



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scotia

B3J 1T3

Bid Fax: (902) 496-5016

## 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**

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scot

B3J 1T3

<b>Title - Sujet</b> HMCS Acadia	
<b>Solicitation No. - N° de l'invitation</b> W8484-189042/A	<b>Date</b> 2018-09-07
<b>Client Reference No. - N° de référence du client</b> W8484-18-9042	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-121-5781	
<b>File No. - N° de dossier</b> HAL-7-78126 (121)	<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 2018-10-23</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Standard Time AST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Russell (HAL), Alex	<b>Buyer Id - Id de l'acheteur</b> hal121
<b>Telephone No. - N° de téléphone</b> (902) 401-8180 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

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

### **1.2 Summary**

The Department of National Defence (DND), Regional Cadet Support Unit (Atlantic) has a requirement to conduct the HMCS ACADIA Cadet Training Centre (CTC). The Cadet Training Centre (CTC) trains cadets (ages 12-18) in various courses during the summer training period (third week of June to the third week of August). The cadets are primarily from the Atlantic Provinces and as such HMCS ACADIA must be located within the Atlantic region.

The summer training period runs for a total of nine (9) weeks. The various courses range from two (2) to six (6) weeks in duration and results in approximately 820 persons (staff and cadets) on site per day during the six (6) week training period, and 10-262 staff on site for a two (2) week set-up period prior and one (1) week close-up period after the training period.

The programs that will be delivered to the cadets at HMCS ACADIA during the summer period are the following courses: Seamanship, Drill and Ceremonial Instructor, Basic Drill and Ceremonial and Music, Sailing, and General Training.

The Contractor will be required to provide facilities and services to operate and support the HMCS ACADIA Cadet Training Centre (CTC) for nine (9) weeks and provide year round storage facilities. Some of the training may take place off-site. In addition, there may be optional fall and spring training weekends.

There will be various facilities required, including but not limited to: administration offices, storage space, walk-in medical clinic, theatre, classrooms, training sites, etc.

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In addition to facilities, the services required include but are not limited to: accommodations, food, transportation, janitorial, laundry / dry cleaning, etc. during the training periods.

The period of the Contract shall be from April 1, 2019 to March 31, 2022 inclusive with the option to extend the contract for one (1) additional 12 month period.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

There is an optional bidders' conference associated with this requirement. Consult Part 2 – Bidder Instructions.

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

### **1.3 Debriefings**

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

### **1.4 Phased Bid Compliance Process**

The Phased Bid Compliance Process applies to this requirement.

## **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.

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

Delete: 60 days  
Insert: 120 days

### **2.2 Submission of Bids**

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

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## 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

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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 seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### **2.5 Applicable Laws**

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

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.

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## 2.6 Bidders' Conference – *to be determined*

A bidders' conference will be held at 1713 Bedford Row, Halifax, NS on (*insert date*) \_\_\_\_\_. The conference will begin at (*insert time*). 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 \_\_\_\_\_ (*insert date and time*).

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.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Due to the nature of the bid solicitation, bids transmitted by epost Connect service and by facsimile will not be accepted.

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

- Section I: Technical Bid (3 hard copies)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)

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** (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

### Section I: Technical Bid

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



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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 “C” Electronic Payment Instruments, to identify which ones are accepted.

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

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

## **Section III: Certifications**

Bidders must submit the certifications 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 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 General**

a) Canada is conducting the Phased Bid Compliance Process described below for this requirement.

b) Notwithstanding any review by Canada at Phase I or II of the Phased Bid Compliance Process, 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 PHASED BID COMPLIANCE PROCESS ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE

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

c) Without prejudice to its other rights, Canada shall have the right, in its absolute discretion, but shall not be obliged, to request and accept any time, before or after the solicitation closing date, and consider as part of the Bid, any document and materials from Bidders to clarify the Bid or to correct deficiencies or errors in the Bid that are not significant in Canada's absolute discretion, including all matters of form or error in computation or failure to confirm by signing or similarly verifying acceptance. 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.

d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2017-04-27) 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 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.

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Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.

e) 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.

f) 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.

g) 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.

h) 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.

i) 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 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 Phased Bid Compliance Process. Mandatory technical criteria that are not identified in the solicitation as being subject to the Phased Bid Compliance Process, 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.

g) 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.

h) 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.

i) 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 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.

