

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	4
1.1 INTRODUCTION.....	4
1.2 SUMMARY	4
1.3 DEBRIEFINGS.....	5
PART 2 - OFFEROR INSTRUCTIONS	6
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	6
2.2 SUBMISSION OF OFFERS.....	6
2.3 FORMER PUBLIC SERVANT.....	6
2.4 ENQUIRIES - REQUEST FOR STANDING OFFERS	8
2.5 APPLICABLE LAWS.....	8
PART 3 - OFFER PREPARATION INSTRUCTIONS.....	9
3.1 OFFER PREPARATION INSTRUCTIONS.....	9
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	11
4.1 EVALUATION PROCEDURES.....	11
4.2 BASIS OF SELECTION.....	11
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	12
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER	12
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER.....	12
PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES	13
A. STANDING OFFER.....	13
6.1 OFFER.....	13
6.2 SECURITY REQUIREMENTS	13
6.3 STANDARD CLAUSES AND CONDITIONS.....	13
6.4 TERM OF STANDING OFFER	14
6.5 AUTHORITIES	14
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	15
6.7 IDENTIFIED USERS.....	15
6.8 CALL-UP INSTRUMENT	15
6.9 LIMITATION OF CALL-UPS	15
6.10 FINANCIAL LIMITATION.....	15
6.11 PRIORITY OF DOCUMENTS	16
6.12 CERTIFICATIONS.....	16
6.14 APPLICABLE LAWS.....	16
B. RESULTING CONTRACT CLAUSES	17
6.1 STATEMENT OF WORK.....	17
6.2 STANDARD CLAUSES AND CONDITIONS.....	17
6.3 TERM OF CONTRACT	17
6.4 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	17
6.5 PAYMENT	17
6.6 INVOICING INSTRUCTIONS	18
6.7 INSURANCE	18

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

ANNEX A	19
STATEMENT OF WORK	19
ANNEX "B"	66
BASIS OF PAYMENT	66
ANNEX "C"	67
STANDING OFFER USAGE REPORT	67
ANNEX "D" TO PART 3 OF THE REQUEST FOR STANDING OFFERS	68
ELECTRONIC PAYMENT INSTRUMENTS	68

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
 - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, and any other annexes

1.2 Summary

- 1.2.1** The department of National Defence, has the requirement for a Regional Individual Standing Offer (RISO) for the provision of all labour, equipment, materials, food products, supervision and transportation required to provide catering services at the Whitehorse Cadet Summer Training Centre (RMCTC) located at Ghost River Ranger Station approximately 45 km Northwest of Cochrane, Alberta.

The period of the RISO is from May 1, 2018 to April 30, 2019 with one additional one year option period.

This Standing Offer cannot be used for requirements in locations which fall under the Procurement Strategy for Aboriginal Business, the Set-Aside Program for Aboriginal Business, and Comprehensive Land Claim Agreements.

- 1.2.2** The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006 \(2017-04-27\)](#) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.2 Submission of Offers

Offers 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 Request for Standing Offers.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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.

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

"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 Offeror a FPS in receipt of a pension? **YES** () **NO** ()

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** () **NO** ()

If so, the Offeror 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.

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than **five (5)** calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 Offerors.

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that Offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (one hard copy)

Section II: Financial Offer (one hard copy)

Section III: Certifications (one hard copy)

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

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, Offerors 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 Offer

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

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

3.1.1 Electronic Payment of Invoices - Offer

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

If Annex "D" 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.

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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

.

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Technical Criteria

See Annex A, Statement of Work.

Estimated Quantity as shown in Annex B is for evaluation purposes only and the numbers may vary from what is indicated there.

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

The lowest average evaluated price will be determined by the following calculation:

In Annex B

Line item 1.b. **plus** Line item 2.b. = **X**

X divided by 2 = **Y**

Y = average evaluated price for the two years

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to the Issuance of a Standing Offer

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer non-responsive.

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

6.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

6.2 Security Requirements

6.2.1 There is no security requirement applicable to the Standing Offer.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from May 1, 2018 to April 30, 2019.

6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional one (1), one (1) year period, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Rina Marsland
Procurement Specialist
Public Works and Government Services Canada
Acquisitions Branch – Western Region
Government of Canada Building
101 22nd St E, Suite 110
Saskatoon, SK S7K 0E1

Telephone: 306-241-5742
Facsimile: 306-975-5397
E-mail address: rina.marsland@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

6.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

6.5.3 Offeror's Representative

(Offeror to complete)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Department of National Defence, Rocky Mountain Cadet Training Centre

6.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer, or an electronic document.

6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$200,000.00** (Applicable Taxes included).

6.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$ to be determined** (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

6.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- e) the general conditions 2010C (2016-04-04), General Conditions - Services (Medium Complexity) ;
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- g) Annex C, Standing Offer Usage Report;
- h) the Offeror's offer dated **to be determined**

6.12 Certifications

6.12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

6.14 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

6.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

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

6.2.3 SACC Manual Clauses

A9062C (2011-05-16), Canadian Forces Site Regulations

6.3 Term of Contract

6.3.1 Period of the Contract

The period of the Contract is from May 1, 2018 to April 30, 2019, inclusive.

6.3.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.4 Proactive Disclosure of Contracts with Former Public Servants

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

6.5 Payment

6.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit prices, as specified in Annex B for a cost of \$ **To Be Determined** Customs duties are included, and Applicable Taxes are extra.

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

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

6.5.2 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

6.5.3 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

6.5.4 Electronic Payment of Invoices – Call-up

To be determined

6.6 Invoicing Instructions

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

6.7 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

ANNEX A

STATEMENT OF WORK

GENERAL CONDITIONS

SECTION 1

1. Description of Work

1.1 Work under this contract is for the provision of all labour, equipment, materials, food products, supervision and transportation required to provide catering services at the Whitehorse Cadet Training Centre (RMCTC) located at Ghost River Ranger Station approximately 45 km Northwest of Cochrane, Alberta.

Section 1 General Conditions

Section 2 Statement of Work

Section 3 Appendices to Annex A

Appendix 1 - Minimum Staffing Qualification and Standards

Appendix 2 - Minimum Standard Menu Pattern, Cycle Menus, and Portion Size

Appendix 3 - DND Food Quality Standards

Appendix 4 - Caterer's Semi-Monthly Invoice (Sample)

Appendix 5 - Certified Daily Ration Entitlement Statement

Appendix 6 - Catering Contract Incident Register

Appendix 7 - Daily Meal Forecast

Appendix 8 - Details of Operating Facilities

Appendix 9 - Meal Service Schedule

Appendix 10 - Estimated Ration Strength

Appendix 11 - Hygiene and Sanitation, Food Handling and Food Services

Appendix 12 - Non Food Accessory and Packaging items

1.2 Amendments to the Meal Service Schedule at Appendix I may be made by mutual consent of DND and the contractor. Cleaning not carried out or extra to the frequencies must be approved by DND.

1.3 Period of Contract will be for 1 year from date of Contract award with the option to extend the contract by up to one (1) additional one (1) year period in accordance with section 6.4.2 of the contract.

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

2. Standards

- 2.1 National Building Code, National Fire Code, Canadian Electrical Code, Canadian Plumbing Code, Canada Labour Code, Canada Occupational Safety and Health Regulations, Workplace Hazardous Materials Information System (WHMIS), Workers' Compensation Board and all other applicable Federal, Provincial and Municipal codes pertaining to the trades involved in the work.
- 2.2 In the In the event of conflict between any provisions of the above authorities, the most stringent provision will apply.
- 2.3 Contractor must ensure all his employees are training in WHMIS, Occupational Health and Safety and Fire Safety.
- 2.4 Contractor and his staff must comply with the requirements of WHMIS regarding the use, handling, storage, disposal of hazardous materials; labeling and provision of material safety data sheets acceptable to authorities having jurisdiction.

3. Materials, Supplies and Equipment

- 3.1 The Contractor must supply all labour, equipment, and material required to perform the work as detailed in Section 2.
- 3.2 Contractor must provide and use only **environmentally friendly** products that meet Green Seal's or the EcoLogo (also known as Environmental Choice) standards for industrial and institutional cleaners. Examples of acceptable products can be found at www.greenseal.org/FindGreenSealProductsAndServices.aspx, www.productguide.ulenvironment.com/QuickSearch.aspx, www.ecolabelindex.com , or www.greenerchoices.org/eco-labels/eco-home.cfm.
- 3.3 Upon award, the Contractor will provide DND with a list of proposed cleaning products to be used for the work. DND will advise the Contractor of products not approved for use in carrying out the work.
- 3.4 Request for acceptance of cleaning materials in addition to those established as acceptable must be submitted to DND for approval.
- 3.5 The Contractor must on request, furnish a complete written statement of origin, composition and/or manufacture of any or all materials supplied by him/her for use in the work. He/she may be required to provide sample materials from existing stock for testing purposes.

4. Workmanship, Staffing and Supervision

- 4.1 Contractor must provide sufficient personnel and supervision to ensure that the work can be carried out. Mandatory Personnel Qualification requirements and recommended staffing level are detailed in Appendix A.
- 4.2 Any personnel not acceptable to DND due to incompetence, improper conduct, security risk or an inability to communicate will be removed from the site and replaced forthwith.
- 4.3 The cadet camp is operational seven (7) days per week as well as evenings and holidays. The Contractor must ensure standby staff is available for vacation leave, sick leave or other days off by regular staff.

