



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

**Bid Receiving
PWGSC
33 City Centre Drive
Suite 480C
Mississauga
Ontario
L5B 2N5
Bid Fax: (905) 615-2095**

**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 Services of Individuals-Cook (Chef)	
Solicitation No. - N° de l'invitation W0125-18CR04/A	Date 2017-11-17
Client Reference No. - N° de référence du client W0125-18CR04	
GETS Reference No. - N° de référence de SEAG PW-\$TOR-008-7412	
File No. - N° de dossier TOR-7-40055 (008)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-12-11	Time Zone Fuseau horaire Eastern Standard Time EST
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: Leslie, Sandra	Buyer Id - Id de l'acheteur tor008
Telephone No. - N° de téléphone (905) 615-2069 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 8 Wing Trenton 75 Yukon St. ASTRA Ontario K0K3W0 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
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

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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File No. - N° du dossier
TOR-7-40055

Buyer ID - Id de l'acheteur
TOR008
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1. Statement of Work

The Department of National Defence (DND), Canadian Forces Base (CFB) 8 Wing located in Trenton, Ontario, has a requirement for food services support personnel, specifically line cooks, short order cooks, kitchen helpers, cleaners, warehouse support, and a contract coordinator.

Food services support personnel will be involved in the preparation of food, serving meals, receiving or shipping to/from the storeroom and providing cleaning duties in the kitchen or dining areas.

The intent of this contract is to supplement the current Canadian Armed Forces food services workforce comprised of members of the Military, and Public Servants.

Work Sites

The services under this agreement shall be provided in the following kitchens location sites specified below;

- a) Yukon Galley, 75 Yukon Street, Astra, ON (majority of services are required here)
- b) Warrant Officer/Sergeants' Mess, 106 Yukon Street, Astra, ON
- c) Officers' Mess, 182 Yukon Street, Astra, ON

The period of the Contract is from date of Contract to November 30, 2020 inclusive, plus 2 one-year irrevocable options allowing Canada to extend the term of the contract(s).

The requirement is subject to a preference for Canadian goods and/or services.

2. Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at:

Location: Department of National Defence - Canadian Force Base (CFB)
Building 120 (Yukon Galley), 75 Yukon St.
Trenton, Ontario K0K 3W0

Date: November 29, 2017

Time: 9:30 a.m. EST

Bidders are requested to communicate with **Aaron Abela** via email at Aaron.Abela@pwgsc-tpsgc.gc.ca no later than 10:00 a.m. (EDT) November 28, 2017 to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

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.

4. Trade Agreements

The requirement is subject to the Canadian Free Trade Agreement (CFTA).

PART 2 - BIDDER INSTRUCTIONS

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.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

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.

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.

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.

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.

6. Ontario Labour Legislation

1. In accordance with the requirements of section 77(1) of the [Employment Standards Act](#), 2000, S.O. 2000, c. 41, the following information concerning each employee of the previous supplier providing services at the premises is attached (see ANNEX E) :
 - a. the employee's job classification or job description;
 - b. the wage rate actually paid to the employee;
 - c. a description of the benefits, if any, provided to the employee including the cost of each benefit and the benefit period to which the cost relates;
 - d. the number of hours that the employee works in a regular work day and in a regular work week, or if the employee's hours of work vary from week to week, the number of the employee's non-overtime hours for each week that the employee worked during the thirteen (13) weeks before the date of the request for information;
 - e. the date on which the employer hired the employee;
 - f. any period of employment attributed to the employer under section 10 of the Act;
 - g. the number of weeks that the employee worked at the premises during the twenty-six (26) weeks before the request date. The 26-week period must be calculated without including any period during which the provision of services at the premises was

-
- temporarily discontinued, or during which the employee was on leave of absence under Part XIV of the Act;
- h. a statement indicating whether either of the following subparagraphs applies to the employee:
 - i. The employee's work, before the request date, included the provision of services at the premises, but the employee did not perform his or her job duties primarily at those premises during the thirteen (13) weeks before the request date.
 - j. The employee's work included the provision of services at the premises, but the employee was not actively at work immediately before the request date, and did not perform his or her job duties primarily at the premises during the most recent thirteen (13) weeks of active employment.
 2. The name, residential address and telephone number of each employee as they appear in the previous employer's records will be provided to the successful Bidder after contract award.
 3. In addition to the above information, a copy of either the collective agreement, union certificate, or pending union application(s) regarding these employees at the premises is also attached, if applicable.
 4. Bidders must use the information referred to in subparagraphs 1. (a) to 1. (h) and paragraph 3 (if applicable) only for the purposes of preparing their bids and complying with the Act. Bidders must not disclose such information except as may be authorized by Canada in writing.
 5. The enclosed information concerning the employees of the previous employer providing services at the premises has been received from the previous employer and Canada does not warrant its accuracy or completeness. Canada will not be responsible for any damage or loss which may result from use of or reliance upon any of this information. **(see Annex E)**
 6. Bidders who require clarification or further information may contact: the Contracting Authority.