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#### 4.1.2 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex F.

#### 4.1.3 Mandatory Site Visit Evaluation

The Mandatory Site Visit Evaluation will be conducted at the Bidder's proposed location(s) during the evaluation process at an agreed upon date between Canada and the Bidder. The Bidders should be prepared for the Site Visit evaluation to be conducted as early as two (2) weeks after Bid Closing date. The Site Visit evaluation criteria are included in Annex F.

#### 4.1.4 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

### 4.2 Basis of Selection

#### 4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. meet the mandatory site visit criteria
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

<b>Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)</b>
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		Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>		83.84	75.56	80.89
<b>Overall Rating</b>		1 <sup>st</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>

## 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

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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.

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

There is no security requirement associated with this procurement.

### **6.2 Financial Capability**

SACC Manual clause [A9033T](#) (2012-07-16) Financial Capability

### **6.3 Insurance Requirements**

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

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

## **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 Department of National Defence (DND), Regional Cadet Support Unit (Atlantic) has a requirement to conduct the HMCS ACADIA Cadet Training Centre (CTC). The Cadet Training Centre (CTC) trains

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cadets (ages 12-18) in various courses during the summer training period (third week of June to the third week of August). The cadets are primarily from the Atlantic Provinces and as such HMCS ACADIA must be located within the Atlantic region.

The summer training period runs for a total of nine (9) weeks. The various courses range from two (2) to six (6) weeks in duration and results in approximately 820 persons (staff and cadets) on site per day during the six (6) week training period, and 10-262 staff on site for a two (2) week set-up period prior and one (1) week close-up period after the training period.

The programs that will be delivered to the cadets at HMCS ACADIA during the summer period are the following courses: Seamanship, Drill and Ceremonial Instructor, Basic Drill and Ceremonial and Music, Sailing, and General Training.

The Contractor will be required to provide facilities and services to operate and support the HMCS ACADIA Cadet Training Centre (CTC) for nine (9) weeks and provide year round storage facilities. Some of the training may take place off-site. In addition, there may be optional fall and spring training weekends.

There will be various facilities required, including but not limited to: administration offices, storage space, walk-in medical clinic, theatre, classrooms, training sites, etc.

In addition to facilities, the services required include but are not limited to: accommodations, food, transportation, janitorial, laundry / dry cleaning, etc. during the training periods.

The period of the Contract shall be from April 1, 2019 to March 31, 2022 inclusive with the option to extend the contract for one (1) additional 12 month period.

#### **7.1.1 Optional Services**

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A 8.0 Vehicle Requirements and 9.0 Fall and Spring Weekend Sail Training of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

#### **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**

There is no security requirement applicable to the Contract.



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## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2022, 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 one (1) additional one-year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor 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: Alex Russell  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1713 Bedford Row, Halifax NS, B3J 1T3

Telephone: 902-401-8180  
Facsimile: 902-496-5016  
E-mail address: alex.russell@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.

### 7.5.2 Project Authority – *determined at award*

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

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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.

### 7.5.3 Contractor's Representative – *to be completed by bidder*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_  
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

##### 5.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment, Annex "B". Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable. Based on the annual estimated number of occupants given by Canada at least 60 days in advance of the Occupancy Period, the Total Estimated Costs in Annex B will be determined annually, and will be evidenced by the Contracting Authority, for administrative purposes only, through a contract amendment. \*\*\*

##### 5.2 Travel and Living Expenses

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, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

All payments are subject to government audit.

##### 5.3 Minimum Work Guarantee - Food Services Only

1. In this clause,

"Minimum Food Services Value" means **90%** of the annual 9 week summer camp Total Estimated Cost for Food Services as detailed in section 15 Food Services, Basis of Payment, Annex B. The annual Total Estimated Cost for Food Services will be provided 60 days in advance prior to occupancy period in accordance with section 6.1.3 Food Services Requirement - General in Annex A - Statement of Work.

2. Canada's obligation under the Contract is to pay the Contractor for Food Services as detailed in section 15 Food Services, Basis of Payment, Annex B, for the annual 9 week summer camp in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in section 15 Food Services, Basis of Payment, Annex B. Canada's maximum liability for work performed under section 15 Food Services, Basis of Payment, Annex B, must not exceed the annual 9 week summer camp Total Estimated Cost for Food Services, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Food Services Value during the period of the annual 9 week summer camp, Canada must pay the Contractor the difference between the Minimum Food Services Value and the Total Cost of the Food Services requested (i.e actual cost incurred).

