



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

Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067

**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**

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Public Works and Government Services / Travaux publics et  
services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<b>Title - Sujet</b> FOOD SERVICES - STAFF COLLEGE	
<b>Solicitation No. - N° de l'invitation</b> 21120-199710/A	<b>Date</b> 2018-08-09
<b>Client Reference No. - N° de référence du client</b> 21120-19-9710	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$KIN-650-7554	
<b>File No. - N° de dossier</b> KIN-8-50034 (650)	<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 2018-09-19</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Rombough, Lori	<b>Buyer Id - Id de l'acheteur</b> kin650
<b>Telephone No. - N° de téléphone</b> (613) 545-8061 ( )	<b>FAX No. - N° de FAX</b> (613) 545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CORRECTIONAL SERVICE OF CANADA NATIONAL TRG ACADEMY 443 Union Street West Kingston Ontario k7L4V8 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein	<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>

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT  
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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 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 Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the Task Authorization Form 572 and any other annexes.

### **1.2 Summary**

- 1.2.1 CSC requires a Contractor to provide goods and services necessary to operate the kitchen and dining areas, located at the National Training Academy, 443 Union Street West Kingston ON, for up to 365 days per year (366 days on leap year). The period of the Contract is from date of Contract to 31 March 2020 inclusive with three additional 1 year option periods.
- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security 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 of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.3 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA) and the Canadian Free Trade Agreement (CFTA).
- 1.2.4 There is an optional bidders' conference and site visit.
- 1.2.5 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.

1.2.6 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.

1.2.7 The Phased Bid Compliance Process applies to this requirement.

### 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) (<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](#) (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

### 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 14 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 Ontario.

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

## **2.6 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 14 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **2.7 Bidders' Conference**

A bidders' conference will be held at National Training Academy, 443 Union Street West, Kingston Ontario on **23 August 2018**. The conference will begin at **1000 hrs and bidders may participate by teleconference**. 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 **22 August 2018**.

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.

## **2.8 Optional Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at National Training Academy, 443 Union Street West, Kingston Ontario on **23 August 2018**. The site visit will begin at **0930 hrs**.

Bidders are requested to communicate with the Contracting Authority no later than **22 August 2018** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

# **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)  
Section III: Certifications (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 hard copy 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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). 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.



**Section II: Financial Bid**

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

**3.1.2 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "1" to Part 3 - Electronic Payment Instruments, to identify which ones are accepted.

If Annex "1" to Part 3 - 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.

**3.1.3 Exchange Rate Fluctuation**

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

**3.1.4 SACC Manual Clauses****Section III: Certifications**

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

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION****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) Canada will use the Phased Bid Compliance Process described below.

**4.1.1 Phased Bid Compliance Process****4.1.1.1 (2018-07-19) General**

- (a) Canada is conducting the PBCP described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY

REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY

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**REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.**

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2018-05-22) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

**4.1.1.2 (2018-03-13) Phase I: Financial Bid**

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.

The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.

- (e) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (f) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (g) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (h) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

#### **4.1.1.3 (2018-03-13) Phase II: Technical Bid**

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to

achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.

- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.

Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid

- (g) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (h) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

**4.1.1.4 (2018-03-13) Phase III: Final Evaluation of the Bid**

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

**4.1.2 Technical Evaluation****4.1.2.1. Mandatory Technical Criteria**

**“Similar”** means of the same (or greater) quantities or volumes of food served as stated in Annex B-1 with on-site preparation and serving five to seven days a week as well as the ability to accommodate a minimum of 100 diners at one sitting.

**a) Bidder's Experience**

The Bidder must demonstrate it possesses a minimum of 5 years of continual experience (within 8 years from the RFP's closing date) in the food services industry **similar** in nature to this requirement.

The Bidder must provide evidence of its experience by describing **at least three projects or contracts**. The Bidder should provide a summary statement or narrative or Company Profile and must include, at a minimum, the following details:

- Name and location.
- Length of service.
- Type(s) of service - specify cafeteria, catering, retail restaurant, take-out, executive dining, multifunction food services facility management or other (specify).
- Annual number of meals served.
- Client contact names and telephone numbers.

**b) Proposed On-Site Manager**

The Bidder must demonstrate:

**b1)** The proposed on-site manager possesses a minimum 5 years of continual experience (within 8 years from the RFP's closing date) managing or supervising food services similar in nature to this requirement.

**b2)** The proposed on-site manager possesses a diploma or degree in either food services management, culinary arts or hospitality from a recognized post-secondary institution **OR** a CAF QL6 Cooks qualification.

The Bidder proposed on-site manager may also provide food services related service (ie. line cook). More than one on-site manager may be proposed and will be evaluated individually.

**The Phased Bid Compliance Process will apply to all mandatory technical criteria.**

## 4.1.2 Financial Evaluation

### 4.1.2.1 Mandatory Financial Criteria

The Bidder must:

- 1) Provide firm unit price and firm percentage value for **all** items listed in Annex B – Basis of Payment.
- 2) Not alter the format of the Basis of Payment in Annex B.

### 4.1.2.2 Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, the Harmonized Sales Tax excluded

1. Pricing Basis "A": The unit prices for each period will be multiplied by the estimated usage to arrive at the extended price. Each extended price will be added together to arrive at a Subtotal Price.
2. Pricing Basis "B": Daily Rate multiplied by 2 days to arrive at the Subtotal price.
3. Pricing Basis "C": Percentage markup for each year multiplied by the estimated annual usage to arrive at the extended price. Each extended price will be added together to arrive at a Subtotal Price.
4. All Subtotal prices will be added together to determine the evaluated price.

## 4.2 Basis of Selection

### 4.2.1 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 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#>).

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

SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

#### 5.2.3.2 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

## PART 6 - SECURITY REQUIREMENTS

### 6.1 Security Requirements

1. **At the date of bid closing**, 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;

**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 Statement of Work at Annex "A".

**7.1.1 Task Authorization**

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

**7.1.1.1 Task Authorization Process****Task Authorization Process:**

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex E.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

**7.1.1.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$10,000.00, Applicable Taxes included, inclusive of any revisions.

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

**7.1.1.3 Canada's Obligation - Portion of the Work - Task Authorizations**

SACC Manual clause [B9031C](#) (2011-05-16) Canada's Obligation - Portion of the Work - Task Authorizations

**7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations**

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

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

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



The data must be submitted to the Contracting Authority no later than 14 calendar days after the end of the reporting period.

### Reporting Requirement- Details

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

#### For each authorized task:

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

#### For all authorized tasks:

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

## 7.2 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.

### 7.2.1 General Conditions

2035 (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## 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.

1. The Contractor must, at all times during the performance of the Contract, 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 personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/**PWGSC**.

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3. The Contractor **MUST NOT** remove any **PROTECTED** information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
  4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/**PWGSC**.
  5. The Contractor must comply with the provisions of the:
    - a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
    - b) Industrial Security Manual (Latest Edition).

## **7.4 Term of Contract**

### **7.4.1 Period of the Contract**

The period of the Contract is from date of Contract to 31 March 2020, inclusive.

### **7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 5 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.

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Lori Rombough  
 Title: Supply Specialist  
 Public Works and Government Services Canada  
 Acquisitions Branch  
 Address: 86 Clarence Street  
 Kingston, ON K7L 1X3  
 Telephone: 613-545-8061  
 Facsimile: 613-545-8067  
 E-mail address: lori.rombough@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.

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### 7.5.2 Procurement Authority

The Procurement Authority for the Contract is: **To be filled in at Contract award**

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

### 7.5.3 Project Authority

The Project Authority for the Contract is: **To be filled in at Contract award**

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.

### 7.5.4 Contractor's Representative

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

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

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

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

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.7 Payment

#### 7.7.1 Basis of Payment - Firm Unit Price(s) - Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price(s) in accordance with the basis of payment, in Annex "B", as specified in the authorized TA. 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

#### 7.7.2 Travel and Living Expenses - National Joint Council Travel Directive

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

### 7.7.3 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ **To be filled in 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.

### 7.7.4 Monthly Payment

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

### 7.7.5 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

### 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. Each invoice must be supported by:
  - a. A separate invoice for each CTP detailing:
    1. The CTP reference #
    2. # meals served during weekdays
    3. # meals served during weekends and statutory holidays;
    4. Task Authorization # for graduation ceremony dinner(s);
    5. Task Authorization # for special dietary meals
  - b. A separate invoice for each hospitality requirement with the Task Authorization # referenced.

