



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
Room 100,
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6
Bid Fax: (204) 983-0338

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet Meals and Accommodations Steinbach	
Solicitation No. - N° de l'invitation W4295-18C015/A	Date 2018-05-31
Client Reference No. - N° de référence du client W4295-18C015	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-010-10556	
File No. - N° de dossier WPG-8-41031 (010)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-06-15	Time Zone Fuseau horaire Central Daylight Saving Time CDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Maki, Christie	Buyer Id - Id de l'acheteur wpg010
Telephone No. - N° de téléphone (204) 891-6126 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE STEINBACH, MANITOBA	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western
Region
Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6

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

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PART 1 - GENERAL INFORMATION

1.1 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.2 Debriefings

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

1.3 Trade Agreements

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

1.4 Electronic Delivery Method for Submitting Bids

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.5 Canadian Content

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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.

The 2003 standard instructions is amended as follows:

- section 05, entitled Submission of bids, is amended as follows:
 - subsection 1 is deleted entirely and replaced with the following: "Canada requires that each bid, at solicitation closing date and time or upon request from the Contracting Authority, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with section 17."

-
- paragraph 2.d is deleted entirely and replaced with the following: "send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified in the bid solicitation, or to the address specified in the bid solicitation, as applicable;"
 - paragraph 2.e is deleted entirely and replaced with the following: "ensure that the Bidder's name, and return address, bid solicitation number, and solicitation closing date and time are clearly visible on the bid; and,"
 - section 06, entitled Late bids, is deleted entirely and replaced with the following: "PWGSC will return or delete bids delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed bid as described in section 07. For late bids submitted using means other than the Canada Post Corporation's epost Connect service, the physical bid will be returned. For bids submitted electronically the late bid will be deleted. As an example, bids submitted using Canada Post Corporation's epost Connect service, an epost Connect conversation initiated by the Bid Receiving Unit via the epost Connect service pertaining to a late bid will be deleted. Records will be kept documenting the transaction history of all late bids submitted using epost Connect."
 - section 07, entitled Delayed bids, is amended as follows:
 - subsection 1 is deleted and replaced as follows:
 1. A bid delivered to the specified Bid Receiving Unit after the solicitation closing date and time but before the contract award date may be considered, provided the bidder can prove the delay is due solely to a delay in delivery that can be attributed to the Canada Post Corporation (CPC) (or national equivalent of a foreign country). Private courier (Purolator Inc., Fedex Inc., etc.) is not considered to be part of CPC for the purposes of delayed bids.
 - a. The only pieces of evidence relating to a delay in the CPC system that are acceptable to PWGSC are:
 - i. a CPC cancellation date stamp;
 - ii. a CPC Priority Courier bill of lading;
 - iii. a CPC Xpresspost label;
 - that clearly indicates that the bid was sent before the solicitation closing date.
 - b. The only piece of evidence relating to a delay in the epost Connect service provided by CPC system that is acceptable to PWGSC is a CPC epost Connect service date and time record indicated in the epost Connect conversation history that clearly indicates that the bid was sent before the solicitation closing date and time.
 - section 08, Transmission by facsimile, is deleted entirely and replaced by the following:

"Transmission by facsimile or by epost Connect

 1. Facsimile
 - a. Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile.
 - i. PWGSC, National Capital Region: The only acceptable facsimile number for responses to bid solicitations issued by PWGSC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the bid solicitation.
 - ii. PWGSC regional offices: The facsimile number for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
 - b. For bids transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed bid including, but not limited to, the following:
 - i. receipt of garbled, corrupted or incomplete bid;
 - ii. availability or condition of the receiving facsimile equipment;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid; or

- vii. security of bid data.
 - c. A bid transmitted by facsimile constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.
- 2. epost Connect
 - a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the epost Connect service provided by Canada Post Corporation (https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a):
 - i. PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC headquarters is: TPGSC.DGAreceptiondessaoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca, or, if applicable, the email address identified in the bid solicitation.
 - ii. PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC regional offices is: identified in the bid solicitation.
 - b. To submit a bid using epost Connect service, the Bidder must either:
 - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
 - c. If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the epost Connect conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
 - d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
 - e. The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
 - f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
 - g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - i. receipt of a garbled, corrupted or incomplete bid;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or
 - viii. inability to create an electronic conversation through the epost Connect service.
 - h. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05."

