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Québec  
G1J 0C7

**SOLICITATION AMENDMENT  
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**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  
Québec  
G1J 0C7

<b>Title - Sujet</b> Catering Services for Camp Vimy	
<b>Solicitation No. - N° de l'invitation</b> W0106-17R283/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> W0106-17R283	<b>Date</b> 2018-04-13
<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> Fuseau horaire 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**

<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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

## **AMENDMENT 001**

### **Included in the present amendment:**

- **Add a clause to the Request for Proposal**
- **Minutes**

### **REQUEST FOR PROPOSAL – Part 7 – Resulting contract clauses:**

#### **Add the following clause:**

#### **7.17 Defence Contract (2012-07-16)**

The Contract is a defence contract within the meaning of the [Defence Production Act](#), R.S.C. 1985, c. D-1, and must be governed accordingly.

Title to the Work or to any materials, parts, work-in-process or finished work must belong to Canada free and clear of all claims, liens, attachments, charges or encumbrances. Canada is entitled, at any time, to remove, sell or dispose of the Work or any part of the Work in accordance with section 20 of the [Defence Production Act](#).

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## **MINUTES**

### **BIDDERS' CONFERENCE**

**FOOD SERVICE FOR THE 2ND DIVISION TRAINING CENTRE IN VALCARTIER, IN BUILDINGS CAMP VIMY, VALCARTIER, QUEBEC, CANADA  
DEPARTMENT OF NATIONAL DEFENCE FACILITIES, BUILDING CSEM-3,  
WEDNESDAY, APRIL 11, 2018**

### **1. Opening remarks**

After the mandatory site visit of buildings CM-3 (kitchen) and CM-4 (dining room), Odette Bernier explained how the meeting would unfold and presented an agenda. The following topics were presented to the bidders.

- Questions concerning the site visit were answered.
- The document titled Annex "A" statement of work (Stipulations) was presented by representatives of the Department of National Defence (DND)
- The request for proposal (RFP) was presented by Publics Services and Procurement Canada (PSPC).

Odette Bernier confirmed to the bidders that the minutes would contain only the attendees' questions and comments.

### **The following people attended the meeting:**

#### **Aramark Québec Inc.,**

- Lori Rinaldi
- Paul Dupuis

#### **ESS, Compass Group Canada,**

- Vanessa Bissonnette
- David Levesque

#### **Outland,**

- Catherine Gingras

#### **Department of National Defence (DND),**

- Capt Thibeault
- MWO Joly

- Capt Tremblay
- MWO Ouellet
- Sgt Vigneault
- Cpl Damours

**Publics Services and Procurement Canada (PSPC)**

- Marie-Claire Fortin
- Odette Bernier

**2. Questions regarding the mandatory site visit**

**Q. 1 Lori Rinaldi, Aramark**

If there are more than 5% of 2nd plate served, is there a control provided for this purpose?

**A. 1 MWO Joly, DND**

Control of the number of plates served consists of three elements:

- 1st: A meter Manual is used during the entire period of service by an official of the DND, in order to account for the number of people who come to the dining room;
- 2nd: The account plates served; and
- 3rd: The compilation of food service requisition (FSR).

At the end of this audit, it is the total of the number of plates served that is used to prepare invoicing.

The Ajum Joly DND mentioned that 48 hours prior to the service, a FSR is transmitted to the Contractor and 24 hours prior to the service, the quantities are confirmed. In the case of a lower number of meals served, the Contractor will be paid the number confirmed 24 hours prior to the service. And, in the case of a higher number of meals served, this is the number of meals validated by the number of plates served that will be used to produce billing.

**Comment from Odette Bernier, PSPC**

The reference to the 2nd plate which can be found in Annex B - Basis of Payment, B.1, (b) is deleted; and (b.1, (e) is replaced as follows:

Control of the number of plates served consists of three elements:

- 1st: A meter Manual is used during the entire period of service by an official of the DND, in order to account for the number of people who come to the dining room;
- 2nd: The account plates served; and
- 3rd: The compilation of food service requisition (FSR).

**Q. 2 Catherine Gingras, Outland**

Does the DND have a list of suppliers for the purchase of products?

**A. 2 Sgt Vigneault, DND**

The food service operation of DND uses standing offers. The Contractor will use the suppliers of his choice.

**Q. 3 Catherine Gingras, Outland**

Food allergies: Is there a procedure in the case of food allergies and religious accommodations developed by DND?

**A. 3 Cpl Damours, DND**

In the Canadian Armed Forces, people are responsible for verifying themselves that their meals do not contain allergens elements.

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Regarding religious accommodations, DND is required to comply with the requests they receive.

Therefore, there is no liability of the Contractor for the food allergies, only the religious accommodations are required to be met and the DND agrees to promptly inform the Contractor of the requests in this regard.

**Q. 4 Lori Rinaldi, Aramark,**

Religious accommodations: Ramadan-period of Tuesday, May 15, 2018 to 14 June 2018  
Ms. Rinaldi asked how many people are engaged in the practice of Ramadan?

**A. 4 MWO Joly, DND**

Last year, there have been four people out of a total of 1000.  
DND knows who form part of and information through the chain of command.