## 2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 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.

### 7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

### 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 general conditions [2035 \(2018-06-21\)](#), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated \_\_\_\_\_

### 7.12 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. 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

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than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

**7.13 Ontario Labour Legislation**

SACC Manual clause **A0075C** (2014-11-27) – Ontario Labour Legislation – Contract

**7.14 Government Site Regulations**

SACC Manual clause A9068C (2010-01-11)

**7.15 Government Property**

SACC Manual clause B6802C (2007-11-30)

## **ANNEX "A" - STATEMENT OF WORK**

### **1. Introduction**

#### **1.1 Definitions and Acronyms**

**CSC:** Correctional Service Canada

**CTP:** Correctional Training Program

**Cafeteria Style Service.** Diners retrieve their main meal items (protein, starch, and vegetable) from a serving area and the remainder of their meal items from a common servery for consumption in the dining room. Following the meal, Diners remove their soiled dinnerware and place them on accessible racks that must be removed by the Contractor.

**Canada-paid:** Refers to contracted food services, which are paid for by Canada on behalf of the Recruits

**Cohort:** A maximum 32 Recruits enrolled in the CTP

**Diner:** The individual consuming food. There are 2 Diner types: Recruits (Canada-paid) and approximately 30 CSC staff (Individual-paid) who authorized to eat in the dining room during Recruit lunchtime:

**Dispersed Meals:** Provision of food services to customers who consume their meals away from CSC's dining rooms, include hot meals issued in food storage container, or cold box lunches.

**Individual-paid:** Refers to food services not included the contract, paid for by the Diner consuming the food. Payment may be made in cash or by electronic means using a point of sale system.

**NTA: The National Training Academy** located within 443 Union Street West, Kingston Ontario.

**Recruits:** Non employees hired to participate in the "Correctional Training Program" and upon successful completion are offered positions as Correctional Officers at various institutions across Canada.

**RHQ (O)** Regional Headquarters Ontario – located at 443 Union Street

### **2. OBJECTIVES:**

CSC requires a Contractor to provide goods and services necessary to operate the NTA kitchen and dining areas, for up to 365 days per year (366 days on leap year)

The service consists of providing:

1) From date of contract award to approximately 31 January 2019 (or when CSC on-site Recruit accommodation is available):

a) Monday to Friday, exclusive of Statutory holidays: lunch, dinner and one bagged evening snack (or snack basket per cohort) to a maximum of 128 Recruits (4 cohorts).

b) Weekends and Statutory Holidays: one bagged evening snack (or snack basket per cohort) to a maximum of 128 Recruits (4 cohorts) distributed the preceding training day.

- 2) From date of contract award - Monday to Friday, exclusive of Statutory holidays: Dispersed lunches in lieu of cafeteria style service, to typically one cohort (maximum of 32 Recruits) attending off site firearms training, as per the Training Schedule.
- 3) From approximately, 01 February 2019 onward (or when CSC on-site Recruit accommodation is available) - Monday to Friday, exclusive of Statutory holidays: breakfast, lunch, dinner and one bagged evening snack (or snack basket per cohort) to a maximum of 96 Recruits (3 cohorts) who are residing on-site at RHQ.
- 4) From approximately, 01 February 2019 onward (or when CSC on-site Recruit accommodation is available) – Weekends and Statutory Holidays: breakfast, lunch, dinner and one bagged evening snack (or snack basket per cohort) to a maximum of 96 Recruits (3 cohorts) who are residing on-site at RHQ.
- 5) From approximately, 01 February 2019 (or when CSC on-site Recruit accommodation is available), onward
  - a) Monday to Friday, exclusive of Statutory holidays: lunch, dinner and one bagged evening snack (or snack basket per cohort) to a maximum of 32 Recruits who are residing off-site.
  - b) Weekends and Statutory Holidays: one bagged evening snack (or snack basket per cohort) to a maximum of 32 Recruits distributed the preceding training day.
- 6) On an as requested basis, graduation ceremony dinners to approximately 60 diners (maximum of 32 Recruits and all other diners are Individual Paid); and
- 7) On an as requested basis, hospitality services through the Task Authorization process, for conferences, meetings or special functions.

### 3. BACKGROUND:

CSC NTA conducts CTPs and has relocated to an interim facility in Kingston Ontario. When fully operational, the interim facility will provide accommodations, meals and training to approximately 400 Recruits, annually.

Each CTP consists of a maximum of 32 Recruits per cohort who receive training over a duration of approximately 3 months. The number of Recruits per cohort may reduce, by an average of 12%, over the CTP time period. Recruits attend training, eat and live within their cohort. Recruits are currently living in off-site accommodations and it is expected that a minimum of 3 cohorts will live in CSC's provided accommodations located in the RHQ (O) complex by 01 February 2019 (or when CSC on-site Recruit accommodation is available). At present, one cohort will remain in off-site accommodations for approximately 1 more year however, options are being explored to accommodate the 4<sup>th</sup> cohort on site.

Training days are Monday to Friday, exclusive of statutory holidays, commence at 08:00 and ends at 16:00 hrs. There is an average of four cohorts on site on any given day with the possibility of increase to a 5<sup>th</sup> cohort, at some points throughout the year. Firearms training is delivered off site and the Contractor must provide dispersed meals in lieu of cafeteria style provided lunches.

During training days, each Recruit requires high protein, high caloric meals. Recruits living in CSC's provided accommodations must have breakfast, lunch and dinner, provided in cafeteria style service, and one evening snack (or snack basket per cohort) per day. Recruits living in off-site accommodations must have lunch, dinner provided in cafeteria style service, one evening snack (or snack basket per cohort) per day.

On weekends and Statutory holidays, each Recruit living in CSC's provided accommodations must have breakfast, lunch and dinner, provided in cafeteria style service, and one evening snack (or snack basket per cohort) per day.



NTA has a full kitchen on site with a capacity to seat approximately 100 people at a time. Given this is a recently retrofitted kitchen, all equipment is new. There is a loading dock, separate entrance to an office area and on-site waste disposal.

The Project Authority (PA) is on site Monday to Friday 08:00 – 16:00, exclusive of statutory holidays. There is a Commissionaire on site seven days a week when the building is open. Contractor access is granted through security codes and assigned keys.

## **Expectations**

The Contractor must satisfy the following expectations:

- Be customer-focused;
- Provide flexible and responsive support to CSC activities, especially with regard to course requirements;
- Provide a good variety of choice and availability of nutritious wholesome food;
- Ensure that there is a food safety program in place and working, to effectively control and handle potential food hazards; and
- Accommodate individual dietary requirements due to medical or religious reasons, as identified by the PA.

## **4. PRE-COMMENCEMENT MEETING AND TRANSITION PERIOD**

Following contract award, the Contractor will attend a pre-commencement meeting on site with the PA.

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a maximum two (2)-day transition period may be required at the beginning of the Contract between CSC and the Contractor. The Contractor agrees that, during the transition period of the Contract, it will be paid in accordance with Pricing Basis "B" as set out in Annex "B", Basis of Payment.

## **5. LANGUAGE OF WORK**

All Work including tasks and deliverables will be completed in English however at all times the Contractor must have a minimum of 1 bilingual staff on site during serving times.

## **6. CSC NATIONAL TRAINING ACADEMY CORRECTIONAL TRAINING PROGRAM SCHEDULE**

6.1 The training delivery schedule will be provided to the Contractor annually at the end of the fiscal year (March) and will identify the number of Recruits, arrival dates, and departure dates. Changes to the schedule or number of Recruits may increase or decrease the number of meals required.

6.2 The PA will advise the Contractor of:

- Changes in arrival or departures dates no less than 15 calendar days in advance; and
- Changes to the number of Recruits within each cohort as soon as the information becomes available.

6.3 The approved Correctional Training Program schedule for fiscal year 2018-2019 is below. CSC reserves the right to modify dates or cancel any of the CTP.