2.2 Submission of Bids

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

BRU: Western Region Bid Receiving Unit (Winnipeg)
Address: Room 100, 167 Lombard Avenue
Winnipeg, Manitoba R3B 0T6

E-post Connect: ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca
Bid Fax: (204) 983-0338

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Certifications

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

- Section I: Technical Bid (1 hard copy)
- Section II: Financial Bid (1 hard copy)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

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

If Annex C Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Completion and submission of the Mandatory Technical Evaluation Criteria table in Annex A is required for evaluation purposes and pricing as requested in Annex "B".

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

4.2.1 Basis of Selection – Mandatory Technical Criteria

SACC Manual Clause A0031T (2010-08-16) Basis of Selection – Mandatory Technical Criteria

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 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.

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the good(s) offered are Canadian goods, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

The Bidder certifies that:

() the good(s) offered are Canadian goods as defined in paragraph 1 of clause [A3050T](#).

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the 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/canada/esdc/labour) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to 30 August 2018 inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Christie Maki
Title: Procurement Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 100-167 Lombard Ave, Winnipeg MB R3B 0T6
Telephone: 204-891-6126
Facsimile: 204-983-7796
E-mail address: christie.maki@pwgsc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:

To be determined

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

6.5.3 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Solicitation No. - N° de l'invitation
W4295-18C015/A
Client Ref. No. - N° de réf. du client
W4295-18C015

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-8-41031

Buyer ID - Id de l'acheteur
wpg010
CCC No./N° CCC - FMS No./N° VME

Facsimile: _____

E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

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

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

6.7.3 Monthly Payment

SACC Manual clause [H1008C](#) (2008-05-12) Monthly Payment

6.7.4 SACC Manual Clauses

[A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department
[C0705C](#) (2010-01-11), Discretionary Audit

6.7.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

To be determined

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.9.3 SACC Manual Clauses

SACC Manual clause [A3060C](#) (2008-05-12) Canadian Content Certification

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010C](#) (2016-04-04), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____

6.12 SACC Manual Clauses

[A9068C](#) (2010-01-11), Government Site Regulations;
[B7500C](#) (2006-06-16), Excess Goods;
[G1005C](#) (2016-01-28), Insurance – No Specific Requirement.

6.13 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

ANNEX A

STATEMENT OF WORK

Background

The Department of National Defence (DND), will be conducting The Regional Cadet Support Unit (Northwest) Power Pilot Scholarship at Harv's Air Flying Club, Steinbach, Manitoba during the period 24 June to 22 Aug 2018. This requirement includes accommodations and food services **as per the cadet feeding standard** attached at Appendix 1 for 18 male Cadets (estimated) and 2 Supervising Officers. The accommodations must be within 10 Kilometers of Harv's Air Flying Club in Steinbach, Manitoba.

Services will be required for a period commencing 24 June 2018 - 22 Aug 2018. Numbers are estimated.

Deliverables under the contract

1) ACCOMMODATIONS.

The Contractor is required to provide accommodations based on two (2) people per room for the Cadets, one (1) person per room the Supervising Officers and exclusive use of dormitory by Cadets. One bed per person.