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

- 4.4 A supervisor will be provided with authority to receive for the Contractor, any orders or communication in respect to the Contract. The supervisor must be equipped with a pager or similar communication device, available to contact, during the workday, after hours and/or on week-ends, unless arranged otherwise.
- 4.5 The Contractor's supervisor must co-ordinate operations in accordance with the schedule and to the satisfaction of DND.

5. Safety and Security

- 5.1 The Contractor must adhere to all fire and safety measures as recommended by National and Provincial codes and/or as prescribed by the authorities having jurisdiction, concerning equipment, work habits and procedures.
- 5.2 Contractor and all company personnel must be familiar with Fire Safety requirements of the facility.
- 5.3 All hazardous materials, cleaning compounds, etc. are to be stored and handled in such a manner as to prevent danger to federal employees or members of the public.
- 5.4 Smoking is prohibited in crown-owned buildings and other than designated areas, on the grounds.
- 5.5 Only those employees whose names appear on DND's approved list of Contractor personnel will be allowed access to the site.
- 5.6 All keys entrusted to the Contractor for the fulfillment of this contract must be fully protected at all times. Lost or misplaced keys will result in rekeying the building locks at the Contractor's expense. The Contractor must provide a list of key holders to the DND Camp Co-coordinator.
- 5.7 Entry to locked or off-limit rooms will be restricted unless otherwise directed by the DND Camp Coordinator or a designated representative.

6. Start-Up

- 6.1 Contractor and all Contractor personnel on site must attend a Harassment and Abuse Program briefing provided by National Defence.
- 6.2 Prior to commencement of the work the Contractor must submit to the DND Property Manager for approval the following documents for all personnel:
- Proof of Workplace Hazardous Material Information System (WHMIS) training;
 - Copy of Criminal Record and Vulnerable Sector (VS) checks;
 - Proof of compliance with mandatory staff qualification requirements detailed in Appendix A; and
 - List of cleaning products, including MSDS sheets.

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

7. Building Operations

- 7.1 Contractor must report plumbing, electrical or structural repairs sighted during the cleaning operation to the DND Camp Coordinator.

8. Contractor's Use of Site

- 8.1 DND will provide the contractor with the space necessary for the performance of their duties without undue inconvenience.
- 8.2 The Contractor must not list, publicize or use in any fashion for business purposes, the address of a building owned by the Government of Canada. A telephone may be provided but must not, under any circumstance, appear in any telephone directory or be advertised as a business telephone. Any long distance charges will be at the expense of the contractor.
- 8.3 The Crown is not be responsible for any damage to the Contractor's supplies, materials or equipment in the building nor to the contractor's employees personal belongings brought onto the site;
- 8.4 Electricity and water will be provided free of charge to the contractor for the performance of their duties.

9. Meals and Accommodation

- 9.1 There are rooms available for the Contractor's staff on site.
- 9.2 Meals for Contractor's employees will be provided at the Contractor's expense.

GENERAL CONDITIONS

SECTION 2

PART I

The following definitions apply to the content of the Statement of Work (SOW):

1.1 **DEFINITIONS**

- a. **"BOX LUNCH"** means a take-out form of meal prepared in lieu of a meal normally served in the dining room and which has the same ration value.
- b. **"CAFETERIA SERVICE"** means a method of serving food wherein:
 - (1) The diner collects his meal at the serving counter;
 - (2) Tables are laid with necessary condiments or condiment stands if available.
 - (3) At the end of his meal the diner removes his cutlery, crockery glassware and leftovers to an area provided for their reception.
- c. **"CATERER (CONTRACTOR)"** means the organization responsible for provision of food services, which are the subject of this Statement of Work;
- d. **"CATERING STAFF"** means the employees of the caterer engaged to perform the work.
- e. **"CLIENT"** means the base, unit or group seeking food services for its personnel;
- f. **"COMMANDING OFFICER (CO)"** means the senior officer appointed to command the establishment.
- g. **"CONTRACT MANAGER"**: The person will be the Technical Authority as listed in the Contract, the individual appointed by DND for oversight of all technical aspects of the Contract, and to act as the primary client contact for the Contractor.
- h. **"CONTRACT MANAGER'S TECHNICAL ADVISOR"** means a DND Food Services Officer or a cook of the rank of WO or above of the supporting unit 17 Wing Winnipeg, appointed by the supporting Wing / Unit Commander/CO. The technical advisor, or his representative, is to make periodic visits (one at opening, and/or as required). He/she is to be available to give specialist advice to ensure that contract specifications are observed, to provide the caterer with administrative advice, and to assist in interpreting the specifications as related to food, food services, sanitation and hygiene.
- i. **"CROWN"** means the Government of Canada;
- j. **"CROWN PAID"** refers to food services which are paid by the Crown;
- k. **"CUSTOMER (DINER)"** means the individual consuming food;
- l. **"DEPARTMENT OF NATIONAL DEFENCE (DND)"**: For the purpose of this Contract, DND refers to Whitehorse Cadet Summer Training Centre (RMCTC).
- m. **"DINER STRENGTH"** means the total number of MDN personnel at the establishment entitled to receive meals;

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

- n. **"DISPERSED MEALS"** means meals, hot or cold, provided in the form of box lunches or bulk insulated containers (Hay Boxes) for consumption away from dining facilities;
- o. **"ENTITLEMENT"** means the amount of food that a Customer may consume which is Crown Paid, expressed as a dollar value, for a specific Entitlement Period;
- p. **"ENTITLEMENT PERIOD"** means the period of time for which a Customer is granted an Entitlement;
- q. **"ESTABLISHMENT"** means base, RMCTC, unit or other organization where the work is performed.
- r. **"FOOD SERVICES CONTRACT"** means the provision of meals where the Caterer provides the food services staff and managerial services using DND food commodities, equipment and facilities.
- s. **"FOOD AND FOOD SERVICES CONTRACT IN DND FACILITIES"** means the provision of meals where the caterer provides food commodities, food services staff, and managerial services using DND facilities and equipment.
- t. **"FOOD AND FOOD SERVICE IN NON-DND FACILITIES"** means the provision of meals where the caterer provides all food service resources and using caterer's own facilities and equipment.
- u. **"FOOD SERVICES CONTRACT INCIDENT REGISTER"** means a register for Incident Reports raised by the DND Contract Manager or designated representative in accordance with Appendix F, in which the Contractor's deficiencies are recorded with confirmation that satisfactory corrective measures were taken by the Contractor within ten (10) calendar days of the incident;
- v. **"PROCEDURES"** means the Procedures for Raising and Managing Food Services Contracts.
- w. **"PWGSC"** means Public Works and Government Services Canada.
- x. **"RATION"** means a total of three meals plus morning and afternoon breaks and evening snacks provided to one authorized person for one day. In the context of catering Contracts, the term ration also encompasses all the activities associated with the provision of these meals. Whenever less than three (3) meals are provided to a given diner, the meals have the ration value stated in Appendix E.
- y. **"STANDARD DAILY ENTITLEMENT"** means the dollar value of the prepared food items contained in the Standard Meal Entitlement Pattern to be provided to a Customer by the Contractor. This dollar value must cover associated operating costs;
- z. **"STANDARD MEAL ENTITLEMENT PATTERN"**: The meal items for breakfast, lunch, dinner and snacks for which the Crown is prepared to pay, as detailed in Appendix E.
- aa. **"SPECIFICATIONS"** means Contract specifications for the Supply of Food Services or Food and Food Services.
- bb. **"TERM"** means the length of the Contract between DND and the Contractor; and
- cc. **"RMCTC FOOD SERVICES REPRESENTATIVE (FSR)"** (RMCTC FSR) the individual appointed by the RMCTC CO to liaise with the caterer about day-to-day contract implementation.

PART II

2.1 CONTRACTOR'S RESPONSIBILITIES & AVAILABILITY

- 2.1.1 The Contractor's Resident Manager and Kitchen Supervisor must be available at the site of operations prior to commencement of the contract to conclude final details with the Camp Food Services representative and the Contract Supervisor. A pre-camp meeting will be held between the Caterer's representative(s) and the Contract Supervisor.
- 2.1.2 The Contractor's Resident Manager, or his authorized representative, must advise the RMCTC FSR of his intended whereabouts, including after normal working hours.

2.2 CONTRACTOR STAFF

The Contractor must:

- 2.2.1 Provide an experienced Resident Manager, as specified in Appendix A, who may also act as the kitchen supervisor when the total number of daily diners is less than 100;
- 2.2.2 Provide an experienced Kitchen Supervisor, as specified in Appendix A, who must supervise the catering staff and participate in preparation and service of meals. When the total number of diners in any one ration-day equals or exceeds 100, then the Site Manager and Kitchen Supervisor may not be the same individual. The Kitchen Supervisor must be a fully qualified Red-Seal Cook. The Kitchen Supervisor or a Red-Seal qualified cook is required to taste test meals to ensure quality of meals;
- 2.2.3 Provide the catering staff required to meet the Canadian Forces (CF) standards at Appendix C for meal production and service, hygiene, sanitation and general safety. Appendix A is provided as a guide and applies to continuous feeding situations. It is the ratio of staff to diners which has proven to be the most effective for the operation of food services facilities which meet the CF standard for meal production and hygiene, where three meals are provided, seven days a week. Thus the caterer should employ personnel to meet the total weekly productive working hours for each category of employee. Where the catering requirement is less than three meals per day, seven days per week, a proportionate number of staff may be employed;
- 2.2.4 Provide in-house staff training according to the program submitted with this proposal prior to work commencement, to include Workplace Hazardous Material Information System (WHMIS);
- Ensure that food handlers abide by the pertinent city and/or provincial health regulations and those specified in the "Sanitation Code for Canada's Food Services Industry";
- 2.2.5 Ensure that the catering staff comply with orders and regulations issued by the Commanding Officer;
- 2.2.6 Provides meals to the Catering staff at his own expense;
- 2.2.7 Provide uniforms to all catering staff in sufficient quantities to permit a daily change and be responsible for laundering these uniforms; and

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

- 2.2.8 Provide all cleaning and disinfecting agents and small equipment i.e., tea towels, garbage bags, dishwasher detergent, tin foil, saran wrap, mop and mop heads, packing boxes, foil containers for rationing vessels, masking tape, felt markers, bags, paper and plastic and like items required to meet feeding commitments.