CTP REFERENCE #	ESTIMATED ARRIVAL DATE	ESTIMATED DEPARTURE DATE	ESTIMATED NUMBER OF RECRUITS	ESTIMATED MEALS REQUIRED Weekdays (exclusive of statutory holidays)	ESTIMATED MEALS REQUIRED Weekends and Statutory Holidays
				B: Breakfast, L: Lunch, D: Dinner, S: Snack	
KIN 2018 05	2018-08-13	2018-11-15	32	L, D & S to commence at contract award	S
KIN 2018 06	2018-08-19	2018-11-22	32	L, D & S to commence at contract award	S
KIN 2018 07	2018-08-27	2018-11-29	32	L, D & S to commence at contract award	S
KIN 2018 08	2018-09-04	2018-12-06	32	L, D & S to commence at contract award	S
KIN 2018 09	2018-11-19	2019-02-22	32	L, D & S to commence at 2018-11-19	B, L, D & S to commence on or around 2019-02- 01
KIN 2018 10	2018-11-26	2019-02-28	32	L, D & S to commence at 2018-11-19	B, L, D & S to commence on or around 2019-02- 01
KIN 2018 11	2018-12-03	2019-03-07	32	L, D & S to commence at 2018-12-03	B, L, D & S to commence on or around 2019-02- 01
KIN 2018 12	2018-12-10	2019-03-14	32	L, D & S to commence at 2018-12-10	B, L, D & S to commence on or around 2019-02- 01

## 7. MEALS AND SERVING HOURS

### 7.1 Weekdays (exclusive of statutory holidays):

The Contractor must ensure all meals are provided within the times set out in the contract. Occasionally meal times may be advanced or delayed, due to events of the course. The Contractor will be notified at least twenty-four (24) hours in advance and will be expected to serve the meal at the new time, at no additional cost to CSC.

- Breakfast: 0630hrs to 0800 hrs
- Lunch: 1115 hrs to 1245 hrs
- Dinner: 1630 hrs to 1800 hrs

### 7.2 Dispersed Meals

The Contractor must provide dispersed meals (which are normally in the form of box lunches) to, typically one cohort (maximum of 32 Recruits) attending off site firearms training, as per the Training Schedule. The Training Schedule will be provided to the Contractor one week in advance but is subject to change. The PA will provide the Contractor with a minimum of 48 hours advance notice of any changes, where feasible.

Leftovers from dispersed meals will not be reused except for sealed, single-service items (such as cans of juice, packets of cookies) that may be removed and reused.

### **7.3 Weekends and Statutory Holidays**

By each Wednesday of that week, the PA will provide the Contractor with the number of Recruits who require meals.

- Breakfast: 0630hrs to 0800 hrs
- Lunch: 1115 hrs to 1245 hrs
- Dinner: 1630 hrs and 1800 hrs

### **7.4 Graduation Ceremony Dinners**

Graduation ceremony dinners are held at the end of each CTP from approximately 1800 hrs to 2000 hrs. The dinner will be a formal, sit down service with Contractor prepared meals typically served by CSC staff and/or non-graduating Recruits. On an as-and-when requested basis, the Contractor may be requested to provide the dinner at NTA or in a different area of the Academy or off-site (within a maximum 10 kilometer radius).

Graduation ceremony dinners will be requested through a Task Authorization. The Contractor is expected to provide a specialty menu, in consultation with the PA, at the same dinner unit price as noted in Annex B.

### **7.5 Hospitality Requirements**

On an as-and-when requested basis, the Contractor may be required to provide food for CSC meetings or special functions (including luncheons and coffee breaks) at various locations on the NTA or RHQ grounds.

Orders will be placed, using the Task Authorization process, usually within a minimum 3 days advance notice; however, last minute requirements may arise and the Contractor will be asked to respond to the best of its ability in such cases.

Hospitality requirements must follow the Directive on Travel, Hospitality, Conference and Event Expenditures, published by the Treasury Board of Canada Secretariat (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27228>).

The provision of food and beverages is acceptable in accordance with the standard and maximum per person cost limits. Specific details relating to hospitality expenditures can be found here: <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27228>

### **7.6 Menu and Pricing**

#### **7.6.1 Breakfast, Lunch and Dinner**

At a minimum, the Contractor must offer breakfast, lunch and dinner menus that conform to the CAF National Standardized Cycle Menu (NSCM), used with permission from Department of National Defence (DND), reference: Annex A-1.

CSC will provide all current NSCM main course recipes to the Contractor.

Product offering must comply with the Canadian Armed Forces National Standardized Cycle Menu four-week menu plan which includes nutritious, wholesome and appetizing food such that all Diners will have access to well balanced meals while incorporating popular food trends. The Contractor must make any changes to the 3<sup>rd</sup> choice menu item as may be reasonably requested by the PA.

#### **i) Individual Snack Bags or Cohort Snack Basket**

The Contractor must provide each Recruit with the following minimum per person servings.

- 1 each - Granola bar or cereal bar or trail mix or package of 2 cookies

- 1 each - Assorted Fruit
- 1 each – Bottled water
- 1 each - Tetra juice pack or 250 mL milk (white or chocolate) or yogurt-type drink
- 1 each Protein - Cheese & crackers or assorted unsalted nuts or individual yogurt

## **7.7 Constraints**

### **a) Catering:**

CSC reserves the right to utilize the services of other catering Contractors for hospitality requirements and off-site graduation ceremony dinners. Note: any other catering Contractors will not be permitted to use the NTA kitchen.

### **b) Leftovers:**

Every effort should be made to prepare only the amount of food that will be required for any meal service. CSC recognizes that there will be instances where leftovers will exist. The following constraints apply regarding leftovers:

- Except where prohibited (Dispersed Meals), leftover food, freshly prepared in the kitchen, may be re-incorporated or reused, with some restrictions. Leftover food must not be used as the daily 'third choice' in any lunch or dinner menu nor will they become a 'main' salad bar choice during any lunch or dinner. They may be used as an extra stand-alone choice in addition to the three daily lunch or dinner menu choices or they may be incorporated into the salad bar as an extra addition to the daily standard salad bar menu;
- Any leftover product that has been offered as a stand-alone choice or any leftover product that has been incorporated into another product and has not been consumed will not be considered for further use and will be discarded following the meal service; and
- Any leftover product older than 48 hrs that has not been used must not be served under any circumstance and must be discarded.

### **c) Food Take Out:**

Food take-out will be permitted only for exceptional circumstances (ie. meal replacement). Take-out meals, in whole or in part, are not otherwise permitted for the following reasons:

- food safety and pest control related to CSC accommodations; and
- the unnecessary use of take-out containers and pre-portioned condiments is inconsistent with government "Green Procurement" policy.

## **8. Recruit Special Dietary Needs**

The Contractor must be able to accommodate special dietary and allergy needs brought to its attention, a minimum of 15 days prior to the Recruit's start date, by the PA. Every reasonable effort will be made to permit the observance of religious practices by individual members, when doing so will not impose undue hardship on the organizational element responsible for the accommodation. Approval or denial of requests for the accommodation of religious practices must be based on the circumstances of each case and the PA is responsible for determining what constitutes "reasonable effort" and "undue hardship".

The Contractor must invoice special dietary meals at their cost plus the markup indicated in Annex B, Pricing Basis "C"

## 9. Meal Tracking

When Recruits receive their meal, each must sign a control sheet/nominal roll (or other acceptable means of accurate tracking) which the Contractor must use as proof for invoicing purposes.

### 9.1 Individual-Paid

CSC staff are Individual-paid (paying with cash, credit or debit card) and all Individual-paid revenue is the property of the Contractor. For all meals served to any Diner other than Recruits, including Graduation ceremony dinner, it is the Contractor's responsibility to collect payment. All food items offered as Individual-paid must be individually priced.

## 10. Contractor and CSC Provided Items

### 10.1 The Contractor must provide all required:

- a) Food products and labour;
- b) Environmentally friendly (ie. compostable) containers and utensils (fork, knife and spoon) for dispersed lunches or take-out;
- c) Furnishings, equipment and consumables for use in the CSC provided office space;
- d) Cleaning supplies for use in the kitchen and dining rooms;
- e) Paper products and cleaning supplies for use in the CSC provided washrooms designated for the Contractor's personnel;
- f) Kitchen and dining room products (ie. disposable gloves, cutting gloves, aprons, paper napkins, paper towels, foil, waxed paper and other related articles); and
- g) Laundering services for linens.