PART 3 - BID PREPARATION INSTRUCTIONS

1 Bid Preparation Instructions

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

Section I: Technical Bid (3 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

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

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1.1 Electronic Payment of Invoices – Bid

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

If Annex “F” 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.

1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

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

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 three (3) 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 three 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.

1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex D.

1.2 Financial Evaluation

Total Evaluated Bid Price will be calculated as follows;

- a) Part A: For each year (1, 2, 3), the unit prices quoted for items 1 to 6 will be multiplied by the estimated quantity to arrive at a total price per item. The totals of items 1 to 6 will be added together to achieve the total for each year. The totals for each year will be added together to determine the total for Part A.
- b) Part B: For each option year, the unit prices quoted for items 1 to 6 will be multiplied by the estimated quantity to arrive at a total price per item. The totals of items 1 to 6 will be added together to achieve the total for each option year. The totals for each option year will be added together to determine the total for Part B.
- c) The totals for Part A and Part B will be added together to determine the Total Evaluated Price.

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

2 Basis of Selection - Minimum Point Rating

- 1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of **45 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 75 points.
- 2. Bids not meeting (a) or (b) or (c) will be declared non-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.

1 Certifications Required with the Bid

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

1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

1.2 Canadian Content Certification

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](#).

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

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.

2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of 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.

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture. (ANNEX G)

2.3 Status and Availability of Resources

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

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

2.4 Education and Experience

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

PART 6 - RESULTING CONTRACT CLAUSES

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

1 Security Requirements

There is no security requirement applicable to the Contract.

2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

2.1 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

2.2 Task Authorization Process

1. The Project Authority) will provide the Contractor with a description of the task using the DND 626, Task Authorization Form.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 3 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

2.3 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$25,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and Contracting Authority before issuance.

2.4 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

2.5 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on an annual basis to the Contracting Authority.

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain;

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

2.6 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Project Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

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.

3.1 General Conditions

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

4 Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to November 30, 2020 inclusive

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 two additional one year period(s) 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 15 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.

5 Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sandra Leslie
Title: Procurement Specialist
Public Works and Government Services Canada
33 City Centre Drive, Suite 480C
Mississauga, ON. L5B 2N5

Telephone: 905-615-2069
Facsimile: (905) 615-2060
E-mail address: sandra.leslie2@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.

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TOR-7-40055

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5.2 Project Authority

The Project Authority for the Contract is: **(will be inserted at contract award)**

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.

5.3 Contractor's Representative (To Be Filled Out By bidder)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____ - _____ - _____
Facsimile: _____ - _____ - _____
E-mail address: _____

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.

7 Payment

7.1 Basis of Payment

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment.

Canada's liability to the Contractor under the authorized task authorization must not exceed the amount specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____ (*To be completed at time of Contract Award*). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.3 Liquidated Damages

1. If the Contractor fails to perform the services within the time specified in the Contract, the Contractor agrees to pay to Canada liquidated damages in the amount of costs incurred for DND to find a replacement. The total amount of the liquidated damages must not exceed 5 percent of the contract price.
2. Canada and the Contractor agree that the amount stated above is their best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is it to be interpreted as, a penalty.
3. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any liquidated damages owing and unpaid under this section.
4. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.

7.4 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

7.5 SACC Manual Clauses

A9117C, 2007-11-30, T1204 - Direct Request by Customer Department
H1008C, 2008-05-12, Monthly Payment

7.6 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)

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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

9 Certifications and Additional Information

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.

9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

10 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 as specified by the Bidder in its bid, if applicable*).

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, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance;
- (f) DND 426 Task Authorization form;
- (g) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*)

12 Insurance Requirements

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

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

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

13. Specific Person - Coordinator

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: _____.

14. **SACC Manual Clauses**

A9062C (2011-05-16) Canadian Forces Site Regulations
A0095C (2014-011-27) Ontario Labour Legislation

ANNEX "A" STATEMENT OF WORK

1. Overview

The Department of National Defence (DND), Canadian Forces Base (CFB) 8 Wing located in Trenton, Ontario, has a requirement for food services support personnel, specifically line cooks, short order cooks, kitchen helpers, cleaners, warehouse support, and a contract coordinator.

Food services support personnel will be involved in the preparation of food, serving meals, receiving or shipping to/from the storeroom and providing cleaning duties in the kitchen or dining areas.

The intent of this contract is to supplement the current Canadian Armed Forces food services workforce comprised of members of the Military, and Public Servants.

2. Work Sites

The services under this agreement shall be provided in the following kitchens location sites specified below;

- d) Yukon Galley, 75 Yukon Street, Astra, ON (majority of services are required here)
- e) Warrant Officer/Sergeants' Mess, 106 Yukon Street, Astra, ON
- f) Officers' Mess, 182 Yukon Street, Astra, ON

3. Language of Work

The Contractor must provide resources that are capable of fluently expressing themselves in English.

4. Reference Document

- 4.1 Food Safety Code of Practice for Canada's Foodservice Industry (Restaurants Canada - <https://www.restaurantscanada.org>) -
- 4.2 Canadian Forces Food Safety and Defence Program: available upon request.

