. Current Canadian Food Inspection Agency (CFIA) policy and regulations regarding Food Safety

4. **SCOPE**

The contractor shall acquire, prepare, and cook meals to feed Unit personnel as per the attached Annexes. These annexes provide the dates, amount of personnel to be fed, and what comprises meal portions and composition.

Definitions:

- 4.1 A Hot Box is an insulated plastic container in which an individual meal is to be packed. The Department of National Defence (DND) will provide Hot Boxes to the contractor as per paragraph 7.3.
- 4.2 Bag meals are meals that are packaged for pick up in disposable bag or box style packaging. The contractor is responsible for all packaging materials as per paragraph 5.4.

5. **TASKS**

5.1. The contractor shall provide and issue, at the time and place requested, meals that are prepared

to the standard of quality based on the references outlined in paragraph 3 above. This applies to all meals served in the contractor's dining facility, and/or individual Bag meals and/or Hot Box meals.

- 5.2. The contractor shall provide tables, seating, dinnerware, utensils, for meals served in the contractor's dining area.
- 5.3. The contractor shall time/date stamp each bag meal when completely assembled and stamped in French and English with "Consumption must be within four hours unless refrigerated"
- 5.4. The contractor shall ensure all meals, which include Kitchen meals and Hot Box and Bag meals are ready for serving and/or pick up in accordance with paragraph 6.1 with no exceptions.
- 5.5. The contractor shall provide, and include all the provisions for the formal Christmas meal as per attached Appendix 1 to Annex B. The contractor shall provide decorations that reflect Canadian traditions. These traditions shall include but are not limited to having a decorated Christmas tree and garland hung throughout the facilities as well as providing Christmas themed tablecloths.

6. **CONSTRAINTS**

- 6.1. Meal timings shall be as follows.
 - 6.1.1. Breakfast: 0630-0745hrs;
 - 6.1.2. Lunch: 1130-1300hrs
 - 6.1.3. Supper 1700-1900hrs;
 - 6.1.4. Pick up Hotbox Breakfast: 0600hrs
 - 6.1.5. Pick up Bag/Hotbox Lunch: 1100 hrs;
 - 6.1.6. Pick up Bag/Hotbox Supper: 1600hrs;
- 6.2. The contractor shall ensure a flex period of one (1) hour on either side of each hot meal to accommodate unforeseen scheduling changes.
- 6.3 The contractor shall be responsible for all packaging materials and consumables items, including but not limited to, disposable cutlery, napkins, and condiments.
- 6.4 The contractor shall ensure all service areas and dining rooms are clean at the commencement and duration of meals being served in accordance with paragraph 3 above reference to the Food Safety Code of Practice for Canada's foodservice industry.
- 6.5 The contractor shall ensure all food is handled and stored in accordance with paragraph 3 above reference to the Food Safety Code of Practice for Canada's foodservice industry.
- 6.6 The contractor shall provide their employees, including meal preparers and servers with clean uniforms daily, which are consistent in style and includes but is not limited to, aprons, hair nets, and disposable gloves.
- 6.7 The contractor shall provide the use of a dining facility within five (5) kilometers of the Truro Armouries when needed.
- 6.8 The contractor shall cover all costs in obtaining and maintaining all permits, licenses and certificates of approval required for the work to be performed, under applicable Federal, Provincial, and/or Municipal legislation.
- 6.9 The contractor shall provide copies of any such permit, license, or certificate to the Project Authority upon request.

6.10 The contractor shall ensure Bag meals are held under refrigeration until pick-up.

6.11 The contractor shall have the ability, if required, to increase or decrease the requirements and/or the number of meals within forty-eight (48) hours prior to scheduled meals.

6.12 The contractor shall acknowledge that the client reserves the right to modify, cancel or postpone any scheduled meal with a minimum of seventy-two (72) hours at no cost to the Crown.

