



## RETURN BIDS TO:

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- PWGSC

1550 Avenue d'Estimauville

1550 D'Estimauville Avenue

Québec

Québec

G1J 0C7

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

### Comments - Commentaires

<b>Title - Sujet</b> Service Traiteur Camp Vimy	
<b>Solicitation No. - N° de l'invitation</b> W0106-17R283/A	<b>Date</b> 2018-03-13
<b>Client Reference No. - N° de référence du client</b> W0106-17R283	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$QCW-027-17370	
<b>File No. - N° de dossier</b> QCW-7-40291 (027)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-04-23</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Bernier, Odette	<b>Buyer Id - Id de l'acheteur</b> qcw027
<b>Telephone No. - N° de téléphone</b> (418) 649-2813 ( )	<b>FAX No. - N° de FAX</b> (418) 648-2209
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Centre d'instruction de la 2 Div CA Camp Vimy, Édifice CM3 Base Valcartier COURCELETTE Québec G0A4Z0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

### Vendor/Firm Name and Address

### Raison sociale et adresse du

### fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

TPSGC - PWGSC

601 - 1550 Avenue d'Estimauville

Québec

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

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## FOOD SERVICE FOR THE 2ND DIVISION TRAINING CENTRE IN VALCARTIER, IN BUILDINGS CAMP VIMY CM3 AND CM4, VALCARTIER

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, and any other annexes.

### **1.2 Summary**

#### **1.2.1 Food Services**

The Department of National Defence (DND) has a requirement for a food service in the DND facilities of the kitchen of the buildings of Camp Vimy CM3 (kitchen) and CM4 (dining room) Valcartier for the 2nd Canadian Division Training Centre in Valcartier, Quebec, Canada, in accordance with Annex A - Statement of Work - Stipulations. The Contractor will provide food, as well as the personnel required to supervision, preparation and service of three (3) meals per day for breakfast, lunch and dinner, as well as energy supplements. The menus and standardized recipes are provided by DND.

#### **1.2.2 Period of the contract - Option periods**

The period of the contract will be from date of award to May 31, 2019, including four (4) irrevocable option periods of one year each.

### 1.2.3 Periods of service

The period of service of the Camp Vimy is fragmented into two parts:

1st part - Preliminary part Training Camp Vimy Reservists (Phase 1), which takes place from May 22 to July 1, 2018 inclusive.

2nd Part - Main part of training of reservists (Phase 2), which takes place from July 2, August 17, 2018 inclusive.

In the event that Canada exercises one or all of the options to extend the contract, specific dates and quantities for subsequent years will be determined by no later than the end of the month of March of each year.

### 1.2.4 Forecasts

**Summer camp – 2nd Division Training Centre in Valcartier in buildings Camp Vimy CM3 and CM4:**

The number of meals planned for the summer camp 2018 is **33,850 breakfasts, 42,110 lunches and 34,295 dinners and 15, 000 energy supplements**. For subsequent years, the same number of breakfasts, lunches, dinners and energy supplements has been estimated.

The forecast daily meals listed at pages PRC-1 to PRC-4 Stipulations, in the columns entitled "total meals", different from the number of meals above mentioned as DND provided meals that are consumed outside of Camp Vimy, either individual meal or other.

### 1.2.5 Mandatory site visit and bidders' conference

A mandatory site visit is scheduled **on April 11 2018, at 9:30 a.m.**, at the kitchen of Camp Vimy, 2nd Division Training Centre in Valcartier of the Department of National Defence, Valcartier, Quebec. **The meeting point will take place at building CSEM-3, main entrance. Failure to attend will result in the rejection of the proposal.** A conference optional bidders will follow the mandatory site visit.

### 1.2.6 Security Requirements

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgscc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgscc.gc.ca/esc-src/introduction-eng.html>) website.

### 1.2.7 Accords de commerce

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), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

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### **1.2.8 Employment Equity**

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification."

### **1.3 Debriefings**

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days  
Insert: 90 days

### 2.2 Submission of Bids

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

Bid Receiving Unit  
Public Works and Government Services Canada (PWGSC)  
1550 D'Estimauville Avenue  
Quebec City, Quebec, Canada, G1J 0C7

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

### 2.3 Former Public Servant

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

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## Definitions

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

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

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

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

## Former Public Servant in Receipt of a Pension

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

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

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

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

## Work Force Adjustment Directive

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



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If so, the Bidder must provide the following information:

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

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

## **2.4 Enquiries – Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## **2.5 Applicable Law**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

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

## 2.6 Bidders' Conference

A bidders' conference will be held at the Department of National Defence, Valcartier Garrison, immediately after the mandatory site visit (as set out in section 2.7 below) **in the conference room of the CSEM-3**. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be attending and a list of issues they wish to table no later than two (2) days working days before the scheduled conference.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

## 2.7 Mandatory Site Visit

It is **mandatory** that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held on **April 11, 2018, at 9:30 a.m.**, in the kitchen of the Camp Vimy of the Department of National Defence, Valcartier Garrison. **The meeting point will take place at building CSEM-3, main entrance.**

**Bidders must communicate with the Contracting Authority before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend.** Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

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

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (3 hard copies)

Section II: Financial Bid (2 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

#### **Section I: Technical Bid**

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

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

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## **Section II: Financial Bid**

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

### **3.1.1 Exchange Rate Fluctuation**

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

## **Section III: Certifications**

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

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

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **1.1.1 Technical Evaluation**

##### **1.1.1.1 Mandatory Criteria**

Mandatory Criteria are included in Annex D.

#### **1.1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included, in accordance with Annex B - Basis of Payment, **Section B.2.3**.

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

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

## PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

### 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

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

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

### **5.2.3 Additional Certifications Precedent to Contract Award**

#### **5.2.3.1 Status and Availability of Resources**

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

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

#### **5.2.3.2 Education and Experience**

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

#### **5.2.3.3 Language Capability**

The Bidder certifies that it has the language capability required to perform the Work, as stipulated in the Statement of Work.

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#### **5.2.3.4 Qualification and experience of the bidder**

A letter of reference must be provided in accordance with Annex G, criterion F.1

#### **5.2.3.5 Qualification and experience of the resident manager**

A letter of reference must be provided for the resident manager proposed, in accordance with Annex G, criterion F.2

#### **5.2.3.6 Qualification and experience of the kitchen supervisor**

A letter of reference must be provided for the kitchen supervisor proposed, in accordance with Annex G, criterion F.3

#### **5.2.3.7 Qualification and experience of cooks**

A letter of reference must be provided for each of the three proposed cooks, in accordance with Annex F, criterion F.4



## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

### 6.2 Financial Capability

1. **Financial Capability Requirement:** The Bidder must have the financial capability to fulfill this requirement. To determine the Bidder's financial capability, the Contracting Authority may, by written notice to the Bidder, require the submission of some or all of the financial information detailed below during the evaluation of bids. The Bidder must provide the following information to the Contracting Authority within fifteen (15) working days of the request or as specified by the Contracting Authority in the notice:
  - a. Audited financial statements, if available, or the unaudited financial statements (prepared by the Bidder's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Bidder's last three fiscal years, or for the years that the Bidder has been in business if this is less than three years (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).
  - b. If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Contracting Authority, the Bidder must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the Contracting Authority requests this information.
  - c. If the Bidder has not been in business for at least one full fiscal year, the following must be provided:
    - i. the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and
    - ii. the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Contracting Authority requests this information.

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- d. A certification from the Chief Financial Officer or an authorized signing officer of the Bidder that the financial information provided is complete and accurate.
  - e. A confirmation letter from all of the financial institution(s) that have provided short-term financing to the Bidder outlining the total of lines of credit granted to the Bidder and the amount of credit that remains available and not drawn upon as of one month prior to the date on which the Contracting Authority requests this information.
  - f. A detailed monthly Cash Flow Statement covering all the Bidder's activities (including the requirement) for the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's major sources and amounts of cash and the major items of cash expenditures on a monthly basis, for all the Bidder's activities. All assumptions made should be explained as well as details of how cash shortfalls will be financed.
  - g. A detailed monthly Project Cash Flow Statement covering the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's major sources and amounts of cash and the major items of cash expenditures, for the requirement, on a monthly basis. All assumptions made should be explained as well as details of how cash shortfalls will be financed.
2. If the Bidder is a joint venture, the financial information required by the Contracting Authority must be provided by each member of the joint venture.
  3. If the Bidder is a subsidiary of another company, then any financial information in 1. (a) to (f) above required by the Contracting Authority must be provided by the ultimate parent company. Provision of parent company financial information does not by itself satisfy the requirement for the provision of the financial information of the Bidder, and the financial capability of a parent cannot be substituted for the financial capability of the Bidder itself unless an agreement by the parent company to sign a Parental Guarantee, as drawn up by Public Works and Government Services Canada (PWGSC), is provided with the required information.
  4. **Financial Information Already Provided to PWGSC:** The Bidder is not required to resubmit any financial information requested by the Contracting Authority that is already on file at PWGSC with the Contract Cost Analysis, Audit and Policy Directorate of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:
    - a. the Bidder identifies to the Contracting Authority in writing the specific information that is on file and the requirement for which this information was provided; and
    - b. the Bidder authorizes the use of the information for this requirement.

It is the Bidder's responsibility to confirm with the Contracting Authority that this information is still on file with PWGSC.

5. **Other Information:** Canada reserves the right to request from the Bidder any other information that Canada requires to conduct a complete financial capability assessment of the Bidder.
  6. **Confidentiality:** If the Bidder provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information
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in a confidential manner as permitted by the [Access to Information Act](#), R.S., 1985, c. A-1, Section 20(1) (b) and (c).

7. **Security:** In determining the Bidder's financial capability to fulfill this requirement, Canada may consider any security the Bidder is capable of providing, at the Bidder's sole expense (for example, an irrevocable letter of credit from a registered financial institution drawn in favour of Canada, a performance guarantee from a third party or some other form of security, as determined by Canada).

### 6.3 Insurance Requirements

#### Insurance - Proof of Availability Prior to Contract Award

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex C.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

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## PART 7 – RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Annex A, Statement of Work – Stipulations.

### 7.2 Clauses and Conditions

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

#### 7.2.1 General Conditions

2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

#### 7.2.2 Liquidated Damages – Food Services

- a. Meal schedule: If the Contractor does not serve the meals at the hours and according to the schedule of the meals and service specified in the contract, particularly described in the Meal Schedule in the Statement of the works (Stipulations) SCH-1, he has to offer in Canada a credit of ten (10 %) percent for every late served meal.
- b. Safety and hygiene standards and Cleaning schedule: If the Contractor does not meet the standards and schedule specified in the contract, particularly described at sections 3 and 4 of the Statement of the works (Stipulations), he has to offer in Canada a credit of ten (10%) percent for each meal were the standards or schedule has not been followed.
- c. Quality of food services: If the Contractor does not meet the requirements concerning quality of food services specified in the contract, particularly described at sections 2 (6) of the Statement of the works (Stipulations), he has to offer in Canada a credit of ten (10 %) percent for each meal were the quality of food services has not been followed.
- d. Menus compliance: If the contractor does not comply with the menus specified in the contract, particularly described at sections 5.1 to 5.5 of the Statement of the works (Stipulations), he has to offer in Canada a credit of ten (10 %) percent for each meal were the menus has not been respected.

**Credits Apply during Entire Contract Period:** The Parties agree that the credits apply throughout the Contract Period, including during any period of extension.

**Credits represent Liquidated Damages:** The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.

**Canada's Right to Obtain Payment:** The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time

**Canada's Rights & Remedies not Limited:** The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.

**Audit Rights:** The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

### 7.2.3 Costs for loss of equipment

In terms of equipment in daily use by personnel on ration strength (dishes, cutlery, glasses, etc...) DND will assume responsibility for 10% of any losses incurred. All other equipment that is lost, or damaged other than by normal wear and tear, will be billed to the Contractor at replacement cost.

## 7.3 SECURITY REQUIREMENTS

**7.3.1** The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at **Annex C**;
  - b. Industrial Security Manual (Latest Edition).

## **7.4 Term of Contract**

### **7.4.1 Period of the Contract and Period of Service**

#### **7.4.1.1 Period of the contract**

The period of the contract will be from date of award to May 31, 2019, including four (4) irrevocable option periods of one year each.

#### **7.4.1.2 Periods of service**

The period of service of the Camp Vimy is fragmented into two parts:

1st part - **Preliminary part of Training Camp Vimy Reservists (Phase 1)**, which takes place from May 22 to July 1, 2018 inclusive.

2nd Part - **Main part of training of reservists (Phase 2)**, which takes place from July 2, August 17, 2018 inclusive.

## **7.5 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional periods of one (1) year each under the same conditions, except for the payment which will be set as follows:

- a) The firm unit price per meal and energy supplement will be increased or decreased in keeping with the percentage change in the increase index for the "Food purchased from restaurants" category V41691046, Table 326-0020, published by Statistics Canada for Quebec and will be calculated on January 1 of the year the extension period begins, or will be calculated for the twelve months preceding the effective date of the service period of the contract.

**Note:** No increasing other than consumer price index cited in the above paragraph will be granted.

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.

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## 7.6 Authorities

### 7.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Odette Bernier

Title: Supply Officer

Public Works and Government Services Canada

601-1550 av. D'Estimauville

Québec (Québec) G1J 0C7

Telephone: 418-649-2813

Facsimile: 418-648-2209

E-mail: [odette.bernier@pwgsc-tpsgc.gc.ca](mailto:odette.bernier@pwgsc-tpsgc.gc.ca)

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

### 7.6.2 Contract Supervisor

The Contract Supervisor for the Contract is: *(to be completed by Canada at the time of award)*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail: \_\_\_\_\_

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

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### 7.6.3 Contractor's Representative

Name and telephone number of the person responsible for:

#### Contract Manager:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Facsimile No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

#### Service Follow up:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Facsimile No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### 7.6 4 Contractor personnel:

Contractor personnel to execute the contract: *(to be completed by Canada at the time of award)*

Resident Manager: \_\_\_\_\_

Kitchen supervisor: \_\_\_\_\_

Cooks (3): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 7.7 Payment

#### 7.7.1 Basis of Payment - Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit prices per meal served, as specified in Annex « B » Basis of Payment. Customs duties are included and Applicable Taxes are extra.

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



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### 7.7.2 Minimum guarantee (meals only)

Canada agrees to pay for a minimum of sixty (60%) percent of the estimated quantities of Table B.2.1 Annex « B ».

If the total number of served meals is less than sixty (60%) percent the total number of meals, Canada will pay sixty (60%) percent of the price of the non-served meals, up to a minimum of sixty (60%) percent of the total number of meals.

### 7.7.3 Declaration of Daily ration allowance

The supervisor of the contract or its representative must provide the contractor no later than twenty-four (24) hours prior to the work being delivered, a form entitled "Request for food service (RFS)" to inform the Contractor of the minimum amount of meals and supplements that he will have to be prepared for the dining room, for meals to transport as well as for the ABM (allocations between meals) for the next day. This forecast of meals and supplements must be indicated on the form and will be considered the minimum quantity which will be paid to the Contractor for the purposes of billing.

The supervisor of the contract or its representative must provide the contractor, not later than forty-eight (48) hours after the work has been delivered, a form entitled "Statement certified daily meal allowance". This statement will be used to complete the invoicing, in situations where the number of meals and/or ABM (allocations between meals) would be greater than the number indicated in the Request for food service form. Failure to submit this statement will ensure that the Contractor will not be able to claim other amounts that meals provided at the Request of food service (RFS).

### 7.7.4 Limitation of Expenditure

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

whichever comes first.

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

**7.7.5 Multiple Payments**

Canada will pay the Contractor upon completion and delivery of units 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.

**7.7.6 SACC Manual Clause**

Number	Date	Title
A2000C	2006-06-16	Foreign Nationals (Canadian Contractor) <a href="https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A2000C/1">https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A2000C/1</a>
A9117C	2007-11-30	T1204 - Direct Request by Customer Department <a href="https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A9117C/2">https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A9117C/2</a>

**7.8 Invoicing Instructions**

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

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

**7.9 Certifications and Additional Information****7.9.1 Compliance**

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

### 7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

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

### 7.9.3 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - a. the name, qualifications and experience of the proposed replacement; and
  - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

### 7.9.4 Qualification and experience of the replacement:

**RESIDENT MANAGER:** must have a recognized regulatory training in the food industry and one (1) year of experience as a Resident Manager in an institutional/commercial kitchen where 500 meals were served per meal period on a daily basis OR have two (2) years' proven experience as a Resident Manager in an institutional/commercial kitchen where 500 meals were served per meal period on a daily basis.

**KITCHEN SUPERVISOR:** must have cook's training recognized by the Department of Education; plus two (2) years' experience as a Kitchen Supervisor in an institutional/commercial kitchen where 500 meals were served per meal period on a daily basis OR must have three (3) years' proven experience as a Kitchen Supervisor in an institutional/commercial kitchen where 500 meals were served per meal period on a daily basis.

**COOK:** must have cook's training recognized by the Department of Education; plus two (2) years' experience in an institutional/commercial kitchen where 200 meals or more were served per meal

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period on a daily basis OR must have three (3) years' proven experience as a Cook in an institutional/commercial kitchen where 200 meals were served per meal period on a daily basis.

#### 7.10 Applicable Laws

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

#### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the 2035 (2016-04-04), General Conditions - Higher Complexity - Services;
- (c) Annex « A », Statement of Work - Stipulations;
- (d) Annex « B », Basis of Payment;
- (e) Annex « C », Security Requirements Check List;
- (f) Annex « D », Insurance Requirements;
- (g) the Contractor's bid dated \_\_\_\_\_, amended on \_\_\_\_\_ " (to be completed at contract award by PWGSC).

#### 7.12 Canadian Forces Site Regulations

The Contractor shall comply with all orders or other regulations, instructions and directives in force on the site where the work is being performed.

#### 7.13 Insurance Requirements

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

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

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

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#### 7.14 Contract Financial Security

1. The Contractor must provide one of the following contract financial securities within five (5) calendar days after the date of contract award:
  - a. a performance bond form PWGSC-TPSGC 505 <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505.pdf> in the amount of fifty (50) percent of the Contract Price; or
  - b. a security deposit as defined in clause E0008C in the amount of ten (10) percent of the Contract Price.