### 10.2 CSC will provide:

- a) Major commercial kitchen equipment (reference Annex A-3);
- b) Kitchen tools and serving utensils;
- c) Pots and pans and other cookware;
- d) Flatware (salad fork, teaspoon, soup spoon, dessert spoon, regular fork and knife);
- e) Dining ware (ie. side plate, salad plate or bowl, dinner plate, soup/cereal bowls, dessert plates)
- f) Glassware (tumblers, coffee/tea mugs);
- g) Insulated containers for use in transportation of dispersed lunches, hospitality requirements or off-site graduation ceremony dinners; and
- h) All linens required for graduation ceremony dinners (tablecloths & napkins).

## 11. Personnel

### 11.1 On-Site Manager

The Contractor must provide the services of a Site Manager to be available during all hours of kitchen operation and must be at CSC from Monday to Friday. The on-site Manager must act on behalf of the Contractor, ensuring the smooth conduct of operations and compliance with deadlines including liaising with the PA.

The Contractor must provide an on-site manager who possesses a minimum 5 years of continual experience managing or supervising food services <sup>1</sup>**similar** in nature to this requirement.

The on-site manager may perform a dual role (ie. line cook).

### 11.2 Kitchen Personnel:

- a) The Contractor must employ enough qualified personnel to meet the needs of the NTA.

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<sup>1</sup> "**Similar**" means of the same (or greater) quantities or volumes of food served as stated in Annex B-1 with on-site preparation and serving five to seven days a week and the ability to accommodate a minimum of 100 diners at one sitting.

- b) When the lead cook is absent, the Contractor must provide a replacement with appropriate qualifications to take charge of the kitchen.
- c) The Contractor must have a minimum of 1 bilingual staff on site during serving times.
- d) The Contractor must have a minimum of 1 staff, certified in first aid training, on site at all times.

### **11.3 Uniforms and safety equipment**

The Contractor must ensure all personnel wear clean, co-ordinated uniforms, head covering and name tag. Uniform components will be professional in appearance and must not include jeans. Non slip footwear dedicated for use in the kitchen only must be worn.

### **11.4 Training Requirements**

Prior to commencement of services, the Contractor must ensure all personnel have received the following minimum training and orientation:

- General explanation of the individual's duties and assignment;
- Explanation of the operation of kitchen equipment with the assistance of a qualified individual and of the safety procedures to be followed when using and cleaning it;
- Explanation of the production sheet and compliance with prescribed portions;
- Basic training on the WHMIS (Workplace Hazardous Materials Information System) program;
- Sanitation requirement with monthly follow-up in-service sessions to maintain a high standard in compliance with the requirements;
- The applicable provisions of the Canada Labor Code, in order to ensure that work procedures are carried out in complete safety. Including, but not limited to reporting, to the On Site Manager, any hygiene and safety problems encountered in the performance of his or her duties, with a view to preventing accidents, injuries, infestations and the transmission of disease;
- Explanation of the procedure in the event of an accident and first aid procedures;
- Explanation of the procedure in the event of fire and location of alarms, fire protection and firefighting equipment;
- The Food Safety Code of Practice;
- The relevant policy of the federal government and of CSC regarding harassment in the workplace;
- Explanation of the rules and principles of hygiene; and
- Visit to and familiarization with the premises.

## **12. Operations**

### **12.1 Food Quality and Facility Cleanliness**

The quality of the food to be served must be in accordance with the requirements of applicable standards governing the operation of food services. All food purchased by the Contractor must meet or exceed the DND Food Quality Standards (reference: Annex A-2).

The cleanliness of the facilities and other sanitary standards must be in accordance with Food Safety Code of Practice for Canada's Food Service Industry – most current Edition. The officials enforcing such applicable laws and standards must be permitted to inspect the facilities or any portion of the facilities or anything in connection with the facilities at any time during the period of the Contract. Representatives from CSC or any other CSC requested parties reserve the right to conduct periodic, unannounced inspections of the kitchen and dining room.

The Contractor must ensure that there is a food safety program in place and working, to effectively control and handle potential food hazards.

## **12.2 Signage**

All menus, price lists and signs must be posted in an area that is clearly visible to the Diner. Written materials intended for public display must be in both official languages, English and French in accordance with CSC Official Languages policy.

## **12.3 Cleaning and Sanitation**

### Responsibilities of the Contractor:

The Contractor must provide a cleaning schedule and provide a copy to the PA, if requested.

The Contractor must provide all equipment and supplies required for normal and customary cleaning of the food services facilities. The Contractor is responsible for the following areas:

- Kitchens, serveries and Contractor's staff washroom(s)
  - The Contractor must maintain all areas of the kitchens and serveries, including floors, walls, windows (inside only) and equipment serving the food services in a clean and sanitary manner;
  - The Contractor must maintain the washroom(s) used by its employees in a clean and sanitary manner; and
  - The Contractor must ensure all kitchen organic waste containers, recycling containers, garbage bins and grease bins are regularly emptied and moved to the designated collection area.
- Dining areas
  - The Contractor must clean all dining areas after meal hours including floors, carpet vacuuming, walls to a height of three metres, windows (inside only), tables and chairs;
  - The Contractor must ensure all recycling containers and garbage bins are regularly emptied and moved to the designated waste disposal area(s). Particular attention must be paid to the garbage disposal area (dumpsters) and the Contractor must keep these areas clean and tidy at all times. Garbage must be properly bagged and contained to ensure wildlife and the prevailing winds do not have access and opportunity of distributing garbage on the NTA grounds;
  - The Contractor must ensure that its personnel immediately clean up periodic spills during service hours; and
  - The Contractor must clean the kitchen entrances and exits including emergency doorways and loading dock.

At a minimum, on a daily basis, the Contractor must:

1. Wash and rinse the tile floors in the kitchen;
2. Clean the dining room and kitchen floors by vacuuming or mopping when there is carpet, wooden and tile;
3. Dust and clean the horizontal surfaces of all furniture, fixtures, shelves, window ledges and frames;
4. Clean the tables and equipment in the dining room;
6. Empty and wash all the garbage cans;
7. Remove marks on the walls;
8. Clean the grills, ovens, refrigerators, air vents, hoods, electrical equipment and steam exhaust equipment;

At a minimum, on a monthly basis, the Contractor must:

1. Wash and disinfect the fountains and dispensers;
2. Wash the windows (inside) in the cafeteria, dining room and kitchen;

At a minimum, twice a year or as required, the Contractor must clean the ceilings and walls

### **13. FACILITY**

#### **13.1 Kitchen**

The Kitchen is an industry style cafeteria with an enclosed cooking area, dish washing area, food prep area, a serving area and a seating area. The refrigeration space includes 1 commercial walk-in freezer and 1 commercial walk-in refrigerator and dry storage area is self-contained within the kitchen area. The dining rooms have seating capacity for approximately 106 with tables and chairs that can be moved and folded. The kitchen has one office and two washrooms for the Contractor's use. The waste area for the kitchen is located outside the back of the kitchen adjacent to the loading dock area. The Contractor may propose alternate equipment layouts to the PA, provided it does not incur any expenses to CSC. No layout revisions requiring construction trades are permitted.

#### **a) Contractor Access**

A secure backdoor access will be provided for kitchen staff and deliveries. A loading dock to kitchen is located at the back of the building. Contractor parking will be provided on site or at the parking lot directly adjacent to the former Prison for Women on Sir John A. Macdonald Street.

#### **b) CSC Owned Equipment: Inventory and Maintenance**

##### **Inventory**

During the pre-commencement meeting with the PA, the Contractor will review and sign acceptance of all kitchen equipment inventory provided by CSC (reference: Annex A-3).

The Contractor and PA must review the inventory, of all material and equipment belonging to the CSC, on an annual basis.

The PA will provide the Contractor with access to copies of operating and maintenance instructions for the machinery and equipment;

##### **Maintenance**

The Contractor must notify CSC of any required maintenance or issues as per CSC procedures (to be provided at the pre-commencement meeting).