Accommodations must:

- a) Be within 10 Kilometers of Harv's Air Flying Club in Steinbach, Manitoba;
- b) Have a current valid Manitoba Permit to operate a food service establishment.
- c) Building(s) /Accommodations must be in compliance with Manitoba Fire Code, and National Building and National Fire Code Regulations;
- d) Have male/female washrooms and male/female shower facilities;
- e) Have a classroom or common room or dining room to accommodate 18 Cadets and 2 Adult staff;
- f) Provide access to laundry facilities;
- g) Provide parking space for 2 vehicles;
- h) Maintain all areas in good and tenable repair;
- i) Provide cleaning services to all buildings/areas;
- j) Provide bedding exchange weekly;
- k) Provide access to telephones; and
- l) Pullout beds or tents are not acceptable as an option.

Schedule / Itinerary

24 June 2018 Supervising Officers Arrive
01 July 2018 Cadets arrive
18 August 2018 Cadets depart
22 August 2018 Supervising Officers depart

Dates	# of Days	# of Supervisors	# of Cadets	Double Occupancy Rooms required per night	Single Occupancy Rooms required per night
24 June – 30 June, 2018	7	2	0	0	2

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W4295-18C015/A
Client Ref. No. - N° de réf. du client
W4295-18C015

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-8-41031

Buyer ID - Id de l'acheteur
wpg010
CCC No./N° CCC - FMS No./N° VME

01 July - 18 August, 2018	49	2	18	9	2
19 August- 22 August, 2018	4	2	0	0	2

2) Meals:

a) The Contractor is required to provide food service for 3 well balanced meals and snacks per day 7 days a week **as per the cadet feeding standard** attached at Appendix 1 for 18 Cadets (estimated) and 2 Supervising Officers. All required dishes and utensils to be provided by contractor.

b) **Food Services Schedule:**

Kitchen opening and closing dates:
Opening date: 24 Jun 2018 for supper
Closing date: 22 August 2017 after breakfast

MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS- COMPLIANCE MATRIX

INSTRUCTIONS

A complete list of the minimum mandatory performance specifications are detailed below in Minimum Mandatory Performance Specifications-“Compliance Matrix”. Bidders are to clearly demonstrate compliance with each mandatory specification.

1. If requested documentation/information has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation/information within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.
2. Canada will not evaluate information such as references to Web site addresses where additional information can be found.
3. Bidders must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.
4. Failure to meet each performance specification will result in the bid being deemed non-responsive, and be given no further consideration.

	Scopes of Service Requirement – the following requirements are mandatory for all Bidders. Note: All work herein specified must meet and maintain minimum certification(s) and approval(s) as they may apply by Industry Standards (i.e. <i>Food and Food Handling Establishments Regulation</i> under <i>The Public Health Act.</i>) Department of National Defence (Canada), and the Province of Manitoba.	
	Mandatory Specification	Bidder Acceptance and Response: Yes or No
1	Accommodations must be within 10 Kilometers of Harv’s Air Flying Club in Steinbach, Manitoba; <u>Supporting documentation required with bid:</u> List address of accommodations: _____	
2	Ability to provide accommodations based on two (2) people per room for the Cadets, one (1) person per room the Supervising Officers and exclusive use of dormitory by Cadets. One bed per person;	
3	Provide food service as per Annex “A” Appendix 1	
4	Food preparation area must meet and maintain minimum certification and approvals as they may apply by Industry Standards.	
5	Food service establishment must have a current valid Manitoba Permit to operate a food service establishment; copy available upon request.	
6	Building(s) /Accommodations must be in compliance with Manitoba Fire Code, and National Building and National Fire Code Regulations.	

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

CADET FEEDING OPERATIONS

Applies to Cadet Summer Camps and other cadet feeding activities.