Any bond must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, Appendix L, Acceptable Bonding Companies.
2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmaturing, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.
3. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

#### 7.15 Contract Financial Security - Option to Extend the Contract

In the event that Canada exercises one or extension options provided for in the Contract, the Contractor shall provide each option to extend one of the contract financial securities quoted in item 7.13 (item 1 (a and b) each calendar year on the price of the contract amendment, in accordance with the same requirements as those set out in this section 7.13.

#### 7.16 Security Deposit Definition – Contract

1. "security deposit" means
    - a. a bill of exchange that is payable to the Receiver General for Canada and certified by an approved financial institution or drawn by an approved financial institution on itself; or
    - b. a government guaranteed bond; or
    - c. an irrevocable standby letter of credit, or
    - d. such other security as may be considered appropriate by the Contracting Authority and approved by Treasury Board;
  2. "approved financial institution" means
    - a. any corporation or institution that is a member of the Canadian Payments Association;
    - b. a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the Régie de l'assurance-dépôts du Québec to the maximum permitted by law;
    - c. a credit union as defined in paragraph 137(6) of the Income Tax Act;
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- d. a corporation that accepts deposits from the public, if repayment of the deposits is guaranteed by a Canadian province or territory; or
  - e. the Canada Post Corporation.
3. "government guaranteed bond" means a bond of the Government of Canada or a bond unconditionally guaranteed as to principal and interest by the Government of Canada that is:
- a. payable to bearer;
  - b. accompanied by a duly executed instrument of transfer of the bond to the Receiver General for Canada in accordance with the Domestic Bonds of Canada Regulations;
  - c. registered in the name of the Receiver General for Canada.
4. "irrevocable standby letter of credit"
- a. means any arrangement, however named or described, whereby a financial institution (the "Issuer"), acting at the request and on the instructions of a customer (the "Applicant"), or on its behalf,
    - i. will make a payment to or to the order of Canada, as the beneficiary;
    - ii. will accept and pay bills of exchange drawn by Canada;
    - iii. authorizes another financial institution to effect such payment, or accept and pay such bills of exchange; or
    - iv. authorizes another financial institution to negotiate, against written demand(s) for payment, provided that the conditions of the letter of credit are complied with.
  - b. must state the face amount which may be drawn against it;
  - c. must state its expiry date;
  - d. must provide for sight payment to the Receiver General for Canada by way of the financial institution's draft against presentation of a written demand for payment signed by the authorized departmental representative identified in the letter of credit by his/her office;
  - e. must provide that more than one written demand for payment may be presented subject to the sum of those demands not exceeding the face amount of the letter of credit;
  - f. must provide that it is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practice (UCP) for Documentary Credits, 2007 Revision, ICC Publication No. 600. Pursuant to the ICC UCP, a credit is irrevocable even if there is no indication to that effect; and
  - g. must be issued (Issuer) or confirmed (Confirmer), in either official language, by a financial institution that is a member of the Canadian Payments Association and is on the letterhead of the Issuer or Confirmer. The format is left to the discretion of the Issuer or Confirmer.
-

**ANNEX B - BASIS OF PAYMENT****B.1 Instructions for the pricing:**

- a) The price submitted sections B.2.1 must be "standard", i.e. that the prices for each of the three meals (breakfast, lunch and dinner) are the same.
- b) No additional amount will be allowed for meals escaped or for a 2nd plate. The amount used in 2nd plate is very minimal given the meal schedule is very tight. The Contractor should provide an average of 5% and less in 2nd plate.
- c) The meals served in the dining room, dispersed meals and meals field days all have the same dollar value.
- d) DND provides the insulated containers for food, non-food items and packing items reserved for baskets meals.
- e) Mechanical control of ration strength by the turnstile:

A turnstile to control the number of members on ration strength is installed in the dining room of Camp Vimy. Has each meal the number indicated on the turnstile is verified by DND and the Contractor, and the number of members on ration strength for the appropriate meal is transposed on the Certified Declaration of Daily Ration Allowance Form. For meals in dining room, the quantity billed will be that indicated on the daily meal or indicated by the turnstile, whichever is greater of two.

## B.2 Service period from May 22, 2018 to August 17, 2018 to the 2nd Division Training Centre in Valcartier – Camp Vimy

**B.2.1 Firm unit price per meal** must be standardized, in accordance with Annex A-Stipulations. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Item	Type of Meals	Total estimated quantity	Firm Unit Price	Total estimated
1	33,850 Breakfast 42,110 Lunches and 34,295 Dinners for a total of :	110,255	\$ _____	\$ _____
<b>Total estimated cost, meals:</b>				\$ _____

**B.2.2 Firm unit price per Energy Supplement** in accordance with Annex A - Stipulations. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Item	Type of Meals	Total estimated quantity	Firm Unit Price	Total estimated
1	Energy Supplement	15,000	\$ _____	\$ _____
<b>Total estimated cost, Energy Supplement:</b>				\$ _____

### B.2.3 **Total Meals (B.2.1) and energy supplements (B.2.2)** for the period of service from May 22, 2018 until August 17, 2018 for the 2nd Division Training Centre in Valcartier – Camp Vimy

Total estimated cost, meals – CAMP VIMY, summer 2018:	\$ _____
Total estimated cost, energy supplements, CAMP VIMY, summer 2018:	\$ _____
<b>TOTAL ESTIMATED VALUE OF THE CONTRACT – Applicable taxes extra:</b>	\$ _____



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## **ANNEX C - SECURITY REQUIREMENTS CHECK LIST**



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du Canada

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DEC 08 2017

Contract Number / Numéro du contrat

W0106-17R283

Security Classification / Classification de sécurité

COTE DE FIABILITÉ

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization /  
Ministère ou organisme gouvernemental d'origine

MDN

2. Branch or Directorate / Direction générale ou Direction

Centre d'instruction de la 2e Div CA

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail

CONTRAT DE TRAITEUR, CAMP VIMY, VALCARTIER

5. a) Will the supplier require access to Controlled Goods?

Le fournisseur aura-t-il accès à des marchandises contrôlées?

☐

No

Non

Yes

Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?

Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?

☐

No

Non

Yes

Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?

Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?

(Specify the level of access using the chart in Question 7. c.)

(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)

☐

No

Non

Yes

Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.

Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.

☐

No

Non

Yes

Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?

S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?

☐

No

Non

Yes

Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada

☐

NATO / OTAN

☐

Foreign / Étranger

☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions

Aucune restriction relative à la diffusion

☐

All NATO countries

Tous les pays de l'OTAN

☐

No release restrictions

Aucune restriction relative à la diffusion

☐

Not releasable

À ne pas diffuser

☐

Restricted to: / Limité à:

☐

Restricted to: / Limité à:

☐

Restricted to: / Limité à:

☐

Specify country(ies): / Préciser le(s) pays:

Specify country(ies): / Préciser le(s) pays:

Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A

PROTÉGÉ A

☐

NATO UNCLASSIFIED

NATO NON CLASSIFIÉ

☐

PROTECTED A

PROTÉGÉ A

☐

PROTECTED B

PROTÉGÉ B

☐

NATO RESTRICTED

NATO DIFFUSION RESTREINTE

☐

PROTECTED B

PROTÉGÉ B

☐

PROTECTED C

PROTÉGÉ C

☐

NATO CONFIDENTIAL

NATO CONFIDENTIEL

☐

PROTECTED C

PROTÉGÉ C

☐

CONFIDENTIAL

CONFIDENTIEL

☐

NATO SECRET

NATO SECRET

☐

CONFIDENTIAL

CONFIDENTIEL

☐

SECRET

SECRET

☐

COSMIC TOP SECRET

COSMIC TRÈS SECRET

☐

SECRET

SECRET

☐

TOP SECRET

TRÈS SECRET

☐

TOP SECRET

TRÈS SECRET

☐

TOP SECRET (SIGINT)

TRÈS SECRET (SIGINT)

☐

TOP SECRET (SIGINT)

TRÈS SECRET (SIGINT)

☐





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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

☒ No ☐ Yes  
Non Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:

Commentaires spéciaux :

**ACCÈS A DES ZONE RESTREINTES**

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☐ No ☒ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  
*On DVD premises, unscreened pers. may only access public/reception zone*

☒ No ☐ Yes  
Non Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes  
Non Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF A LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes  
Non Oui





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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET	NATO RESTRICTED  NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL  NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET  COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

**ANNEX D - INSURANCE REQUIREMENTS****D.1 Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence and in the annual aggregate.
  2. The Commercial General Liability policy must include the following:
    - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
    - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
    - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
    - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
    - e. Cross Liability/Separation of Insured: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
    - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
    - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
    - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program).
    - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
    - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
    - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
-

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**ANNEX « E » OF PART 5 OF THE BID SOLICITATION****FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION**

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

**OR**

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

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

**OR**

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

**ANNEX F – PART 4 OF THE BID SOLICITATION****MANDATORY CRITERIA - INSTRUCTIONS**

The bid must meet the mandatory criteria specified in this Annex. Bidders must provide the necessary documentation to ensure compliance with this requirement.

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

Canada will evaluate only the documentation that will accompany the bidder's bid. Canada does not evaluate information such as references to Web site addresses where additional information can be found.

The curriculum vitae (CV) of the Resident Manager, Kitchen Supervisor and at least one (1) Cook must be submitted with your bid and should clearly demonstrate compliance with the above-mentioned requirements.

Note: When the term "on a daily basis" is used, a minimum of five (5) days/week is acceptable.

The certifications of the qualifications and experience of the bidder and proposed personnel in the performance of the contract in Annex "F" should be completed and submitted with your bid.

**Experience of the bidder (criterion F.1)**

The Bidder must provide enough information so that each experiment set out to be evaluated in its entirety.

At a minimum, the following information should be provided:

- a) Title / Area of the project;
- b) Value of the project;
- c) Period and duration of the project (month and year);
- d) Description of the deliverables completed as part of the project;
- e) Number of people served per day, per meal;
- f) Number of people involved in the project (number of employees);
- g) Roles and responsibilities of the bidder in relation to the project;
- h) Client Name \* and contact information where the person can be reached to validate the information provided;
- i) For each customer reference, the Bidder should provide the name and current telephone; number and/or e-mail address of a contact person.

## Experience of the bidder's resources (Criteria F.2 to F.4)

To enable the evaluation team to properly evaluate the following criteria, the bidder should provide the CV of each resource proposed to meet each criterion of this section. The CVs should clearly and explicitly demonstrate that the proposed resources meet the minimum requirement with regard to the education and experience of the labour category. The curriculum vitae of each resource should include, as a minimum, the following information:

- a) Name;
- b) Institution, degree, program, year;
- c) Complementary training courses in the food service;
- d) Specific skill set;
- e) Professional experience – date, company, tasks.

The bidder should support each working experience by presenting the position and/or projects in which the proposed resources acquired their experience. For each position/project described, the bidder should include as a minimum the following information:

- a) Title;
- b) Description;
- c) Client (for projects);
- d) Start and end dates (**month/year format**) and total duration **in months**;
- e) Number of months of involvement of the proposed resource (for projects);
- f) Tasks performed by the proposed resource;
- g) Number of person served per day, per meal.

## LIST OF MANDATORY CRITERIA:

### F.1 Criterion - Qualification and experience of the bidder

The bidder must have completed at least one (1) project involving the preparation and serving of daily meals for a minimum of 500 persons at each meal, for a minimum period of six (6) consecutive weeks, within the last five (5) years. PWGSC reserves the right to verify the information provided.

### F.2 Criterion – Resident Manager (qualification and experience)

- a) The bidder must propose at least one resident manager who has the regulatory training recognized in the field of food, and
- b) One (1) year of experience as a manager residing in a kitchen institutional / commercial involving 500 services / per meal on a daily basis.

#### OR

Two (2) years of experience as a manager residing in a kitchen institutional / commercial involving 500 services / per meal on a daily basis.



**F.3 Criterion – Kitchen Supervisor (qualification and experience)**

- a) The bidder must propose at least one kitchen supervisor who has the studies recognized by the Department of Education as a cook, and
- b) Two (2) years of experience as a kitchen supervisor in a kitchen institutional / commercial involving 500 services / per meal on a daily basis.

**OR**

Three (3) years of experience as a kitchen supervisor in a kitchen institutional / commercial involving 500 services / per meal on a daily basis.

**F.4 Criterion – Cook (qualification and experience)**

- a) The Bidder must propose a minimum of three (3) cooks have the studies recognized by the Department of Education as a cook, and
- b) Two (2) years of experience in a kitchen institutional / commercial involving 200 services and more per meal on a daily basis.

**OR**

Three (3) years of experience as a cook in a kitchen institutional / commercial involving 200 services / per meal on a daily basis.

Note: To determine the number of cooks required to carry out the work, see Annex "A", Statement of Work (Stipulations) – Part 2, Section 2, article 5b) page 2-2.

**F.5 Mandatory Criterion – Training Plan**

The Bidder must include with their proposal: A plan demonstrating how they will be able to ensure that the "mandatory training in occupational health and safety", <http://www.mapaq.gouv.qc.ca/fr/publications/depliantFHS.pdf> will be followed by the necessary staff and maintained for the duration of the contract.

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**ANNEX G - CERTIFICATIONS OF THE QUALIFICATIONS AND EXPERIENCE OF THE BIDDER AND PROPOSED PERSONNEL IN THE PERFORMANCE OF THE CONTRACT**

**G.1 Letter of reference - Qualification and experience of the bidder**

**See mandatory criterion F.1**

I \_\_\_\_\_ (Customer of the bidder itself) certifies that the project titled \_\_\_\_\_ has been completed satisfactorily. This project involved the preparation and meal service on a daily basis for a minimum of 500 people at each meal, for a minimum of six (6) consecutive weeks, within the last five (5) years.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **G.2 Letter of reference - Qualification and experience of the Resident Manager**

### **See mandatory criterion F.2**

Check your answer: ( )

I \_\_\_\_\_ (Employer of resident manager) certifies that  
\_\_\_\_\_ (Name of the resident manager proposed):

( ) has Training Regulations recognized in the field of food, and one (1) year experience as a manager residing in a kitchen institutional / commercial involving 500 services / per meal on a daily basis.

OR

( ) Two (2) years of experience as a manager residing in a kitchen institutional / commercial involving 500 services / per meal on a daily basis.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W0106-17R283/A

qcw027

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W0106-17R283

QCW-7-40291

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### **G.3 Letter of reference - Qualification and experience of the Kitchen Supervisor**

#### **See mandatory criterion F.3**

[Check your answer: \( \)](#)

I \_\_\_\_\_ (Employer of the kitchen supervisor) certifies that  
\_\_\_\_\_ (supervisor's name of proposed kitchens):

( ) has the studies recognized by the Department of Education as a cook, and two (2) years of experience as a kitchen supervisor in a kitchen institutional / commercial involving 500 services / per meal on a daily basis.

OR

( ) Three (3) years of experience as a kitchen supervisor in a kitchen institutional / commercial involving 500 services / per meal on a daily basis.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W0106-17R283/A

qcw027

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W0106-17R283

QCW-7-40291

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#### **G.4 Letter of reference - Qualification and experience of Cooks**

**See mandatory criterion F.4**

[Check your answer: \( \)](#)

I \_\_\_\_\_ (Employer Cook) certifies that  
\_\_\_\_\_ (Name of Cook proposed)

( ) To the studies recognized by the Department of Education as a cook, and two (2) years of experience in a kitchen institutional / commercial involving 200 services and more per meal on a daily basis.

OR

( ) Three (3) years of experience as a cook in a kitchen institutional / commercial involving 200 services / per meal on a daily basis.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_



Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ANNEX H- PRESENTATION OF YOUR BID

### H.1 Check List

Below is a checklist of the contents of your bid. This list is not an exhaustive list; it remains the Bidder's responsibility to prepare its bid in accordance with the instructions contained in the Request for Proposal (RFP) and provide a comprehensible and sufficiently detailed bid, including all requested pricing details that will permit a complete evaluation in accordance with the criteria set out in the RFP.

Pagination of <u>Document 1 of 2</u> (document of only one page)	
Page 1 of 1 	Bidders should include with their bid, <b>the first sheet</b> of this RFP properly completed and signed. Refer to 2003 Standard Instructions mentioned in clause <b>2.1 Standard Instructions, Clauses and Conditions</b> .
Pagination of <u>Document 2 of 2</u> (document of 42 pages) 	
Page 7	Bidders must submit their bid only to the address indicated in clause <b>2.2 Submission of Bids</b> .
Pages 7 to 9	Bidders should submit with their bid, clause <b>2.3 Former Public Servant</b> properly completed.
Page 13	Bidders must pay attention on how bids will be evaluated and the winning bid selected. Refer to <b>Part 4 - Evaluation Procedures and Basis of Selection</b> .
Page 14	<u>Applicable only if an offence has been committed</u>  Bidders must provide with their bid the required documentation as indicated Clause <b>5.1.1 Integrity Provisions - Declaration of Convicted Offences</b> .

Page 14	<p>Bidders must provide with their bid or promptly thereafter a <b>list of names</b> as indicated in clause <b>5.2.1 Integrity Provisions - Required Documentation</b>.</p> <ul style="list-style-type: none"><li>➤ Please refer to section “<b>17. Information to be provided when bidding, contracting or entering into a real property agreement</b>” of the following Web site:</li><li>➤ <a href="http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html">http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html</a></li></ul>
Page 24	<p>Bidders should submit with their bid, clause <b>7.4.3 Contractor's Representatives</b> properly completed.</p>
Pages 32 and 33	<p>Bidders must include with their bid, <b>Annex B - Basis of Payment</b> duly completed.</p>
Page 40 to 42	<p>Bidders must include with their bid, the necessary documentation to support compliance with the mandatory criteria indicated in <b>Annex F - Mandatory Criteria</b>.</p>
Pages 43 to 46	<p>Bidders should include with their bid, letters of reference included in <b>Annex G-</b> in order to confirm certifications of the qualifications and experience of the Bidder and proposed personnel in the performance of the contract.</p>



## **ANNEX A**

### **Food Services**

## **STATEMENT OF WORK (STIPULATIONS)**



**2ND CANADIAN DIVISION TRAINING CENTRE VALCARTIER  
CAMP VIMY BUILDINGS CM-3 AND CM-4**

DATE: FEBRUARY 2018





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## 1. **Background**

1.1 Canada's Department of National Defence (DND) requires the services of a food services contractor to prepare food in the existing culinary facilities located at Support Base Valcartier (SB Valcartier), QC, more specifically at the 2nd Canadian Division Training Centre (2 Cdn Div TC) Valcartier, Building CM-3 (kitchen) and CM-4 (dining room) every day during the period specified, in accordance with demand and varying requirements.