5. Resource Requirements

5.1 Coordinator

5.1.1 The Contractor must provide the services of a Coordinator to be available during all hours of kitchen operation. The normal kitchen hours are from 0530 to 1930. The Coordinator will be responsible for acting on behalf of the Contractor, ensuring the smooth conduct of operations and compliance with deadlines including liaising with the Project Authority (PA). The services of the Coordinator will be considered as part of the overhead for this contract and will not be included as a category of personnel.

5.1.2 The Coordinator must be on site a minimum of one (1) half-day per week to pass information to the resources regarding any DND updates and changes that may affect the scheduled work.

5.1.3 The Coordinator must respond to voicemail or phone call from the PA within 2 hours of notification and be prepared to appear on site during any incident where a Contractor representative is required to oversee its resources.

5.1.4 The Contractor must provide the Coordinator name, telephone number(s) and email addresses to the PA.

5.2 Short Order Cook, Kitchen Helper, Cleaner, Cashier and Warehouse Clerk

The Contractor must supply resources to meet the requirements and perform the duties set out in Annex A1.

5.3 Schedule of Services

5.3.1 Estimated Requirement: The estimated quantity and category of resources required on a daily and on an 'as and when requested' basis are as follows:

5.3.2 DAILY SERVICE - ESTIMATED NUMBER OF PERSONS REQUIRED BY RESOURCE CATEGORY

RESOURCE CATEGORY	GENERAL DAILY SERVICE			CADET CAMP		
	# OF PEOPLE	# OF DAYS A YEAR	# OF HRS PER DAY	# OF PEOPLE	# OF DAYS A YEAR	# OF HRS PER DAY
KITCHEN HELPER	5	261	4-8	9	50	4-8
CLEANER	1	360	5.5	1	50	8
SHORT ORDER COOK	3	261	7.5	8	50	8
WAREHOUSE CLERK	1	104	7	1	50	8
ADMIN	1	260	7.5			
CASHIER	1	180	4-8	2	50	4-8

5.3.3 ESTIMATED SURGE, Special Events and Extraordinary Circumstances (AS AND WHEN REQUESTED REQUIREMENTS)

The following estimated SURGE is provided as information only. As a minimum, sufficient resources must be available to fulfill these requirements.

Resources may be required for major events (Air Show) or extraordinary circumstances/disaster, as and when requested by use of a Task Authorization.

<u>LABOUR CATEGORY</u>	<u>Air Force Support (AFSC)</u> Estimated As and When Requested Service to be available		
	# OF PEOPLE	# OF DAYS A YEAR	# OF HRS PER DAY
KITCHEN HELPER	9	30	8
CLEANER	1	30	8
SHORT ORDER COOK	3	30	8
WAREHOUSE CLERK	1	30	8

5.3.4 Kitchen Hours: Services will be required between 0530 hrs and 1930 hrs, daily. Services are required daily, year-round, with the exception of the Christmas break (normally from 15 December to 10 January).

5.3.5 Schedule Notification: The schedule of each shift may vary depending on the work site and time of year. The Project Authority (PA) will normally inform the Contract Coordinator seven (7) days in advance

of the requirements. However, in order to meet critical operational demands, advance notice may be shorter (i.e. forty-eight (48) hours' notice).

5.3.6 The Coordinator must notify the PA in writing no less than 5 days prior to the commencement of the schedule, if unable to fulfill the requested scheduled.

6. Availability of the Contractor and Resources

The Contractor must provide the PA with contact information that ensures the Contractor can be reached twenty-four hours a day, seven days per week.

7. Resource Availability On-site

The Contractor must ensure that the resources are on-site and ready to work on time, in accordance with each scheduled work shift.

8. Assignment and Replacement of Resources

8.1 The Contractor must provide a replacement for any resource who:

- a) is unable to provide services as required and scheduled; or
- b) fails to comply with DND's food services and hygiene and sanitation directives or orders in effect.

8.2 Depending on the confirmed requirements and the instructions of the PA, the Contractor must replace his resources no later than two (2) hours after being notified that a resource has left during scheduled working hours or did not show up for the shift.

8.2.1 The Coordinator must notify the PA immediately if a resource is not going to show up for a scheduled shift, and replace them in accordance with clause 8.2

8.3 If a requirement cannot be fulfilled, the Contractor must notify the PA in writing. This notification must be received within two hours of failing to meet the requirement. The PA will file the notices and if the Contractor repeatedly display negligence, carelessness or abuse in failing to meet the requirement set out in this document, a "Notice of Non-Compliance" (see Annex A2) must be initiated by the PA, and forwarded to the PWGSC Contracting Authority.

9. Contractor's Resources

9.1 If the Contractor requires an individual to work more than the regular hours the Contractor will be responsible to pay for any overtime incurred.

9.2 In the event that a resource employed by the Contractor repeatedly display negligence, carelessness or abuse in failing to meet the requirements set out in Annex A2, a "Notice of Non-Compliance Report" must be initiated by the PA, and forwarded to the Contracting Authority.