2.3 MEDICAL REQUIREMENTS

- 2.3.1 The Contractor must only employ personnel who are free from contagious or infectious disease. The Resident Manager will provide a signed release for all employees that they are free from contagious or infectious disease for all employees upon request.

2.4 CONTRACT REQUIREMENTS

- 2.4.1 Provide meals and snacks in accordance with the two-week cycle menu in Appendix B, and the minimum standard menu patterns in Appendix B. Contractor is to develop a two week cycle menu for approval by the Training Center Commanding Officer prior to startup of the kitchen;
- 2.4.2 Ensure that all food preparation/cooking follows standardized recipes, is flavorful, takes place as close as possible to actual time of consumption and that meals/box lunches are prepared from ingredients which meet the standards described at Appendix C (Food Quality Standards);
- 2.4.3 Ensure the timely and safe service of food by covering all food and observing the following maximum holding times and procedures:
- (1) Hot food: hold at 140 F (60 C) or higher for no longer than two hours. Batch cooking must be the norm (i.e. staggered cooking). Leftovers must be covered and cooled quickly and may be served within 48 hours as an additional menu item,
 - (2) all desserts containing custard, milk, eggs, cream and edible oil simulated fillers and all salads refrigerated for no longer than 24 hours, and total exposure at room temperature no longer than 90 minutes, any remaining is to be discarded,
 - (3) bakery items: no longer than 36 hours; and
 - (4) fresh milk must be dispensed from the original container and must not be held longer than one hour at room temperature.
- 2.4.4 Present a sufficient quantity of each menu item to satisfy the portion size requirements at Appendix D. An adequate quantity of each selection on the menu must be prepared to ensure that last diners have the same choice as the first;
- 2.4.5 Display the daily menu in each dining facility;
- 2.4.6 Provide efficient and pleasant service to the diner according to the Meal Service Schedule at Appendix I. Caterer's staff must assist in service if dispersed meals are required;
- 2.4.7 Control, receive and store food supplies properly in accordance with "The Sanitation Code for Canada's Food Services Industry", and ensure that foods are used on the first-in, first-out basis, and minimize wastage; and
- 2.4.8 Provide snacks for graduation parades as coordinated by RMCTC FSR as applicable

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

2.5 ADMINISTRATION

The Contractor must:

- 2.5.1 Provide the RMCTC Food Services Representative (FSR) as applicable with a certified daily nominal roll of the catering staff for the kitchen using the format at Appendix E.
- 2.5.2 Submit semi-monthly invoices (Appendix D) to the DND Contract Manager for services rendered under the contract for the periods from the first to the fifteenth and from the sixteenth to the last day of each month. Invoices will be based on the information contained in the Certified Daily Ration Entitlement Statement (Appendix G) prepared by the RMCTC Food Services Representative (FSR).

PART III

3.1 CONTRACTOR'S RESPONSIBILITIES

3.1.1 With regards to his staff, the Caterer must:

- a. Arrange necessary transportation for the catering staff;
- b. Liaise with the Site Harassment Advisor for catering staff training concerning the Cadet Harassment and Abuse Prevention Program(CHAPP); and
- c. Liaise with the Site General Safety Officer fire prevention training for members of the catering staff.

3.1.2 With regards to DND equipment and facilities, the Contractor must:

- a. Sign an inventory listing of all DND equipment provided by RMCTC from the Supply Section prior to commencement;
- b. Properly use the storage facilities for swill and garbage and keep the adjacent areas clean;
- c. Promptly advise the Site Food Services Representative of any equipment malfunction, refrigeration failures, problems with heat, electricity, plumbing, sewage, garbage disposal, inadequate food supplies, etc.;
- d. Return the premises and equipment in the same condition as when they became the Contractor's responsibility and to the satisfaction of the Contract Manager and Food Services Representative, at the end of the contract. The Caterer will not be responsible for changes in conditions and/or quantities of equipment or buildings resulting from normal and reasonable wear and tear, and will not be required to prepare kitchen fixtures, by greasing or otherwise for dormant storage unless negotiated to cover this work;
- e. Reimburse DND, at the expiration of the contract for losses, shortages or damages to equipment except as indicated in sub-paragraph d above. The Contractor is financially responsible for any tableware deficiencies attributable to his actions or negligence by the Contract Manager and/or Food Services Representative; and
- f. At the expiration of the contract, perform an inventory check of all DND supplied equipment with the DND Contract Manager or his representative. The deficiencies must

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

be recorded and recovery action must be taken prior to the Contractor's departure. DND will provide the Contractor with a written release against further inventory shortages.

3.2 DND RESPONSIBILITIES

3.2.1 DND will provide the following equipment and facilities:

- a. facilities and equipment as listed in the Supply Customer Account (SCA) in a ready and sanitary condition. (An inventory of all DND equipment will be prepared);
- b. water, electricity, fuel for kitchen equipment, heating, refrigeration, adequate storage facilities and removal services for swill and kitchen refuse;
- c. tableware, (chinaware, earthenware, glassware, cutlery, flatware and plastic ware) in amounts equal to the number to be fed;
- d. tablecloths, as required; rodent/pest control;
- e. locks, keys, window grills, bars and other safeguards for the custody of food and equipment, deemed advisable by the Site Food Services Rep and satisfactory to the Contractor;
- f. copies of Standing Orders, Fire Orders, operating and maintenance instructions for kitchen equipment; and
- g. Maintenance service for DND kitchen facilities and equipment.

APPENDICES TO ANNEX A

1. MINIMUM STAFFING QUALIFICATIONS AND STANDARD
2. MINIMUM STANDARD MENU PATTERNS CYCLE MENUS and PORTION SIZE
3. DND FOOD QUALITY STANDARDS
4. CATERER'S SEMI-MONTHLY INVOICE (SAMPLE)
5. CERTIFIED DAILY RATION ENTITLEMENT STATEMENT
6. CATERING CONTRACT INCIDENT REGISTER
7. DAILY MEAL FORECAST
8. DETAILS OF OPERATING FACILITIES
9. MEAL SERVICE SCHEDULE
10. ESTIMATED RATION STRENGTH
11. HYGIENE AND SANITATION, FOOD HANDLING AND FOOD SERVICES
12. NON FOOD ACCESSORY AND PACKAGING ITEMS

Appendix 1 to Annex A

MINIMUM STAFFING QUALIFICATIONS AND STANDARDS

1. Resident Manager

The Contractor must provide the services of a Resident Manager who will be the manager of the contracted staff for the whole duration of the requirement and responsible for overseeing all operations as detailed in the contract. The Resident Manager also serves as the primary point of contact for the RMCTC. The Resident Manager may also act as the Kitchen Supervisor when the total number of daily diners is less than 150. If acting

The Site Manager must have a minimum of three (3) years experience of relevant experience within the past five (5) years for food and food services contracts of comparable scope and size.

2. Kitchen Supervisor

The Contractor must provide an experienced Kitchen Supervisor who must supervise the catering staff and participate in preparation and service of meals. When the total number of diners in any one ration-day equals or exceeds 150, then the Site Manager and Kitchen Supervisor may not be the same individual.

The Kitchen Supervisor must be a fully qualified Red-Seal Cook (<http://www.red-seal.ca/trades/c.4.4k@-eng.jsp>).

The Kitchen Supervisor or a Red-Seal qualified cook is required to taste test meals to ensure quality of meals.

The Site Manager must have a minimum of three (3) years experience of relevant experience within the past five (5) years for food and food services contracts of comparable scope and size.

3. All other kitchen and catering staff

All kitchen personnel and staff handling or serving food must hold a valid BC Food Safe Level 01 certificate or recognized equivalent from The BC Centre for Disease Control at (<http://www.bccdc.ca/NR/rdonlyres/79AF3F81-2DB7-4449-8863-BD816D757E99/0/FoodHandlerTrngCourseEquivtoFS.pdf>)

4. All Contractor Staff

In addition to the above-noted requirements, and prior to commencing the work, the Contractor must submit to the DND Property Manager for approval the following documents for all personnel:

- a. Proof of Workplace Hazardous Material Information System (WHMIS) training;
- b. Copy of Criminal Record and Vulnerable Sector (VS) checks;

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

5. Staffing Standard

The following guide, supplied from A-85-269-001FP-006 is used as a suggested staffing guide. The total weekly productive hours listed is a minimum and should be used only as a guide, ensuring that total production is not less. The contractor MUST fulfill the requirements as specified in the Contract.