BREAKFAST			
Category	Meal Item Availability Standard¹	Definition/ Specification	Healthy Choices
Fruit	Fruit Salad 3 other varieties of fresh fruit	A total of 4 varieties of fresh fruit. Vary variety throughout week and season. The term " fresh" implies that the food has not been processed or preserved in any way (i.e. not canned, cured, dehydrated, frozen or otherwise processed or preserved.	All
Juice	3 flavors (2 Fruit and 1 Vegetable)	Pasteurized 100% fruit juice from the named fruit or vegetable, no sugar added, with in accordance with <u>Canada's Food and Drug Regulations</u> and the <u>Canadian Food Inspection Agency (CFIA)</u> . Vary selection throughout the week.	All
Entrée	Eggs any style Cereals 7 varieties – ready to eat 1 Breakfast entrée	<p>In accordance with the <u>Egg Regulations</u> under the Canadian Agricultural Products Standards Act and <u>Canadian Food And Drug Regulations</u>.</p> <p>Includes 2 whole grain varieties and 2 sweetened varieties. Since this standard is primarily intended for summer camps, there is no requirement for hot cereals. Should a requirement for hot cereal be identified, then one hot cereal can be added and 6 varieties of ready to eat provided.</p> <p>e.g. pancakes, French toast, waffles</p>	<p>Cooked with little or no fat.</p> <p>Whole grain cereal. Less than 12 gm of sugar per recommended portion size.</p> <p>Made with whole wheat flour</p>
Meats	1 hot breakfast meat 1 cold meat	<p>e.g. bacon, ham, sausage, back bacon. Meat from <u>federally inspected source</u> and <u>CFIA approved only</u>.</p> <p>e.g. Sliced ham. In accordance with the <u>Canadian Food And Drug Regulations</u> or equivalent.</p>	Lean Meat
Cheese	2 varieties of cheese 4 varieties of yogurt	<p>e.g. cream cheese, cheddar cheese, Swiss cheese. Cheese products produced in a dairy establishment registered by CFIA or equivalent</p> <p>To include low fat varieties.</p>	<p>Less than 2% M.F.</p> <p>Less than 2% M.F.</p>
Starch	1 breakfast starch item	e.g. baked beans, potatoes	Prepared with little or no fat
Vegetable	Not required		
Bread Product	1 baked product 1 type commercial bread products and 1 variety of each type 3 types of loaves	<p>e.g. muffins, croissants, sweet buns.</p> <p>e.g. Bagels and English muffins</p> <p>e.g. whole wheat, multi grain, white, flax, oat, linseed</p>	<p>Low fat, high fiber muffins, whole grain products</p> <p>100% Whole grain products</p> <p>100% whole grain products</p>

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

Appendix 1 to Annex A - Standard Meal Item Availability Table –
CADET FEEDING OPERATIONS

Applies to Cadet Summer Camps and other cadet feeding activities

BREAKFAST continued			
Category	Meal Item Availability Standard¹	Definition/ Specification	Healthy Choices
Beverage²	3 types of Hot beverages 2 types of cold beverages, 3 if non-dairy are provided: Dairy (3 varieties) Fruit Flavored Drinks (4 varieties) Non-Dairy Beverages (2 varieties) when requested	e.g. Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavored), Hot Chocolate Refers to pasteurized cow's milk with Vitamin D and A added, in accordance with <u>Canada's Food and Drug Regulations</u> . No chocolate milk at breakfast. Made of natural fruit flavor extract, of artificial fruit flavors, or any combination thereof. Shall contain Vitamin C not less than 24 mg and not more than 48 mg per 100 ml of ready to serve portion, in accordance with <u>Canada's Food and Drug Regulations</u> . Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow's milk. i.e. Soya milk, rice milk.	Less than 2% M.F. Less than 2% M.F. Low calorie, low sugar
Condiments	2 types of spreads 3 varieties jam/jellies plus honey, syrup, butter, margarine, ketchup, mustard, mayonnaise, hot sauce, meat sauce	e.g. Peanut butter, chocolate nut spread, cheese spread	Low fat varieties