9.2.1 In such instances the resource must be talked to by the contractor prior to their next scheduled shift, to ensure the resource corrects the deficiency. An email will be sent to the PA, explaining the outcome of the discussion between the contractor and their resource.

9.3 A resource/employee of the contractor who has received three (3) notice of non-compliance reports will not be assigned to any other work in DND kitchens.

10. Resource Training and Requirements

Prior to commencement of services, the Contractor must ensure each resource has received training and orientation. With permission from the PA, the Contractor may use the PA's facility for up to 32 hours per resource for training purpose. The contractor is responsible for the wage of the resources during the training period.

The contractor's designated coordinator shall present and explain the activities described below to each new resource supplied by the contractor.

- a) Explain the policy regarding parking, visits, and telephone use.
- b) Explain the background, organization and line of reporting to follow (immediate supervisor, etc.).
- c) Visit and familiarize the resource with the area and introduce the resource to the representative and other DND personnel and/or fellow resources.
- d) Provide a general explanation of the tasks to be completed and the resource's assignment.
- e) With the assistance of a qualified person, explain how the kitchen equipment works and the safety precautions to take when using and cleaning this equipment.
- f) In the presence of a qualified individual, explain the production sheet and how to follow established portion control measures. No changes to a recipe are authorized without the approval of kitchen Team Leader
- g) Provide basic training on the WHMIS (Workplace Hazardous Materials Information System) program. The minimum length of training required varies according to the duties of each resource and the number of materials with which he or she is in daily contact. In each case, the Contractor must ensure that the resource has received the appropriate training.
- h) Explain the basic safety rules and the procedure to follow to report a potential accident risk (see Canada Labour Code, Part II).
- i) Explain the procedures to follow in case of fire and point out the location of alarms, protective equipment and fire extinguishers.
- j) Remind the resource of the importance of following hygiene rules and check the resource's knowledge in this area.
- k) Explain the procedure to follow to handle heavy objects and have the resource demonstrate the proper technique.
- l) Explain the hygiene and safety problems encountered in the performance of their duties, with a view to preventing accidents, injuries, infestations and the transmission of disease;
- m) Explain of the procedure in the event of an accident and first aid procedures.
- n) Point out the location of the notice board where local directives on safety are posted.
- o) Provide a general explanation on the Food Safety Code of Practice published by the Restaurants Canada (formerly Canadian Restaurants and Foodservice Association);
- p) Explain the DND policy and principles regarding harassment in the workplace.

- q) Explain the Contractor's time monitoring methodology and work schedules.

11. Security Requirement - Police Check

The Contractor must ensure that all resources requirement has undergone a criminal record check. Documentation confirming that the individual does not have a criminal record will be kept on file by the Contractor and will be made available to the Project Authority within one (1) hour of a request.

12. Dress

12.1 The Contractor must ensure that the personnel it supplies are properly dressed in a uniform

DND requires all food service support staff to respect the following;

- a) Undergarments must be discreet
- b) No T-shirts must not be worn, except for plain white T-shirt worn under the uniform; and
- c) Jeans must not be worn.

12.2 Resources assigned to meal preparation and Food service must wear:

- a. a uniform (IE-white cotton shirt/blouse, black pants, with no lettering, symbols or designs), as normally used for food services (supplied by Contractor);
- b. a hat or hairnet (supplied by DND); and
- c. an apron (supplied by Contractor)

12.3 Personnel assigned to Serve Mess Dinners must wear:

- a. wrinkle free black pants or skirt (traditional, knee-length) and a wrinkle free white shirt/blouse;
- b. socks or nylon stockings at all times
- c. The wearing of jeans, of any colour, is forbidden.

12.3 The Contractor must ensure that each resource wears the standard footwear required in the food service industry. (black leather)

Each resource shall wear a pair of closed-toe shoes equipped with a non-slip sole
Running shoes, sandals, and canvas shoes are not allowed.

Colour: Black

12.4 The Contractor must ensure any resources assigned as a warehouse clerk wears steel toed footwear.

13. Time Sheets

13.1 The Contractor must have an effective system for monitoring the hours of work performed by their resources. The system must be able to provide detailed reports of the hours worked by each resource on a daily, weekly and monthly basis. The contractor is fully responsible for all aspects of the time sheets.

Every Monday morning the Contractor must send the PA a copy of the previous weeks' time sheets for verification.

13.2 The PA may at any time request a report from the Contractor in order to verify the hours of work performed by the resources.

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13.3 A copy of the time sheets must be submitted with the monthly invoice for the purpose of verifying the hours worked.

14. Facilities and Equipment Supplied by DND

14.1 DND will provide office space to the Contractor upon request for occasional counseling of their personnel. Included in this space will be:

- a. One (1) standard work table or desk;
- b. One office chair; and
- c. One chair for visitors.