1.2 The target clientele encompasses a population primarily comprised of young adults. They are members of the Reserve Force from various regions in Quebec.

## 2. **Purpose**

2.1 To supply the services and foodstuffs needed to prepare on site at DND facilities and at short notice morning (breakfasts), mid-day (lunches) and evening meals (dinners), meals in insulated containers and picnic meals as well as between meal allowances, all freshly made for a variable numbers of diners, which number is to be confirmed on the Food Service Requisition (FSR) sent to the Contractor 24 hours in advance, and in accordance with the technical requirements set out in the Statement of Work—Stipulations at Annex A.

## 3. **Destination**

3.1 The personnel and deliverables will be required at SB Valcartier, in Camp Vimy Building CM-3 and CM-4, commonly referred to as the kitchen of the 2 Cdn Div TC, Valcartier, Quebec.

3.2 Access to SB Valcartier and to some buildings and areas designated as areas of operations may be subject to certain restrictions, with which the Contractor and its employees agree to comply at all times, including the range and training areas.

3.3 Buildings CM-3 and CM-4 are located in the Camp Vimy area of activities, which is accessible from the main entrance to SB Valcartier, located at the intersection of provincial highway 369 and General T.L. Tremblay Street.

3.4 Persons other than employees authorized to deliver the services specified in this contract who want access to DND facilities must obtain permission beforehand from the designated DND representative and display a proper piece of identification at all times and/or on request.

## 4. **Contract Period—Period of Service**

4.1 The contract period is from the date of award to May 31, 2019, including four optional periods of one year each. The food requirements during the Camp Vimy period of service is divided into two parts:

4.1.1 Part 1: **Preliminary part of the training of reservists at Camp Vimy (Phase 1)** from May 22 to July 1, 2018, inclusive.

4.1.2 Part 2: **Main part of the training of reservists (Phase 2)** from July 2 to August 17, 2018, inclusive.

4.1.2.1 Provide meals, dispersed meals (meals in Hay Box insulated containers) and energy supplements as described below.



- 4.1.2.2 Order cancellations by DND shall not be accepted less than five days before the first scheduled service date.

**5. Number of meals**

- 5.1 The forecast number of meals for summer 2018, based on the previous year's numbers, is **110,255** meals divided as follows: Phase 1 from May 22 to July 1, 2018, and Phase 2 from July 2 to August 17, 2018—**33,850 breakfasts, 42,110 lunches and 34,295 dinners**. The daily meal forecasts provided in the columns labelled "Total Meals" on pages CMF-1 to CMF-4 of the Stipulations differ from the number of meals mentioned above because the DND provides the meals consumed outside Camp Vimy, including but not limited to individual meal packs.
- 5.2 It should be noted that, during Part 1 and 2 of the contract, the forecasts shown in the table may vary (up or down) depending on operational needs/activities.
- 5.3 The approximate number of energy supplements to be planned for 2018 (2018 summer camp) is **15,000**.
- 5.4 The DND undertakes to pay the Contractor for the number of meals served on site and for the number of meal supplements dispensed, in accordance with the Food Service Requisitions (FSRs) and with the standardized pricing for all meal types (the standard price being the same price for all meal types) submitted and applicable to a meal (see Basis of Payment, Annex B, of the future contract).

**6. Facilities**

- 6.1 Camp Vimy has a kitchen and a dining hall that were built in 1997 and that are connected by a corridor. Its facilities are only used four (4) months of the year, from May to August only.

**7. Dining Room Availability**

- 7.1 Buildings CM-3 and CM-4 are a kitchen and dining room that can serve 1,500 people per meal. Dining Room 1 has four (4) cafeteria-style service points and two (2) sandwich bars. There are also four (4) refrigerated salad counters with a place for condiments and beverages.

Note: Maps showing the location of buildings CM-3 and CM-4 at CFB Valcartier and the layout of the facilities are available on request.

**8. Adherence to Camp Hours of Operation**

- 8.1 The Contractor must adhere to the Camp's hours of operation, as set out on page SCH-1 of the Stipulations but, **for "mass" arrivals and departures, the dining room will be open as follows, in addition to the regular hours, unless otherwise stated and confirmed by the Contract Supervisor or the on-site DND representative:**

**FOR THE PHASE 2 MASS ARRIVAL on July 2**

FROM 6:00 a.m. to 7:00 p.m.

**FOR DEPARTURE in mid-August**

FROM 6:00 a.m. to 4:00 p.m.



**9. Types of Meals**

**9.1 Meals served in the dining room**

As per the "31-day cyclical menus" in Section 5 of the Stipulations and the "Meal Plans" in Sections 7 and 8 of the Stipulations.

**9.2 Dispersed Meals**

As per the "31-day cyclical menus" in Section 5 of the Stipulations and the "Meal Plans" in Sections 7 and 8 of the Stipulations:

HOT: Insulated containers (Hay Box) (Stipulations, Section 8).

**9.3 Energy Supplements**

As per the menu plan and Section 8 of the Stipulations.

**9.4 Picnic Lunches and coffee breaks**

As per the menu plan and Section 8 of the Stipulations.

**9.5 Individual Meal Packs**

These individual meal packs will be provided entirely (goods and services) by DND. No services are to be provided by the Contractor. These are not included in the daily forecasts on pages CMF-1 to CMF-4 of the Stipulations, but instead act as a variant on the quantity of meals to be prepared.

**9.6 Religious Accommodations**

The Contractor shall make the necessary arrangements to support requests for religious accommodation, including but not limited to Ramadan.

Special needs:

The Contractor shall make the necessary arrangements to be able to feed personnel in quarantine with take-out dishes and to identify and warn diners with allergies.

**10. Types of Menus (Menu Changes)**

- 10.1 The 31-day cyclical menu described in Section 5 of the Stipulations will be the menu used during the two (2) periods of activity: Part 1—Camp Preparation and Part 2—Main Training. Recipes for these menus will be provided by DND.

**11. Samples of Foodstuffs Subject to Contamination**

- 11.1 The Contractor must take a sample of all the foodstuffs served at each meal that are subject to contamination. The Contractor must then place these samples in individual sterilized bags (clearly labelled with the date and name of the meal), hermetically seal the bags and store them in a box at refrigeration temperature (38°F) for 72 hours. Should someone fall ill or come down with food poisoning, the samples will make it possible to launch an administrative investigation. The cost of the sampling equipment will be assumed by the Contractor.



12. **Timeframe for Confirming the Number of Diners**

- 12.1 No later than twenty-four (24) hours before the service is to be rendered, the Contract Supervisor or his/her representative shall provide the Contractor with a form entitled "Demande de service alimentaire (DSA)" or Food Service Requisition (FSR) to inform the Contractor of the minimum quantity of meals and supplements for the dining room, transportable meals and between meal allowances (BMA) the Contractor will have to prepare for the following day. This meal and supplement forecast will be listed on the form and will be considered as the minimum quantity for which the Contractor will be paid for billing purposes.
- 12.2 The Contract Supervisor or his/her representative shall provide the Contractor with a form entitled "Déclaration certifiée d'allocation quotidienne de repas" or certified statement of daily ration allowance no later than forty-eight (48) hours after the service has been rendered. This statement will be used to complete billing in situations where the number of meals and/or BMA is greater than the number indicated on the FSR. If the Contractor fails to provide this declaration, it will not be able to claim amounts other than those indicated on the FSR.

13. **Uniforms**

- 13.1 As concerns all references to uniforms in the Statement of Work (Stipulations), it should be noted that, although there is no specific uniform imposed upon the Contractor, work uniforms should be standardized, i.e., all of the servers must wear the same uniform, all of the dishwashers a different uniform, etc. The provision and maintenance of the clothing is left to the discretion of the Contractor, provided that the standardization rule and the health and safety standards are adhered to and that the clothing is clean. Obviously, this DOES NOT APPLY to cooks and head cooks, who must wear the chef uniform. One example of an acceptable outfit would be a white shirt or T-shirt and pants, made of an appropriate fabric including protective clothing such as an apron, hairnet and regulation (safe) footwear. JEANS ARE PROHIBITED.

Note: Employees assigned to handle food and products will be equipped with safety footwear that complies with CSA Standards.

14. **Periodic Evaluation of Services (DND)**

- 14.1 The Contract Supervisor or his/her representative reserves the right to conduct evaluations and tastings of the dishes served in order to assess the effectiveness and quality of the services provided under the contract. The Contractor agrees to provide the necessary data and fully cooperate with DND during the course of these evaluations.
- 14.2 During the hours of operation and meal service, a military cook will remain on site to verify the quality of the dishes and ensure that discipline is maintained by the military members.

15. **Limitations**

- 15.1 DND reserves the exclusive use of the rooms numbered 110 and 125 located within the facilities as well as a refrigerated trailer that will be located outside for the distribution of box meals.

16. **Expectations**

- 16.1 The food services provided for Camp Vimy Valcartier operations (CM-3 and CM-4) must meet the following expectations:
- a) Be client-oriented and act in the best interest of the client, as per the parameters defined in the sections of the Stipulations (1.5);



- b) Provide flexible support adapted to the needs of Camp Vimy Valcartier's diverse operations/activities;
- c) Offer courteous, timely service;
- d) Strictly adhere to hygiene and cleanliness principles, without negotiation, following the hours, schedule and standards defined in Section 3 of the Stipulations (1.5); and
- e) Follow the rules, standards and directives in effect for the food services industry ("industry standards").



1.2 2ND CANADIAN DIVISION TRAINING CENTRE, CAMP VIMY VALCARTIER, MEAL FORECASTS

DATE	BREAKFAST			LUNCH			DINNER			TOTAL MEALS		
	Dining room	Insulated container	Box lunch	Dining room	Insulated container	Box lunch	Dining room	Insulated container	Box lunch	BREAK-FAST	LUNCH	DINNER
22-May-2018	228	0	0	443	0	4	317	0	5	228	447	322
23-May-2018	305	93	0	531	0	4	411	0	5	398	535	416
24-May-2018	363	71	0	536	0	2	411	0	5	434	538	416
25-May-2018	399	24	0	523	0	2	388	0	5	423	525	393
26-May-2018	0	0	0	0	0	4	0	0	5	0	4	5
27-May-2018	0	0	0	0	0	4	0	0	5	0	4	5
28-May-2018	318	71	0	516	0	5	391	0	6	389	521	397
29-May-2018	380	24	0	524	0	5	394	0	7	404	529	401
30-May-2018	313	25	0	435	0	94	396	0	7	338	529	403
31-May-2018	313	72	0	534	0	1	387	0	7	385	535	394





1.2 2ND CANADIAN DIVISION TRAINING CENTRE, CAMP VIMY VALCARTIER, MEAL FORECASTS

DATE	BREAKFAST			LUNCH			DINNER			TOTAL MEALS		
	Dining room	Insulated container	Box lunch	Dining room	Insulated container	Box lunch	Dining room	Insulated container	Box lunch	BREAK-FAST	LUNCH	DINNER
1-Jun-2018	392	0	0	507	0	1	362	0	6	392	508	368
2-Jun-2018	0	0	0	0	0	59	0	0	5	0	59	5
3-Jun-2018	0	0	0	0	0	47	0	0	5	0	47	5
4-Jun-2018	366	75	0	363	0	136	231	110	7	441	499	348
5-Jun-2018	271	185	0	367	0	136	231	150	7	456	506	388
6-Jun-2018	273	171	0	549	28	1	448	0	7	444	578	455
7-Jun-2018	314	96	0	528	0	19	368	0	7	410	547	375
8-Jun-2018	372	0	25	473	0	1	336	0	6	397	474	342
9-Jun-2018	0	0	0	0	0	4	0	0	5	0	4	5
10-Jun-2018	0	0	0	0	0	4	0	0	5	0	4	5
11-Jun-2018	462	0	0	467	111	6	361	111	7	462	584	479
12-Jun-2018	413	111	0	444	111	46	342	151	7	524	601	500
13-Jun-2018	409	111	0	475	111	72	322	137	9	520	658	468
14-Jun-2018	452	111	0	494	111	28	459	0	32	563	633	491
15-Jun-2018	530	0	0	592	0	2	426	0	24	530	592	450
16-Jun-2018	0	0	0	0	0	4	0	0	5	0	4	5
17-Jun-2018	0	0	0	0	0	4	0	0	5	0	4	5
18-Jun-2018	529	14	0	469	111	55	371	150	19	543	635	540
19-Jun-2018	448	213	0	464	111	57	360	152	19	661	632	531
20-Jun-2018	463	118	0	460	118	57	399	118	19	581	635	536
21-Jun-2018	412	118	0	402	128	12	405	10	19	530	542	434
22-Jun-2018	397	10	0	469	0	43	390	0	48	407	512	438
23-Jun-2018	166	0	0	33	0	4	41	0	7	166	37	48
24-Jun-2018	206	0	0	440	0	27	555	0	7	206	467	562
25-Jun-2018	930	0	0	677	0	332	947	0	7	930	1,009	954
26-Jun-2018	985	0	0	704	0	332	958	0	16	985	1,026	974
27-Jun-2018	989	0	0	996	0	50	936	0	5	989	1,046	941
28-Jun-2018	971	0	0	975	0	46	615	0	5	971	1,021	920
29-Jun-2018	911	0	0	953	0	3	833	0	5	911	956	838
30-Jun-2018	75	0	0	91	0	4	94	0	18	75	95	112



1.2 2ND CANADIAN DIVISION TRAINING CENTRE, CAMP VIMY VALCARTIER, MEAL FORECASTS

DATE	BREAKFAST			LUNCH			DINNER			TOTAL MEALS		
	Dining room	Insulated container	Box lunch	Dining room	Insulated container	Box lunch	Dining room	Insulated container	Box lunch	BREAK-FAST	LUNCH	DINNER
1-Jul-2018	123	0	0	135	0	4	248	0	25	123	139	273
2-Jul-2018	893	0	0	914	0	330	818	51	5	893	944	874
3-Jul-2018	1,086	0	0	1,095	46	53	938	120	5	1,109	1,194	1,063
4-Jul-2018	1,050	23	0	1,096	46	53	932	120	5	1,128	1,195	1,057
5-Jul-2018	1,037	78	0	927	103	150	716	278	5	1,115	1,180	999
6-Jul-2018	922	78	0	865	116	179	869	46	50	1,124	1,160	965
7-Jul-2018	423	202	0	404	0	41	360	0	65	423	445	425
8-Jul-2018	375	0	0	367	0	14	406	37	29	435	381	472
9-Jul-2018	1,059	60	0	1,026	57	85	951	80	5	1,156	1,168	1,036
10-Jul-2018	1,069	97	0	990	57	157	986	37	5	1,166	1,204	1,028
11-Jul-2018	1,055	97	0	933	93	241	948	199	5	1,152	1,267	1,152
12-Jul-2018	1,105	97	0	872	148	200	975	174	5	1,274	1,220	1,154
13-Jul-2018	1,179	169	0	960	181	142	1,073	0	50	1,242	1,283	1,123
14-Jul-2018	326	63	0	154	0	176	158	172	5	326	330	335
15-Jul-2018	339	0	0	346	0	4	347	0	5	339	350	352
16-Jul-2018	1,209	0	0	1,096	110	126	1,044	119	5	1,254	1,332	1,168
17-Jul-2018	1,248	45	0	1,067	98	169	935	156	15	1,248	1,334	1,106
18-Jul-2018	1,190	0	0	1,010	121	201	1079	143	20	1,257	1,332	1,242
19-Jul-2018	1,233	67	0	904	98	366	979	202	10	1,233	1,368	1,191
20-Jul-2018	1,220	0	0	983	0	293	848	0	55	1,220	1,276	903
21-Jul-2018	419	0	0	145	55	47	195	55	5	419	247	255
22-Jul-2018	265	0	0	168	55	47	273	0	5	265	270	278
23-Jul-2018	1,036	0	0	667	71	333	743	269	5	1,101	1,071	1,017
24-Jul-2018	1,018	65	0	502	71	375	673	338	5	1,038	948	1,016
25-Jul-2018	842	20	0	728	108	160	677	167	31	1,030	996	875
26-Jul-2018	774	188	0	722	118	153	685	207	31	1,056	993	923
27-Jul-2018	750	282	0	641	149	287	882	50	5	1,012	1,077	937
28-Jul-2018	283	282	0	277	0	0	291	0	28	283	277	319
29-Jul-2018	486	0	0	174	78	61	250	112	54	486	313	416
30-Jul-2018	844	0	0	814	96	183	782	112	25	1,201	1,092	919
31-Jul-2018	830	357	0	889	96	87	775	112	25	1,187	1,072	912



**1.2 2ND CANADIAN DIVISION TRAINING CENTRE, CAMP VIMY VALCARTIER, MEAL FORECASTS**

DATE	BREAKFAST			LUNCH			DINNER			TOTAL MEALS		
	Dining room	Insulated container	Box lunch	Dining room	Insulated container	Box lunch	Dining room	Insulated container	Box lunch	BREAK-FAST	LUNCH	DINNER
1-Aug-2018	829	357	0	888	96	87	775	112	25	1,186	1,071	912
2-Aug-2018	828	357	0	768	96	196	769	112	25	1,185	1,060	906
3-Aug-2018	821	357	0	589	179	304	842	90	76	1,253	1,072	1,008
4-Aug-2018	300	432	0	274	90	47	238	116	5	390	411	359
5-Aug-2018	308	90	0	271	41	175	201	75	46	418	487	322
6-Aug-2018	870	110	0	469	357	307	592	257	5	960	1,133	854
7-Aug-2018	719	90	0	551	216	268	672	136	30	931	1,035	838
8-Aug-2018	736	212	0	607	271	283	709	216	5	852	1,161	930
9-Aug-2018	771	116	0	578	108	626	616	491	31	942	1,312	1,138
10-Aug-2018	999	171	0	1,081	0	15	0	0	777	999	1,096	777
<b>TOTAL</b>	<b>47,224</b>	<b>6,255</b>	<b>25</b>	<b>44,381</b>	<b>4,565</b>	<b>8,435</b>	<b>41,435</b>	<b>6,050</b>	<b>2,018</b>	<b>53,504</b>	<b>57,381</b>	<b>49,503</b>



## MEAL SCHEDULE

CLIENTELE	CLASS OF SERVICE	MEAL SCHEDULE SERVICE TIMES
MILITARY MEMBERS	CAFETERIA SERVICE	<p>MONDAY TO SUNDAY</p> <p>BREAKFAST: CONTINENTAL BREAKFAST: LUNCH: DINNER:</p> <p>6:00 a.m.–8:00 a.m. 8:00 a.m.–9:00 a.m. 11:20 a.m.–1:00 p.m. 4:30 p.m.–6:00 p.m.</p>

**MAXIMUM: 3 MEALS PER DAY.**

1. Diners may remain in the dining room for approximately 20 minutes after the end of the service.
2. Pick-up times for the supplements will be determined as per the operational needs of reservist training and will be transmitted to the Contractor at the same time as the Food Service Requisition (48 hours in advance).
3. An extended **breakfast and lunch** schedule may be requested for weekends;
4. Anticipate an extended meal schedule to accommodate the mass arrival of reservists on July 2<sup>nd</sup>, and their mass departure at the end of their training on approximately August 17, 2018.
5. It is understood that the meal schedules and food services offered by the Contractor shall be flexible and adjustable. Changes may be made at any time, with the mutual consent of the Contractor and the designated DND representative, in this case the Camp Vimy Valcartier Contract Supervisor or his/her representative.
6. Desired items are required every day during the period specified, including Saturdays, Sundays and holidays.