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

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

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

CADET FEEDING OPERATIONS

Applies to Cadet Summer Camps and other cadet feeding activities

LUNCH			
Category	Meal Item Availability Standard¹	Definition/ Specification	Healthy Choices
Soup	1 freshly prepared soup		Homemade vegetable soups Homemade milk based soups or chowders made from milk with less than 2% M.F.
Main Entrée At least one choice is to be a healthy choice ² prepared with little or no fat. One meatless protein dish to be included ³ . Vary on a rotating basis.	1 freshly prepared hot protein dish ⁴ with appropriate accompaniments.	To ensure that the minimum standard of protein content is met, the recipes used for main entrées should be in the CF recipe file or come from a standardized tested quantity recipe and contain a minimum of 18 gms of protein per serving ⁵ . Provide fish option at least twice per week. Meat from <u>federally inspected source</u> and <u>CFIA approved only</u> .	Lean meats prepared with little or no added fat or salt. Meat alternatives such as beans, lentils and tofu.
	1 pasta dish	With 2 varieties of sauce, one of which contains a source of protein.	Whole-wheat pasta, 2% M.F. or less sauce, tomato sauce.
	1 item from the following dishes: Pizza Hamburger Hot dog Tacos Burritos and similar dishes	Vary on a rotating basis.	Lean meats prepared with little or no added fat or salt. Meatless burritos. Crusts/buns made with whole-wheat flour.
	Cold Sandwiches 3 varieties of sandwich fillings	1 mixed filling 2 sliced meat 3 types of bread, e.g. roll/bun, flat bread, sliced bread, tortilla wraps, etc. 3 varieties of sliced bread, e.g. whole wheat, multi grain, white, etc.	Salmon provides omega 3 fatty acids, tuna packed in water. Low fat spreads, e.g. mustard. Lean meats (ham, turkey) Whole grain products

¹ There may be deviation from the standard for traditional, holiday, or theme meals.
² Criteria: 400 calories, 15 g fat (5 g saturated & 10 g unsaturated), 600 mg Na per portion.
³ This may include fish, seafood, cheese or vegetarian dishes including legumes, tofu, nuts, etc.
⁴ Unplanned leftovers may be utilized as a menu choice in addition to the standard.
⁵ Foods for 50, Professional Chef, or the CF recipes are approved resources for recipes.

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

CADET FEEDING OPERATIONS

Applies to Cadet Summer Camps and other cadet feeding activities

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

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

CADET FEEDING OPERATIONS

Applies to Cadet Summer Camps and other cadet feeding activities

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

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

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

Applies to Cadet Summer Camps and other cadet feeding activities

SUPPER			
Category	Meal Item Availability Standard¹	Definition/ Specification	Healthy Choices
Soup	Not required		
Main Entrée At least one choice is to be a healthy choice ² prepared with little or no fat. One meatless protein dish to be included ³ . Vary on a rotating basis.	2 freshly prepared hot protein dish⁴ with appropriate accompaniments. 1 omelette OR 1 item from the following dishes: Pizza Hamburger Hot dog Tacos Burritos and similar dishes	To ensure that the minimum standard of protein content is met, the recipes used for main entrées should be in the CF recipe file or come from a standardized tested quantity recipe and contain a minimum of 18 gms of protein per serving ⁵ . Provide fish option at least twice per week. Meat from <u>federally inspected source</u> and <u>CFIA approved only</u> . Vary on a rotating basis Vary on a rotating basis.	Lean meats prepared with little or no added fat or salt. Meat alternatives such as beans, lentils and tofu. Lean meats prepared with little or no added fat or salt. Meatless burritos. Crusts/buns made with whole-wheat flour.
Starch	1 starch item	Potato, rice, couscous, not fried or prepared with little or no fat.	Brown or wild rice, Potatoes with skin. Prepared with little or no fat.
Vegetables	1 cooked vegetable	Prepared with no added fat. Offer at least one dark green and one orange vegetable daily	Fresh or frozen vegetables, prepared with little or no added fat, sugar or salt.
Salads	Salads	Selection of salads as per the salad bar menu	Made with little or no fat