Ration Strength	Resident Manager	Assistant Resident Manager	Kitchen Supervisor
1-200	1		1
201-600	1		1
601-1200	1		1
1201-Up	1	1	1

Ration Strength	Cooks	Ration Strength	Cooks	Ration Strength	Cooks
17-40	4	376-439	13	1024-1098	22
41-62	5	440-504	14	1099-1173	23
63-92	6	505-579	15	1174-1248	24
93-127	7	580-654	16	1249-1323	25
127-167	8	655-729	17	1324-1398	26
168-212	10	730-804	18	1399-1474	27
213-262	11	805-879	20	1475-1548	28
263-375	12	880-1023	21		

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

Ration Strength	Kitchen Helpers	Ration Strength	Kitchen Helpers	Ration Strength	Kitchen Helpers
17-40		377-408	17	781-815	
41-53	5	409-440	18	816-850	31
54-67		441-470	19	851-885	
68-83		471-500	20	886-925	
84-100	8	501-530	21	926-965	34
101-120	9	531-560	22	966-1005	35
121-150	10	561-590	23	1006-1045	36
151-185	11	591-620	24	1046-1085	37
186-225	12	621-650	25	1086-1125	38
226-266	13	651-680	26	1126-1165	39
267-307	14	681-710	27	1166-1210	40
308-343	15	711-745	28		
344-376	16	746-780	29		

**Appendix 1.a. to Annex A – Standard Meal Item Availability Table –
CADET FEEDING OPERATIONS**

Applies to Cadet Summer Camps and other cadet feeding activities.

BREAKFAST			
Category	Meal Item Availability Standard¹	Definition/ Specification	Healthy Choices
Fruit	Fruit Salad 3 other varieties of fresh fruit	A total of 4 varieties of fresh fruit. Vary variety throughout week and season. The term “fresh” implies that the food has not been processed or preserved in any way (i.e. not canned, cured, dehydrated, frozen or otherwise processed or preserved.	All
Juice	3 flavors (2 Fruit and 1 Vegetable)	Pasteurized 100% fruit juice from the named fruit or vegetable, no sugar added, with in accordance with Canada's Food and Drug Regulations and the Canadian Food Inspection Agency (CFIA) . Vary selection throughout the week.	All
Entrée	Eggs any style Cereals 7 varieties – ready to eat 1 Breakfast entrée	In accordance with the Egg Regulations under the Canadian Agricultural Products Standards Act and Canadian Food And Drug Regulations . Includes 2 whole grain varieties and 2 sweetened varieties. Since this standard is primarily intended for summer camps, there is no requirement for hot cereals. Should a requirement for hot cereal be identified, then one hot cereal can be added and 6 varieties of ready to eat provided. e.g. pancakes, French toast, waffles	Cooked with little or no fat. Whole grain cereal. Less than 12 gm of sugar per recommended portion size. Made with whole wheat flour
Meats	1 hot breakfast meat 1 cold meat	e.g. bacon, ham, sausage, back bacon. Meat from federally inspected source and CFIA approved only .	Lean Meat

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

		e.g. Sliced ham. In accordance with the Canadian Food And Drug Regulations or equivalent.	
Cheese	2 varieties of cheese 4 varieties of yogurt	e.g. cream cheese, cheddar cheese, Swiss cheese. Cheese products produced in a dairy establishment registered by CFIA or equivalent To include low fat varieties.	Less than 2% M.F. Less than 2% M.F.
Starch	1 breakfast starch item	e.g. baked beans, potatoes	Prepared with little or no fat
Vegetable	Not required		
Bread Product	1 baked product 1 type commercial bread products and 1 variety of each type 3 types of loaves	e.g. muffins, croissants, sweet buns. e.g. Bagels and English muffins e.g. whole wheat, multi grain, white, flax, oat, linseed	Low fat, high fiber muffins, whole grain products 100% Whole grain products 100% whole grain products
Beverage²	3 types of Hot beverages 2 types of cold beverages, 3 if non-dairy are provided: Dairy (3 varieties) Fruit Flavored Drinks (4 varieties) Non-Dairy Beverages (2 varieties) when requested	e.g. Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavored), Hot Chocolate Refers to pasteurized cow's milk with Vitamin D and A added, in accordance with Canada's Food and Drug Regulations . No chocolate milk at breakfast. Made of natural fruit flavor extract, of artificial fruit flavors, or any combination thereof. Shall contain Vitamin C not less than 24 mg and not more than 48 mg per 100 ml of ready to serve portion, in accordance with Canada's Food and Drug Regulations .	Less than 2% M.F. Less than 2% M.F. Low calorie, low sugar

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

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

		Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow's milk. i.e. Soya milk, rice milk.	
Condiments	2 types of spreads 3 varieties jam/jellies plus honey, syrup, butter, margarine, ketchup, mustard, mayonnaise, hot sauce, meat sauce	e.g. Peanut butter, chocolate nut spread, cheese spread	Low fat varieties

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

CADET FEEDING OPERATIONS

Applies to Cadet Summer Camps and other cadet feeding activities

LUNCH			
Category	Meal Item Availability Standard¹	Definition/ Specification	Healthy Choices
Soup	1 freshly prepared soup		Homemade vegetable soups Homemade milk based soups or chowders made from milk with less than 2% M.F.
Main Entrée At least one choice is to be a healthy choice² prepared with little or no fat. One meatless protein dish to be included³. Vary on a rotating basis.	1 freshly prepared hot protein dish⁴ with appropriate accompaniments. 1 pasta dish 1 item from the following dishes: Pizza Hamburger Hot dog Tacos Burritos and similar dishes Cold Sandwiches 3 varieties of sandwich fillings	To ensure that the minimum standard of protein content is met, the recipes used for main entrées should be in the CF recipe file or come from a standardized tested quantity recipe and contain a minimum of 18 gms of protein per serving ⁵ . Provide fish option at least twice per week. Meat from federally inspected source and CFIA approved only . With 2 varieties of sauce, one of which contains a source of protein. Vary on a rotating basis. 1 mixed filling 2 sliced meat	Lean meats prepared with little or no added fat or salt. Meat alternatives such as beans, lentils and tofu. Whole-wheat pasta, 2% M.F. or less sauce, tomato sauce. Lean meats prepared with little or no added fat or salt. Meatless burritos. Crusts/buns made with whole-wheat flour. Salmon provides omega 3 fatty acids, tuna packed in water. Low fat spreads, e.g.

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

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

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

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

⁵ Foods for 50, Professional Chef, or the CF recipes are approved resources for recipes.

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

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

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

LUNCH continued			
Category	Meal Item Availability Standard	Definition/ Specification	Healthy Choices
Beverage¹	3 types of Hot beverages 3 types of cold beverages, 4 if non-dairy are provided: Dairy (4 varieties) Fruit/vegetable juice Fruit Flavored Drinks (4 varieties) Non-Dairy Beverages (2 varieties) when requested	<p>e.g.Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavoured) Hot Chocolate</p> <p>Refers to pasteurized cow's milk with Vitamin D and A added, in accordance with Canada's Food and Drug Regulations.</p> <p>Pasteurized fruit juice from the named fruit in accordance with Canada's Food and Drug Regulations s and the Canadian Food Inspection Agency (CFIA) Vary selection throughout the week</p> <p>Made of natural fruit flavor extract, of artificial fruit flavors, or any combination thereof. Shall contain Vitamin C not less than 24 mg and not more than 48 mg per 100 ml of ready to serve portion, in accordance with Canada's Food and Drug Regulations</p> <p>Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow's milk. i.e. Soya milk, rice milk.</p>	<p>Less than 2% M.F.</p> <p>Less than 2% M.F.</p> <p>All</p> <p>Low calorie, low sugar</p>

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

**Appendix 1.a. to Annex A – Standard Meal Item Availability Table –
CADET FEEDING OPERATIONS
Applies to Cadet Summer Camps and other cadet feeding activities**

SUPPER			
Category	Meal Item Availability Standard¹	Definition/ Specification	Healthy Choices
Soup	Not required		
Main Entrée At least one choice is to be a healthy choice² prepared with little or no fat. One meatless protein dish to be included³. Vary on a rotating basis.	2 freshly prepared hot protein dish⁴ with appropriate accompaniments. 1 omelet OR 1 item from the following dishes: Pizza Hamburger Hot dog Tacos Burritos and similar dishes	To ensure that the minimum standard of protein content is met, the recipes used for main entrées should be in the CF recipe file or come from a standardized tested quantity recipe and contain a minimum of 18 gms of protein per serving ⁵ . Provide fish option at least twice per week. Meat from federally inspected source and CFIA approved only . Vary on a rotating basis Vary on a rotating basis.	Lean meats prepared with little or no added fat or salt. Meat alternatives such as beans, lentils and tofu. Lean meats prepared with little or no added fat or salt. Meatless burritos. Crusts/buns made with whole-wheat flour.
Starch	1 starch item	Potato, rice, couscous, not fried or prepared with little or no fat.	Brown or wild rice, Potatoes with skin. Prepared with little or no fat.
Vegetables	1 cooked vegetable	Prepared with no added fat. Offer at least one dark green and one orange vegetable daily	Fresh or frozen vegetables, prepared with little or no added fat, sugar or salt.
Salads	Salads	Selection of salads as per the salad bar menu	Made with little or no fat

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

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

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

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

⁵ Foods for 50, Professional Chef, or the CF recipes are approved resources for recipes.