ANNEX A1 – RESOURCE REQUIREMENTS

GENERAL

At all times, every resource must:

1. Greet and serve customers in a courteous and polite manner.
2. Listen to customer suggestions and complaints and forward them to the Coordinator;
3. Follow reference document guidelines;
4. Report any irregularities related to hygiene and safety to the Coordinator, in order to prevent accidents, injuries, infestations or the transmission of diseases.

Communicable Diseases: No resource who is known to be infected with a disease likely to be transmitted through food, or showing symptoms of such disease, is to be permitted to work in the kitchens. The Contractor is required to report to the PA when any resource handling food is suffering from a communicable disease or from symptoms, which may be indicative of a communicable disease. Such symptoms could include, but not limited to, jaundice, diarrhea, vomiting, and fever, sore throat with fever, visibly infected skin lesions, and discharge from the ears, eyes or nose. Proof of a clean bill of health must be provided to the PA before the resource(s) will be allowed to return to work in the kitchens.

SHORT ORDER COOK

Each short order cook supplied by the Contractor shall be responsible for, without being strictly limited to, the following tasks:

1. Participate in the preparation and serving of meals, e.g. simple cooked dishes, desserts, lunches, box lunches and salads;
2. Clean the kitchen, service area, storage areas and equipment;
3. Peel and cut vegetables and fruits;
4. Prepare sandwiches and drinks;
5. Assemble the foods needed for the preparation of a dish;
6. Perform basic cooking of such dishes as potatoes, pasta, vegetables, pancakes and French toast. Cooking food quickly on the hot plate (e.g., steak, eggs) and frying prepared foods (e.g., French fries, chicken wings, breaded fried chicken);
7. Use commercial fryers and steamers, compartmentalized steam heated tables, conventional steamers, meat-cutters, mixers, grills, rotisseries, stove-tops, etc.;
8. Transport food and supplies from the storage areas to the work areas;
9. Respond efficiently to unexpected or last minute changes to menu items or number of customers;
10. Use food intelligently, efficiently and economically in order to minimize waste;

KITCHEN HELPER

Each kitchen helper supplied by the Contractor shall be responsible for, without being strictly limited to, the following tasks:

1. Take orders from customers;
2. Serve food to customers by providing either table service, cafeteria service or counter service;
3. Clean the kitchen, dining rooms, receiving and storage areas, as well as the food service equipment, utensils, tableware and glassware, and the floor surfaces;
4. Peel and cut vegetables and fruits, prepare sandwiches, salads, box-lunches, desserts and drinks;
5. Transport food and supplies from the storage areas to the work areas;
6. Respond efficiently to unexpected or last minute changes to menu items or number of customers;
7. Courteously and politely greet and serve customers
8. Use food intelligently, efficiently and economically in order to minimize waste;

9. Provide services in all kitchen areas such as the dish room, pot room, deli, ration, flight feeding* or salad room.

CLEANER

Each cleaner supplied by the Contractor shall be responsible for, without being strictly limited to, the following tasks

1. Ensure all customer areas are clean and clear of obstructions at all times. Specific areas are:
 - a. Bathrooms upstairs and downstairs;
 - b. Entrance to the kitchen (outside and inside)
 - c. Serving area;
 - d. Dining room;
 - e. East side dining room; and
 - f. Patio (during seasonal use).
2. Sweep, mop, scrub and polish floors daily
 - a. Entrances;
 - b. Serving areas including mopping of any spills from customer accidents
 - c. Bathrooms;
3. Vacuum the dining room carpet (as required) and office carpet, once a week.
4. Clean walls and windows, as required.
5. Clean and disinfect kitchen, toilet and bathroom fixtures and floors.
6. Clean and shovel areas surrounding the building, such paths and entrance and apply salt to entrances (up to 30 feet away from building).
7. Pick up debris and empty trash containers
8. Office spaces, empty garbage and recycling containers, sweep and mop floors

Note: On any given shift, a resource working as a cleaner must not work in any food position.

WAREHOUSE CLERK (MATERIAL HANDLER)

Each warehouse clerk supplied by the Contractor shall be responsible for, without being strictly limited to, the following tasks

1. Check and record the quantity and quality of products received.
2. Handle fresh produce/perishables.
3. Transport food and supplies from the storage areas to the work areas.
4. Checking laundry items and products when receiving orders. This includes stocktaking, exchanging and shelving items intended for and returned from the laundry.
5. Load, unload and move products and materials by hand or using basic material handling equipment.
6. Assist with a monthly inventory
7. Assist in Flight Feeding, cleaning of non-food items, packing of non-Food items etc.

ADMINISTRATIVE CLERK

Must be able to provide all the administrative services required by an organization. They will be required to coordinate activities within their assigned areas, review the effectiveness of their operations; contribute to ration planning, ration forecasts and budgets and liaise with different levels of the organization.