CSC will be responsible for all maintenance and support of the kitchen including but not limited to;

- a) Infrastructure, structure, sub structures;
- b) Utility connections;
- c) Electricity, gas, heating, ventilation, and air conditioning (HVAC);



- d) Exhaust;
- e) Fire Suppression;
- f) Preventative maintenance and repairs to all major equipment listed in Annex A-3;
- g) Garbage removal (the Contractor must first bag the garbage appropriately, maximum 50 lbs per bag);
- h) Extermination services;
- i) Periodic cosmetic improvements (including painting the premises);

### **13.2 Access by the CSC and Right to Show**

CSC will have the right to access the food service facilities at any time with no notice, for any reason. CSC may show the subject facilities to any other parties if it so desires, with 24 hours' notice (no notice in emergency situations).

## **14. Deliverables**

### **14.1 Regular Consultation**

The Contractor's On-Site Manager must meet with the PA on a recurring and regular basis as dictated by the PA.

### **14.2 Contractor Compliance**

The Contractor is subject to periodic CSC audits by the PA regarding general service, quality, safety, sanitation maintenance and financial management of the facilities and operations. The Contractor must ensure that its representative is available in connection with such audits. The PA will be the judge of the adequacy and completeness of performance and will notify the Contractor of conditions requiring modification or improvement. The Contractor must remedy any deficiencies to the satisfaction of PA within a reasonable time frame that cannot exceed ten working days.

Contractor will ensure that Food safety records are retained for 1 year period on the file, that show that all meals are being produced and documented for temperatures with receiving, storage, preparation, holding and serving. CSC reserves the right to request these records at any time.

### **14.3 Contractor Personnel**

If requested by the PA, the Contractor must provide:

- Proof all personnel have received the training specified in section 11.4 of this SOW;
- All relevant information confirming personnel have minimum required qualifications.

### **14.4 Annual Report**

The Contractor must prepare an annual report summarizing the results and highlights of operations in the preceding year and outlining programs, systems and plans which will be implemented in the coming year to ensure a high level of food and service quality as well as customer satisfaction. The Contractor must submit the report to the PA no later than December 15<sup>th</sup> of each year.

### **14.5 Inventory Reports**

The Contractor must provide inventory reports as per the schedules indicated in paragraph 13.1 b) and Annex A-3.

### **14.6 Monthly Statement of Sales**

The Contractor must submit, as verification to the monthly invoice, a statement of meals consumed by CTP # or other descriptor given by the PA (ie hospitality requirements, graduation ceremony dinner, dispersed meals, etc.).

**ANNEX A-1 - CAF National Standardized Cycle Menu (NSCM)**

Week 1							
BREAKFAST							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Main Menu							
Healthier Breakfast	Mini Breakfast burritos	Rise and shine Breakfast Sandwich	Egg Salad English Muffins Melt Sandwich	Breakfast Parfait	Cinnamon Oatmeal Breakfast Pudding	Veggie Egg White Omelette	Bananas and Bran Muffins
Lunch							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Main Menu							
Healthier Soup	Country-Style Turkey and Vegetable	Purée of Butternut Squash and Apple	Cabbage	Beef and Noodle	Hot and Sour Chicken	Vegetable and Red Lentil Soup	Penne, Tomato and Chickpea
Heartier Soup	Corn Chowder	Chicken Noodle	Cream of Mushroom	Tomato Rice	Clam Chowder	French Onion	Cream of Broccoli
Healthier Choice	Pan-Fried Fillet of Haddock	Honey Garlic Pork Loin	Baked Herbed Fillet of Sole	Turkey Divan	Braised Meatballs with Roasted Tomato Sauce	Baked Lasagna	Best Ever Lean Burgers
Vegetarian Choice	Broccoli Quiche	Tofu Mushroom Stir-Fry	Masa (Corn) Pancakes	Fragrant Red Lentils	Vegetarian Roasted Rosquitos	Whole Wheat Garden Pizza	Basil and Parmesan Bows with Sugar Snap Peas
Third Choice							

Week 1							
Gravy/Sauce							
Starch	Wild & Brown Rice Pilaf		Pepper Plenty Barley Pilaf		Brown Rice w/ Broccoli and Walnuts		Herbed Farro Pilaf
Starch							
Vegetable	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables
Vegetable							
Sandwich Bar							
Choice One	Cashew Chicken Salad Burger	Vegetarian Chickpea Pita and/or Wrap	Roast Chicken and Cranberry Sandwiches	Glazed Salmon Burger Pickled Cucumber	Mexipollo Wrap		
Optional Mixed	Roasted Red Pepper Hummus	Seafood Salad	Chicken Salad	Turkey Salad	Chicken W/ Almonds & Celery		
Choice Two	Lean Turkey Breast	Montreal Smoked Meat	Bologna	Black Forest Ham	Corned Beef		
Choice Three	Smoked Maple Ham	Roast Beef	Lean Chicken Breast	Pastrami	Salami		
Optional Sliced							
Salads Bar							
Healthier Choice	Curried Quinoa and Peach Salad	Fusilli Pasta Salad with Salsa and Feta	Red Wheat Berry Salad with Black Bean and Edamame	Black-Eyed Pea Salad	Red Skin Potato Salad	Whole Wheat Rotini Pasta Salad	Summer Barley Salad
Supper							

Week 1							
Main Menu							
Healthier Soup	Country-Style Turkey and Vegetable	Purée of Butternut Squash and Apple	Cabbage	Beef and Noodle	Hot and Sour Chicken	Vegetable and Red Lentil Soup	Penne, Tomato and Chickpea
Heartier Soup	Corn Chowder	Chicken Noodle	Cream of Mushroom	Tomato Rice	Clam Chowder	French Onion	Cream of Broccoli
Healthier Choice	Caribbean Chicken Breast	Quinoa and Beef-Stuffed Peppers	Milk-Braised Veal Roast	Herbed Pork Loin Steak with Mustard Sauce	Tilapia Florentine	Veal Brochettes with Four Vegetables	Honey Glazed Skinless Chicken Quarters
Vegetarian Choice	Vegetable Paella	Indian-Style Curried Vegetables	Tofu Fajitas on Whole Wheat Tortillas	Vegetarian Casablanca Stew	Garden Chili	Black-Eyed Peas with Grilled Tempeh & Kale	Tofu Vegetable Stir-Fry
Third Choice							
Gravy/Sauce							
Starch		Bulgur w/ Apricots & Almonds		Vegetable Couscous		Mediterranean Barley & Brown Rice	
Starch							
Vegetable	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables
Vegetable							
Sandwich Bar							
Choice One	Cashew Chicken Salad Burger	Vegetarian Chickpea Pita and/or Wrap	Roast Chicken and Cranberry Sandwiches	Glazed Salmon Burger Pickled Cucumber	Mexipollo Wrap		
Optional Mixed							
Choice Two	Lean Turkey Breast	Montreal Smoked Meat	Bologna	Black Forest Ham	Corned Beef		

Solicitation No. - N° de l'invitation

**21120-199710/A**

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

**21120-19-9710**

Amd. No. - N° de la modif.

File No. - N° du dossier

**KIN-8-50034**

Buyer ID - Id de l'acheteur

**KIN650**

CCC No./N° CCC - FMS No./N° VME

Week 1							
Choice Three	Smoked Maple Ham	Roast Beef	Lean Chicken Breast	Pastrami	Salami		
Optional Sliced							
Salads Bar							
Healthier Choice	Curried Quinoa and Peach Salad	Fusilli Pasta Salad with Salsa and Feta	Red Wheat Berry Salad with Black Bean and Edamame	Black-Eyed Pea Salad	Red Skin Potato Salad	Whole Wheat Rotini Pasta Salad	Summer Barley Salad

Week 2							
BREAKFAST							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Main Menu							
Healthier Breakfast	Mini Breakfast Burritos with Tomato Salsa	Ham and Cheese Quesadillas	Cinnamon Oatmeal Breakfast Pudding	Egg Salad English Muffins Melt Sandwich	Mini Breakfast Burritos	White Omelette Ranchero	Veggie Egg White Omelette
Lunch							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Main Menu							
Healthier Soup	Carrot and Potato	Tomato and Vegetable Florentine Soup	Navy Bean	Purée of Roasted Sweet Potato and Red Pepper	Chicken and Okra	Beef and Barley	Yellow Split Pea
Heartier Soup	Italian Wedding	Cream of Chicken	Goulash	Turkey Noodle	Seafood Chowder	Cream of Asparagus	Cream of Tomato
Healthier Choice	Apple Jelly Pork Medallions	Lemon Rice-Stuffed Cod	Hawaiian Glazed Turkey Breast	Beef Teriyaki	Chicken Cacciatore	Veal Cutlets Continental	Chicken Pocket Sandwich on Pita Bread Whole Wheat
Vegetarian Choice	Vegetarian Three Sisters Stew	Tex Mex Wrap	Mushroom Tofu Ragout	Tofu Chili	Vegetable Frittata	Tofu Cauliflower Shepherd's Pie	Veggie Pot Pie
Third Choice							