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

CADET FEEDING OPERATIONS

Applies to Cadet Summer Camps and other cadet feeding activities

SUPPER continued			
Category	Meal Item Availability Standard	Definition/ Specification	Healthy Choices
Fruit	4 varieties of fresh fruit A maximum of one fresh fruit can be replaced by a canned variety.	The term “ fresh” implies that the fruit has not been processed or preserved in any way. (i.e. not canned, cured, dehydrated, frozen or otherwise processed or preserved). Vary selection throughout the week and season.	Fresh fruit Frozen fruit without added sugar. Fruit canned in unsweetened or natural fruit juice.
Dessert	1 prepared dessert Baked desserts (2 types) Ice Cream (2 flavours) Yogurt (4 flavours)	e.g. milk puddings, Jell-o, fruit based desserts (i.e. cobblers, crisps), cereal squares, e.g. cakes, cookies, pies, square. To include low fat varieties, can include sorbets and parfaits To include low fat varieties	2% or less M.F. Made with whole-wheat flour or whole grains. 2% or less M.F.
Bread Product	2 types of bread Loaves - 3 varieties	e.g. roll/bun, flat bread, loaves, bagels, pita e.g. Whole wheat, multi grain, white, etc (whole wheat bread containing not less than 60 % whole wheat flour)	Whole grain products Whole grain products
Beverage¹	3 types of Hot beverages 3 types of cold beverages, 4 if non-dairy are provided:	e.g. Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavoured) Hot Chocolate Refers to pasteurized cow’s milk with Vitamin D and A added, in accordance with Canada’s Food and Drug Regulations .	Less than 2% M.F. Less than 2% M.F.

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

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

	Dairy (4 varieties)	Pasteurized fruit juice from the named fruit in accordance with Canada's Food and Drug Regulations and the Canadian Food Inspection Agency (CFIA) Vary selection throughout the week Made of natural fruit flavoured extract of artificial fruit flavours or any combination thereof. Shall contain Vitamin C not less than 24 mg and not more than 48 mg per 100 ml of ready to serve portion, in accordance with Canada's Food and Drug Regulations Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow's milk i.e. Soya milk, rice milk.	All
	Fruit/vegetable juice (2 Varieties)		Low calorie, low sugar
	Fruit Flavoured Drinks (4 varieties)		
	Non-Dairy Beverages (2 varieties) when requested		

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

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

CADET FEEDING OPERATIONS

Applies to Cadet Summer Camps and other cadet feeding activities

SALAD BAR			
Category	Meal Item Availability Standard	Definition/ Specification	Healthy Choices
<i>Each brunch, lunch, and supper shall have a salad bar and offer the following choices</i>			
Leaf	1 leaf salad pre-mixed 1 leaf salad which allows diner to select from following ingredients and add dressing: sliced radishes, onion rings, diced cucumber, diced tomato, diced green peppers	e.g. Caesar salad, Greek salad ,etc. e.g. tossed salad, spinach salad, etc.	Prepared with a small amount of dressing or low fat dressing.
Raw Vegetables	4 varieties	e.g. radishes, green onions, celery sticks, carrot sticks, turnip sticks, sliced cucumber, tomato wedges, mushrooms, sliced zucchini, green/red pepper, broccoli, cauliflower, etc., ensure a variety at each meal	All
Starch, Bean, or Marinated Salad	3 varieties per meal	e.g. coleslaw, pasta salad, three-bean salad, marinated vegetable salad, etc. ; ensure a variety at each meal	prepared using oil or dressing sparingly
Protein Choice	Not required		
Meatless Protein Choice	1 meatless protein choice 2 <u>types of cheese</u> : 1 hard 1 soft	e.g. chick peas, other legumes, egg, hummus, bean dip e.g. cheddar e.g. brie, cream, cottage, etc. Cheese products produced in a dairy establishment registered by CFIA or equivalent To include low fat varieties.	All if prepared with little or no fat. Less than 2% M.F.
Pickles	3 varieties of pickles	e.g. olives, beets, onions, dill pickles, gherkin pickles, etc.	

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

Condiments	<ul style="list-style-type: none"> ➤ mustard, ketchup, mayonnaise (reg and low fat), vinegar, oil ➤ 3 varieties of meat sauce ➤ <u>salad dressings:</u> <ul style="list-style-type: none"> • 5 varieties of regular • 5 varieties of low fat ➤ 3 varieties of crackers ➤ 2 spreads ➤ 3 varieties of jams/jellies ➤ salt, pepper, and other assorted spices 	<p>e.g. BBQ Sauce, HP Sauce</p> <p>e.g. melba toast, bread sticks, biscuits</p> <p>e.g. peanut butter, cheese</p>	
-------------------	--	---	--

Appendix 1 to Annex A – Portion Size Standard

Portion Size Standard	
Breakfast	
Eggs, large	2 each
Ham/Back Bacon	45 g (raw)
Bacon	3 slices (40/48 slices per kg raw)
Sausages	2 each (12/500 g raw)
Hot cakes	2 X 90 ml ladles of batter
French Toast	2 slices
Cereal w/milk	
- hot	175 ml (cooked) plus 125 ml of milk
- cold	1nd pkg or 250 ml plus 125 ml of milk
Cheese	30 g
Muffin	1 each (130 g)
Bagel	1 each (110 g)
Croissants	1 each (60 g)
Toast	2 slices (each 35 g)
Lunch and Supper	
Soup	250 ml
Steaks and chops (bone in)	250g (raw)
Chicken pieces (bone-in)	275g (raw)
Steak (boneless)	225 g (raw)
Boneless meat/poultry	150 g cooked (180 g raw)
Fish (steaks, fillet)	150 g (raw)
Fish (battered)	150 g (cooked)
Stews	300 g (cooked) (250 ml ladle)
Casserole dishes	300g (cooked) (250 ml ladle)
Pasta w/ sauce (main entrée)	150 g of pasta, 175 ml of sauce

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

Portion Size Standard	
Three decker sandwich	1 each (90 g of meat total)
Hamburger	1 each (167 g raw)
Hot dog	80 g (2 ea @ 40 g or 1 ea @ 80 g)
Pizza	1 each (1/6 of a 40 cm diameter pizza) 240 g
Tacos	2 each
Burritos	1 each (150g)
Submarine (15 cm long)	1 each (90 g sliced meat or 110 g mixed filling)
Sandwich	1 each
Sandwich filling - salad	110 g
Sandwich filling - sliced meat	90 g
Sliced meat – for cold plate	90 g
Starch Item - potatoes, rice, pasta	125 g (cooked) (2 ea 125 ml spoon, 2 ea #16 scoop)
Vegetables	90 g (125 ml spoon)
Salad Items	6" bowl or 8" plate
Canned fruit	175 ml
Fresh fruit (individual)	1 each
Fresh grapes/berries/sliced fruits	125 ml or 90 g
Pudding	125 ml
Jello	125 ml
Ice cream	125 ml
Fruit yogurt	175 ml
Cake	1 piece (5 cm X 5 cm X 7 cm)
Pie	1 piece (1/8 of a 22 cm diameter pie)
Squares	1 piece (5 cm X 5 cm X 2.5 cm)
	2 each
Cookies (7.5 cm diam.)	
Cookies (12.5 cm diam.)	1 each
Doughnuts / Sweet Buns	1 each
Bread	1 slice
Dinner Roll	1 each
Beverages	
Juice	250 ml
Milk (2%, 1%, skim, choc, non dairy)	250 ml
Fruit Drinks	250 ml
Pop	250 ml
Hot Beverages	250 ml

SNACKS

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

Beverages:

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

Food:

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

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

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

BOX LUNCH MENU PATTERN: (Minimum Standard)

- a. The pattern of the box lunch menu is two sandwiches or one sandwich and a cold plate:
- (1) A variety of fresh breads (preferably whole grain) and specialty rolls shall be used in box lunches; e.g. whole wheat, multi-grain, rye, pumpernickel breads, crusty dinner rolls, submarines, kaisers, bagels, whole wheat pita, etc.
 - (2) Sandwich fillings shall be freshly prepared and the condiments provided separately to complement the filling. One filling shall be of cold sliced or shaved roasted or cooked meat, (NOT LESS THAN 50 g). The second filling may be one of the following: sliced cold cuts, preserved meats, cheese or prepared fillings of meat, fish or egg salad (NOT LESS THAN 50 g). Lettuce should be added to one or both of the sandwiches (NOT LESS THAN 20 g).
 - (3) Cold plate shall consist of a serving of cold sliced roasted or cooked meats (NOT LESS THAN 50 g) or a quarter of roasted chicken served on a bed of lettuce (chopped or leaf) in an aluminum foil casserole. Two slices of bread or rolls shall be served separately with individual butters or margarines (NOT MORE THAN 10 g). Include plastic utensils.
 - (4) Cheese (NOT LESS THAN 20 g) will be added to one sandwich choice every other day.

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

b. Salad

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

c. Fruit:

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

Note: Individual milk puddings or fruit cup.

d. Baked Goods:

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

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

- e. Snack:
 - (1) One cheese and cracker (32 g) package will be added to each box lunch.
- f. Condiments:
 - (1) Appropriate condiments shall be provided to compliment the contents of the lunch such as horseradish, etc., and individual foil butters or margarines if required.
- g. Beverages:
 - (1) A carton of 2% milk or chocolate milk shall be provided in box lunches.
 - (2) Fruit juices (with vitamin C added) may be used when the non-refrigerated holding period is too long to keep milk cold. (Minimum 250 ml)
 - (3) Box of breakfast must include juice and milk.
- h. Accessory Package:
 - (1) A disposable dining packet shall be provided to suit the contents of the lunch.
 - (2) Each box lunch will be date stamped after being assembled.