4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **7.7.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are excluded 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.

#### **7.7.3 Method of Payment - Progress Payments**

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 100 percent of the amount claimed and approved by Canada if:
  - a. an accurate and complete claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - b. the amount claimed is in accordance with the basis of payment;
  - c. all certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives.
2. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract

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from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

#### **7.7.4 SACC Manual Clauses**

H1008C (2008-05-12) Monthly Payment  
A9117C (2007-11-30) T1204 - Direct Request by Customer Department

#### **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 – Progress Payment Claim**

1. The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.  
Each claim must show:
  - a. all information required on form [PWGSC-TPSGC 1111](#);
  - b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
  - c. a list of all expenses;
  - d. expenditures plus pro-rated profit or fee;
  - e. the description and value of the milestone claimed as detailed in the Contract.

Each claim must be supported by:

- a. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
  3. The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.  
The Project Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.
  4. The Contractor must not submit claims until all work identified in the claim is completed.

#### **7.9 Certifications and Additional Information**

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### 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 Nova Scotia.

### 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 Services - High Complexity (2016-04-04);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex E, Insurance Requirements;
- (f) the Contractor's bid dated \_\_\_\_\_.

### 7.12 Defence Contract

*SACC Manual* clause A9006C (2012-07-16) Defence Contract

### 7.13 Foreign Nationals (Canadian Contractor OR Foreign Contractor)

*SACC Manual* clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

**OR**

*SACC Manual* clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

### 7.14 Insurance

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

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insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## **ANNEX "A"**

### **STATEMENT OF WORK**

Document titled "*REGIONAL CADET SUPPORT UNIT (ATLANTIC), STATEMENT OF WORK FOR HMCS ACADIA CADET TRAINING CENTRE*" dated 17 Nov 2017.

Solicitation No. - N° de l'invitation  
W8484-189042/A  
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur  
hal121  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX B**

### **BASIS OF PAYMENT**



## **ANNEX C 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);

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## ANNEX D 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)

## ANNEX E

### INSURANCE REQUIREMENTS

#### 1.0 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 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 Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

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.

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n.All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.

p.Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.

q.Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

r.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.

## **2.0 Automobile Liability Insurance**

1. The Contractor must obtain Automobile 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.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - e. OPCF/ SEF/ QEF #6b - School Bus Endorsement

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### 3.0 Marine liability insurance

1. The Contractor must obtain protection and indemnity insurance that must include excess collision liability and pollution liability. The insurance must be placed with a member of the International Group of Protection and Indemnity Associations or with a fixed market in an amount of not less than the limits determined by the [Marine Liability Act](#), S.C. 2001, c. 6. Coverage must include crew liability, if it is not covered by Worker's Compensation as detailed in paragraph (2.) below.
2. The Contractor must obtain worker's compensation insurance covering all employees engaged in the Work in accordance with the statutory requirements of the territory or province or state of nationality, domicile, employment, having jurisdiction over such employees. If the Contractor is subject to an additional contravention, as a result of an accident causing injury or death to an employee of the Contractor or subcontractor, or due to unsafe working conditions, then such levy or assessment must be paid by the Contractor at its sole cost.
3. The protection and indemnity insurance 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
  - b. Waiver of subrogation rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the watercraft however caused.
  - c. Notice of cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - d. Cross liability and 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.
  - e. Litigation rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), R.S.C. 1985, 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.

Solicitation No. - N° de l'invitation  
W8484-189042/A  
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur  
hal121  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX F**

### **BID EVALUATION CRITERIA**

# **REGIONAL CADET SUPPORT UNIT (ATLANTIC)**

## **STATEMENT OF WORK**

**FOR**

### **HMCS ACADIA CADET TRAINING CENTRE**



Updated: 17 November 2017





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## **1.0 SCOPE**

### **1.1 Purpose**

The purpose of this Statement of Work (SOW) is to define the facilities and services required to operate HMCS (Her Majesty's Canadian Ship) ACADIA Cadet Training Centre (CTC) for nine weeks from the third week of June to the third week of August annually and provide year round storage facilities.