### ACCOMMODATION, EQUIPMENT, FACILITIES AND SERVICES PROVIDED BY DND

1. The on-site kitchen has one (1) dining room that is divided in two (2) with four (4) service areas with a sandwich bar. The service points in the dining rooms will be opened and closed as instructed by the Camp Vimy Food Services Representative. The latter will notify the Contractor within a reasonable period of time if he/she has decided to close one or more service points. Dining room service is cafeteria-style according to the meal schedule.

2. Canada will give the Contractor a list of all the equipment that will be at the Contractor's disposal at the beginning of the camp. DND's representatives and the Contractor will perform a complete stocktaking of the equipment at the start and end of the camp.

3. **Items Supplied by DND**

3.1 DND is responsible for providing and covering the costs associated with the following:

- the effective operation and preventive and routine maintenance of the building and building components, including kitchen appliances and equipment;
- residual materials disposal services, including bins and the disposal of solid and liquid waste, used oil and recyclable material;
- the required furniture and a tracking/control system for the number of diners;
- the non-food and packaging items listed in Section 11, which will be on the premises at the start of the camp and which must be used as directed;
- containers (insulated) for food and drink consumed outside the dining room; and
- the safety of the premises and of diners, including maintenance of good order and discipline.

4. The spaces made available to the Contractor and its personnel for their use and operations in delivering the mandated services include, but are not strictly limited to, the following:

- Central kitchen with appliances, equipment and preparation utensils;
- One (1) dining room separated into two (2) sections with furniture;
- Four (4) service points and two (2) sandwich bars;
- Storage and refrigerated spaces for food and food products;
- Two (2) work spaces with a view of kitchen operations, each of which contains a desk, a chair and a telephone for local calls only; and
- Bins inside and outside for disposal of waste and recyclable or recoverable residual materials.\*

Note:

1. The same cleaning products will be used for the big cleanup as during the contract period and will be supplied by DND. During the big cleanup at the end of camp, those products will be checked and billed to the Contractor in order to minimize excessive use of the products.

2. The Contractor will assume full responsibility for and care of these assets (equipment and facilities) during the period specified, including maintenance and the cost of possible repairs or replacement as a result of improper usage. The Real Property Operations Unit (Quebec) will cost



out and perform any necessary equipment repairs, which will be billed to the Contractor who must cover those expenses.

5. Training on the use of equipment is available and will be given upon request by qualified personnel under the authority of Valcartier Base Food Services. A few manufacturers' guides are also available on site.

6. Access to the areas for which the Contractor has signed the inventory and is responsible for housekeeping (dining rooms, kitchen and service areas) is restricted to the Contractor and its personnel and to designated DND personnel (Camp Vimy Food Services Representative, equipment clerk, finance clerk, members assigned to the kitchen and building mechanical maintenance personnel), who shall only have access during the Contractor's working hours. The dining rooms are for the sole use of diners during the hours of service stipulated in the contract; anyone else wishing to access these facilities must obtain prior permission from the Contractor.

7. **With regard to equipment and facilities provided by DND, the Contractor shall:**

- a) Sign the inventory of all materiel provided by DND;
- b) Clean all of the equipment and facilities before beginning to receive and prepare the food;
- c) Use the storage facilities correctly to dispose of waste water and garbage and to keep the surrounding area clean;
- d) Notify the Camp Vimy Food Services Representative as soon as possible of any equipment malfunctions, cleaning product shortages, refrigeration breakdowns or problems with heating, power, plumbing, drains or waste disposal, furniture or materiel in general, or with services such as the disposal of waste and residual materials, etc.;
- e) At the end of the contract, return the premises and materiel to their initial state and ensure that they are to the satisfaction of the camp's food services representative (the Contract Supervisor or his/her representative). The Contractor will not be responsible for changes to the state or the quantity of materiel or facilities due to normal and reasonable wear and tear, nor to loss or damage to said premises, materiel or other government property caused by an explosion, fire, lightning, storm, riot, strike or an act of force majeure, an enemy of the state, or any other circumstance beyond the control of the Contractor. The Contractor shall not be required to prepare the kitchen equipment, either by lubricating it or in any other way, for long-term storage;
- f) Reimburse DND, at the end of the contract, for any loss or damage caused to materiel, except as specified in subparagraph e;
- g) At the end of the contract, conduct a verification of all materiel supplied by DND with the representative of the camp's Commanding Officer. The Contractor must note any missing items and take appropriate action to recover them prior to its departure; and
- h) The equipment, utensils and other required items provided by DND are deemed adequate and sufficient for carrying out this service. Should the Contractor have specific requirements, it must assume the full cost thereof. Moreover, prior authorization must be obtained from the person in charge at DND for such requirements, which must not under any circumstances be contrary to the conditions of the contract.

8. **Contractor and DND Facilities**

8.1 Prior to the entry into force of the contract, a DND preventive medicine technician will conduct an inspection to check the cleanliness of the Contractor's facilities; he/she will then conduct periodic



inspections throughout the contract period. Corrective action must be taken as quickly as possible for any shortcomings identified by the technician in his/her inspection reports, with written confirmation of such actions being provided by the Contractor. The most recent inspection reports and corrective action plans must be available for consultation.

8.2 The Contractor will allow the designated DND representative and/or the appropriate authorities to visit at any time the facilities allocated for the work, in particular, but not limited to, the premises used for food preparation and the storage of food and related products.

8.3 The food and product preparation and storage areas must be kept clean, safe and secure, in compliance with the provisions of this document and the most stringent requirements of the standards, codes and regulations applicable in the province of Quebec.



**SECTION 1**

**DEFINITIONS**

**DEFINITIONS**

a) **Cafeteria service:**

Service in which:

- 1) personnel on ration strength fetch their own meals from the counter;
- 2) the condiments and accessories are placed on tables designated for this purpose; cutlery, dishes and glasses are not on the tables; the diners' meals will be served on/in disposable tableware (i.e. cups, plates, soup bowls and four-piece disposable plastic cutlery sets (KFS format)); and
- 3) personnel on ration strength take their disposable items and leftovers to a specified location in the dining room.

b) **2nd Canadian Division Training Centre (2 Cdn Div TC) Commanding Officer (CO):**

The officer appointed to command the Training Centre.

c) **Camp Vimy Food Services Representative (Food Svcs Rep):**

The officer or non-commissioned member **responsible for food services at the 2 Cdn Div TC** is tasked with liaising with the Contractor regarding the day-to-day management of the contract.

d) **Contract Manager:**

**The 2 Cdn Div TC Food Services Officer** shall identify the requirement for the request with the **contracting agent** and administer the implementation of the contract on behalf of the Base Commander.

e) **Contract Supervisor:**

The 2 Cdn Div TC Food Services Officer conducts periodic visits to Camp Vimy and informs the Contractor about certain administrative issues and about the interpretation of the contract stipulations as concerns rations, food services, hygiene and cleanliness.

f) **Resident Manager:**

Appointed by the Contractor, he/she must be present on site and is responsible for the overall management of the food services contract. He/she acts as the Contractor's resource person and is responsible for all the Contractor's employees.

g) **Kitchen Supervisor:**

Appointed by the Contractor, he/she must be present on site and is responsible for preparing and serving the meals and any other duties required by the Resident Manager.

h) **DND:**

Department of National Defence.





i) **Personnel on ration strength:**

People entitled to meals.

j) **Dispersed meals:**

Hot or cold meals served in boxes or in insulated bulk containers for off-site consumption.

k) **Establishment:**

The base, camp, unit or any other location where activities occur.

l) **Food services contract default report:**

A report in which the Camp Vimy Food Services Representative or the Contract Supervisor lists the Contractor's defaults and provides confirmation that satisfactory corrective action was taken by the Contractor within 48 hours following the observation.

m) **2 Cdn Div TC:**

2nd Canadian Division Training Centre.



## SECTION 2

## CONTRACTOR'S RESPONSIBILITIES

### 1. AVAILABILITY OF THE CONTRACTOR

- a) The Resident Manager and the Kitchen Supervisor shall visit the site prior to the start date of the period of service in order to settle the final details with the Camp Vimy Food Services Representative and the Contract Supervisor.
- b) The Resident Manager, or his/her authorized representative, shall be reachable at all times by cellular telephone, pager or any other means agreed upon by the two parties, at his/her own expense.

### 2. CONTRACTOR QUALIFICATIONS

The bidder must provide upon request the permit(s) required and in effect for the intended purposes, including, but not limited to, a permit for the preparation and sale of food as issued by the Ministère de l'Agriculture, des Pêcheries et de l'Alimentation du Québec (MAPAQ) or equivalent.

### 3. GENERAL PERSONNEL QUALIFICATIONS

The Contractor's employees include anyone who reports to him/her and is assigned to carry out the contract, including the Contractor's own staff and possible sub-contractors.

- a) The Contractor's employees assigned to preparing and handling foods must have at minimum the following general training:
  - training on food hygiene and safety;
  - training on the Workplace Hazardous Materials Information System (WHMIS);
  - ensuring that the Contractor's employees comply with the directives and rules issued by the CO with respect to general safety directives, fire safety directives, parking or any other similar directives provided by DND; and
  - must have reviewed the Standard Operating Procedures (SOPs) for Food Services and of the 2 Cdn Div TC Valcartier.

Note: If requested, the Contractor or employee must provide proof that this training was taken.

#### b) COOKS

All cooks must have a diploma of vocational studies (DEP) issued by the Ministère de l'Éducation, du Loisir et du Sport du Québec or equivalent, and must be able to provide proof of this on request.

### 4. MEDICAL REQUIREMENTS

- a) The DND representative may at any time require a Contractor's employee to undergo a medical examination to prove that he/she is capable of performing the required tasks. Should the employee refuse to undergo the examination or if the examination reveals that the employee is incapable of performing the tasks required, the Contractor must immediately ban the employee from the work areas and replace him/her. The expenses



related to medical examinations, including lung X-rays and laboratory analyses, shall be borne by the Contractor. The Contractor shall also make the necessary arrangements for its personnel to undergo examinations.

- b) The Contractor or its employee may be required at any time to provide written confirmation of the medical condition of one of its employees.
- c) Any potential expenses related to requested medical or other examinations shall be borne by the Contractor or its employee.

**5. THE CONTRACTOR IS RESPONSIBLE FOR:**

- a) Ensuring that the Resident Manager is not involved in the actual preparation or serving of meals;
- b) Providing the number of cooks, kitchen helpers and others needed to perform the work, based on the expected number of diners (reservists, instructors and all the staff) per day and the ratio generally used in the food services industry in order to ensure the compliant, satisfactory delivery of the specified or requested services.

For information only, the following table shows the approximate average number of cooks and kitchen helpers needed for two (2) work shifts per day, based on different numbers of diners being fed.

Diners per day	Cooks	Kitchen helpers
1 to 100	4	8
100 to 250	6	10
250 to 500	10	14
500 to 750	14	20
750 to 1,000	18	24
1,250 to 1,500	26	30
1,500 to 1,750	30	40
1,750 to 2,050	32	46

- c) Providing enough employees to meet and maintain DND standards pertaining to the preparation and serving of meals, as well as to hygiene, cleanliness and general safety. Food service hygiene and safety standards can be found in Section 4;
- d) Providing the services in French;
- e) Providing training to personnel in accordance with the plan set out in the Contractor's proposal, before the activities commence;
- f) Providing meals for the Contractor's employees;
- g) Ensuring that employees have clean clothes every day. The Contractor must ensure that employees have access to clean uniforms so that they can change during a shift in the event of an accident (spilt food, etc.).  
Note: DND does not provide a laundry service for uniforms.
- h) Having a responsible and competent adult for each shift, in each department (dishwashing room, daytime maintenance, nighttime maintenance, light dishwashing and meal preparation), who will



act as supervisors, monitoring the workers who may be minors and who may not be concerned with the assets belonging to DND or the service provider;

- i) Having a dedicated daytime maintenance team and a nighttime maintenance team to ensure adherence to the expectations. The maintenance team must have an adult who is responsible for the teams to ensure compliance with the requirements set out in the aforementioned Stipulations. The service provider will need to consider the time and number of people required for cleaning; and
- j) Being able to show that the Contractor has a list of additional personnel that it can use as replacements for any regular personnel unable to satisfy/carry out their tasks. At no time shall the expectations defined in Summary Section 1.1, paragraph 16.1, subparagraph d), be neglected for lack of planning or human resources.
- k) The Camp Vimy kitchen, CM-3 and CM-4, is used only four (4) months out of the year (May to August). A cleaning must be done in the kitchen and dining room at the beginning and close of operations. The cleaning must be completed in its entirety five (5) days before the first meals are served.

## 6. QUALITY OF FOOD SERVICES

### The Contractor shall:

- a) Provide meals (excluding box meals) and supplements in accordance with the 31-day cyclical menu described in Section 5. That same cyclical menu must be applied for both parts of the contract:

#### **Part 1—Camp Preparation; and**

**Part 2—Main Training**, as defined in Stipulations SUM-1 to SUM-5 (paragraph 4). For the purposes of profitability and practicality, during the **training part**, a minimum of fifty (50) people per meal is required for at least five (5) consecutive meals in order to make use of the service provider;

### **b) Ensure that the preparation and cooking of food:**

- 1) result in dishes that are appetizing;
- 2) take place, as far as possible, shortly before the meals are consumed; and
- 3) use ingredients that comply with the standards set out at Section 11 (Food Quality Standards);

### **c) Ensure that food is served at an appropriate time, in a hygienic manner, and that it is all covered and served in compliance with the procedures set out below and within the maximum time limits between preparation and consumption.**

- 1) The minimum service speed is as follows: each customer must be served within fifteen (15) minutes of his/her arrival in the dining room during peak periods and within five (5) minutes during off-peak periods. If the meal service includes food that is cooked to order (e.g. eggs for breakfast), the diners should wait no more than five (5) minutes between placing their order at the service counter and receiving their meals;
- 2) **Hot dishes:**  
Keep at 60°C (140°F) or more for a maximum of two (2) hours. Meals are to be prepared in batches (i.e., staggered cooking). Leftovers must not be fully covered and should be refrigerated promptly. They may be served within 48 hours as additional menu items;



- 3) All desserts, as with any potentially dangerous food,<sup>1</sup> shall be refrigerated and not kept beyond the period recommended for each food group. Such food must not be left at room temperature for more than ninety (90) minutes. Fresh products must be kept at an appropriate temperature for their conservation, i.e., between 0°C and 4°C or  $\geq 60^{\circ}\text{F}$ ;

<sup>1</sup> Any food or ingredient capable of supporting the growth of pathogenic micro-organisms (simplified definition).

- 4) Serve fresh dairy products from the original container and never leave them at room temperature;
- d) Provide a sufficient quantity of each dish on the menu to meet the minimum portion standards set out in Section 9. A sufficient quantity of each dish on the menu must be prepared so that the last diners to be served have the same choice as those who were served first.
- e) Post the daily menu at the dining hall entry;
- f) Provide efficient, pleasant service to the personnel on ration strength during meal times, as shown on page SCH-1; and
- g) Control, receive and store supplies in accordance with the ***Sanitation Code for Canada's Foodservice Industry, the Food Products Act, R.S.Q. c. P-29 (MAPAQ), the Regulation respecting food, c. P-29 r.1 (MAPAQ) and the Food Retail and Food Services Regulation (CFISIG), or any other regulations in force***, and ensure that the food is used in sequence in order to reduce wastage.

## 7. RATIONS, EQUIPMENT AND FACILITIES

The Contractor shall make appropriate use of the equipment and items for field feeding (Section 11).

## 8. With regard to equipment and facilities provided by DND, the Contractor shall:

- a) At the end of the contract, return any equipment lent by DND to its initial state (***before it became the Contractor's responsibility***), to the satisfaction of the 2 Cdn Div TC Food Services Representative. The Contractor must note any missing items and take appropriate steps to recover them. The Contractor will not be held responsible for changes to the state or quantity of the equipment attributable to normal and reasonable use, or for loss or damage caused to said government property as a result of an explosion, fire, lightning, storm, riot, strike, force majeure, an enemy of the state or any other circumstance beyond the Contractor's control; and
- b) Reimburse DND, at the end of the contract, for any loss or damage to equipment, except as set out in subparagraph a) above.

The equipment, utensils and other required items provided by DND are deemed adequate and sufficient for carrying out this service. Should the Contractor have specific requirements, it must assume the full cost thereof. Moreover, prior authorization must be obtained from the person in charge at DND for such requirements, which must not under any circumstances be contrary to the conditions of the contract.