DISPERSED HOT MEALS (HAY BOX)

- 1. Each dispersed hot meal (hay box) shall be produced using the foods prepared for the meal that is to be served in the dining room at the same time. It must consist of:
 - a. soup (with crackers);
 - b. main protein meal (as indicated by an asterisk (*) on weekly menu pattern);
 - c. starch item;
 - d. vegetable (cook's choice);
 - e. tossed salad, or coleslaw or assorted raw vegetables;
 - f. fresh fruit;
 - g. one prepared or baked dessert (cook's choice);
 - h. bread or rolls and butter or margarine; and
 - j. two beverages
 - k. appropriate condiments.

Note 1. The quantity for the main protein dish and starch choice must be 10% for dispersed meals.

Note 2. Each meal must be accompanied by a card indicating the amount per serving, etc. pork chop - one; boiled potato - two pieces; cookies - three.

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

Note 3. Remote feeding standards must be as per minimum standard and daily menu patterns (minus light lunch).

Appendix 2 to Annex A - SNACKS - MENU PATTERN

MORNING AND AFTERNOON SNACKS

1. One beverage and one food item per person must be served. At least two beverages and two food items must be offered and the selection must be varied from day to day.
2. Beverages may be tea, coffee, hot chocolate, chocolate milk, partially skimmed milk, and fruit beverage.
3. Food items may be fresh fruit, cookies, muffins, doughnuts, cake, granola bars, cheese and crackers.

EVENING SNACK

1. One beverage and two food items per person must be served.
2. Tea and coffee will be served as well as at least two of the following: partially skimmed milk, chocolate milk, hot chocolate, and fruit beverage.
3. A minimum of three of the following must be offered: fresh fruit, sandwiches, cookies, cakes, muffins, squares, pies, doughnuts, cheese and crackers.

NOTE: Sandwich material in bulk (butter, margarine, bread, rolls, cheese, cheese spread, cold cuts, peanut butter, jelly, jam) may be offered vice sandwiches.

Sandwich material in bulk (butter, margarine, bread, rolls, cheese, cheese spread, cold cuts, peanut butter, jelly, jam) must be offered. Additionally, the Contractor may serve (if available) cold leftovers from the day's regular service as a substitute for one of the food items during the evening snacks.

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

Appendix 3 to Annex A

DND FOOD QUALITY STANDARDS

Food products supplied and used for the food services provided against this Contract must meet or exceed the DND Food Quality Specifications (FQS). The DND Food Quality Specifications can be downloaded from the www.buyandsell.gc.ca/tenders website using solicitation numbers E6TOR-13RM06 to E6TOR-13RM37 or the links provided below.

FQS- 2 Beef

https://buyandsell.gc.ca/cds/public/2014/01/24/cc449cd198dc0d950fda971baa4d3ab3/ABES.PR.OD.PW_TOR.B033.E6530.EBSU000.PDF

FQS- 34 Bread Cereal and Baked Products

https://buyandsell.gc.ca/cds/public/2014/01/24/86842c3809c682b2a834e8efbbb0e958/ABES.PR.OD.PW_TOR.B033.E6529.EBSU000.PDF

FQS- 26 Butter and Margarine

https://buyandsell.gc.ca/cds/public/2014/01/24/bd26664680abfc004004e5a68a246eb3/ABES.PR.OD.PW_TOR.B033.E6528.EBSU000.PDF

FQS- 14 Canned Fruits

https://buyandsell.gc.ca/cds/public/2014/01/24/7c7a71f5b74afa4cff855b41f4996931/ABES.PROD.PW_TOR.B033.E6527.EBSU000.PDF

FQS- 15 Canned Vegetables

https://buyandsell.gc.ca/cds/public/2014/01/24/6edeb2cef7d96147342d2fc662331617/ABES.PR.OD.PW_TOR.B033.E6526.EBSU000.PDF

FQS- 36 Cereal

https://buyandsell.gc.ca/cds/public/2014/01/24/f4f1be0b58773db55bb668385716acbf/ABES.PROD.PW_TOR.B033.E6525.EBSU000.PDF

FQS- 19 Cheese

https://buyandsell.gc.ca/cds/public/2014/01/24/e44d0618f5112f0341477282d093d0a5/ABES.PR.OD.PW_TOR.B033.E6524.EBSU000.PDF

FQS- 28 Coffee & Tea

https://buyandsell.gc.ca/cds/public/2014/01/24/97df052f085b3200c5eb0927ceb0c1dc/ABES.PROD.PW_TOR.B033.E6523.EBSU000.PDF

FQS-33 Condiments & Condiment Sauces

https://buyandsell.gc.ca/cds/public/2014/01/24/8eba539ea8eb45cd4c3ce6e91fd87440/ABES.PR.OD.PW_TOR.B033.E6522.EBSU000.PDF

FQS- 17 Dehydrated Vegetables

https://buyandsell.gc.ca/cds/public/2014/01/24/b63514dbbecd79f8baf544c5e3816ce4/ABES.PROD.PW_TOR.B033.E6521.EBSU000.PDF

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

FQS-16 Dried Fruit

https://buyandsell.gc.ca/cds/public/2014/01/24/c15f877481e9882b0195027fc9dd758a/ABES.PR OD.PW_TOR.B033.E6520.EBSU000.PDF

FQS1- Eggs and Egg Products

https://buyandsell.gc.ca/cds/public/2014/01/24/8444d4dec50401ef8906052ab38b3614/ABES.PR OD.PW_TOR.B033.E6519.EBSU000.PDF

FQS- 9 Fish and Seafood

https://buyandsell.gc.ca/cds/public/2014/01/24/86bac9ba61e46dc9bf15408dda0ece00/ABES.PR OD.PW_TOR.B033.E6518.EBSU000.PDF

FQS- 37 Flour & Cake, Pancake and Waffle Mixes

https://buyandsell.gc.ca/cds/public/2014/01/24/ab64ca667e617f6fa2c6670a3a27dcab/ABES.PRO D.PW_TOR.B033.E6517.EBSU000.PDF

FQS- 10 Fresh Fruit

https://buyandsell.gc.ca/cds/public/2014/03/18/9a22f60f2675133fb7d5b20f0224bde4/ABES.PRO D.PW_TOR.B033.E6516.EBSU001.PDF

FQS- 11 Fresh Vegetables

https://buyandsell.gc.ca/cds/public/2014/01/24/804bb831677bbb34a424e2bf5d8f52da/ABES.PR OD.PW_TOR.B033.E6515.EBSU000.PDF

FQS-12 Frozen Fruit

https://buyandsell.gc.ca/cds/public/2014/01/24/39b910e57c37bf09904e2c5b4b442fe4/ABES.PR OD.PW_TOR.B033.E6514.EBSU000.PDF

FQS 13-Frozen Vegetables

https://buyandsell.gc.ca/cds/public/2014/01/24/55c443b085854b4d21af2b8ed19763ec/ABES.PR OD.PW_TOR.B033.E6511.EBSU000.PDF

FQS-35 Fruit Juices

https://buyandsell.gc.ca/cds/public/2014/01/24/7261559ed0b0ff940827193fff41c933/ABES.PROD .PW_TOR.B033.E6513.EBSU000.PDF

FQS-31 Herb and Spices

https://buyandsell.gc.ca/cds/public/2014/01/24/a894d68760c58b44f765ad98524a72b3/ABES.PR OD.PW_TOR.B033.E6512.EBSU000.PDF

FQS- 29 Ice Cream and Sorbets (Sherbet)

https://buyandsell.gc.ca/cds/public/2014/01/24/aaf97ff5ee84ea963e833ccf67781b96/ABES.PRO D.PW_TOR.B033.E6510.EBSU000.PDF

FQS 5-Lamb

https://buyandsell.gc.ca/cds/public/2014/01/24/c18071daaa20c6ad7367441beb664016/ABES.PR OD.PW_TOR.B033.E6509.EBSU000.PDF

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

FQS-23 Legumes (Pulses)

https://buyandsell.gc.ca/cds/public/2014/01/24/477bc73419d2e1a1d1b5518c3efe1960/ABES.PROD.PW_TOR.B033.E6508.EBSU000.PDF

FQS-18 Milk and Dairy Products

https://buyandsell.gc.ca/cds/public/2014/01/24/d86f34f5d3d937b41cbfc467d96d011d/ABES.PROD.PW_TOR.B033.E6507.EBSU000.PDF

FQS- 21 Pasta and Noodles

https://buyandsell.gc.ca/cds/public/2014/01/24/617fd56f78dde7610910973d0e451980/ABES.PROD.PW_TOR.B033.E6506.EBSU000.PDF

FQS- 30 Pie Fillings and Pie Fruits

https://buyandsell.gc.ca/cds/public/2014/01/24/4ed9eeb7e25a10db4b15cbe7b793da68/ABES.PROD.PW_TOR.B033.E6505.EBSU000.PDF

FQS-4 Pork

https://buyandsell.gc.ca/cds/public/2014/01/24/d311fac7c47c81d50dbcf0b067319bc6/ABES.PROD.PW_TOR.B033.E6504.EBSU000.PDF

FQS- 06 Poultry

https://buyandsell.gc.ca/cds/public/2014/01/24/68f5751761ef0d9ef561601d3c877ccd/ABES.PROD.PW_TOR.B033.E6503.EBSU000.PDF

FQS- 22 Rice

https://buyandsell.gc.ca/cds/public/2014/01/24/712f91b10acf28465e7c6c451d298ba8/ABES.PROD.PW_TOR.B033.E6502.EBSU000.PDF

FQS- 25 Shortenings Fat and Oils

https://buyandsell.gc.ca/cds/public/2014/01/24/6a310a80038ae695e17e195a3c28fbf8/ABES.PROD.PW_TOR.B033.E6501.EBSU000.PDF