### **1.2 Background**

1.2.1 HMCS ACADIA is a CTC which trains cadets (aged 12-18) in various courses during the summer training period. The various courses range from 2 to 6 weeks in duration which results in approximately 840 persons (staff and cadets) on site per day during the six week training period, and 35-280 staff on site for a two week set-up period. 35-50 Staff on site for the one week close-up period.

1.2.2 The programs delivered to the cadets in HMCS ACADIA during the summer period are courses to enhance the training they have previously received throughout the year from their home units. During the summer training period, cadets receive instruction in the following courses:

- a. Seamanship - three and six week courses that teach cadets seamanship and how to handle large and small boats in navigable waters;
- b. Drill and Ceremonial Instructor – a six week course designed to develop specialists with the attitude, skills and subject matter knowledge required to be an instructor and team leader during drill and ceremonial activities;
- c. Basic Drill and Ceremonial – three week course designed to prepare cadets to perform the role of a peer leader while building upon the leadership and drill and ceremonial knowledge and skills learned through the corps program;
- d. Music – three and six week courses that deliver brass, woodwind and percussion instruction for five marching and concert bands;
- e. Sailing – three and six week courses that deliver the Canadian Yachting Association (CYA) dinghy sail training program from basic to advance levels; and
- f. General Training – a two week introductory course delivered to first-year cadets. This course exposes the cadets to all the courses listed above.

### **1.3 Layout**

The Statement of Work is divided into several sections. For ease of reading, a table of requirements is listed within each section. It should be noted that each table gives only approximate minimum size (in m<sup>2</sup>) of the facilities required.

## 1.4 Acronyms

### Acronyms

APL	Approved Products List
CA	Contracting Authority
CATO	Cadet Administrative and Training Order
CCME	Canadian Council of Ministers of the Environment
CF	Canadian Armed Forces
CFAO	Canadian Forces Administrative Order
CFEM	Canadian Forces Instruction Engineering Manual
CFIA	Canadian Food Inspection Agency
CGSB	Canadian Government Standards Bureau
CIC	Cadet Instructor Cadre Officer
CO	Commanding Officer
CSA	Canadian Standards Association
CPR	Cardiopulmonary Resuscitation
CTC	Cadet Training Centre
CTC	FSO Cadet Training Centre Food Services Officer
CYA	Canadian Yachting Association
DAOD	Defence Administrative Orders and Directives
dB(A)	A weighted Decibel (unit of measurement for sound levels)
DCS	Damage Control Simulations
DND	Department of National Defence
DVO	Data Voice Outlet
FFDC	Fire Fighting and Damage Control
FSM	Facilities and Services Manager (Contractor)
FSR	Food Service Requisition
HMCS	Her Majesty's Canadian Ship
Hazmat	Hazardous Materials
IDC	Instructor Development Coordinator (Sail Training)
ISO	Information Systems Officer
LAN	Local Area Network
LPG	Liquefied Petroleum Gas
MARCORD	Maritime Command Order
MBs	Megabytes per second
Mbps	Megabits per second
MTC	Main Training Centre
NLS	National Lifeguard Service
OIC	Officer in Charge
PA	Procurement Authority
PMed	Preventative Medicine
POL	Petroleum, Oil and Lubricants
PRC	Police Records Check
PRMs	Progress Review Meetings
PSPC	Public Services and Procurement Canada

RCNS(A)	Regional Cadet Nautical School (Atlantic)
RCSU (A))	Regional Cadet Support Unit (Atlantic)
RRT	Rapid Response Team
Log O	Logistics Officer
SCUBA	Self-contained Underwater Breathing Apparatus
Snr SCOP	Senior Small Craft Operator Program Instructor (Sail Training)
SOW	Statement of Work
TA	Technical Authority
VLAN	Virtual Local Area Networks
VPN	Virtual Private Network
VSS	Vulnerable Sector Screening
WHMIS	Workplace Hazardous Materials Information System
WIC	Walk in Clinic
WIC OIC	Walk in Clinic Officer in Charge
XO	Executive Officer

## **1.5 Definitions**

Ablution Facility – A facility that contains toilets/urinals, sinks and showers.

Cadet – A youth aged 12-18 enrolled as a member of the Canadian Cadet Organization.