The Administrative Clerk supplied by the Contractor shall be responsible for, without being strictly limited to, the following tasks

- 1) Respond to all emails sent to rations and create food service request using DND database system (Unitrak);
- 2) Process all ration requests and amendments;
- 3) Issues ration cards to public diners;
- 4) Create invoices for groups who wish to pay by cash, credit or debit;
- 5) Process any ration remit enquiries from the Wing orderly room;
- 6) File all the office paperwork, (i.e. leave requests) using DND internal form UPDAT sheets;
- 7) Liaise with Accommodations with people living in and requiring ration cards;
- 8) Verify the monthly Person of Rations (PON) report against my spreadsheet of members on ration strength;
- 9) Enter all sales in Unitrak along with the DRMIS tracking number;
- 10) Communicate with the 2IC about any special ration requests;
- 11) Enter new Cost Centers in Unitrak for both the Galley and Flight Feeding;
- 12) Verify card usage for Food Service Requisition/Request (FSR) and input any additional usage in Unitrak.
- 13) Produce Live in photo ration cards and Staff ID board cards; and
- 14) Assist any in person customer inquiries

CASHIER

Cashiers will be responsible and accountable for the cash handling in accordance with (IAW) 8 Wing cash handling standing Operating procedures.

Cashier supplied by the Contractor shall be responsible for, without being strictly limited to, the following tasks

1. Correctly operate a computerized cash register;
2. Calculate, credit, and debit using the cash register;
3. Charge the correct price;
4. Adapt to changes in price and menus;
5. Explain the various menus and meal plans to customers;
6. Adapt to changes in the number of customers;
7. Handle money;

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ANNEX A2 - NOTICE OF NON-COMPLIANCE

Notice of: Non-compliance by Resource Non-compliance by Contractor

Name of Contractor: _____

Contractor's Representative: _____

Date and Time of Notice: _____

Rank and Name of Complainant: _____

Kitchen: _____

PWGSC Reference Number:

1. Reason(s) for Notice (Check as appropriate and give details below)

The Contractor was unable to provide the personnel requested.

- The Contractor failed to provide the personnel requested on time.
- The Contractor was unable to replace personnel who did not meet the requirements of the contract
- The Contractor failed to comply with some requirements of the contract
- The invoices are not in compliance with the terms of the contract
- The personnel requested arrived late.
- The personnel requested lacked the appropriate training as specified in the statement of work.
- The personnel provided, have received three (3) unsatisfactory performance reports
- The personnel provided failed to meet the established criteria (dress, department, etc.)
- No response to a letter
- Other (specify): _____

2. Corrective Action Taken

- Requested resources replaced by DND employees.
- Acknowledgement of a complaint to the Contractor's coordinator
- Other: _____

3. Remarks (Give details of non-compliance)

ANNEX "B" BASIS OF PAYMENT

NOTE: *Annex B includes estimated yearly usage and the Extended Price columns. The estimated yearly usage are provided in good faith for evaluation purposes only and does not represent an agreement by the Crown for the estimated level. Upon issuance of the Contract, wording that is italicized will be deleted from Annex B.*

The Bidder MUST complete this pricing schedule and include it in its financial bid.

The estimated yearly usage included in this pricing schedule are provided for bid evaluated price determination purposes only and are not to be altered. They are not to be considered as a contractual guarantee.

1. Price must be firm all-inclusive hourly rate (in CAD \$) for each of the categories identified below.
2. The amount quoted must be in Canadian currency and must not include any amount for the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) as may be applicable.
3. Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.
4. The hourly rate are to include ALL applicable expenses, including furnishing of all labour, materials, services, travel time and personnel expenses, to perform the work and are to remain firm for the period of Contract.

"Extras" will not be allowed. It is the responsibility of the Bidder to take into account traffic, weather and other common factors.

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PART A: YEAR 1, 2 AND 3

Item	Resource Category	Unit of Issue	Estimated Yearly Usage	Year 1		Year 2		Year 3	
				Contract award date to up to one year	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
		(A)	(B)	(A) x (B)	(C)	(A) x (C)	D	(A) x (D)	
1	Kitchen Helper	hour	10608	\$	\$	\$	\$	\$	
2	Cleaner	hour	5280	\$	\$	\$	\$	\$	
3	Short Order Cook	hour	8896	\$	\$	\$	\$	\$	
4	Warehouse Clerk	hour	1360	\$	\$	\$	\$	\$	
5	Administrator	hour	2080	\$	\$	\$	\$	\$	
6	Cashier	hour	2440	\$	\$	\$	\$	\$	
Total Estimated expenditure per year:				\$	\$	\$	\$	\$	

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PART B: Option Period 1 and Option Period 2

Item	Resource Category	Unit of Issue	Estimated Yearly Usage (A)	Option Period 1		Option Period 2	
				Firm Unit Price E	Extended Price (A) x (E)	Firm Unit Price F	Extended Price (A) x (F)
1	Kitchen Helper	hour	10608	\$	\$	\$	\$
2	Cleaner	hour	5280	\$	\$	\$	\$
3	Short Order Cook	hour	8896	\$	\$	\$	\$
4	Warehouse Clerk	hour	1360	\$	\$	\$	\$
5	Administrator	hour	2080	\$	\$	\$	\$
6	Cashier	hour	2440	\$	\$	\$	\$
Total Estimated expenditure per year:				\$		\$	