FQS 27 Sugars and Preserves

https://buyandsell.gc.ca/cds/public/2014/01/24/58f95a1bd5631889d848f1cefff411e2/ABES.PROD.PW_TOR.B033.E6500.EBSU000.PDF

FQS- 3 Veal

https://buyandsell.gc.ca/cds/public/2014/01/24/1842c3e165796b0628fafc78face5d15/ABES.PROD.PW_TOR.B033.E6499.EBSU000.PDF

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

Appendix 5 to Annex A

CERTIFIED DAILY RATION ENTITLEMENT STATEMENT

To be delivered to Contractor's representative normally 48 hours prior to the day for which ration entitlement is reported

Date: _____

	(1) NUMBERS ENTITLED TO RATION	(2) PORTION CHARGEABLE TO CONTRACT	(3) TOTAL RATION DAYS
1. Personnel entitled to all meals	_____	1.00	_____
2. Personnel entitled to Breakfast only	_____	0.20	_____
3. Personnel entitled to Breakfast & Lunch	_____	0.60	_____
4. Personnel entitled to Lunch & Dinner	_____	0.80	_____
5. Personnel entitled to Lunch or Dinner only	_____	0.40	_____

Number of Ration Days chargeable under contract and claimable **TOTAL:** _____

Certified correct by:

Name/Rank/Position (Print)

Signature

Note 1:

In accordance with contract definitions, a "ration" also includes 3 snacks (for a full-day), and shall also include pro-rata provision of snacks for less-than full ration value diners.

Note 2:

Box lunches replace a normal meal and will not be charged separately.

This form is to be produced locally

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

Appendix 6 to Annex A

CATERING CONTRACT INCIDENT REGISTER

TO: RESIDENT MANAGER		INCIDENT REPORT	#
DATE AND TIME OF OBSERVATION		date>	time>
CAMP/ORGN		KITCHEN	
OBSERVED BY	NAME	RANK	POSITION
OBSERVATION(S)>			
RES MGR advised Verbally/In writing by		date>	time>
SIGNATURE		NAME	RANK / POSITION
X			
<i>Copy received by</i>			
RES MGR X		date>	
OBSERVED CORRECTIVE ACTION TAKEN BY CONTRACTOR			
SIGNATURE		NAME	RANK / POSITION
X			
ADMINISTRATIVE PROCEDURES INITIATED			
SIGNATURE		NAME	RANK / POSITION
X			

This form is to be produced locally

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

Appendix 7 to Annex A

DAILY MEAL FORECAST

To be delivered to Contractor's representative normally 48 hours prior to the day for which ration entitlement is reported.

DATE

DINING FACILITY	NUMBER OF MEALS			NUMBER OF SNACKS			SPECIAL INSTRUCTIONS
	BKFST	LNCH	DIN	AM	PM	NIGHT	

NOTE: Details about number and kind of dispersed meals required are to be entered under special instructions or on an attached sheet.

Name of Food Services Representative (Print)			
Signature	X	DATE	

This form is to be produced locally

Appendix 8 to Annex A

**DETAILS OF OPERATING FACILITIES
GENERAL INFORMATION**

1. LOCATION – RMCTC is located at Ghost River Ranger Station,
2. Work COMMENCEMENT: Approximately 3 June 2018
3. Work COMPLETION: 6 September 2018
4. TOTAL ESTIMATED NUMBER OF RATION-DAYS: TBA 01 April of each year of contract
5. NAME, APPOINTMENT, ADDRESS AND TELEPHONE NUMBER OF OFFICER RESPONSIBLE FOR PROVIDING FURTHER INFORMATION REGARDING NUMBERS, OPERATIONAL FEEDING REQUIREMENTS, ETC., PRIOR TO TRAINING COMMENCEMENT:

<u>Title</u>	<u>Name</u>	<u>Telephone</u>
Contract Manager's	To Be Announced	
Technical Advisor	(17 Wing Winnipeg Food Svcs O)	
RMCTC Food Service Representative (FSR)	Capt Pascale Henvey	

6. **OTHER PERTINENT OR USEFUL INFORMATION**
 - a. Paper goods, plastic cutlery, disposable dining packet, boxes for lunch boxes, etc. for packaging box lunches will be provided by the caterer and will be on-site at training commencement.
 - b. Additional insulated food containers and beverage containers for meals/beverages sent out from the main kitchen will be arranged by DND.
 - c. Garbage and swill contracts will be arranged by DND.
 - d. DND personnel will be responsible for the pick-up and delivery of dispersed meals from/to remote field training locations:

DETAILS OF OPERATING FACILITIES

FOOD SERVICE FACILITIES

1. The basic floor plans of the building housing Food Services facilities are available from the Contract Manager.

DINING HALL INVENTORY

1. Basic galley inventory is part of a Supply Customer Account (SCA) held at RMCTC Supply and will be provided at the Site Visit.
2. Dining utensils, cutlery, crockery, glassware, food trays and table items will be provided by DND for all dining areas.

DINING ROOM CAPACITIES

1. Main Dining Room – 120
2. Cadet Dining Room -- 130

GENERAL INFORMATION

1. The kitchen and fitted equipment are well maintained to the standards required by DND. Major thermal appliances are hooded and fitted with fire extinguishing systems.
2. The following are the minimum cleaning requirements, which must be completed prior to commencement of first meal:
 - (1) All tables and chairs to be washed and positioned;
 - (2) All interior windows, screens and sills to be washed; inside and out;
 - (3) All walls and shelves to be washed;
 - (4) All refrigeration units to be cleaned;
 - (5) All dishes, flatware, utensils and equipment to be washed and positioned;
 - (6) All condiment trays to be washed filled and positioned;
 - (7) All floors to be scrubbed;
 - (8) All washrooms, change rooms and lockers to be cleaned and disinfected;
 - (9) All entry steps and the back courtyard to be swept and hosed down;
 - (10) Garbage room to be cleaned, disinfected and hosed down;
 - (11) All lights/lighting fixtures to be cleaned.
3. The following minimum cleaning schedules must be maintained:
 - (1) After each meal:
 - (a) All cooking surfaces cleaned within 90 minutes of end of posted meal hours;
 - (b) All dishes, flatware, cooking utensils, trays, preparation equipment (ovens, refrigerators, mixers, slicers, etc.) to be washed/cleaned and, where applicable, stowed within 90 minutes of end of posted meal hours;
 - (c) All kitchen, dining area, dish room, bakery and serving area floors to be swept and mopped within 90 minutes of end of posted meal hours;
 - (d) All garbage containers to be emptied and steam cleaned within one hour of end of posted meal hours;
 - (e) All cardboard cartons to be broken down, folded and placed in designated containers (as per recycling regulations);

-
- (f) Steam table and dishwasher to be stripped and cleaned within 90 minutes of end of post meal hours.
- (2) Daily:
- (a) All hallway floors swept and mopped;
 - (b) All washrooms to be cleaned and disinfected twice daily (1400 and 2200);
 - (c) Garbage room swept and tidied;
 - (d) Back compound and entry steps swept and hosed down as required;
 - (f) All food service areas to be cleared and tidy at 2200 hours.
 - (g) All chairs and tables washed;
 - (h) All walls and shelving washed;
 - (i) All windows, screens and sills to be washed inside;
 - (j) All walk-in refrigerators to be cleaned;
 - (k) All cups, glasses and dishes to be de-stained;
 - (l) All silverware to be cleaned and polished;
 - (m) All condiment trays to be emptied, washed, polished, sanitized and refilled;
4. Inspections:
- (a) A daily inspection of all food services areas must be carried out by the RMCTC FSR and/or other inspecting officers as may be deemed necessary. A debrief will be provided to the caterer's resident manager. Recurring items will be annotated appropriately.
 - (b) Special inspections may be carried out as required.
 - (c) The contract supervisor, RMCTC Rep, Preventive Medicine Technician and/or their representative(s), may be in attendance at any time that the food services are in use.

Miscellaneous

- (a) Standard of service
 - (1) Cafeteria/Limited Table Service - Service must be at a minimum rate of 10 persons per minute. No one must stand in line longer than five minutes.
- (b) Duty and cleaning schedules - schedules must be prepared by the caterer, approved by the contract administrator and posted in an approved location.
- (c) Fire and safety training schedules must be approved by DND before implementation.

Appendix 9 to Annex A

MEAL SERVICE SCHEDULE

For convenience, this Appendix is reproduced below. Adjustment to this schedule as required by training program changes may be made with prior notice (at least 24 hrs) to the contractor.

Meal Hours

Breakfast	Mon-Sun	0600 - 0800 hours
Lunch	Mon-Sun	1130 - 1330 hours
Supper	Mon-Sun	1630 - 1830 hours

Snacks

Morning	Daily	1000-1015 hours
Afternoon	Daily	1500-1515 hours
Night	Daily	2030-2130 hours

Exceptions to the above are as follows:

- (1) Intake days where serving hours will be extended;
- (2) Training delays where hours may need to be extended; and
- (3) Departure days when breakfast may be served earlier.

Note 1: Type of service: Cafeteria style for all meals is minimum requirements. Snack served on a buffet style service.

Note 2: Maximum 3 meals and 3 snacks per day. Meals/Snacks may be picked up and consumed in training area.