## SECTION 3

## HYGIENE AND SAFETY STANDARDS

1. The Contractor must comply with the following health and safety standards throughout the contract period. These standards, based on the Food Safety Code of Practice for Canada's Foodservice Industry, CFAO 34-12, CFAO 34-13 and Chapter 5, "Sanitary Techniques Applicable to Food Services," of A-85-269-001 FP-001, CF Food Services Manual, the *Food Products Act*, R.S.Q. c. P-29 (MAPAQ) and the *Food Retail and Food Services Regulation* (FRFSR) or any other regulations in force, are set out as statements of fact.
2. **SAFE HANDLING OF FOODSTUFFS**
  - a) **Reception of foodstuffs**
    - 1) Only products that meet the standards of the food industry and of the Canadian General Standards Board may be used.
    - 2) Foodstuffs must not be spoiled, dirty or infested at the time of delivery.
    - 3) Frozen food must show no signs of defrosting.
    - 4) Perishable food must be delivered in refrigerated vehicles in which the temperature does not exceed 4°C.
  - b) **Storage of foodstuffs**
    - 1) Food must be stored immediately upon receipt.
    - 2) Refrigerated food must be stored at a temperature of 4°C (40°F) or less.
    - 3) Frozen food items must be stored at a temperature of -18°C (0°F) or less.
    - 4) In the refrigerator, uncooked (raw) food shall be placed on a tray, underneath cooked (prepared) food.
    - 5) All food must be wrapped and placed on shelves or palettes 15 cm (6") off the ground.
    - 6) Dry foodstuffs shall be stored in a clean, well-ventilated place.
    - 7) Refrigerators/freezers shall be equipped with a calibrated thermometer, and the temperatures shall be recorded daily.
  - c) **Food preparation**
    - 1) Food shall be prepared quickly and efficiently.
    - 2) Food shall be prepared just in time to be served.
    - 3) Different cutting boards / utensils shall be used for cooked and raw food.
    - 4) Food will be thawed in the refrigerator.
    - 5) As far as possible, food shall not be kept in the "***danger zone***" between 4°C and 60°C (40°F to 140°F).



- 6) Cooked food shall be kept at a temperature of 60°C or higher.
- 7) Cooked meats and poultry shall be kept at a temperature of 60°C (140°F) for two hours at most (food is generally cooked in batches).
- 8) Cooked meats and poultry shall be stored at a temperature of 4°C for a maximum of 72 hours.
- 9) Cooked meats and poultry and all potentially dangerous products<sup>1</sup> may not be stored in containers more than 10-cm deep when cooling.
- 10) Cuts of fresh meat shall be kept at a temperature of 4°C (40°F) or less for a maximum of five (5) days.
- 11) Cooked fish shall be stored at a temperature of 2°C for a maximum of two (2) days.
- 12) Fresh eggs shall be served cooked.
- 13) Fresh eggs shall be stored at a temperature of 4°C.
- 14) Milk and dairy products shall be stored at a temperature of 4°C or less.
- 15) Stale-dated food/drinks shall be discarded.
- 16) All desserts shall be stored at a temperature of 4°C for a maximum of two (2) days. Any leftovers that have not been displayed inside a refrigerated display case shall be discarded.
- 17) Mixed dishes containing poultry, eggs, meat, fish or other potentially hazardous food shall be stored at a temperature of 4°C for a maximum of one day.
- 18) Cooked fruits and vegetables shall be stored at a temperature of 4°C for a maximum of 48 hours, while open cans containing the same type of fruit or vegetables may be stored for a maximum of 72 hours.
- 19) Fresh fruit and vegetables shall be stored in the refrigerator at a temperature of 4°C.
- 20) Open containers containing fat and oil shall be stored in the refrigerator.
- 21) Before storing prepared foods, the preparation date must be written on them.

### **3. PERSONNEL**

#### **a) General**

- 1) All personnel must receive in-house training on the basic rules of hygiene for food services before the start of camp.
- 2) The Contractor must conduct in-house follow-up throughout the contract period to ensure full compliance with the rules set out in this document and in the Food Safety Code.
- 3) The Contractor must comply with the following health and safety standards throughout the contract period. These standards are based on the Food Safety Code of Practice for Canada's Foodservice Industry, CFAO 34-12, CFAO 34-13 and Chapter 5, "Sanitary Techniques Applicable to Food Services," of A-85-269-001 FP-001, CF Food Services Manual, the *Food Products Act*, R.S.Q. c. P-29 (MAPAQ) and the *Food Retail and Food Services Regulation* (FRFSR) or any other regulations in force.



**b) Personal hygiene**

- 1) Employees must have a bath or a shower every day before starting their shift.
- 2) Hair and beards must be clean and covered with a net or head covering.
- 3) Employees shall not go outside the building with their work apron on.
- 4) Employees shall avoid gestures that might contaminate their hands (e.g., touching the face, ears, hair, eyes, etc.)
- 5) Frequent hand washing is mandatory, i.e., before starting work, after using the toilet, after any break, after coughing or sneezing, after touching the face, after handling raw food and before handling foodstuffs that involve risk.
- 6) Employees shall wash their hands using the prescribed method.
- 7) Nails must be short, clean, trimmed and unpolished.
- 8) Ladles, tongs and scoops shall be used for handling food.
- 9) Employees must not serve food using their hands.
- 10) Employees who have cuts, burns or scrapes on their hands must wear plastic gloves.
- 11) Employees must not snack or eat in the kitchen or at locations where they are serving.

**c) Uniforms**

- 1) All food services employees shall wear clean uniforms.

**4. EQUIPMENT**

**a) Equipment cleaning standards**

- 1) All surfaces that have been in contact with food in the course of preparation, serving, presentation or storing, except cooking surfaces, shall be cleaned and sterilized after each use.
- 2) Cooking surfaces used during the day shall be cleaned of any trace of food waste or fat; they will be scoured and cleaned after each use.
- 3) All other surfaces shall be cleaned at regular intervals.
- 4) Cutting boards and meat slicers shall be cleaned and sterilized after each use.
- 5) Major pieces of equipment shall be cleaned after each use, whereas pieces that are used less often shall be cleaned and sterilized before and after each use.
- 6) Small pieces of equipment such as can openers, mixers and kitchen knives shall be cleaned and sterilized regularly.
- 7) The outer surfaces of all pieces of equipment, serving surfaces and utensils shall be cleaned regularly and shall be free of marks, stains or debris.





**b) Equipment cleaning schedule**

The Contractor shall adhere to a cleaning schedule. A guide can be found in Section 5.

**5. FACILITIES**

**a) General**

- 1) Doors and screens shall be closed to keep insects and rodents out.
- 2) Spilled food or waste shall never be left on the floor.
- 3) Cloakrooms and washrooms shall be clean and equipped with hand soap, nail brushes, paper towels, etc.
- 4) Wash basins shall be clean and equipped with soap, nail brushes and extra paper.
- 5) Sufficient quantities of mops, brooms, buckets and cleaning products shall be provided and such items shall be stored properly when not in use (for contracts at the Contractor's facilities only).
- 6) Racks shall be used to drain and store all pots, pans and utensils.
- 7) Walls (especially those located behind sinks and wherever cooking or mixing equipment is used) shall be cleaned and sterilized at regular intervals, as must trays used for air drying.

**b) Dining room and service area**

- 1) Tables shall be washed as soon as the meal is finished.
- 2) The feet of chairs and tables shall be washed once a week.
- 3) The floors shall be swept after every meal, marks and stains must be cleaned, and waste must be removed.
- 4) Floors shall be washed as required, but not less than once daily.
- 5) The serving tables used for hot and cold dishes shall be cleaned after every meal and the temperature checked before each meal.
- 6) Condiment containers shall be cleaned regularly.

**c) Washing dishes, pots and pans**

- 1) The dish, pot and pan washing area shall be cleaned after every meal.
- 2) Dishwashers shall be clean and delimited as specified in the cleaning schedule.
- 3) Dishwasher temperature shall be checked regularly to ensure that it is between 60°C and 70°C (140–150°F) and between 80°C and 90°C (176–194°F) for the wash and rinse cycles.

**d) Garbage**

- 1) Garbage found in the kitchen and dining room shall be disposed of as required and at the end of every meal.



- 2) Wet garbage shall be placed in small containers, covered and disposed of in the garbage refrigerator or an appropriate place until collected.
- 3) Dry garbage shall be placed in garbage bags.
- 4) Broken glass, etc., shall be placed in separate containers.
- 5) All garbage containers shall be covered immediately when not in use.
- 6) The inside and outside of garbage cans shall be cleaned and disinfected each time they are emptied. This operation will occur in a location other than the food preparation or storage area.

**e) Dry storage**

- 1) All dry storage areas shall be clean, neat and tidy.
- 2) Containers, shelves and floors shall be cleaned regularly.
- 3) All containers shall be hermetically closed and not placed directly on the ground.

**f) Preparation and production**

- 1) This area must always be cleaned and sterilized.
- 2) All food waste shall be disposed of promptly, and no food shall be left out at room temperature.
- 3) All the equipment used in this work area shall be cleaned and sterilized, in accordance with the posted cleaning schedule.
- 4) Floors must always be cleaned after food has been spilled.

**g) Refrigerators and freezers**

- 1) Food must be stored correctly and covered.
- 2) Stale-dated or spoiled food shall be thrown out.
- 3) No spilled food stains, waste food, empty containers, etc., shall be visible.
- 4) Floors shall be washed every day.
- 5) Prepared food that will remain in refrigerators and freezers for more than 24 hours shall be identified and dated.

**h) Corridors**

- 1) Corridors shall be clean, and all waste and empty cardboard boxes shall be removed.
- 2) Floors shall be swept and mopped daily.
- 3) Walls and baseboards shall be cleaned regularly.



## 6. Hot Meals

The food used in preparing hot dispersed meals must be fresh. No leftovers may be used in their preparation. Dispersed meals returned to the kitchen shall not be used. Since such food may be ready up to six hours before being served, menus must not include dishes that might spoil quickly, such as cream soups and cream of chicken. Hot dishes must be at or near the boiling point when placed in containers.

## 7. Temperature and Conservation Times for Food in Insulated Containers

When correctly preheated, an insulated food container, such as a Thermos, can keep prepared food at an acceptable temperature for four to six hours, depending on its consistency. Clear liquids cool more rapidly than thick liquids. The manufacturers' specifications state that "heat transfer in the container will not exceed a loss of heat in excess of 11°C during a two-hour period, with an ambient temperature less than 25°C, with an initial container temperature of 82°C." The following table shows how long food retains its temperature after reaching the boiling point. Special attention must be paid to this when foodstuffs are to travel long distances or must be picked up far in advance before being used (e.g., fish does not travel well and cannot be stored for long periods once it has been cooked. Items for meals in insulated containers must always be selected from among those that reach their destination in optimum condition. Food preserved in insulated food containers that has not been consumed within the time shown on the chart shall be thrown out. Cold food shall be stored separately from hot food. Cold food shall be properly refrigerated before being transferred into containers. Cold food preserved in insulated food containers and that has not been eaten within six hours shall be thrown out.

Prepared food	Temperature	Hours
Meat and fish	60°C or more	See Note 1
Stew	80°C to 85°C	6
Mashed potatoes	80°C to 85°C	6
Thick soup	80°C	5
Hot chocolate	80°C	5
Sauce and cooking juices	80°C	5
Vegetables and cooking liquid	80°C	4
Tea and coffee	80°C	4
Light soup	80°C	4

**Note 1:** The period of time during which meat and fish can be stored in an insulated container and eaten without danger depends on the temperature of the food when it is placed in the insulated container. The food must never be kept at a temperature lower than 60°C at any time. According to the Food Safety Code of Practice for Canada's Foodservice Industry, at-risk food that has been prepared and cooked and that will be served hot must be kept at a temperature of at least 60°C (140°F) until it is served.

## 8. Using, Maintaining and Storing Insulated Food Containers (Thermoses)

General rules to follow when using insulated containers:

- Always use the inserts provided.
- Never use the container for storing other substances.
- Preheat or pre-cool the container according to the instructions in the section below entitled "Preparing insulated containers." Using a different method could damage the containers or the seals.



- d) Check that the seals are correctly positioned on the built-in components and that the lids are not misshapen.
- e) Do not handle the containers roughly and do not lose the seals. Replace the seals as required to avoid leaks and preserve the efficiency of the container.
- f) When cleaning the container, remove and separate all the seals, containers and lids. Wash separately with mild detergent, rinse in hot water and air dry. Assemble and store in a cool dry place, leaving the lid open.

Note: On the newer containers, the seals cannot be removed.

### **Preparing Insulated Containers**

**9.** Insulated containers are used for cold as well as for hot dishes and prepared for the intended use. For hot dishes, the procedure for preparing insulated containers and inserts is as follows:

- a) Remove the inserts.
- b) Fill the container with boiling water roughly one hour before inserting the food.
- c) Rinse the inserts, lids and rubber seals in hot water and fill with hot food up to one inch from the top.
- d) Check that the seals fit properly against the lids and place the lids on the filled containers;
- e) Empty the water from the container and immediately place the filled inserts in the container. Insert a seal around the upper section of the container, close the lid and block the grooves.

**10. For cold food, the procedure for preparing insulated containers is as follows:**

- a) Place the container and clean inserts in the refrigerator approximately two hours before filling with food. If no refrigerator is available, place the container and the recipients on a bed of crushed ice for approximately one hour prior to use.
- b) Fill the containers with cold food up to one inch from the top.
- c) Adjust the lids on the containers with the rubber seals to ensure a perfect seal.
- d) Place the full inserts in the insulated container and put a rubber seal around the upper part of the container. Adjust the lid and block the grooves.



SECTION 4		CLEANING SCHEDULE
CLEANING INSTRUCTIONS AND SCHEDULE FOR THE MAIN PIECES OF EQUIPMENT		
WHAT	HOW	WHEN
<b>STOVES AND GRILLS</b>	<ul style="list-style-type: none"><li>- Clean the grills with a gentle scraper.</li><li>- Remove deposits from the grease collectors.</li><li>- Rub the grill and remove the dirt with a cloth.</li><li>- Lightly oil the grill sheet with vegetable oil.</li></ul>	<b>EVERY DAY</b>
<b>PASTRY AND ROASTING OVENS</b>	<ul style="list-style-type: none"><li>- Immediately clean spills when dishes overflow.</li><li>- Brush and wipe the ovens.</li><li>- Clean the outside of the ovens with detergent and a soft brush or cloth.</li><li>- Use an oven cleaner as indicated.</li></ul>	<b>EVERY DAY</b>
<b>DEEP FRYERS</b>	<ul style="list-style-type: none"><li>- Let the fat cool and empty the fryer.</li><li>- Strain the fat using a special mechanical filter or cloth filter.</li><li>- Clean the baskets, strainer and the entire fryer with hot water and detergent.</li><li>- Rinse thoroughly.</li><li>- Replace the filtered fat and add new fat if necessary.</li></ul>	<b>AFTER EACH USE</b>
<b>MIXERS</b>	<ul style="list-style-type: none"><li>- Remove the parts and wash, rinse and disinfect them in the section assigned for washing pots and pans.</li><li>- Clean the non-removable parts.</li></ul>	<b>AFTER EACH USE</b>
<b>TILTING FRYING PAN</b>	<ul style="list-style-type: none"><li>- Wash the outside and inside of the pan with hot water and detergent.</li></ul>	<b>AFTER EACH USE</b>



CLEANING INSTRUCTIONS AND SCHEDULE FOR THE MAIN PIECES OF EQUIPMENT		
WHAT	HOW	WHEN
<b>PRESSURE COOKER</b>	<ul style="list-style-type: none"><li>- Clean the steaming compartment immediately after using the pressure cooker.</li><li>- Clean inside and outside with a mild detergent.</li><li>- Rinse well and disinfect.</li></ul>	<b>EVERY DAY</b>
<b>STEAM TABLE</b>	<ul style="list-style-type: none"><li>- Clean the basins, the top and sides of the appliance with a mild detergent.</li><li>- Rinse and disinfect.</li><li>- Remove residue and empty the water.</li><li>- Remove the deposit that forms inside the basin with a descaler.</li></ul>	<b>ONCE A WEEK</b>
<b>DISHWASHER</b>	<ul style="list-style-type: none"><li>- Open the faucets and empty the tubs.</li><li>- Clean the arms and sponge up any surplus water.</li></ul>	<b>AFTER EACH USE</b>
	<ul style="list-style-type: none"><li>- Clean the spray nozzles and the detergent dispensers.</li><li>- With a brush, rub the interior and exterior of the tubs and around the pipes.</li><li>- Leave the doors of the machine open.</li></ul>	<b>AFTER DINNER</b>
	<ul style="list-style-type: none"><li>- Delime the inside of the dishwasher.</li></ul>	<b>ONCE A WEEK</b>
<b>SLICER</b>	<ul style="list-style-type: none"><li>- Unplug the appliance, remove the parts.</li><li>- Wash, rinse and disinfect them.</li><li>- Clean the rest of the appliance.</li></ul>	<b>AFTER EACH USE</b>



CLEANING INSTRUCTIONS AND SCHEDULE FOR THE MAIN PIECES OF EQUIPMENT		
WHAT	HOW	WHEN
<b>VEGETABLE PEELER</b>	<ul style="list-style-type: none"><li>- Remove the cover and the abrasive disk.</li><li>- Clean with water using a stiff brush.</li><li>- Rinse and replace the cover and the disk.</li><li>- Clean the collector.</li></ul>	<b>AFTER EACH USE</b>
<b>ROTATING TOASTER</b>	<ul style="list-style-type: none"><li>- Remove the crumbs and clean the receptacle.</li><li>- Wipe the outside surface.</li></ul>	<b>AFTER BREAKFAST</b>
<b>CAN OPENERS</b>	<ul style="list-style-type: none"><li>- Wash, rinse and disinfect them.</li><li>- Clean the appliances and remove all debris from the blade.</li></ul>	<b>EVERY DAY</b>
<b>JUICE DISPENSERS</b>	<ul style="list-style-type: none"><li>- Clean the handles, taps, draining boards, tanks, covers and all outside surfaces.</li></ul>	<b>AFTER EACH MEAL</b>
<b>MILK DISPENSER</b>	<ul style="list-style-type: none"><li>- Clean and disinfect all parts of the milk dispenser.</li><li>- Wipe the inside surfaces.</li><li>- Immediately wipe up spills.</li></ul>	<b>AFTER EACH MEAL</b>
<b>PERCOLATORS</b>	<ul style="list-style-type: none"><li>- Rinse the percolators with hot water before using them.</li><li>- Brush the inside and rinse with hot water.</li><li>- Rinse until the water is clear.</li><li>- Clean the tap and the pipe leading to the centre of the percolator.</li></ul>	<b>EVERY DAY</b>
	<ul style="list-style-type: none"><li>- Use a stain remover in accordance with instructions.</li></ul>	<b>ONCE A WEEK</b>
	<ul style="list-style-type: none"><li>- Delime the water circulation jacket.</li></ul>	<b>ONCE A MONTH</b>