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

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

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

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

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

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

CADET FEEDING OPERATIONS

Applies to Cadet Summer Camps and other cadet feeding activities

SUPPER continued			
Category	Meal Item Availability Standard	Definition/ Specification	Healthy Choices
Fruit	4 varieties of fresh fruit A maximum of one fresh fruit can be replaced by a canned variety.	The term “ fresh” implies that the fruit has not been processed or preserved in any way. (i.e. not canned, cured, dehydrated, frozen or otherwise processed or preserved). Vary selection throughout the week and season.	Fresh fruit Frozen fruit without added sugar. Fruit canned in unsweetened or natural fruit juice.
Dessert	1 prepared dessert Baked desserts (2 types) Ice Cream (2 flavours) Yogurt (4 flavours)	e.g. milk puddings, Jell-o, fruit based desserts (i.e. cobblers, crisps), cereal squares, e.g. cakes, cookies, pies, square. To include low fat varieties, can include sorbets and parfaits To include low fat varieties	2% or less M.F. Made with whole-wheat flour or whole grains. 2% or less M.F.
Bread Product	2 types of bread Loaves - 3 varieties	e.g. roll/bun, flat bread, loaves, bagels, pita e.g. Whole wheat, multi grain, white, etc (whole wheat bread containing not less then 60 % whole wheat flour)	Whole grain products Whole grain products
Beverage¹	3 types of Hot beverages 3 types of cold beverages, 4 if non-dairy are provided: Dairy (4 varieties) Fruit/vegetable juice (2 Varieties) Fruit Flavoured Drinks (4 varieties)	e.g. Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavoured) Hot Chocolate Refers to pasteurized cow's milk with Vitamin D and A added, in accordance with <u>Canada's Food and Drug Regulations</u> . Pasteurized fruit juice from the named fruit in accordance with <u>Canada's Food and Drug Regulations</u> and the <u>Canadian Food Inspection Agency (CFIA)</u> Vary selection throughout the week Made of natural fruit flavoured extract of artificial fruit flavours or any combination thereof. Shall contain Vitamin C not less then 24 mg and not more then 48 mg per 100 ml of ready to serve portion, in accordance with <u>Canada's Food and Drug Regulations</u>	Less then 2% M.F. Less then 2% M.F. All Low calorie, low sugar

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

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WPG-8-41031

Buyer ID - Id de l'acheteur
wpg010
CCC No./N° CCC - FMS No./N° VME

	Non-Dairy Beverages (2 varieties) when requested	Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow's milk i.e. Soya milk, rice milk.	
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**Appendix 1 to Annex A – Standard Meal Item Availability Table –
CADET FEEDING OPERATIONS**

Applies to Cadet Summer Camps and other cadet feeding activities

SALAD BAR			
Category	Meal Item Availability Standard	Definition/ Specification	Healthy Choices
<i>Each brunch, lunch, and supper shall have a salad bar and offer the following choices</i>			
Leaf	1 leaf salad pre-mixed 1 leaf salad which allows diner to select from following ingredients and add dressing: sliced radishes, onion rings, diced cucumber, diced tomato, diced green peppers	e.g. Caesar salad, Greek salad ,etc. e.g. tossed salad, spinach salad, etc.	Prepared with a small amount of dressing or low fat dressing.
Raw Vegetables	4 varieties	e.g. radishes, green onions, celery sticks, carrot sticks, turnip sticks, sliced cucumber, tomato wedges, mushrooms, sliced zucchini, green/red pepper, broccoli, cauliflower, etc., ensure a variety at each meal	All
Starch, Bean, or Marinated Salad	3 varieties per meal	e.g. coleslaw, pasta salad, three-bean salad, marinated vegetable salad, etc. ; ensure a variety at each meal	prepared using oil or dressing sparingly
Protein Choice	Not required		
Meatless Protein Choice	1 meatless protein choice	e.g. chick peas, other legumes, egg, hummus, bean dip	All if prepared with little or no fat.
	2 types of cheese: 1 hard 1 soft	e.g. cheddar e.g. brie, cream, cottage, etc. Cheese products produced in a dairy establishment registered by CFIA or equivalent To include low fat varieties.	Less than 2% M.F.
Pickles	3 varieties of pickles	e.g. olives, beets, onions, dill pickles, gherkin pickles, etc.	
Condiments	<ul style="list-style-type: none"> ➤ mustard, ketchup, mayonnaise (reg and low fat), vinegar, oil ➤ 3 varieties of meat sauce ➤ <u>salad dressings:</u> <ul style="list-style-type: none"> • 5 varieties of regular • 5 varieties of low fat ➤ 3 varieties of crackers ➤ 2 spreads ➤ 3 varieties of jams/jellies ➤ salt, pepper, and other assorted spices 	e.g. BBQ Sauce, HP Sauce e.g. melba toast, bread sticks, biscuits e.g. peanut butter, cheese	