CALCULATION OF TOTAL EVALUATED PRICE

Part A: Year 1 + Year 2 + Year 3 = \$ _____

Part B: Option Period 1 + Option Period 2 = \$ _____

Total Evaluated Price: PART A + PART B = \$ _____

NOTE: Price is excluding applicable tax

ANNEX "C" INSURANCE REQUIREMENTS

A. COMMERCIAL GENERAL LIABILITY INSURANCE

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

-
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

ANNEX "D" TECHNICAL EVALUATION

MANDATORY TECHNICAL CRITERIA

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

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

Mandatory Technical Criteria		
	CORPORATE EXPERIENCE	
M1	<p>The Bidder must demonstrate that they have a minimum of three (3) years continual experience (within 5 years from the RFP's closing date) in providing food services resources.</p> <p>The Bidder must demonstrate compliance through submission of document(s) such as a company profile or summary statement or narrative.</p>	PAGE(S) AND/OR SECTION NUMBER: _____
M2	<p>Bidder must demonstrate that they have completed three (3) temporary help food services support projects similar in size and scope, within the last five (5) years.</p> <p>Experience must be gained within the five (5) years up to and including the solicitation closing date</p>	PAGE(S) AND/OR SECTION NUMBER: _____
	THE BIDDER'S PROPOSED RESOURCES	
M3	<p>The bidder must identify one (1) Coordinator</p> <p>The Bidder must demonstrate that the proposed coordinator have at least:</p> <ol style="list-style-type: none"> 1) Three (3) years' experience in the field of personnel management which includes but not limited to recruiting, coordinating, assigning, training and supervising personnel; and 2) Two (2) years of experience with institutional food services facilities <p>Experience must be gained within the last ten (10) years up to and including the solicitation closing date.</p> <p>If at any time, during the contract period, any of these persons is replaced by your company, each replacement will be replaced with a resource that possess' at a minimum the same qualifications.</p>	PAGE(S) AND/OR SECTION NUMBER: _____

M4	<p>The bidder must identify (2) short order cooks</p> <p>The bidder must demonstrate that the proposed resource;</p> <p>a) Has at least six (6) months of short order cook experience.</p> <p>Or</p> <p>b) Is currently registered as an apprentice cook</p> <p>Experience must be gained within the last 3 years up to and including the solicitation closing date.</p> <p>If at any time, during the contract period, any of these persons is replaced by your company, each replacement will be replaced with a resource that possess' at a minimum the same qualifications.</p>	<p>PAGE(S) AND/OR SECTION NUMBER: _____</p>
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POINT RATED TECHNICAL CRITERIA

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the table below. Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Item	Point Rated Technical Criteria	Maximum Points Available	Score	Proposal page #
R1	<p>The bidder should provide a summary of three (3) temporary help food services support projects, related to those required in M2.</p> <p>The selected projects must have been completed during the last five years.</p> <p>Each of the following criteria will be rated on 5 points.</p> <ol style="list-style-type: none"> 1) One project cited must be 2 year duration; 2) The proposed coordinator must have worked on one of the project cited; and 3) The projects cited must have been provided to three (3) different clients. <p>For each project cited, the following information must be provided:</p> <ol style="list-style-type: none"> i) project commencement and completion dates; ii) Project location; iii) Description of your exact role and scope of services on that project; and iv) Name and telephone number of the client contact. 	15		

<p>R2</p>	<p>Recruitment and Retention of Personnel</p> <p>The Bidder should demonstrate how they will find, recruit and maintain personnel. It is highly desirable for the Bidder to have a low level of personnel turnover and a work environment that will promote high productivity and job satisfaction.</p> <p>Recruitment (Maximum 16 points): 3 points - health insurance 3 points - pension plan 3 points - paid sick days and holidays 3 points - profit sharing 2 points - development programs 2 points - educational initiatives</p> <p>and</p> <p>Retention of Personnel (Maximum 15 points):</p> <p>0 points - more than 40% replacements per year 5 points - 25% - 39% replacements per year 10 points - 11% - 24% replacements per year 15 points - 0% - 10% replacements per year</p> <p>And</p> <p>Issues Resolution Procedure (Maximum 9 points):</p> <p>3 points –Effective process in place for monitoring actions of the Bidder's personnel such as attendance</p> <p>3 points - Effective process in place to establish a rapport with clients and their preparedness to provide the required services. Process in place to prepare for provision of the required services.</p> <p>3 points – Effective process in place demonstrating remedial action plans to address shortfalls by their personnel in these areas</p>	<p>40</p>		
<p>R3</p>	<p>RESOURCES COMPETENCIES AND EXPERIENCE:</p> <p>The bidder should provide the name of One (1) proposed Contractor's Coordinator.</p> <p>THE PROPOSED RESOURCE WILL BE RATED ON MAXIMUM OF 10 POINTS.</p> <p>Bidder must demonstrate that the proposed resource have the work experience relevant to the services sought.</p> <p>What must be submitted;</p> <p>Curriculum vitae (CV) of the proposed resources who will be</p>			