1.5 STIPULATIONS – SECTION 5

SECTION 5		CYCLICAL MENUS				31 Days	
LUNCH	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
SOUP	Beef and noodle	Butternut squash and apple	Minestrone	Split pea	Cabbage	Cream of cauliflower	Tomato and rice
MAIN COURSE	Honey garlic pork loin ♥**	Beef stew with vegetables & tea biscuit ♥**	Shepherd's pie ♥**	Lemon chicken breast with peppers ♥**	Cod à l'anglaise	Swedish meatballs ♥**	Turkey divan ♥**
VEGETARIAN OPTION (5%)	Chickpea loaf with tomato sauce ♥	Asparagus and bean burritos ♥	Vegetarian shepherd's pie ♥	Yellow curry with tofu and vegetables ♥	Vegetable frittata ♥	Quiche Lorraine ♥	Tofu chili ♥
STARCH	Barley risotto with fennel	Potatoes in the stew	-	Couscous ♥	French fries	Pasta of the day	Mashed potatoes with chives
VEGETABLE	Turnip puree	Braised cabbage	Plain broccoli	Macédoine	Brussel sprouts	Buttered carrots	Snow peas
PASTA	Fusilli	Spinach linguini	Whole-wheat penne	Macaroni	Fettuccini	Whole-wheat egg noodles ♥	Vegetable fusilli ♥
SAUCE 1	Tomato/garlic ♥	Primavera	Lentil ♥	Three cheese	Alfredo	Spinach pesto ♥	Tomato/basil
SAUCE 2	Meat	Meat	Meat	Meat	Meat	Meat	Meat
SANDWICH 1 (Officers only)	Roast beef panini	Turkey on rye	Bologna on white	Fresh pork on multigrain	Pastrami on whole-wheat	Smoked chicken breast whole-wheat pita	Roasted red pepper hummus on crusty French bread ♥
SANDWICH 2 (Officers only)	Turkey salad on whole-wheat	Tuna salad bagel	Egg salad whole-wheat pita	Ham salad whole-wheat wrap	Salmon salad panini	Crab salad on a pretzel roll	Ham and cheese croissant
Dinner	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
SOUP	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day
MAIN COURSE 1	Roast turkey with gravy ♥ **	Fillet of salmon with egg sauce ♥**	Jaeger schmitzel with hunter's sauce ♥**	Minute steak with demi-glaze ♥**	Thin-sliced veal with mushrooms ♥**	Souvlaki ♥**	Meat pie with gravy ♥**
MAIN COURSE 2	Beef fajitas ♥**	Crispy chicken fingers with BBQ sauce	Bratwurst with sauerkraut	Poutine meal	Simulated BBQ ribs on kaiser bun	Donair with tzatziki sauce	Pulled pork on kaiser bun ♥
VEGETARIAN OPTION (5%)	Calzone with broccoli and ricotta ♥	Curried chickpeas ♥	Sweet potato and feta quesadillas ♥	Butternut squash and beet stew ♥	Black-eyed peas with grilled tempeh & kale ♥	California Hoppin' John ♥	Vegetable paella ♥
STARCH	Mousseline	Portuguese-style potatoes	Spaetzle	Franconia potatoes	Wild & brown rice pilaf	Greek-style potatoes	Potatoes O'Brien
VEGETABLE	Green peas	Tomatoes Provençal	Garden vegetables	Fried onions and mushrooms	Cauliflower florets	Yellow beans	Peas & carrots
Salad Bar / Dessert Bar for lunch and dinner as per Section 6 – Standard Meal Availability Table – Salad and Dessert Buffet							

\*\* Selections that can be included in dispersed meals eaten outside the dining room.

♥ Healthy choice





1.5 STIPULATIONS – SECTION 5

SECTION 5				CYCLICAL MENUS				31 Days	
LUNCH	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14		
SOUP	Cream of vegetable	Chicken noodle	Carrot and potato	French onion	Clam chowder	Scotch broth	Italian wedding		
MAIN COURSE	Veal cutlet parmigiana ♥**	Deluxe hamburger ♥**	Chicken vol au vent ♥**	Kung pao tempeh ♥**	Breaded fillet of sole with tartar sauce and lemon ♥**	Quarter chicken Southern baked roast ♥**	Beef stroganoff ♥**		
VEGETARIAN OPTION (5%)	Spanakopita ♥	Lentil walnut burger ♥	Portobello mushroom stroganoff ♥	Vegetable chow mein ♥	Roasted vegetable and black bean tacos ♥	Tunisian vegetable couscous ♥	Spanish omelette		
STARCH	Lyonnaise potatoes	Spicy spiral	Boiled potatoes	Braised basmati rice	French fries	Potato wedges	Egg noodles		
VEGETABLE	Carrot puree	Sweet peas	Kernel Corn	Buttered broccoli florets	Sliced carrots	California mix	Green beans almondine		
PASTA	Spiral	Whole-wheat spaghetti	Spinach fettuccine	Farfalle	Whole-wheat penne	Linguini	Small shells		
SAUCE 1	Parmesan cream ♥	Arrabiata ♥	Bechamel/vegetable	Marinara	Alfredo	Pesto ♥	Spinach ♥		
SAUCE 2	Meat	Meat	Meat	Meat	Meat	Meat	Meat		
SANDWICH 1 (Officers only)	Grilled cheese sandwich	Italian curry on ciabatta ♥	BLT on toasted white	Mini-submarine with cold cuts ♥	Ikarie sandwich ♥	Monte Cristo	Ruben on rye		
SANDWICH 2 (Officers only)	Salmon, alfalfa sprout, shallot and mayonnaise bagel	Ham salad whole-wheat wrap	Shrimp salad and cucumber wrap	Open-faced with hummus, spinach and crunchy vegetables ♥	Tuna “guedille”	Shish taouk ♥	Curried chicken salad croissant ♥		
Dinner	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14		
SOUP	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day		
MAIN COURSE 1	Country-style pork chops ♥**	Grilled fillet of haddock with Mornay sauce ♥	Vegetable egg roll (1) (baked) and Chinese beef noodles with plum sauce ♥**	Beef kebabs with pepper sauce ♥♥**	Meat loaf with Creole sauce ♥**	Lasagna with meat sauce ♥**	Roast beef au jus ♥**		
MAIN COURSE 2	Corn dogs (2)	Chicken caesar wrap ♥	Croque-Monsieur sandwich	Dressed submarine	BBQ McRib	Pork souvlaki with honey-mustard sauce ♥	Chicken burger		
VEGETARIAN OPTION (5%)	Nachos with cheese sauce, toppings and salsa ♥	Moroccan chickpea stew ♥	Tofu, broccoli, orange and sesame stir-fry ♥	Veggie pot pie ♥	Tex Mex wrap ♥	Vegetarian lasagna ♥	Potato and wild rice cake with grilled corn salsa ♥		
STARCH	Oven-roasted potato wedges	French fries	Wide Thai noodles	Oven-roasted potatoes	Potato wedges with rosemary	Baker’s potatoes	Duchess potatoes		
VEGETABLE	Macédoine	Green beans	Asian mixed vegetables	Plain cauliflower	Ratatouille	Plain broccoli	Baby carrots with honey		
Salad Bar / Dessert Bar for lunch and dinner as per Section 6 – Standard Meal Item Availability Table – Salad and Dessert Buffet									

\*\* Selections that can be included in dispersed meals eaten outside the dining room.

♥ Healthy choice



1.5 STIPULATIONS – SECTION 5

SECTION 5					CYCLICAL MENUS				31 Days		
LUNCH	Day 15	Day 16	Day 17	Day 18	Day 19	Day 20	Day 21				
SOUP	Cream of broccoli	Mulligatawny	Cream of mushroom	Bean and rice noodle	Seafood chowder	Chicken gumbo	Beef barley				
MAIN COURSE	Cabbage rolls ♥♥♥	Teriyaki beef ♥**	Chicken cordon Swiss ♥**	Mild herbed sausage ♥**	Salmon pie with egg sauce ♥**	Pork medallion with apple jelly ♥**	Coq au vin ♥**				
VEGETARIAN OPTION (5%)	Vegetarian Ukrainian cabbage rolls ♥	Eggplant parmesan ♥	Black bean cake with salsa ♥	Bucatini with fennel and chickpea sauce ♥	Szechuan tempeh ♥	Vegetarian moussaka ♥	Vegetarian Hungarian goulash ♥				
STARCH	Mashed potatoes	Vegetable fried rice	Oven-roasted herbed potato wedges	German-style sauteed potatoes	Stuffed potatoes	Lyonnais potatoes	Mousseline potatoes				
VEGETABLE	Buttered yellow wax beans	Brussel sprouts	Mexican corn	Braised red cabbage	Mixed vegetables	Asparagus	Parisian mix				
PASTA	Bucatini	Ravioli ♥	Spaghettini	Orecchiette	Potato gnocchi ♥	Rigatoni	Whole-wheat fettuccine				
SAUCE 1	Mushroom sauce ♥	Parma rosa	Carbonara	Rosée	Tomato/garlic	Mornay ♥	Tomato and Italian sausage ♥				
SAUCE 2	Meat	Meat	Meat	Meat	Meat	Meat	Meat				
SANDWICH 1 (Officers only)	Toasted mortadella sandwich	Grilled chicken and mango pita ♥	Western	Fresh pork on whole-wheat	Black Forest ham on multigrain	Three-meat (pepperoni, salami and ham) on multigrain	Smoked turkey on whole-wheat				
SANDWICH 2 (Officers only)	BELT (bacon, egg, lettuce and tomato) panini ♥	Lamb and guacamole wrap ♥	Greek salad on olive ciabatta	Chicken "guedille"	Feta and cucumber pita ♥	Tuna and sun-dried tomato pesto panini ♥	Roll stuffed with chicken and mushrooms ♥				
Dinner	Day 15	Day 16	Day 17	Day 18	Day 19	Day 20	Day 21				
SOUP	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day				
MAIN COURSE 1	Kentucky-style fried chicken ♥**	Tilapia Florentine ♥	Continental veal chop ♥**	Rib-eye steak with BBQ sauce ♥**	Chicken breast cacciatore ♥**	Lamb navarin ♥	Beef and bell pepper stir-fry ♥**				
MAIN COURSE 2	Veal kefta sandwich ♥	Ham with pineapple **	Hot chicken sandwich	Pizza pita (ground beef, salsa, mushrooms, chili peppers and cheese)	Stuffed tacos ♥	Shrimp jambalaya ♥**	Chicken fajitas ♥				
VEGETARIAN OPTION (5%)	Mushroom and penne casserole ♥	Spinach and cheese baked omelette ♥	Asparagus and mushroom gratin ♥	Garden chili ♥	Quinoa cakes with lemon yogurt sauce ♥	Falafel pita	Butternut squash dal				
STARCH	Spicy curly fries	Gratin dauphinoise	French fries	Oven-roasted potatoes	Potato croquettes	Buttered rice	Flemish potatoes				
VEGETABLE	California mix	Italian mix	Sweet peas	Sauteed onions/mushrooms	Carrot puree	Peas and carrots	Diced turnips				
Salad Bar / Dessert Bar for lunch and dinner as per Section 6 – Standard Meal Item Availability Table – Salad and Dessert Buffet											

\*\* Selections that can be included in dispersed meals eaten outside the dining room.

♥ Healthy choice



1.5 STIPULATIONS – SECTION 5

SECTION 5			CYCLICAL MENUS				31 Days	
LUNCH	Day 22	Day 23	Day 24	Day 25	Day 26	Day 27	Day 28	
SOUP	Cream of leek	Bean and vegetable	Turkey and vermicelli	Cream of celery	Beef and tomato	Chicken and rice	Borscht	
MAIN COURSE	Chicken pot pie ♥**	Herbed pork loin with mustard sauce ♥**	Salisbury steak with gravy ♥**	Polynesian chicken breast ♥**	Seafood stir-fry ♥**	Canadian stew ♥**	Chicken tournedos with poulette sauce ♥**	
VEGETARIAN OPTION (5%)	Broccoli quiche ♥	Masa pancakes ♥	Oven-roasted lima beans and onions ♥	Vegetarian Casablanca stew ♥	Bell peppers stuffed with cheese ♥	Red lentil and rice casserole ♥	Grilled tofu, lettuce and tomato sandwich	
STARCH	Mashed potatoes	Home-made sauteed potatoes	Three-pepper barley pilaf	Couscous	Rice vermicelli	Boiled potatoes	Vegetable fried rice	
VEGETABLE	Plain broccoli	Asparagus with lemon	Garden vegetables	Sauteed zucchini	Macédoine	-	Polish Brussel sprouts	
PASTA	Tagliatelle	Macaroni	Farfalle	Capellini	Vegetable fusilli	Cavatappi	Rotini	
SAUCE 1	Leek ♥	Cheese	Italian sausage and fennel ♥	Carbonara	Bechamel/vegetable	Chorizo, olive and black bean ♥	Spinach	
SAUCE 2	Meat	Meat	Meat	Meat	Meat	Meat	Meat	
SANDWICH 1 (Officers only)	Egg “guedille”	Smoked roast beef on white	Black Forest ham whole-wheat pita ♥	Fresh pork on multigrain	Chicken breast on whole-wheat	Mini-submarine with cold cuts (pepperoni, salami, ham, bologna and chicken)	Turkey with paprika on rye	
SANDWICH 2 (Officers only)	Ham salad whole-wheat wrap	Chicken salad panini	Pollock salad on whole-wheat	Turkey salad bagel	Ham salad and cheese panini	Salmon salad on white	Seafood salad butter croissant ♥	
Dinner	Day 22	Day 23	Day 24	Day 25	Day 26	Day 27	Day 28	
SOUP	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day	
MAIN COURSE 1	Veal cutlet with rosemary ♥**	Cod stuffed with lemon rice ♥**	Lamb and vegetable shish kebab ♥**	Beef bourguignon ♥**	Beef tournedos with green pepper sauce ♥**	Chicken and vegetable shish kebab ♥**	Veal fricassee ♥**	
MAIN COURSE 2	Beeferonni	BBQ chicken wings	Pepperoni & cheese pizza	Topped hot dogs (2) / Vegetarian hot dog	Sausage rolls and Creole sauce	Hector-style meat loaf ♥	Seafood Newburg / vol au vent ♥	
VEGETARIAN OPTION (5%)	Indian-style curried vegetables ♥	Mexican quinoa casserole ♥	Garden vegetable whole-wheat pizza	Spaghetti with lentil sauce ♥	Sweet & sour faux meat balls ♥	Mediterranean tomato and ricotta pasta ♥	Tofu parmigiana ♥	
STARCH	Potato gratin	Orzo with mushrooms	Braised white rice	Egg noodles	Oven-roasted potatoes	Sauteed herbed potatoes	Wild & brown rice pilaf	
VEGETABLE	Herbed yellow wax beans	Braised red cabbage	Baby carrots with honey	Cauliflower puree	Diced turnips	Sauteed green beans	Butternut squash puree	
Salad Bar / Dessert Bar for lunch and dinner as per Section 6 – Standard Meal Item Availability Table – Salad and Dessert Buffet								

\*\* Selections that can be included in dispersed meals eaten outside the dining room.

♥ Healthy choice



SECTION 5				CYCLICAL MENUS		31 Days
LUNCH	Day 29	Day 30	Day 31			
SOUP	Potato leek	Beef vegetable	Corn chowder			
MAIN COURSE	Moroccan-flavoured pork stew ♥**	Sweet honey-garlic chicken drumstick ♥**	Rib-eye steak with demi-glacé ♥**			
VEGETARIAN OPTION (5%)	Chickpea and pasta stew soup	General Tso's tofu ♥	Lentil quiche ♥			
STARCH	Couscous pilaf	Chinese vegetable fried rice	Gnocchi with tomato and oregano sauce ♥			
VEGETABLE	Juliened carrots	Asian mix	Sauteed onions/mushrooms*			
PASTA	Rigatoni, leek and squash gratin ♥	Spaghettini	Genelli			
SAUCE 1	-	Putanesca ♥	Tomato			
SAUCE 2	Meat	Meat	Meat			
SANDWICH 1 (Officers only)	Vietnamese chicken ♥	Grilled sandwich with marinated tomatoes ♥	Philly cheesesteak			
SANDWICH 2 (Officers only)	Sweet potato, cheddar and bacon panini ♥	Chicken salad and wild rice pita ♥	Tuna orange wrap ♥			
Dinner	Day 29	Day 30	Day 31			
SOUP	Soup of the day	Soup of the day	Soup of the day			
MAIN COURSE 1	Oven-roasted pork shoulder with mustard sauce ♥**	Breaded fillet of sole with tartar sauce and lemon ♥**	Chicken teriyaki ♥**			
MAIN COURSE 2	Italian poutine	Cheese, tomato and oregano focaccia ♥	Ricotta/spinach cannelloni with rosée sauce ♥			
VEGETARIAN OPTION (5%)	Roasted ginger and noodle stir-fry ♥	Spinach salad with lentils and asparagus ♥	Potato and onion frittata ♥			
STARCH	French fries	Vermicelli with vegetables	Tabbouleh			
VEGETABLE	Ratatouille	Herbed yellow beans	California mix			
Salad Bar / Dessert Bar for lunch and dinner as per Section 6 – Standard Meal Item Availability Table – Salad and Dessert Buffet						

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♥ Healthy choice



**SECTION 6**

**COMPLEMENTARY ITEMS SERVED  
WITH EACH MEAL**

**1. Baked goods include:**

- sliced white bread;
- sliced whole-wheat bread;
- sliced multigrain bread;
- sliced rye bread;
- sliced raisin bread;
- panini;
- Vienna roll;
- muffins;
- croissants;
- sweet buns;
- bagels;
- English muffins;
- pita bread; and
- flatbread.