7. **CLIENT SUPPORT**

7.1. The client shall provide personnel to pick up the meals from the contractor's location.

7.2. The client shall provide clean Hot Boxes a minimum of twenty four (24) hours prior to the scheduled pick up time of a Hot Box meal.

7.3. The client shall provide the facility, and staff to serve the Formal Christmas meal.

**APPENDIX B
SCHEDULE GRID**

The number of meals and dates that they are required is as follows:

Name	Date	KB	KL	KS	BL	BS	HB	HL	HS	SN	XS
Ex Tartan Trench 1	16 Sept 17						80		80		
	17 Sept 17						80	80			
Driver Wheel Course	23 Sept 17	28	28	28							
	24 Sept 17	28	28			28					
Driver Wheel Course	30 Sept 17	28		28	28						
	01 Oct 17	28	28			28					
Ex Tartan Target 3	14 Oct 17				20	20					
Driver Wheel Course	14 Oct 17	28		28	28						
	15 Oct 17	28	28			28					
First Aid Course	28 Oct 17		18			18					
	29 Oct 17		18			18					
Driver Wheel Course	04 Nov 17	28		28	28						
	05 Nov 17	28	28			28					
Driver Wheel Course	25 Nov 17	28		28	28						
	26 Nov 17	28	28			28					
Ex Tartan Turkey	02 Dec 17	110	110								110
	03 Dec 17	110	110								
Ex Tartan Torque II	09 Dec 17				65						
Driver Wheel Course	09 Dec 17	28		28	28						
	10 Dec 17	28	28			28					
BMQ Course	09 Dec 17	45	45	45							
	10 Dec 17	45	45			45					
BMQ Course	23 Dec 17	45	45	45							
	24 Dec 17	45	45			45					
Winter Warfare Basic Course	06 Jan 18						24		24		
	07 Jan 18					24		24			
BMQ Course	06 Jan 18	45	45	45							
	07 Jan 18	45	45			45					
Ex Tartan Trembling 1	13 Jan 18						65				
	14 Jan 18							65			
BMQ Course	27 Jan 18	45	45	45							
	28 Jan 18	45	45			45					
BMQ Course	03 Feb 18	45	45	45							
	04 Feb 18	45	45			45					
Ex Tartan Tablet	10 Feb 18				60						
BMQ Course	24 Feb 18	45	45	45							
	25 Feb 18	45	45			45					
Ex Tartan Trench III	03 Mar 18						57		57		
	04 Mar 18							57			
BMQ Course	03 Mar 18	45	45	45							
	04 Mar 18	45	45			45					
BMQ Course	17 Mar 18	45	45	45							
	18 Mar 18	45	45			45					
Ex Tartan Trench IV	24 Mar 18						50	50	50		
	25 Mar 18							50			
BMQ Course	24 Mar 18	45	45	45							

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	25 Mar 18	45	45			45					
Ex Tartan Target 1	07 Apr 18						80		80		
	08 Apr 18						80	80			
BMQ Course	14 Apr 18	45	45	45							
	15 Apr 18	45	45			45					
Ex Tartan Target 2	05 May 18						65		65		
	06 May 18						65	65			
Ex Tartan Torque 1	02 Jun 18				65						

KB = Breakfast KL = Lunch KS = Supper BL = Bag Lunch BS = Bag Supper
HB = Hot Box Breakfast HL = Hot Box Lunch HS = Hot Box Supper SN = Snack
XS = Formal Christmas Meal

***Formal Christmas Meal (XS):** There 110 diners for the Formal Christmas Meal on 02 December 2017.

Meal Composition

Kitchen Meals

Breakfast
Juice Fruit Breakfast entrée Breakfast meat or alternative Cheese or Yogurt Breakfast starch Breakfast vegetable Bread product Two beverages Condiments/Preserves
Lunch
Soup Main Entrée <ul style="list-style-type: none">Choice of freshly prepared protein dish, pasta, à la carte, or sandwich Starch Cooked vegetable Salad Fruit Dessert Bread product Three beverages Condiments
Supper
Soup Main Entrée dish <ul style="list-style-type: none">Choice of freshly prepared protein dish, pasta or à la carte item Starch Cooked vegetable Salad Fruit Dessert Bread product Three beverages Condiments

Snack

Snack
One fruit, and One pastry or cookies or doughnut
And
Two beverages (one beverage must be coffee/tea)

Hot Box Meals

Hot Box meals shall be produced using foods that travel and hold temperature for reasonable periods of time in hot boxes provided by DND. A card indicating the amount per serving (for example, pork chop - 1; boiled potato - 2 pieces; cookies - 3) shall accompany each meal.