Week 2							
Gravy/Sauce							
Starch		Couscous w Lemon & Basil		Quinoa Pilaf		Festive Coconut Wild Rice w/ Cranberries & Pears	
Starch							
Vegetable	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables
Vegetable							
Sandwich Bar							
Choice One	Creamy Avocado and White Bean Wrap	Mango Chutney Chicken Sandwich	Greek Style Tuna Sandwich	Curried Chicken Pita and/or Wrap	Grilled Veggie and Hummus Wraps		
Optional Mixed	Chicken Salad	Egg & Avocado	Chicken Salad w/ Almonds & Celery	Tuna Salad	Seafood Salad		
Choice Two	Bologna	Montreal Smoked Meat	Black Forest Ham	Corned Beef	Lean Turkey Breast		
Choice Three	Roast Beef	Lean Chicken Breast	Pastrami	Salami	Smoked Maple Ham		
Optional Sliced	Grilled Reuban	Grilled Pesto Chicken & Spinach Panini	Grilled BLT	Turkey Cranberry & Cheese Wrap	Club House		
Salads Bar							
Healthier Choice	Golden Quinoa Salad with Lemon, Dill and Avocado	Quinoa Salad with Nuts and Fruits	Couscous Salad with Butternut Squash and Cranberries	Whole Wheat Rotini Pasta Salad	Pearled Couscous Salad with Cherries and Arugula	Quinoa and Chickpea Salad	Quinoa Greek Salad
Supper							

Week 2							
Main Menu							
Healthier Soup	Carrot and Potato	Tomato and Vegetable Florentine Soup	Navy Bean	Purée of Roasted Sweet Potato and Red Pepper	Chicken and Okra	Beef and Barley	Yellow Split Pea Soup
Heartier Soup	Italian Wedding	Cream of Chicken	Goulash	Turkey Noodle	Seafood Chowder	Cream of Asparagus	Cream of Tomato
Healthier Choice	Beef Meatloaf with Tomato and Vegetable Sauce	Curried Lamb	Polynesian Chicken Breast	Baked Fillet of Trout	Loaded Taco Salad	Tandoori Chicken Breast	Island Spiced Pork Tenderloin
Vegetarian Choice	Spanakopita	Tunisian Vegetable Couscous	Kung Pao Tempeh	Classic Macaroni & Cheese	Moroccan Chickpea Stew	Spicy Black Bean Burritos	Portobello Mushroom Stroganoff
Third Choice							
Gravy/Sauce							
Starch	Fresh Herb and Lemon Bulgur Pilaf		Wild Rice and Mushroom Pilaf		Garlicky Brown Rice		Quinoa with Garlic, Pine Nuts and Raisins
Starch							
Vegetable	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables
Vegetable							
Sandwich Bar							
Choice One	Creamy Avocado and White Bean Wrap	Mango Chutney Chicken Sandwich	Greek Style Tuna Sandwich	Curried Chicken Pita and/or Wrap	Grilled Veggie and Hummus Wraps		
Optional Mixed							



Week 2							
Choice Two	Bologna	Montreal Smoked Meat	Black Forest Ham	Corned Beef	Lean Turkey Breast		
Choice Three	Roast Beef	Lean Chicken Breast	Pastrami	Salami	Smoked Maple Ham		
Optional Sliced							
<b>Salads Bar</b>							
<b>Healthier Choice</b>	Golden Quinoa Salad with Lemon, Dill and Avocado	Quinoa Salad with Nuts and Fruits	Couscous Salad with Butternut Squash and Cranberries	Whole Wheat Rotini Pasta Salad	Pearled Couscous Salad with Cherries and Arugula	Quinoa and Chickpea Salad	Quinoa Greek Salad

Week 3							
BREAKFAST							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Main Menu							
Healthier Breakfast	Mini Breakfast Burritos	Blueberry and Cheese Muffins	Egg Salad English Muffins Melt Sandwich	Breakfast Parfait	Cinnamon Oatmeal Breakfast Pudding	Veggie Egg White Omelette	Bananas and Bran Muffins
Lunch							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Main Menu							
Healthier Soup	Asian Chicken Rice Noodle	Three Legume	Bean Rice Noodle	Mediterranean Chicken	Purée of Roasted Carrot	Country-Style Beef and Vegetable	Bean and Beet Borscht
Heartier Soup	Mulgatawny	Barley Mushroom	Pepper Pot	Vegetable Soup	Clam Chowder	Chicken Tortellini	Potato Chowder
Healthier Choice	Curried Shrimp	Lemon Pepper Chicken Breast	Ginger Lemon Beef and Broccoli	Turkey and Five Bean Chili	Lamb Tagine	Whole Wheat Spaghetti with Italian Meat Sauce	Sautéed Pork with Rainbow Sweet Peppers
Vegetarian Choice	Black Bean and Avocado Whole Wheat Tortilla Wrap	Szechuan Tempeh	Portobello Penne Pasta Casserole	Spinach and Cheese Pie	Asparagus and Mushroom Gratin	Cheese Omelet	Pan-Fried Polenta with Corn, Kale & Goat Cheese
Third Choice							
Gravy/Sauce							

Week 3							
Starch	Raisin and Spice Brown Rice		Barley Risotto			Toasted Millet Pilaf	Bulgur with Fresh Ginger and Spring Onions
Starch							
Vegetable	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables
Vegetable							
Sandwich Bar							
Choice One	Stuffed Italian Pita	Shrimp Salad Sandwich	Chicken Salad Pita Sandwich	Luxury Veggie Sandwich	Turkey and Cranberry Spread Sandwich		
Optional Mixed	Lobster Salad	Tuna Salad	Crab Salad	Seafood Salad	Devilled Ham		
Choice Two	Bologna	Montreal Smoked Meat	Lean Turkey Breast	Black Forest Ham	Corned Beef		
Choice Three	Pastrami	Salami	Smoked Maple Ham	Roast Beef	Lean Chicken Breast		
Optional Sliced	Philly Cheesesteak Panini	Grilled Turkey & Bacon Wrap	Buffalo Chicken Wrap	Ham & Cheese on Garlic Focaccia	Meatball Sub		
Salads Bar							
Healthier Choice	Curried Quinoa and Peach Salad	Fusilli Pasta Salad with Salsa and Feta	Red Wheat Berry Salad with Black Bean and Edamame	Black-Eyed pea Salad	Red Skin Potato Salad	Whole Wheat Rotini Pasta Salad	Summer Barley Salad
Supper							
Main Menu							

Week 3							
Healthier Soup	Asian Chicken Rice Noodle	Three Legume	Bean Rice Noodle	Mediterranean Chicken	Purée of Roasted Carrot	Country-Style Beef and Vegetable	Bean and Beet Borscht
Heartier Soup	Mulgatawny	Barley Mushroom	Pepper Pot	Vegetable Soup	Clam Chowder	Chicken Tortellini	Potato Chowder
Healthier Choice	Roast Beef Inside Round with Au Jus	Moroccan-Flavoured Pork Ragu	Maple Glazed Salmon Loin	Oriental Skinless Chicken Quarter	Hickory Pork Loin with Spicy Apple Chutney	Thai BBQ Chicken Breast	Roast Turkey with Giblet Gravy
Vegetarian Choice	Butternut Squash Dhal	Lentil Sloppy Joe	Curried Tempeh	Roasted Vegetable and Black Bean Tacos	Vegetable Quesadillas	Lentil Loaf	Spaghetti with Red Lentil Sauce
Third Choice							
Gravy/Sauce							
Starch		Couscous with Dried Fruits		Herbed pearled Couscous	Brown Rice with Butternut Squash, Black Beans and Cranberries		
Starch							
Vegetable	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables
Vegetable							
Sandwich Bar							
Choice One	Stuffed Italian Pita	Shrimp Salad Sandwich	Chicken Salad Pita Sandwich	Luxury Veggie Sandwich	Turkey and Cranberry Spread Sandwich		