Appendix 1 to Annex A – Portion Size Standard

Portion Size Standard	
Breakfast	
Eggs, large	2 each
Ham/Back Bacon	45 g (raw)
Bacon	3 slices (40/48 slices per kg raw)
Sausages	2 each (12/500 g raw)
Hot cakes	2 X 90 ml ladles of batter
French Toast	2 slices
Cereal w/milk	
- hot	175 ml (cooked) plus 125 ml of milk
- cold	Ind pkg or 250 ml plus 125 ml of milk
Cheese	30 g
Muffin	1 each (130 g)
Bagel	1 each (110 g)
Croissants	1 each (60 g)
Toast	2 slices (each 35 g)
Lunch and Supper	
Soup	250 ml
Steaks and chops (bone in)	250g (raw)
Chicken pieces (bone-in)	275g (raw)
Steak (boneless)	225 g (raw)
Boneless meat/poultry	150 g cooked (180 g raw)
Fish (steaks, fillet)	150 g (raw)
Fish (battered)	150 g (cooked)
Stews	300 g (cooked) (250 ml ladle)
Casserole dishes	300g (cooked) (250 ml ladle)
Pasta w/ sauce (main entrée)	150 g of pasta, 175 ml of sauce
Three decker sandwich	1 each (90 g of meat total)
Hamburger	1 each (167 g raw)
Hot dog	80 g (2 ea @ 40 g or 1 ea @ 80 g)
Pizza	1 each (1/6 of a 40 cm diameter pizza) 240 g
Tacos	2 each
Burritos	1 each (150g)
Submarine (15 cm long)	1 each (90 g sliced meat or 110 g mixed filling)
Sandwich	1 each
Sandwich filling - salad	110 g
Sandwich filling - sliced meat	90 g
Sliced meat – for cold plate	90 g
Starch Item - potatoes, rice, pasta	125 g (cooked) (2 ea 125 ml spoon, 2 ea #16 scoop)
Vegetables	90 g (125 ml spoon)
Salad Items	6" bowl or 8" plate
Canned fruit	175 ml
Fresh fruit (individual)	1 each
Fresh grapes/berries/sliced fruits	125 ml or 90 g
Pudding	125 ml
Jello	125 ml
Ice cream	125 ml
Fruit yogurt	175 ml
Cake	1 piece (5 cm X 5 cm X 7 cm)
Pie	1 piece (1/8 of a 22 cm diameter pie)
Squares	1 piece (5 cm X 5 cm X 2.5 cm)

Portion Size Standard	
Cookies (7.5 cm diam.)	2 each
Cookies (12.5 cm diam.)	1 each
Doughnuts / Sweet Buns	1 each
Bread	1 slice
Dinner Roll	1 each
<i>Beverages</i>	
Juice	250 ml
Milk (2%, 1%, skim, choc, non dairy)	250 ml
Fruit Drinks	250 ml
Pop	250 ml
Hot Beverages	250 ml

SNACKS

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

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

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

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

BOX LUNCH MENU PATTERN: (Minimum Standard)