**2. Drinks include:**

- black tea;
- herbal tea;
- decaffeinated coffee;
- coffee;
- flavoured coffee;
- hot chocolate and partly skimmed chocolate milk (breakfast only);
- partly skimmed milk;
- soy milk (when required);
- 100% pure juice (breakfast only);
- fruit juice cocktail, 60% concentrate or higher, no added sugar;
- vegetable juice; and
- sparkling water.

**3. Fresh fruit includes:**

- apples;
- pears;
- plums;
- assorted melons;
- peaches;
- nectarines;
- assorted grapes;
- kiwis;
- pineapple;
- grapefruits;
- bananas;
- oranges;
- raspberries;
- strawberries;
- blueberries; or
- cherries.



4. **Vegetables must be fresh or frozen, with the exception of beets and stewed tomatoes, which may be canned.**

5. SALAD BAR		
Type	Meal Item Availability Standard	Details
<b><i>Each brunch, lunch and dinner shall include an unlimited salad bar (included on the menu) and offer the following complementary selections, which should vary from meal to meal:</i></b>		
<b>Salads</b>	1 green salad without dressing or other products containing fat. Optional: 1 green salad that may contain dressing / ingredients with fat.	E.g. tossed salad, spinach salad, etc.  E.g. caesar salad, spinach salad, etc.
<b>Meatless protein</b>	<b>1 meatless protein dish</b>  2 types of cheese	E.g., chickpeas, other legumes, bean sprouts, beans, tofu, accompanying dip, etc.  Cheese products produced in a dairy establishment registered by CFIA or equivalent. Provide at least one cheese like cottage cheese containing less than 2% fat.
<b>Raw vegetables</b>	5 varieties	E.g., radishes, green onions, celery sticks, carrot sticks, turnip sticks, sliced cucumbers, tomato wedges, mushrooms, sliced zucchini, red/green peppers, broccoli, cauliflower, etc.
<b>Starch, bean, or marinated vegetable salad</b>	3 varieties (prepared using oil or dressing sparingly)	E.g. coleslaw, pasta salad, three-bean salad, marinated vegetable salad, etc. Ensure a variety at each meal.
<b>Pickles</b>	3 varieties of pickles	E.g., olives, beets, onions, dill pickles, gherkin pickles, etc.
<b>Condiments</b>	Mustard, ketchup, mayonnaise (regular and low-fat), vinegar, oil and parmesan cheese 3 types of sauce for meat <u>Salad dressing:</u> 2 varieties of regular dressing 1 balsamic vinaigrette 3 varieties of low-fat dressing 3 varieties of crackers Salt, pepper and other spices	E.g., BBQ sauce, HP sauce, A1 sauce, etc. (no more than 3 g of fat per 15 ml)  E.g., melba toast, grissini, rusks, etc. (margarine with no more than 2 g of trans and saturated fat combined per 10 ml)

#### Definitions

**Type:** Designates a group of foods belonging to the same **category** and having similar characteristics. For example, the *dessert category* includes the following types: prepared, baked and frozen.

The fruit category includes the following types: apple, orange, banana, grapes, berries, etc.

**Variety:** Designates a group of foods which are of the same **type** and have similar characteristics. For example, *prepared desserts* include the following varieties: milk-based, gelatine, with fruit (baked, stewed or fresh), cereal squares (not baked). Varieties of apples include the following: Macintosh, Gala, Granny Smith, etc.



6. DESSERT BAR		
Type	Meal Item Availability Standard	Details
<i>Each lunch and dinner shall include a dessert bar (included on the menu) and offer the following complementary selections, which should vary from meal to meal:</i>		
<b>Prepared desserts</b>	2 varieties	E.g. milk puddings, Jell-O, fruit based desserts (i.e. cobblers, crisps), cereal squares.
<b>Baked desserts</b>	2 varieties	E.g. cakes, pies, cookies, squares.
<b>Ice cream / sorbet</b>	1 or 2 flavours	Ensure at least one low-fat variety (2% fat or less).
<b>Yogurt</b>	4 varieties	Ensure at least two with 2% fat or less.
<b>Fresh fruit salad</b>	Based on fruit availability.	Seasonal fruits

#### Definitions

**Type:** Designates a group of foods belonging to the same **category** and having similar characteristics. For example, the *dessert category* includes the following types: prepared, baked and frozen.

**Variety:** Designates a group of foods which are of the same **type** and have similar characteristics. For example, *prepared desserts* include the following varieties: milk-based, gelatine, with fruit (baked, stewed or fresh), cereal squares (not baked).



MEAL PLAN	SECTION 7
<b>All personnel on ration strength may select food items from the following assortment in the minimum amounts specified below and in Section 9. GIVEN THAT NO BREAKFAST MENU IS SPECIFIED, THE MEAL PLAN BELOW MUST BE STRICTLY FOLLOWED AND THE FOOD SELECTION MUST VARY FROM DAY TO DAY.</b>	
<b>BREAKFAST</b>	
<p><b>a.</b> one main dish, such as:</p> <ul style="list-style-type: none"><li>1) cereal (diners may select from the following cereals):<ul style="list-style-type: none"><li>a) cooked (175 ml + 125 ml of milk) <b>or</b></li><li>b) an assortment of <b>three</b> ready-to-eat cereals (250 ml + 125 ml of milk), including one whole-grain and one with sugar added, varying from day to day; <b>or</b></li></ul></li><li>2) two large eggs, cooked to order; <b>or</b></li><li>3) two breakfast foods from among the following: two pieces of French toast, two waffles or two pancakes;</li></ul> <p><b>and</b></p> <p><b>b.</b> one hot breakfast meat (ham [45 g]), two sausages or three slices of bacon) that varies from day to day; <b>and</b></p> <p><b>c.</b> one spreadable meat (28 g) (cretons); <b>and</b></p> <p><b>d.</b> one baked good, such as a bagel (1) or English muffins (2), or a choice of four sliced breads: white bread (2), whole-wheat bread (2), five-grain bread (2) or raisin bread (2); <b>and</b></p> <p><b>e.</b> <b>a breakfast bar:</b> fresh fruit from the melon family, sliced and varied, grapefruit sections, 1/6 of an orange, fresh fruit salad, bananas, ½ kiwis, fresh grapes, assortment of hard cheeses (cheddar, Gouda and Emmenthal [30 g]), cottage cheese, sliced cheese, cream cheese, spreadable cheese, four varieties of yogurt (100 ml), muffins, croissants, sweet buns, sliced tomatoes, and an assortment of dried fruits, <b><u>available every morning;</u></b></p> <p><b>and</b></p> <p><b>f.</b> two beverages, 200 ml each, as specified in Section 7 above; <b>and</b></p> <p><b>g.</b> one starchy food (baked beans, potatoes, etc.); <b>and</b></p> <p><b>h.</b> <b><u>a choice of three condiments from the following:</u></b> peanut butter, three kinds of jam/jelly or honey, <b>pure maple syrup, artificial syrup,</b> butter, margarine, ketchup, mayonnaise, mustard, hot sauce, meat sauce.</p>	





**Each diner may select food items from the following assortment in accordance with Sections 5 and 6, in the minimum amounts specified below and in Section 9.**

**LUNCH**

- a.** one soup or the equivalent; **and**
- b.** two protein dishes, hot and freshly prepared, one of which must be a healthy choice prepared with little or no fat, such as:
  - 1) a hot main dish, freshly made, offering a source of protein and served with appropriate side dishes, including a vegetarian option as per the 31-day cyclical menu; **or**
  - 2) a pasta dish, freshly prepared, offering a source of protein and served with two varieties of sauce; **or**
  - 3) two choices of cold sandwiches for adult personnel
    - \* served with appropriate condiments (for example, sliced cheese, lettuce, tomato); **and**
- c.** a choice of starchy foods; **and**
- d.** a choice of hot vegetables (**prepared without added fat**); **and**  

**All in accordance with the 31-day cyclical menu.**
- e.** a variety of salads and complementary foods; **and**
- f.** a dessert from among the following selection:
  - (1) two types of prepared desserts (e.g., milk-based pudding, fruit-based Jell-O, cereal bars, cookies, fruit mousse, blancmange);
  - (2) two types of baked dessert (e.g., cake, pie, meringue, crisp, whole-wheat pancakes garnished with fruit);
  - (3) a variety of sorbet, fruit parfaits and yogurt (low-fat);
  - (4) fresh fruit salad; **and**
- g.** one fresh fruit (3 choices), varying throughout the week (depending on the season, it may be a mixture of fresh, frozen and canned fruit); **and**
- h.** one baked good from the following selection:
  - 1) two varieties of specialty bread (for example, buns/sweet buns, flatbread);
  - 2) three varieties of sliced bread (for example, whole-wheat, multi-grain and white); **and**
- i.** two beverages, 200 ml each, from the following choices:
  - 1) three varieties of hot beverages as listed above in Section 7; **and**
  - 2) three varieties of cold beverages, as listed above in Section 7;
- j.** **condiments** from among the following selections: butter (2), margarine (2), mayonnaise (2), mustard (2), relish (2), hot sauce and sauce for the meat (as needed) and any other condiments that accompany the menu of the day;
- k.** assorted cheeses (2 varieties).



**Each diner may select food items from the following assortment in accordance with Sections 5 and 6, in the minimum amounts specified below and in Section 9.**

**Dinner**

- a.** one soup or the equivalent; **and**
  - b.** two protein dishes, hot and freshly prepared, one of which must be a healthy choice prepared with little or no fat, such as:
    - 1) one hot main dish, freshly prepared, consisting of meat, fish or poultry (e.g., roast, cutlet, steak, chop, fillet or breast) and served with appropriate side dishes; **or**
    - 2) a choice of vegetarian or ethnic foods or light foods and served with appropriate side dishes; **and**
  - c.** a choice of starchy foods; **and**
  - d.** a choice of hot vegetables (**prepared without added fat**); **and**
- All in accordance with the 31-day cyclical menu.**
- e.** a variety of salads and complementary foods; **and**
  - f.** a dessert from among the following selection:
    - 1) two types of prepared desserts (e.g., milk-based pudding, fruit-based Jell-O, cereal bars, cookies, fruit mousse, blancmange);
    - 2) two types of baked dessert (e.g., cake, pie, meringue, crisp, whole-wheat pancakes garnished with fruit);
    - 3) a variety of sorbet, fruit parfaits and yogurt (low-fat);
    - 4) fresh fruit salad; **and**
  - g.** one fresh fruit (4 choices), varying throughout the week (depending on the season, it may be a mixture of fresh, frozen and canned fruit); **and**
  - h.** one baked good from the following selection:
    - 1) two varieties of specialty bread (for example, buns/sweet buns, flatbread);
    - 2) three varieties of sliced bread (for example, whole-wheat, multi-grain and white); **and**
  - i.** two beverages, 200 ml each, from the following choices:
    - 1) three varieties of hot beverages as listed above in Section 7; and
    - 2) three varieties of cold beverages, as listed above in Section 7;
  - j.** **condiments** from among the following selections: butter (2), margarine (2), mayonnaise (2), mustard (2), relish (2), hot sauce and sauce for the meat (as needed) and any other condiments that accompany the menu of the day;
  - k.** assorted cheese (2 varieties).



**MENU PLAN**

**SECTION 8**

**Meal Item Availability Standard**

Standard dispersed meals

**Hot Meals**

Dispersed hot meals must be prepared from ingredients that can be transported and conserved at appropriate temperatures for a reasonable length of time in CF-approved containers. A card indicating the serving portion (for example, pork chop - 1; boiled potato - 2 pieces; cookies - 3) shall accompany each meal. <sup>1</sup>

Breakfast	Lunch/Dinner
Same standard as for regular meals	Soup Main protein dish Starch Vegetable Green salad, coleslaw or assorted raw vegetables Fresh fruit Prepared or baked dessert Bread or buns with butter or margarine Two beverages Appropriate condiments

**Notes:**

1. Main course and starchy food portions must be **10% larger** for dispersed hot meals than for regular meals served in a dining room.
2. It is recommended that menu selections marked with a double asterisk (\*\*) be served in insulated containers.

<sup>1</sup> Rations and equipment must be prepared according to the rules that apply to dispersed meals, as specified in Section 4 – Hygiene and Safety.



## ENERGY SUPPLEMENTS

The energy supplement allowance provides for extra nourishment in very specific situations. This supplement does not apply when the field feeding allowance applies because it already includes supplementary food items. The extra calories increment allowance provides for extra nourishment under specific situations, such as the Reserve summer camp in accordance with CFAO 36-14 or when personnel are called to work under conditions of stress, remain continuously alert and do not chance a loss of efficiency due to dehydration or low blood sugar levels. **Maximum of three (3) distributions per 24-hour period.**

### a. All energy supplements

For certain supplements, such as coffee, tea, hot chocolate and fruit juice powder, an individual portion of plain cookies (oatmeal, social tea, digestive or other) will be served.

### b. List of energy supplements

**The following beverages, individually packaged, will be offered on an alternating basis:**

- Coffee or tea, plus cream or milk, plus sugar, plus individual plain cookie package;
- Hot chocolate beverage mix, plus individual plain cookie package;
- Fruit beverage powder, plus individual plain cookie package;
- Soup, individual canned or instant package plus individual soda cracker package;
- Fruit juice, 200 ml;
- Fresh fruit (orange, apple, pear, peach, banana, etc.)
- Chewy granola bar; and
- Higher calorie cookie.

### c. Food items

**The following individually packaged food items will be offered on an alternating basis:**

- Fresh fruit, 1 ea.
- Whole-grain, low-fat crackers, 30 g;
- Mixed dried fruit, 30 g;
- Unsalted mixed nuts, 30 g;
- Multi-grain muffin bars (like Hop & Go);
- Cookies, 40 g (e.g. oatmeal, chocolate chip, jelly, etc.);
- Individual cheese packages, 21 g; and
- Chewy granola bars, 28 g.



### **PICNIC MEALS AND COFFEE BREAKS**

**Definition:** A picnic meal is a meal taken outside of the Contractor's facilities but within the boundaries of the Training Centre, in accordance with the menu below. Coffee breaks may take place in the dining room or outside the facilities. These will be identified in their requisitions.

This type of meal is authorized only for people of the Training Centre who are on ration strength. This type of meal may only be ordered and consumed for group picnic meals (section, platoon, company, etc.). No activity limit.

Requests for such meals must be submitted to the Food Services Officer at least 10 days prior to the activity, using the food requisition form. The Contractor will be responsible for ordering, cooking, preparing and distributing the requested meals.

Transportation, the erection of the site, the reheating of cooked food, food services and the return of the equipment borrowed from the kitchen is the client's responsibility. The client is also responsible for identifying the number of diners requiring either a vegetarian or religious meal.

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• <b>Vegetarian hot dog (tofu, grain-based or other); or</b></li><li>• <b>Vegetarian hamburger (tofu, grain-based or other); or</b></li><li>• <b>Hot dog; or</b></li><li>• <b>Hamburger (83 g of meat); and</b></li><li>• Chips (43 g); and</li><li>• Coleslaw with vinaigrette (100 ml); or</li><li>• Pasta salad (100 ml); and</li><li>• Lettuce (for hamburgers); and</li><li>• Sliced tomato (for hamburgers); and</li><li>• Sliced cheese (2 slices per person); and</li><li>• Chopped onions (as required); and</li><li>• The following condiments in <b><u>individual packets</u></b>: mustard (1), ketchup (2), relish (2), mayonnaise (1), salt (1) and pepper (1); and</li><li>• Dessert (one 5 cm x 5 cm x 7 cm dessert for each person); and</li><li>• A soft drink (1 x 355 ml).</li></ul> | <div>Maximum of two items from the first four choices</div> |
|---|---|
- Coffee break:
- Coffee, plus cream or milk, plus sugar, plus one individual portion of plain cookies;
  - Decaffeinated coffee
  - Tea or herbal tea
  - Hot chocolate
  - Fruit juice cocktail, 60% concentrate or higher, no added sugar
  - Muffin
  - Croissants
  - Doughnuts/sweet buns
  - Cookies, 40 g (e.g. oatmeal, chocolate chip, jelly or other)
  - Higher calorie cookies, 1 each

**Note:**

All required serving implements, disposable utensils, cleaning products and personal hygiene products shall be provided by DND.