Week 3							
Optional Mixed							
Choice Two	Bologna	Montreal Smoked Meat	Lean Turkey Breast	Black Forest Ham	Corned Beef		
Choice Three	Pastrami	Salami	Smoked Maple Ham	Roast Beef	Lean Chicken Breast		
Optional Sliced							
<b>Salads Bar</b>							
<b>Healthier Choice</b>	Curried Quinoa and Peach Salad	Fusilli Pasta Salad with Salsa and Feta	Red Wheat Berry Salad with Black Bean and Edamame	Black-Eyed pea Salad	Red Skin Potato Salad	Whole Wheat Rotini Pasta Salad	Summer Barley Salad

Week 4							
BREAKFAST							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Main Menu							
Healthier Breakfast	Mini Breakfast Burritos with Tomato Salsa	Ham and Cheese Quesadillas	Cinnamon Oatmeal Breakfast Pudding	Egg Salad English Muffins Melt Sandwich	Mini Breakfast Burritos	White Omelette Ranchero	Veggie Egg White Omelette
Lunch							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Main Menu							
Healthier Soup	Yellow Split Pea Soup	Vegetable and Red Lentil Soup	Purée of Butternut Squash and Apple	Cabbage Soup	Country-Style Beef and Vegetable Soup	Carrot and Potato Soup	Tomato and Vegetable Florentine Soup
Heartier Soup	Turkey Noodle	Italian Wedding	Mulgatawny	Barley mushroom	Cream of chicken	Vegetable soup	Cream of broccoli
Healthier Choice	Roast Pork Loin with Robert Sauce	Best Ever Lean Burgers	Ginger Coconut Chicken Breast	Poached Haddock Loin	Chicken Breast Dijonnaise	Baked Fillet of Sole à l'Orange	Chicken and Vegetable Stir-Fry
Vegetarian Choice	Bean and Goat Cheese Quesadillas	Red-Cooked Tofu	Potato and Cheddar Cheese Latkes with Brown Sugar Applesauce	Spinach Lasagna with Tomato Sauce	Quinoa Veggie Burger	Sun-Dried Tomato Hummus Cakes	Classic Macaroni & Cheese
Third Choice							
Gravy/Sauce							

Week 4							
Starch	Quinoa and Lentil Pilaf		Barley Risotto with Fennel		Barley Mushroom Pilaf		Spiced Couscous
Starch							
Vegetable	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables
Vegetable							
Sandwich Bar							
Choice One	Mexipollo Wrap	Chicken and Vegetable Wrap	Chicken Tzatziki Sandwich	Curried Egg Salad Sandwich	Mango Chicken Sandwich		
Optional Mixed							
Choice Two	Bologna	Montreal Smoked Meat	Black Forest Ham	Corned Beef	Lean Chicken Breast		
Choice Three	Roast Beef	Lean Turkey Breast	Pastrami	Salami	Smoke Maple Ham		
Optional Sliced							
Salads Bar							
Healthier Choice	Golden Quinoa Salad with Cherries and Arugula	Quinoa Salad with Nuts and Fruits	Couscous Salad with Butternut Squash and Cranberries	Whole Wheat Rotini Pasta Salad	Pearled Couscous Salad with Cherries and Arugula	Quinoa and Chickpea Salad	Quinoa Greek Salad
Supper							
Main Menu							

Week 4							
Healthier Soup	Yellow Split Pea Soup	Vegetable and Red Lentil Soup	Purée of Butternut Squash and Apple	Cabbage Soup	Country-Style Beef and Vegetable Soup	Carrot and Potato Soup	Tomato and Vegetable Florentine Soup
Heartier Soup	Turkey Noodle	Italian Wedding	Mulgatawny	Barley mushroom	Cream of chicken	Vegetable soup	Cream of broccoli
Healthier Choice	Maple Glazed Loin of Salmon	Veal and Vegetable Stew	Baked Potato Salmon Cake	Veal Marengo	Apple Cranberry Chicken Breast	Chicken Chili Wrap	Herbed Citrus Pork Loin Steak
Vegetarian Choice	Curried Chickpea and Summer Vegetable Stew	Cheesy Stuffed Potatoes	Spaghettini with Marinara Sauce	Veggie Topped Potato	Mostaccioli with Arrabiata Sauce	Tofu cacciatore	Lentils Burritos
Third Choice							
Gravy/Sauce							
Starch		Brown Rice with Carrots and Mushrooms		Mashed Potatoes with Kale and Olive Oil		Corn and rice medley	
Starch							
Vegetable	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables
Vegetable							
Sandwich Bar							
Choice One	Mexipollo Wrap	Chicken and Vegetable Wrap	Chicken Tzatziki Sandwich	Curried Egg Salad Sandwich	Mango Chicken Sandwich		



<b>Week 4</b>							
Optional Mixed							
Choice Two	Bologna	Montreal Smoked Meat	Black Forest Ham	Corned Beef	Lean Chicken Breast		
Choice Three	Roast Beef	Lean Turkey Breast	Pastrami	Salami	Smoke Maple Ham		
Optional Sliced							
<b>Salads Bar</b>							
<b>Healthier Choice</b>	Golden Quinoa Salad with Cherries and Arugula	Quinoa Salad with Nuts and Fruits	Couscous Salad with Butternut Squash and Cranberries	Whole Wheat Rotini Pasta Salad	Pearled Couscous Salad with Cherries and Arugula	Quinoa and Chickpea Salad	Quinoa Greek Salad

**ANNEX A-2 – DND Food Quality Specifications**

Item #	Description	Solicitation Number	Link to buyandsell.gc.ca
1	Beef	E6TOR-13RM06	<a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6530">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6530</a>
2	Bread and Baked Products	E6TOR-13RM07	<a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6529">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6529</a>
3	Butter and Margarine	E6TOR-13RM08	<a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6528">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6528</a>
4	Canned Fruits	E6TOR-13RM09	<a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6527">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6527</a>
5	Canned Vegetables	E6TOR-13RM10	<a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6526">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6526</a>
6	Cereal	E6TOR-13RM11	<a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6525">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6525</a>
7	Cheese	E6TOR-13RM12	<a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6524">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6524</a>
8	Coffee and Tea	E6TOR-13RM13	<a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6523">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6523</a>
9	Condiments and Condiment Sauces s	E6TOR-13RM14	<a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6522">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6522</a>
10	Dehydrated Vegetables	E6TOR-13RM15	<a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6521">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6521</a>
11	Dried Fruit	E6TOR-13RM16	<a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6520">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6520</a>
12	Eggs and Egg Products	E6TOR-13RM17	<a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6519">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6519</a>
13	Fish and Seafood	E6TOR-13RM18	<a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6518">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6518</a>
14	Flour and Cake, Pancake and Waffle Mixes	E6TOR-13RM19	<a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6517">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6517</a>
15	Fresh Fruit	E6TOR-13RM20	<a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6516">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6516</a>
16	Fresh Vegetables	E6TOR-13RM21	<a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6515">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6515</a>
17	Frozen Fruit	E6TOR-13RM22	<a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6514">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6514</a>
18	Frozen Vegetables	E6TOR-13RM23	<a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6511">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6511</a>
19	Fruit Juices	E6TOR-13RM24	<a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6513">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6513</a>
20	Herbs and Spices	E6TOR-13RM25	<a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6512">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6512</a>
21	Ice cream and Sorbets (sherbert)	E6TOR-13RM26	<a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6510">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6510</a>
22	Lamb	E6TOR-13RM27	<a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6509">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6509</a>
23	Legumes	E6TOR-13RM28	<a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6508">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6508</a>
24	Milk and Dairy Products	E6TOR-13RM29	<a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6507">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6507</a>
25	Pasta and Noodles	E6TOR-13RM30	<a href="https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6506">https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6506</a>

**ANNEX A-3 - Inventory**

<b>QTY</b>	<b>Equipment Category</b>	<b>Manufacturer</b>	<b>Model NO.</b>
1	Mixer Counter	Hobart	N50
1	Food Slicer	Hobart	H58
1	Warewasher,door type, High Temp	Hobart	AMT-15+ AM-VMTFAN
1	Toaster, Conveyor	Star	QCS2-800-S
1	Convection Steamer with electric boiler	Southbend	RG24-5
1	Six (6) Burner Range on Oven Base	Vulcan	36S-6B
1	Char Broiler, Heavy Duty, Gas	Vulcan	VCCB36
1	Griddle, Heavy Duty, Gas	Southbend	HDG-36
1	Coffee Maker, Airpot, Automatic	Bloomfield	9221
1	Oven, Convection, Gas	Vulcan	VC44GC
1	Kettle, Steam Jacketed, Electric	Vulcan	KELT-30
1	Ice Maker w/ Bin	Hoshizaki	KM-650MAH
1	Display Case, Refrigerated	Hoshizaki	CR1S-FGE
2	Milk Dispenser		
2	Commercial Microwave		
1	Fryer	Fry Master	
	Tray Return Racks		
	Storage racks		
1	Walk-in cooler		
1	Walk-in freezer		

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## **ANNEX "B" - BASIS OF PAYMENT**

*All information in italics will be removed from any resultant contract.*

- *The estimated usage as stated herein is an estimate of the requirement made in good faith.*

The Contractor will be paid firm unit price(s), in Canadian currency. Applicable taxes are not included in the unit price but must be shown as a separate line item on all invoices.