- a. The pattern of the box lunch menu is two sandwiches or one sandwich and a cold plate:
 - (1) A variety of fresh breads (preferably whole grain) and specialty rolls shall be used in box lunches; e.g. whole wheat, multi-grain, rye, pumpernickel breads, crusty dinner rolls, submarines, kaisers, bagels, whole wheat pita, etc.
 - (2) Sandwich fillings shall be freshly prepared and the condiments provided separately to complement the filling. One filling shall be of cold sliced or shaved roasted or cooked meat, (NOT LESS THAN 50 g). The second filling may be one of the following: sliced cold cuts, preserved meats, cheese or prepared

Appendix 1 to Annex A

fillings of meat, fish or egg salad (NOT LESS THAN 50 g). Lettuce should be added to one or both of the sandwiches (NOT LESS THAN 20 g).

- (3) Cold plate shall consist of a serving of cold sliced roasted or cooked meats (NOT LESS THAN 50 g) or a quarter of roasted chicken served on a bed of lettuce (chopped or leaf) in an aluminum foil casserole. Two slices of bread or rolls shall be served separately with individual butters or margarines (NOT MORE THAN 10 g). Include plastic utensils.
- (4) Cheese (NOT LESS THAN 20 g) will be added to one sandwich choice every other day.

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

b. Salad

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

c. Fruit:

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

Note: Individual milk puddings or fruit cup.

d. Baked Goods:

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

e. Snack:

- (1) One cheese and cracker (32 g) package will be added to each box lunch.

f. Condiments:

- (1) Appropriate condiments shall be provided to compliment the contents of the lunch such as horseradish, etc., and individual foil butters or margarines if required.

g. Beverages:

- (1) A carton of 2% milk or chocolate milk shall be provided in box lunches.

Appendix 1 to Annex A

- (2) Fruit juices (with vitamin C added) may be used when the non-refrigerated holding period is too long to keep milk cold. (Minimum 250 ml)
 - (3) Box of breakfast must include juice and milk.
- h. Accessory Package:
- (1) A disposable dining packet shall be provided to suit the contents of the lunch.
 - (2) Each box lunch will be date stamped after being assembled.

ANNEX B

BASIS OF PAYMENT

1. This Annex, when completed will be considered as the Financial Bid.
2. Unit prices below must be firm and in Canadian funds including Canadian customs duties, excise taxes. Applicable Taxes are extra.
3. Forecasted (estimated) labour, parts and material demand per year is provided below. The estimated quantity is an estimate only, provided in good faith for the purposes of evaluation and does not infer that all quantities for that item will be utilized or that the quantities may or may not be exceeded.

Invoicing to be done weekly.

Rates quoted must remain firm for the period of the Contract. Rates MUST include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

Basis of Payment - Contract Period 24 June - 22 August 2017 Firm All-inclusive Rates, GST Extra

Accommodations					
Item	Description	Unit of Issue	Total Est. Qty (a)	Rate (b)	Extended Total (a) X (b)
1	Accommodation per single room	Per room/per night	118	\$ _____ Single Room/per night	\$
2	Accommodation per double room	Per room/per night	432	\$ _____ Double Room/per night	\$
Subtotal (i)					\$

Meals					
Item	Description	Unit of Issue	Total Est. Qty (a)	Rate (b)	Extended Total (a) X (b)
3	Breakfasts	Per breakfast per person	982	\$ _____ Per breakfast/per person	\$

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Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-8-41031

Buyer ID - Id de l'acheteur
wpg010
CCC No./N° CCC - FMS No./N° VME

4	Lunches	Per lunch per person	962	\$ _____ Per Lunch/ per person	\$
5	Suppers	Per supper per person	982	\$ _____ Per Dinner/per person	\$
6	Snacks	Per snack per person	982	\$ _____ Per Snack/per person	\$
Subtotal (ii)					\$

TOTAL EVALUATED FINANCIAL BID (subtotal i+ii): = \$ _____

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W4295-18C015/A
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ANNEX C to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)