Breakfast	Lunch / Supper
Same as Regular breakfast	Soup Main protein dish Starch item Vegetable Salad, coleslaw or assorted raw vegetables Fresh fruit One prepared or baked dessert Bread or rolls and butter or margarine Two beverages Appropriate condiments

Bag Meals

Bag Breakfast	Bag Lunch /Supper
<p>One fruit One juice Cereal (with 250 ml milk) Egg Breakfast meat or alternative (meat, cheese or yogurt) Two breakfast bread products Appropriate condiments</p>	<p>Two sandwiches - 1 of sliced solid meat 1 with a mixed filling, Or 1 sandwich with a mixed filling 1 solid meat item with a roll, Or 1 cold plate with sliced meats + a solid meat item with two rolls. (Note: a variety of fresh bread products is to be used, e.g. one sandwich whole wheat, one sandwich white bread.)</p> <p>Side salad or assorted raw vegetables Condiments appropriate for sandwiches and salad Fresh or canned fruit One prepared or baked dessert Two beverages One pocket supplement (for example, granola bar, nuts, or cheese and cracker pack)</p>

Formal Christmas Meal

Formal Christmas Dinner
<p>Dinner Rolls (fresh) Fresh tossed salad (or similar) Turkey: fresh, sliced (not previously frozen) Potatoes, mashed Turnips, mashed Or vegetables: fresh, cooked Gravy Beverages, (hot and cold) Desert item, traditional (ie. Yule log) Condiments</p>

Portion Size Standard

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

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Portion Size Standard	
Pudding	125 ml
Jello	125 ml
Ice cream	125 ml
Fruit yogurt	175 ml
Cake	1 piece (5 cm X 5 cm X 7 cm)
Pie	1 piece (1/8 of a 22 cm diameter pie)
Squares	1 piece (5 cm X 5 cm X 2.5 cm)
Cookies (7.5 cm diam.)	2 each
Cookies (12.5 cm diam.)	1 each
Doughnuts / Sweet Buns	1 each
Bread	1 slice
Dinner Roll	1 each
Beverages	
Juice	250 ml
Milk (2%, 1%, skim, choc, non dairy)	250 ml
Fruit Drinks	250 ml
Pop	250 ml
Hot Beverages	250 ml

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**ANNEX "C"
BASIS OF PAYMENT**

The responsive bid with the lowest evaluated price will be recommended for an award of a contract.

September 16th to June 2nd, 2018

MEAL TYPE	MEAL QUANTITIES (B)	DOLLAR VALUE PER MEAL (C)	TOTAL DOALLAR VALUE (D) = (B x C)
Breakfast	1456 meals	\$ _____	\$ _____
Lunch	1352 meals	\$ _____	\$ _____
Supper	618 meals	\$ _____	\$ _____
Bag Lunch	350 meals	\$ _____	\$ _____
Bag Supper	698 meals	\$ _____	\$ _____
Hot Box Breakfast	646 meals	\$ _____	\$ _____
Hot Box Lunch	471 meals	\$ _____	\$ _____
Hot Box Supper	356 meals	\$ _____	\$ _____
*Formal Christmas	110 meals	\$ _____	\$ _____
<u>TOTAL FOR RATIONS (EXCLUDING HST)</u>			\$ _____

***Formal Christmas Meal (XS):** There 110 diners for the Formal Christmas Meal on 02 December 2017.