### **Pricing Periods**

Period #1 – date of award to 31 March 2019

Period #2 – 01 April 2019 to 31 March 2020

Period #3 – (Option Period #1) 01 April 2020 to 31 March 2021

Period #4 (Option Period #2) - 01 April 2021 to 31 March 2022

Period #5 (Option Period #3) - 01 April 2022 to 31 August 2022

***The financial bid is included as an attachment on [buyandsell.gc.ca](https://buyandsell.gc.ca): English Annex B-1.xlsx***

## ANNEX "C" - SECURITY REQUIREMENTS CHECKLIST

NHQ2902

Government of Canada / Gouvernement du Canada

RECEIVED  
MAY 09 2010

Contract Number / Numéro du contrat  
21120-19-2879710

Security Classification / Classification de sécurité

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine  
CORRECTIONAL SERVICE OF CANADA

2. Branch or Directorate / Direction générale ou Direction  
HUMAN RESOURCES - MLS

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  
PROVIDE KITCHEN SERVICES TO THE NATIONAL TRAINING ACADEMY

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? ☒ No ☐ Yes  
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 ☐ Yes

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? (Specify the level of access using the chart in Question 7. c) / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? ☐ No ☒ Yes  
RW

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 ☐ Yes

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 ☐ Yes

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 ☒ RW

At 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 : ☐

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

Restricted to / Limité à : ☐

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

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

PROTECTED A / PROTÉGÉ A	<input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ	<input type="checkbox"/>	PROTECTED A / PROTÉGÉ A	<input type="checkbox"/>
PROTECTED B / PROTÉGÉ B	<input checked="" type="checkbox"/> RW	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	<input type="checkbox"/>	PROTECTED B / PROTÉGÉ B	<input type="checkbox"/>
PROTECTED C / PROTÉGÉ C	<input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL	<input type="checkbox"/>	PROTECTED C / PROTÉGÉ C	<input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL	<input type="checkbox"/>	NATO SECRET / NATO SECRET	<input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL	<input type="checkbox"/>
SECRET	<input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET	<input type="checkbox"/>	SECRET	<input type="checkbox"/>
TOP SECRET	<input type="checkbox"/>			TOP SECRET	<input type="checkbox"/>
TRÈS SECRET	<input type="checkbox"/>			TRÈS SECRET	<input type="checkbox"/>
TOP SECRET (SIGINT)	<input type="checkbox"/>			TOP SECRET (SIGINT)	<input type="checkbox"/>
TRÈS SECRET (SIGINT)	<input type="checkbox"/>			TRÈS SECRET (SIGINT)	<input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ Non ☐ Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada

NHQ2902



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat  
21120-19-2879710

Security Classification / Classification de sécurité

<b>Part 1: General Information / Partie 1: Informations générales</b>	
7. 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 :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
8. 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	
<b>Part 2: Personnel Security Screening / Partie 2: Personne(s) de sécurité</b>	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> SECRET SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments Commentaires spéciaux :	
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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>Part 3: Safeguards / Partie 3: Mesures de protection</b>	
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada

Solicitation No. - N° de l'invitation  
21120-189575/A  
Client Ref. No. - N° de réf. du client  
21120-18-2849575

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50038

Buyer ID - Id de l'acheteur  
KIN650  
CCC No./N° CCC - FMS No./N° VME

NHQ2902



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

21120-19-2879710

Security Classification / Classification de sécurité

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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TOP SECRET	PROTECTED PROTÉGÉ			TOP SECRET
											A	B	C	
N/A RW														
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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada

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## **ANNEX “1” to PART 3 OF THE BID SOLICITATION - ELECTRONIC PAYMENT INSTRUMENTS**

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

- ☐ ( ) VISA Acquisition Card;
- ☐ ( ) MasterCard Acquisition Card;
- ☐ ( ) Direct Deposit (Domestic and International);
- ☐ ( ) Electronic Data Interchange (EDI);



## **ANNEX "1" to PART 5 OF THE BID SOLICITATION - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION**

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

**OR**

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

B. Check only one of the following:

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

**OR**

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

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## **ANNEX "D" - INSURANCE REQUIREMENTS**

### **D1. Commercial General Liability Insurance**

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

- 
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
  - o. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - p. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

## ANNEX "E" - TASK AUTHORIZATION FORM PWGSC-TPSGC

Form - Formulaire

Instructions - Page 2

### Task Authorization Autorisation de tâche

<b>Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization</b> <i>(Use form DND 626 for contracts for the Department of National Defence)</i>	<b>Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche</b> <i>(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)</i>
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**Contract Number**  
Enter the PWGSC contract number.

**Numéro du contrat**  
Inscrire le numéro du contrat de TPSGC.

**Contractor's Name and Address**  
Enter the applicable information

**Nom et adresse de l'entrepreneur**  
Inscrire les informations pertinentes

**Security Requirements**  
Enter the applicable requirements

**Exigences relatives à la sécurité**  
Inscrire les exigences pertinentes

**Total estimated cost of Task (Applicable taxes extra)**  
Enter the amount

**Coût total estimatif de la tâche (Taxes applicables en sus)**  
Inscrire le montant

#### For revision only

#### Aux fins de révision seulement

**TA Revision Number**  
Enter the revision number to the task, if applicable.

**Numéro de la révision de l'AT**  
Inscrire le numéro de révision de la tâche, s'il y a lieu.

**Total Estimated Cost of Task (Applicable taxes extra) before the revision**  
Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

**Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision**  
Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

**Increase or Decrease (Applicable taxes extra), as applicable**  
As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.

**Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu**  
S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

#### 1. Required Work: Complete sections A, B, C, and D, as required.

#### 1. Travaux requis : Remplir les sections A, B, C et D, au besoin.

##### A. Task Description of the Work required:

Complete the following paragraphs, if applicable.  
Paragraph (a) applies only if there is a revision to an authorized task.

##### A. Description de tâche des travaux requis :

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a une révision à une tâche autorisée.

(a) Reason for revision of TA, if applicable:  
Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

Form - Formulaire

Instructions - Page 1

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**B. Basis of Payment:**

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

**C. Cost of Task:****Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

**Option 2:**

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

**D. Method of Payment**

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

**B. Base de paiement :**

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

**C. Coût de la tâche :****Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

**Option 2 :**

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

**D. Méthode de paiement**

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

---

**2. Authorization(s):**

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

**3. Contractor's Signature**

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

---

**2. Autorisation(s) :**

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat. Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

**3. Signature de l'entrepreneur**

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.

Solicitation No. - N° de l'invitation  
21120-189575/A  
Client Ref. No. - N° de réf. du client  
21120-18-2849575

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50038

Buyer ID - Id de l'acheteur  
KIN650  
CCC No./N° CCC - FMS No./N° VME

Clear Data - Effacer les données

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Instructions - Page 2



Public Works and Government  
Services Canada

Travaux publics et Services  
gouvernementaux Canada

Annex  
Annexe \_\_\_\_\_

## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat ▶	

### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
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**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

PWGSC - TPSGC 572 (2014-04)

Annex  
Annexe \_\_\_\_\_

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date