**Comment from DND**

A defibrillator and a first-aid kit will be available this year.

**Q. 5 From Bidders**

Do they must be trained to use the defibrillator?

**A. 5 From the DND**

No, but it is recommended that the supplier verifies its responsibilities in this regard.

**Q. 6 Catherine Gingras, Outland**

Are there accommodations available for employees on the site of the Valcartier Base?

**A. 6 MWO Joly, DND**

There is the Exacta Centre located at the building 513, who can provide a hosting service. The bidder shall take the information itself.

### **3. Questions relative to the Annex A – Statement of Work (Stipulations)**

Only items in the Stipulations that raised questions or comments from the participants will be included in these minutes.

**Q. 7 Lori Rinaldi, Aramark,**

Section 1.2 Meals Forecasts

Do the numbers mentioned in the meal forecast are realistic? Can we obtain the figures for the last three years, the actual statistics?

**A. 7 MWO Joly, DND**

This is the real image. The analysis has been completed and the numbers are reliable.

**Capt Tremblay, DND**

In the table, section 1.2 Meals Forecasts

As specified in Annex A, Section 1.1 Summary, 4.1.1 and 4.1.2 both parties are described with specific dates:

Part 1: from May 22 to July 1, 2018 and Part 2: July 2, August 17, 2018

Please note that the 2 periods must be staggered a week in the tables 1.2 meals forecasts.

**Q. 8 Catherine Gingras, Outland**

1.5 Stipulations, section 5

Is it possible to modify the menus? Are there any recipe cards will be provided?

**A. 8 MWO Joly, DND**

No, unless there is an agreement with the contract supervisor of the DND.

Recipe cards of menu will be provided by DND.

**Comment from MWO Joly, DND**

**Important and Special attention**

Samples of food products subject to contamination, reference Annex 1.1 Summary, Article 11.1.

**4. Questions relative to the document entitled "Request for Proposal"**

Only items in the Request for Proposal that raised questions or comments from the participants will be included in these minutes.

**Q. 9 Paul Dupuis, Lori Rinaldi, Aramark**

The security requirements, References: Part 6, Article 6.1 of the request for proposal and Part 7, Section 7.3.1 as well as Annex C.

This is a first for the Camp Vimy. The Designated Organization Screening (DOS) for the Contractor and the reliability status for all employees who will be working on the site of the Camp Vimy are long to obtain. It is also difficult to get information from Canadian Industrial Security Directorate (CISD).

**Paul Dupuis** asks the Defence if there are possibilities of taking into account these constraints? Besides, the people who will work on this future contract are not all hired, because we do not know who will have the contract.

**Lori Rinaldi adds:**

Given that the Contractor must provide a security deposit within 5 days of contract award, it is a risk of not being able to have the resources in the time required to carry out the contract. What can you do to help us?

**A. 9 Capl Damours, DND**

At the start of the camp, there are fewer people to feed which may help the contractor as it will use fewer staff; allowing time for the contract.

**MWO Joly, DND**

At the level of the people of DND, they have no solution to propose.

They can say that they require that the future contract is in place and that the service be provided satisfactorily.

**Comment from Vanessa Bissonnette, ESS, Compass Group Canada**

Ms. Bissonnette suggested that a person who is assigned to help employees complete their form, because we have to be very specific in responses with dates, among others. She reminded that it is important to have this follow-up with their employees and develop the interactions with the CISD in order to obtain all necessary information.

N° de l'invitation - Solicitation No.  
W0106-17R283/A  
N° de réf. du client - Client Ref. No.  
W0106-17R283

N° de la modif - Amd. No.  
001  
File No. - N° du dossier  
QCW-7-40291

Id de l'acheteur - Buyer ID  
qcw027  
N° CCC / CCC No. / N° VME - FMS

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**Comment from Marie-France Fortin and Odette Bernier, PSPC**

We have made the suggestion to bidders that have not undertaken approach with CISD to obtain reliability status of their employees to begin immediately, in order to build a bank of people. In the event of a future contract, they will be able to meet this requirement, and if there is no contract, this bank staff may be used for other contracts in the future. The deadline to obtain a reliability status when received by CISD and complete in a perfect way is approximately 7 to 10 days. For the DOS clearance of the company, the deadline for it once received by the CISD and complete in a perfect way is approximately 2 to 3 times or less.

**IMPORTANT:** We confirm that before issuing the contract, PSPC must have the confirmation that the Contractor has its DOS and that employees appointed to the contract and assessed in the mandatory criteria were granted reliability status.

All employees who will be working on the site of the Camp Vimy will need to demonstrate that they have their reliability status. The Contractor must forward the list of all its employees with the information required by DND and proving the completion of their reliability status.

**Comment from Odette Bernier, PSPC**

Part 4 - Evaluation Procedures and Basis of Selection  
Section 4.1.1 mandatory criteria modified as follows:  
The mandatory evaluation criteria are included in Annex F instead of Annex D.

Odette Bernier indicated that at the time of the evaluation of proposals, all the information required to proceed with the evaluation of the mandatory criteria identified in Annex F, F-1 to F-5 must be provided with the proposal.

**5. Adjournment**

All business having been discussed, the meeting ended at 12:00 am.

**Legend:**

Q: question

A: answer