Note 3: Diners can be expected to remain in the dining room for approximately 30 minutes after end of service period

BOX LUNCH SCHEDULE

1. Box lunch requirements will be promulgated in a weekly forecast, which will be confirmed daily, 24 hours in advance.
2. Actual numbers of box lunches required will not be finalized until after detailed course scheduling is completed.
3. Box lunch requirements usually follow a pattern similar to remote feed with peaks tending to be about 20% less.
4. Box lunches replace a normal meal and will not be charged separately.

Appendix 11 to Annex A

CFAO 34-13

HYGIENE AND SANITATION FOOD HANDLING AND FOOD SERVICES

GENERAL

1. The spread of certain infectious diseases may be attributed to inadequate hygiene practices or conditions in food services areas. The measures contained in this order are designed to prevent the spread of these diseases and must be observed by military personnel, civilian caterers and civilian employees who are employed as food services personnel in DND establishments.

DEFINITIONS

2. In this order "food services personnel" means those persons who are employed in:
 - a. the handling, processing, serving or storage of food; or
 - b. the cleaning of food service areas or food dispensing equipment.

CLEANING AND SANITIZING

3. Since food is easily contaminated it is imperative that:
 - a. all equipment and utensils be cleaned and sanitized at regular intervals;
 - b. all food-contact surfaces be cleaned and sanitized after each use;
 - c. cooking surfaces be kept free of waste food material and be scraped and cleaned daily on completion of use;
 - d. infrequently used or stored equipment be cleaned and sanitized before used; and
 - e. utensils and equipment when sanitized, be air dried and stored in a clean place to prevent recontamination.
4. One of the following methods of washing and sanitizing must be used for all food and beverage dishes and other equipment:
 - a. **Mechanical Dish washing Method**
 1. Remove all food debris by pre-washing or scraping
 2. The wash water must contain 3 suitable detergent and be maintained at a temperature between 120 F (49 C) and 140 F (60 C)
 3. Rinse water must be maintained at a minimum temperature of 180 F or 82 C.
 - b. **Manual Dish washing Method**
 - (1) Normally, three-compartment sinks or sanitary containers will be provided. Where space limitations prohibit the installation of three-compartment sinks, two-compartment sinks may be used with the prior approval of NDHQ/Surgeon General.
 - (2) Remove all food debris by pre-washing or scraping.
 - (3) Wash the utensils in the first sink or container, using a suitable detergent. The water must be maintained at a minimum temperature of 110 F or 44 C.

- (4) In a three-compartment unit, rinse the utensils in clean water in the second sink or container. The water must be maintained at a minimum temperature of 110 F or 44 C. In a two-compartment unit, the second sink must be used both for the clean water rinse and as a sterilization compartment, and the sterilization procedure must be the same as prescribed in subpara (5).
- (5) Sterilize in the third sink or container by:
 - (a) immersing the utensils for at least two minutes in a solution of not less than 100 PPM available chlorine (see subpara c(1)) or for at least 30 seconds in a quaternary ammonium solution (see subpara c (2), and in either case the solution must be maintained at a minimum temperature of 100 degrees F or 44 degrees C;
 - (b) immersing the utensils for at least two minutes, using a wire basket, in clean water maintained at a minimum temperature of 180 degrees F or 82 degrees C.
 - (c) oversized and electrical Equipment: Equipment that cannot be processed in accordance with subparagraphs a or b, e.g. oversized equipment or electrical appliances, must be cleaned with a warm detergent solution, sanitized and rinsed with clear water.
5. The following are recommended as sanitizing agents:
 - (1) Chlorine Solution A 100 PPM (parts per million) available chlorine solution is produced by adding one-half ounce of ten percent sodium hypo chlorite (NSN 6810-21-572-1850) to a gallon of cool water.
 - (2) Quaternary Ammonium Solution A satisfactory sanitizing agent may be produced by adding two ounces of quaternary ammonium compound (NSN 6505-21-570-2100) to a gallon of cool water.
6. Regardless of the dishwashing method used, the sanitizing of dishes and other utensils must meet recognized public health standards. The plate count must not exceed 100 bacterial per article when tested in accordance with the Standard Plate Test utilizing the "swab" technique.
7. Normally, after sanitizing the equipment and utensils can be air-dried. However, where air-drying is not possible, dishtowels may be used, but it is essential that the towels be clean and used for this purpose only.

FOOD HANDLERS

8. As food services personnel can be carriers of disease organisms that contaminate food, the following precautions must be taken:
 - a. Employees who are to be employed to prepare or handle food must be examined in accordance with CFAO 34-12.
 - b. Food services personnel who incur a common cold, sore throat, gastro-intestinal upset, skin rash or an infected cut or sore, must:
 - (1) report to the person in charge of food services and
 - (2) be removed from food handling duties until approval has been obtained from a medical authority for their return to duty.
9. A high standard of personal hygiene is essential to prevent the transmission of infectious diseases through food. In order to maintain this standard, food services personnel must adhere to the following:
 - a. While on duty they must wear clean outer garments provided for food service activities; however, this working dress must not be worn outside the food services establishment.
 - b. They must avoid handling food with their hands; appropriate utensils should be used.
 - c. Smoking, combing hair, applying cosmetics, and changing clothing in food service areas are prohibited.
 - d. Female personnel must wear a hair net. Male personnel who's hairstyle reaches or extends below the collar must wear a hair net; other male personnel must wear a cap. Beards worn by food handlers must be kept shorn, neatly trimmed and clean.
 - e. Personnel must thoroughly wash their hands prior to starting work, after using the toilet facilities, handling raw foods, using a handkerchief, coughing or sneezing.

STORAGE AND REFRIGERATION

10. Food that does not require refrigeration or frozen storage must be stored:
 - a. in clean, well-ventilated rodent-proof areas;
 - b. on racks or pallets with a minimum six inch clearance from the floor to facilitate cleaning and pest control, and
 - c. in unbroken packages or in closed containers to prevent insect contamination.
11. All refrigeration units such as domestic and walk-in refrigerators, deep freezers, cold top tables and sandwich displays must be maintained as follows:
 - a. The interior surfaces, racks and trays must be kept clean. Racks, shelves and trays must be of corrosion-resistant metal.
 - b. Cooling coils must be defrosted regularly on units that are not equipped with automatic defrosting devices.
 - c. Proper temperatures must be maintained.

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

- d. An indicating thermometer, readily accessible for reading must be located in each refrigerator, deep freeze and refrigerated food display counter.
- 12. Perishable foods, both cooked and uncooked, when not actually being used in the preparation of meals being served, must be stored according to the Sanitation Code of Canada, current issue.
- 13. During meal preparation and service, cold foods must be kept below 45°F(7°C) while hot foods must be maintained at a minimum of 140°F (60°C). Leftover food must be cooled rapidly to 45°F (7°C, loosely covered to prevent contamination, and stored in the refrigerator. Maximum storage periods for leftover foods must conform to recommended food service industry standards.

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

Appendix 12 to Annex A

NON FOOD ACCESSORY AND PACKAGING ITEMS

Nonfood accessory and packaging items may be issued for use in conjunction with the preparation, packaging, storage and service of public foods. i.e box lunches, dispersed meals. Use of these items shall be disciplined and in accordance with the direction provided in the "Authorized Usage" column hereunder.

<u>ITEM</u>	<u>NUMBER</u>	<u>STANDARD</u>	<u>AUTHORIZED USAGE</u>
Box Folding	21-841-9984	D693B	1 per box lunch

ANNEX "B"

BASIS OF PAYMENT

- A. Unit pricing will remain firm for the entire period of the Regional Individual Standing Offer.
- B. Unit pricing is all inclusive, including Canadian customs duties, excise taxes, and any and all costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein,
- C. GST, if applicable, is to be shown as a separate line item on any resulting invoice.
- D. **** Invoicing is to be done weekly.**

1. YEAR ONE – May 1, 2018 to April 30, 2019

Item	Description	Estimated Quantity (a)	Rate (b)	Total (a) x (b)
a.	All-inclusive price per ration-day per person. (Includes snack ration and between meal allowances)	13,550	\$	\$
b. TOTAL				\$

2. OPTION YEAR One – May 1, 2019 to April 30, 2020

Item	Description	Estimated Quantity (a)	Rate (b)	Total (a) x (b)
a.	All-inclusive price per ration-day per person. (Includes snack ration and between meal allowances)	13,550	\$	\$
b. TOTAL				\$

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

ANNEX "C"

STANDING OFFER USAGE REPORT

Return to:

Rina Marsland
Public Works and Government Services Canada
Facsimile: (306) 975-5397
Email: WST-PA-CAL@pwgsc-tpsgc.gc.ca

Quarterly Usage Report Schedule:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31;
4th quarter: January 1 to March 31.

REPORT ON THE VOLUME OF BUSINESS WITH FEDERAL GOVERNMENT DEPARTMENTS AND AGENCIES

SUPPLIER:
STANDING OFFER NO:
DEPARTMENT OR AGENCY:

Reporting Period:

Item No.	Call-Up/contract No. Description	Value of the Call-Up/Contract	GST/HST
(A) Total Dollar Value Call-ups for this reporting period:			
(B) Accumulated Call-Up totals to date:			
(A+B) Total Accumulated Call-Ups:			

NIL REPORT: We have not done any business with the federal government for this period []

PREPARED BY:

NAME: _____

TELEPHONE NO.: _____

SIGNATURE: _____ DATE: _____

Solicitation No. - N° de l'invitation
W4295-17C001/B
Client Ref. No. - N° de réf. du client
W4295-17C001

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-6-39056

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

ANNEX "D" to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

The Offeror accepts to be paid by 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)