	<p><i>assigned to this project. CV should be attached for each Assigned Personnel, maximum two pages each (not included in the overall proposal page count).</i></p> <p>CV should contain the following information;</p> <ul style="list-style-type: none"> i. Academic and other relevant qualifications such as current professional accreditation and designations. The Proponent should be able to provide documentation of accreditation and/or licenses on request; ii. Number of years of experience in Administration or Human Resource Management; and iii. Number of years of experience in the proposed position <p>The proposed resource CVs will be evaluated as follows:</p> <p>Education: (Maximum 5 points):</p> <ul style="list-style-type: none"> I. University degree in a discipline related to Administration or Human Resource Management - 5 points II. College Diploma in a discipline related to Administration or Human Resource Management – 3 points III. College Diploma in a discipline not related to Administration or Human Resource Management; – 1 point <p>Work Experience related in the field of personnel management: (Maximum 5 points):</p> <p>3 to 4 years – 2 point 5 to 6 years – 3 points 7 to 8 years – 5 points</p>	10		
R4	<p>The bidder should provide the name of two (2) proposed short order cooks.</p> <p>Bidder must demonstrate that the proposed resource have the work experience relevant to the services sought.</p> <p>What must be submitted;</p> <p><i>Curriculum vitae (CV) of the proposed resources who will be assigned to this project. CV should be attached for each Assigned Personnel, maximum two pages each (not included in the overall proposal page count).</i></p> <p>CV should contain the following information;</p>	10		

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	<p>iv. Number of years of experience work as a short order cook</p> <p>v. Number of years of experience in the proposed position</p> <p>The proposed resource CVs will be evaluated as follows:</p> <p>EACH PROPOSED RESOURCE WILL BE RATED ON MAXIMUM OF 5 POINTS.</p> <p>Work Experience related in providing food services in an institutional kitchen setting (Maximum 5 points)</p> <p>≥1 yr. and <2 yrs. - 2 point ≥2 yrs. and <4 yrs. - 3 points ≥4 yrs. and <5 yrs. - 4 points Over 6 yrs. 5 points</p>			
	MAXIMUM TOTAL POINTS AVAIL	75		
	MINIMUM TOTAL POINTS ACCEPTABLE	45		
	TOTAL POINTS AWARDED			

ANNEX "E" - INFORMATION CONCERNING EACH EMPLOYEE OF THE PREVIOUS SUPPLIER

Position	Hourly Rate	Start Date	Benefits	# Weeks Worked/26	Avg hours worked per week
Kitchen Helper	\$12.25	12-Sep-16	No	26	21
Kitchen Helper	\$12.25	14-Nov-13	No	26	23
Short Order Cook	\$15.00	26-Jun-17	No	11	28
Kitchen Helper	\$11.40	13-Jul-17	No	8	17
Short Order Cook and Kitchen Helper	\$15.00	30-Mar-15	No	5	22
Short Order Cook and Kitchen Helper	\$15.00	04-Sep-15	No	26	32
Cleaner	\$12.25	14-Nov-13	No	26	39
Kitchen Helper	\$11.40	11-Jul-17	No	8	22
Short Order Cook	\$15.00	29-Nov-13	No	20	30
Kitchen Helper	\$12.25	26-Sep-16	No	26	13
Cadet Camp - Kitchen Helper	\$11.40	26-Jun-17	No	10	24
Short Order Cook	\$15.00	18-Oct-14	No	26	40
Short Order Cook	\$15.00	14-Nov-13	No	26	35
Short Order Cook	\$15.00	21-Feb-17	No	24	27
Kitchen Helper	\$12.25	11-Apr-16	No	14	20
Kitchen Helper	\$12.25	14-Nov-13	No	26	38
Kitchen Helper	\$11.50	30-Jun-17	No	18	10
Cadet Camp - Kitchen Helper	\$12.25	21-Sep-16	No	26	23
Kitchen Helper	\$12.25	23-May-17	No	14	26

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ANNEX "F" 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)

ANNEX "G" to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions).

ANNEX “H” ADDITIONAL CERTIFICATIONS

1. Board of Directors

In accordance with Section 1, Integrity Provisions – Offer, Offerors are required to provide a list of their Board of Directors before contract award. Offerors are requested to provide this information in their bid.

Director Name - _____

2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Offerors are required to have a Procurement Business Number (PBN) before Standing Offer award.

Procurement Business Number - _____

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the Info Line at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

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ANNEX "I" DND 426 TASK AUTHORIZATION FORM

SEE ATTACHMENT

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p>TO THE CONTRACTOR</p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR</p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédié à	<p>_____</p> <p style="text-align: center;">Date</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">for the Department of National Defence pour le ministère de la Défense nationale</p>	
Delivery/Completion date – Date de livraison/d'achèvement		
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>_____</p> <p style="text-align: center;">for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost

The cost of the Task broken out into the individual costed items in **Services**.

GST/HST

The GST/HST cost as appropriate.

Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