SECTION 9		MINIMUM PORTION STANDARDS	
DESCRIPTION		UNIT OF MEASUREMENT	QUANTITY
Breakfast			
Eggs, large	2 each		
Ham	45 g (raw)		
Bacon	3 slices (40/48 slices per kg raw)		
Breakfast sausages	2 each (12/500 g raw)		
Creton	28 g		
Pancakes	2 x 90 ml ladles of pancake mixture		
French toast	2 slices		
Cereal with milk			
- hot	175 ml (cooked) plus 125 ml of milk		
- cold	Individual packages or 250 ml plus 125 ml of milk		
Cheese	30 g		
Muffin	1 (130 g)		
Sweet roll	1 (130 g)		
Bagel	1 (110 g)		
Croissants	2 (60 g)		
Hot sauce, sauce for meat	When requested		
Pure maple syrup, artificial syrup	60 ml		
Butter, margarine	3 x 5 g		
Ketchup, mayonnaise, mustard	3 x 10 ml		
Peanut butter, jams/jellies, honey	3 x 16 ml		
Toast	2 slices		
Lunch and Dinner			
Soup	250 ml		
Steak and chops (bone-in)	300 g (raw)		
Chicken pieces (bone-in)	300 g (raw)		
Steak (boneless)	225 g (raw)		
Boneless meat/poultry	150 g (cooked) / 180 g (raw)		
Fish (steaks and fillets)	150 g (raw)		
Fish (battered)	150 g (cooked)		
Stews	300 g (cooked) (250-ml ladle)		
Casseroles	300 g (cooked) (250-ml ladle)		
Pasta with sauce (main dish)	150 g pasta, 175 ml sauce		
Triple-decker sandwich	1 each (90 g total meat)		
Hamburger	1 each (167 g of uncooked meat)		
Hot dog	160 g (2 x 80 g or 1 x 160 g, German style)		
Pizza	1 slice (1/6 of a 40-cm diameter pizza, 240 g) or one slice (6"x 8" piece of a 18" x 24" pan-size pizza)		
Tacos	2 each		
Burrito	1 each (150 g)		
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		
Meats – for cold dish	90 g		
Starchy foods – potatoes, rice, pasta	125 g (cooked) (2 x 125 ml spoon, 2 x #16 spoons)		



Vegetables	90 g (125 ml spoon)
Salad ingredients	8"-diameter plate or 6"-diameter bowl
Canned fruit	175 ml
Fresh fruit	1 each
Grapes/fresh berries/sliced fruit	125 ml or 90 g
Cream pudding	125 ml
Frozen dessert	125 ml
Ice cream	100 ml
Fruit yogurt	100 ml
Cake	1 piece (5 cm x 5 cm x 7 cm)
Pie	1 piece (1/8 of a 22-cm diameter pie)
Squares	1 piece (5 cm x 5 cm x 2.5 cm)
Cookies (7.5 cm in diameter)	2 each
Cookies (12.5 cm in diameter)	1 each
Doughnuts/sweet buns	1 each
Bread	2 slices
Dinner roll	1 each
<b>Beverages</b>	
100% pure fruit or vegetable juice (breakfast only)	1 x 125 ml
60% pure fruit juice (no sugar added)	2 x 200 ml
Milk (2%, 1%, skimmed, chocolate, non-dairy)	2 x 200 ml
Hot beverages	2 x 200 ml
Sparkling water	2 x 200 ml



SECTION 10		FOOD QUALITY STANDARDS
RATION	CATEGORY	CGSB STANDARDS
Fresh milk, partly skimmed, 2%, homogenized		32.165M
Powdered skim milk, soluble	Canada No. 1	32.168M
Coffee whitener	Canada 1 dairy product	SOR/79-840
Bread (white enriched with rye, raisin, whole-wheat, French, cracked wheat)		32.1M, 2M, 3M, 4M
Flour (all purpose, cake and pastry, rye, whole-wheat)		32.5M, 6M
Rolls, bread, enriched flour (white or whole-wheat)		32.4M
Pancake mixture (buckwheat, buttermilk, plain)		32.11M
Ready-to-serve cereal, assorted (unsweetened)		32.13M
Fruit juice, unsweetened (apple, grapefruit, orange, grape, tomato, vegetable)	Apple juice, Canada Choice. Tomato juice, Canada Fancy	32.253M
Fruit juice, pure, concentrate, frozen unsweetened	Orange juice. Once reconstituted, the orange juice must have a Brix of at least 11.8. Brix/acid ratio of at least 12.5/1	32.254M
Fruit, fresh, assorted (except apples)	Canada or USA, No. 1, orange 113, grapefruit 48, lemon 140	32.250M
Fresh apples	Canada Fancy	





SECTION 10		FOOD QUALITY STANDARDS
RATION	CATEGORY	CGSB STANDARDS
Fruit, fresh, refrigerated, ready to serve (fruit salad, grapefruit sections, orange sections, pineapple sections)	Canada Fancy or equivalent	32.250M
Fruit, canned in light syrup (apricot halves, grapefruit sections, pineapple slices, pineapple tidbits, crushed pineapple)	Canada Fancy or equivalent	32.253M
Fresh fruit, unsweetened, dry (blueberries or whole strawberries)	Canada Choice	32.254M
Fruit, frozen, unsweetened (raspberries or rhubarb)	Canada Choice	32.254M
Fresh vegetables (mixed)	Canada No. 1	32.250M
Assorted canned vegetables (except creamed corn)	Canada No. 1	32.253M
Creamed corn	Canada Fancy	32.253M
Frozen vegetables (except asparagus tips and peas)	Canada Choice	32.254M
Frozen vegetables (asparagus tips, peas)	Canada Fancy	32.254M
Fresh potatoes	Canada No. 1	32.250M
Frozen potatoes, stick fries (3/8" x 3/8" or 1/4" x 1/4")	Canada Fancy	32.254M
White rice, parboiled (long grain or short grain)		32.17M
Brown rice		32.17M



SECTION 10		FOOD QUALITY STANDARDS
RATION	CATEGORY	CGSB STANDARDS
Pasta, enriched flour		32.16M
Dried peas (split or whole)	Grade A	32.262M
Dried beans (black, red, lima or white)	Grade A	32.262M
Lentils	Grade A	
Bacon, smoked, rindless, side, sliced 40-48 slices per kg		32.61M
Pure pork sausages 12/500 g		32.69M
Pure beef sausages 12/500 g		32.69M
Sausages, European style		32.69M
Frankfurters, skinless, all-beef, 12/500 g		32.69M
Carcass of fresh beef or various cuts or portions	Canada Grade AA, Cut 101. Yield classes A1 or A2. 4 to 12 mm max surface fat.	32.44M
Beef, front quarter	Canada Grade AA, Cut 102. Yield classes A1 or A2. 4 to 12 mm max surface fat. CGSB 80 kg to 95 kg.	32.44M
Beef, rear quarter	Canada Grade AA, Cut 155. Yield classes A1 or A2. 4 to 12 mm max surface fat. CGSB 65 kg to 75 kg.	32.44M
Ground beef, medium	Fat content 19% to 23%, excluding the brain, heart, tongue, offal, glands, organs.	32.44 - Cut 136



SECTION 10		FOOD QUALITY STANDARDS
RATION	CATEGORY	CGSB STANDARDS
Medium beef patties, 10-mm thick, 111 g	Fat content 19% to 23%, excluding the brain, heart, tongue, offal, glands, organs.	32.44 - Cut 1136
Veal cutlets or quarters, fresh or frozen (125 g)	Choice pale veal, Cut 1300, Canada A2	32.46M
Cuts or quarters of fresh or frozen lamb	Canada A1 or A2 or New Zealand spring lamb	32.48M
Cuts or quarters of fresh or frozen pork		32.50 - Cut 1400
Eviscerated, fresh or frozen, whole chicken or quarters of frying chicken	Canada A	32.181M
Turkey, eviscerated, fresh or frozen, whole	Canada A	32.183M
Pork shoulder roll, cured, salted (2.3–3.9 kg) or smoked (2.0–3.6 kg)		32.60M
Whole ham, smoked with rind and hock, 6–10 kg		32.63M - Type 1 - Style A
Smoked ham, without hock, rindless, fully cooked, canned, 3, 6-6, 4 kg		32.63M - Type 2 - Style B
Smoked ham, without hock, rindless, ready to serve, 3, 5–8 kg		32.63M - Type 2 - Style B
Canned ham, vacuum packed, pasteurized, Pullman-style	12% minimum protein	32.65M - Type 1
Fish, fresh, fillets or steak (assorted)		32.141M
Fish, fillet, raw, breaded, frozen		32.141M
Fish, frozen, fried fillet		32.141M



SECTION 10		FOOD QUALITY STANDARDS
RATION	CATEGORY	CGSB STANDARDS
Portions of fillet, lightly breaded, frozen (cod)		32.141M
Miscellaneous canned fish (tuna chunks, light flesh only, Coho salmon only)		32.143M
Large eggs, fresh, in shell	Grade A Large	32.184M
Cheddar cheese	Canada, Grade A	32.172M
Melted cheddar, melted cheddar spread		32.172M
Cottage cheese		32.172M
Whipped topping (ready to whip)		
Soft margarine, less than 25% saturated or maximum 2 g / 10 g of saturated fat per portion served		32.78M
Vegetable oil (corn, cotton seed, soybean, sunflower, rapeseed)		32.76M
Pure jam or jelly or marmalade		32.236M
Honey, pasteurized	Canada No. 1	
Dessert sauces (chocolate, butterscotch, pineapple, strawberry)		
Peanut butter		32.237M



SECTION 10		FOOD QUALITY STANDARDS
RATION	CATEGORY	CGSB STANDARDS
Pure maple syrup <b>and/or artificial table syrup</b>	Canada No. 1	FQS 27-4—Maple Products
Fruit beverage powder		32.283M
Herbal tea in bags (1 cup bag)		
Ground coffee		32.110M
Instant coffee		32.113M
Black tea in bags (1 cup bag)	3 stars – Tea Standards Council of Canada	
Ice cream or sorbet		32.163M
Assorted yogurts		
Assorted canned pie fillings		
Canned sliced apples, unsweetened fruit pie filling, compact	Canada Choice	32.253M
Gelatine-based dessert powders		
Starch-based dessert powders		
Dehydrated soup mixes and broths		32.281M
Sauce mixes	FQS 32—Soups, Sauces and Gravies	FQS 32—Soups, Sauces and Gravies
Tomato ketchup		32.258M
Olives (stuffed green or black)	B11-050(S)	FQS 33—Condiments and Condiment Sauces



**SECTION 11**

**NON-FOOD AND PACKAGING ITEMS**

**Note:**

Non-food and packaging items will be distributed and used for the preparation, packaging, storage and handling of food supplied by DND.

Use of these items will be regulated in accordance with the following list of authorized uses.

ITEM	STOCK NUMBER	STANDARD	AUTHORIZED USE
Aluminum foil (12" x 1000' roll) (18" x 450' roll)	8135-21-842-6664 8135-21-868-6981	43-GP-148	To cover food that must be kept hot or reheated.
Plastic bag (3" x 4")	8105-21-102-9188	D654 Type 2	To package pickles, radishes, hard-boiled eggs, carrot pieces, etc.
Plastic bag (4" x 7 1/2")	8105-21-102-9187	D654 Type 1	To pack meat pies, rolls, fruit, sandwiches, etc.
Canadian Forces lunch boxes, folding box	8115-21-841-9984	D693B	1 for each lunch box
Pouch for disposable cutlery – knife, fork, teaspoon, salt, pepper, napkins, sugar, cream substitute and stir stick	7360-21-866-7181	D-85-001-009/SF-001 Type A	1 kit for each meal that is complete or eaten outside (not authorized for box meals). Must be supplied when it is not possible to have other cutlery and there is no allocation for a knife, fork and spoon kit for field service.



## 1.5 STIPULATIONS – SECTION 11

ITEM	STOCK NUMBER	STANDARD	AUTHORIZED USE
Disposable plastic plate, (89-mm diameter x 35-mm deep) with clear cover	7350-21-857-6824	D-85-001-115/SF-001	For salads, canned fruit and some desserts.
Plastic knife, 159-mm long	7340-21-545-4182	D-85-001-126/SF-001 Type 1	When cutlery kit is not required and there is no allocation for a knife, fork and spoon kit for field service.
Plastic fork, 165-mm long	7340-21-545-4184	D-85-001-126/SF-001 Type 2	When cutlery kit is not required and there is no allocation for a knife, fork and spoon kit for field service.
Plastic spoon, 165-mm long	7340-21-545-4184	D-85-001-126/SF-001 Type 3	When cutlery kit is not required and there is no allocation for a knife, fork and spoon kit for field service.
White waxed paper (18" x 2592")	8135-21-804-7614		For wrapping food.
Plastic-coated cardboard plate (15.24-cm diameter)	7350-21-805-3190	D-85-001-104/SF-001	To be used when it is impossible to serve food otherwise, e.g., on ordinary plates, in box meals, etc.
Plastic-coated cardboard plate (23-cm diameter)	7350-21-805-3284	D-85-001-104/SF-01	To be used when it is impossible to serve food otherwise, e.g., on ordinary plates, in box meals, etc.



## 1.5 STIPULATIONS – SECTION 11

ITEM	STOCK NUMBER	STANDARD	AUTHORIZED USE
Transparent wrap for food, food grade (12"/18" x 2000')	9330-21-862-6050 9330-21-862-6051		To cover cold cuts, salads and desserts or wrap pieces of cold meat (chicken thighs), etc.
Pressure adhesive tape	7510-21-561-1930	CGSB-53- GP-20 Style 1	For box meals, plastic bags, etc.
Plastic straw: 3/16" diameter x 6" long	7350-21-802-2033	50 508	To be used when individual juice cans or milk cartons are supplied and cutlery kits are not required.
Plastic-coated bowl (12 oz./335 ml)			To be used for soup served in the dining room
Disposable paper cup (8 oz)			To be used for beverages in the dining room





SECTION 12

FOOD SERVICE REQUISITION  
FSR

Unité requérante:	Visiteurs	C.I.U.:	0	No Contrôle:	
Compagnie / Escadron :				TOTAL	\$0.00
Nom de l'exercice:		Date:		RATIONS :	\$0.00
Cuisine concernée	505	# ENGAGEMENT		AER :	\$0.00
Centre de coût:		ORD. INT. \ GRC		GRAND TOTAL:	\$0.00
		Mois :	JANVIER 18	INFO POUR COÛT PAR ACTIVITÉ	
				Total de repas	0

REPAS PRÉPARÉS (la liste nominative des rationnelles doit être jointe à cette demande)

Version 8.08

Date	JOUR	PRIX 7.21 \$ 10.85 \$ 10.85 \$			PRIX 5.98 \$ 10.85 \$ 10.85 \$			PRIX 4.87 \$ 9.14 \$ 9.14 \$		
		Rationnelles			Panier Repas			Rationnelles		
		Déj	Diner	Souper	Déj	Diner	Souper	Déj	Diner	Souper
01 Jan	Monday									
02 Jan	Tuesday									
03 Jan	Wednesday									
04 Jan	Thursday									
05 Jan	Friday									
06 Jan	Saturday									
07 Jan	Sunday									
08 Jan	Monday									
09 Jan	Tuesday									
10 Jan	Wednesday									
11 Jan	Thursday									
12 Jan	Friday									
13 Jan	Saturday									
14 Jan	Sunday									
15 Jan	Monday									
16 Jan	Tuesday									
17 Jan	Wednesday									
18 Jan	Thursday									
19 Jan	Friday									
20 Jan	Saturday									
21 Jan	Sunday									
22 Jan	Monday									
23 Jan	Tuesday									
24 Jan	Wednesday									
25 Jan	Thursday									
26 Jan	Friday									
27 Jan	Saturday									
28 Jan	Sunday									
29 Jan	Monday									
30 Jan	Tuesday									
31 Jan	Wednesday									

Autres Informations pertinentes:

IMPORTANT: Toutes modifications ou annulations à cette demande pour des repas préparés devront être faites au plus tard 48 hrs avant que le service soit rendu par la section des svcs d'alimen de l'USS VA. Il est donc convenu par l'officier requérant que la totalité des frais pour couvrir toute perte de nourriture seront chargés à l'unité requérante si ce délai n'est pas respecté.

Officier requérant :		Grade :		No Tel :		Date :	
	Nom			Fax :			
Chef cuisinier d'unité :	0			Préposé aux DSA :			
Date reçue :				Date reçue :			

Un supplément de 30 % est imputé aux unités non hébergées pour les repas dispersés.



**SECTION 13**

**CERTIFIED STATEMENT**

**DÉCLARATION CERTIFIÉE**

Nom du camp: CEC Valcartier

Date: 26/07/2017

	Repas	Quantité	Coût	Sous-total	Pénalité ?	Mnt Pénalité	Total
Salle à manger	Déjeuner	1425	\$5.83	\$8,307.75	<input type="checkbox"/>		\$8,307.75
	Diner	1366	\$5.83	\$7,963.78	<input type="checkbox"/>		\$7,963.78
	Souper	1393	\$5.83	\$8,121.19	<input type="checkbox"/>		\$8,121.19
	Repas	Quantité	Coût	Sous-total	Pénalité ?	Mnt Pénalité	Total
Panier Repas	Déjeuner	34	\$5.83	\$198.22	<input type="checkbox"/>		\$198.22
	Diner	89	\$5.83	\$518.87	<input type="checkbox"/>		\$518.87
	Souper	4	\$5.83	\$23.32	<input type="checkbox"/>		\$23.32
	Repas	Quantité	Coût	Sous-total	Pénalité ?	Mnt Pénalité	Total
Contenant isolant	Déjeuner	74	\$5.83	\$431.42	<input type="checkbox"/>		\$431.42
	Diner	0	\$0.00	\$0.00	<input type="checkbox"/>		\$0.00
	Souper	38	\$5.83	\$221.54	<input type="checkbox"/>		\$221.54
	Repas	Quantité	Coût	Sous-total	Pénalité ?	Mnt Pénalité	Total
Demande de fonction	Déjeuner	0	\$0.00	\$0.00	<input type="checkbox"/>		\$0.00
	Diner	0	\$0.00	\$0.00	<input type="checkbox"/>		\$0.00
	Souper	0	\$0.00	\$0.00	<input type="checkbox"/>		\$0.00
	Repas	Quantité	Coût	Sous-total	Pénalité ?	Mnt Pénalité	Total
Supplément	Déjeuner	896	\$1.05	\$940.80	<input type="checkbox"/>		\$940.80
	Diner	0	\$0.00	\$0.00	<input type="checkbox"/>		\$0.00
	Souper	0	\$0.00	\$0.00	<input type="checkbox"/>		\$0.00
	Repas	Quantité	Coût	Sous-total	Pénalité ?	Mnt Pénalité	Total
Total	Déjeuner	1533	\$5.83	\$8,937.39			\$8,937.39
	Diner	1455	\$5.83	\$8,482.65			\$8,482.65
	Souper	1435	\$5.83	\$8,366.05			\$8,366.05
	Suppléments	896	\$1.05	\$940.80			\$940.80

C. Quirion Capitaine

Officier des services techniques

Rang

Signature du traiteur

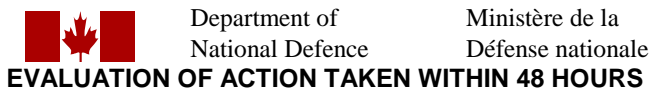
Signature

Date



SECTION 14		DEFAULT REPORT TO THE RESIDENT MANAGER	
REPORT SERIAL NO.:		DATE AND TIME OF DEFAULT:	
CAMP:		KITCHEN:	
DEFAULTS			
Copy kept on file by			
Default reported by		Signature:	
		Title:	
Received by the Resident Manager on		Date:	
		Time:	
Resident Manager's signature:			





# Canada