Cafeteria Service – Meals are collected at the serving counter by the diner who returns cutlery, crockery, glassware and leftovers to a specified area.

Canada – For the purposes of this Statement of Work, Canada refers to the government agency – Department of National Defence – for which the services are required.

Contractor – The individual or Company providing the service(s).

Contracting Authority (CA) – Canada's contracting representative for the contract.

Data Voice Outlet (DVO) - Supports faceplates with voice/data ports at work surface height and has a furniture industry-standard 1.38"-high x 2.69"-wide opening that accepts voice/data modules or faceplates from various manufacturers

Diner Strength – The total number of personnel entitled to receive meals.

Dispersed Meals – Meals, hot or cold, provided in the form of box lunches or bulk insulated containers for consumption away from dining facilities.

Full Table Service – Diners' entire meal is served at tables previously set with cutlery, crockery, glassware and condiments in the accepted restaurant fashion.

HazMat - a material (as flammable or poisonous material) that would be a danger to life or to the environment if released without precautions.

Lux – The unit of luminance at a point of a surface, outdoor light level on a clear day is approximately 10,000 lux.

Must – Indicates mandatory or essential requirements.

Occupancy Period – This is approximately a nine-week period starting the third week in June and finishing the third week of August. It is the period when staff and/or cadets are on-site to participate in summer training. Some facilities are required year-round and have been identified as such in the SOW.

Office – A room that is capable of being secured that contains an office desk, office chair, 300-500 lux of lighting, a telephone, and sufficient electrical outlets and computer drops to support requirements identified for each office. Unless otherwise stated, offices must be a minimum 4.5m<sup>2</sup>. A single office only has one occupant, a double office has two occupants, and a shared office has multiple occupants.

Procurement Authority (PA) – Canada's Procurement Authority for the contract.

Technical Authority (TA) – Canada's Technical representative for the contract.

Work space – Refers to either an office or a workstation.

Work Station – A work area that contains an office desk, office chair, 300-500 lux of lighting, and a telephone, sufficient electrical outlets, and computer drops as identified in the SOW. Multiple workstations can be co-located within the same room and segregated by panels for seated privacy or mobile screens or no panels. Workstations must be minimally 3.0m<sup>2</sup>.

## **2.0 APPLICABLE DOCUMENTS/REFERENCES**

### **2.1 Applicability**

The following documents support this SOW and must be considered as supplemental information if not specifically identified in the text. All References identified in this SOW are to be adhered to in the



performance of work and facilities provided by the Contractor for the fulfillment of requirements of this SOW. In the event of conflicts between the documents referenced below and the content of the SOW, the contents of the SOW must take precedence. If there are references that provide different standards, the higher standard must take precedence.

- a. CFAO 34-13 Hygiene and Sanitation - [http://corpsec.mil.ca/admfincs/subjects/cfao/034-13\\_e.asp](http://corpsec.mil.ca/admfincs/subjects/cfao/034-13_e.asp)
- b. CF Food Services Manual ( A-85-269-001/FP-001) - [http://admmat.mil.ca/cosmat/lbi/DFoodSvcs/en/food\\_services\\_manual\\_a85269001fp001\\_e.asp](http://admmat.mil.ca/cosmat/lbi/DFoodSvcs/en/food_services_manual_a85269001fp001_e.asp)
- c. Food Services Contracts Manual - A-85-269-001/FP-006, [http://admmat.mil.ca/cosmat/lbi/DFoodSvcs/en/food\\_services\\_contracts\\_manual\\_a85269001fp006\\_e.asp](http://admmat.mil.ca/cosmat/lbi/DFoodSvcs/en/food_services_contracts_manual_a85269001fp006_e.asp)
- d. The Sanitation Code for Canada's Foodservice Industry (Restaurants Canada formerly Canadian Restaurant and Foodservices Association,) - copies may be ordered online at <https://www.restaurantscanada.org/>, or by calling 1-800-387-5649.
- e. Canadian Food Inspection Agency (CFIA) Policy and Regulations - <http://www.inspection.gc.ca/english/reg/rege.shtml>, <http://www.inspection.gc.ca/food/non-federally-registered/safe-food-production/guide/eng/1352824546303/1352824822033>
- f. The Food Safety Code of Practice for Canada's Foodservices Industry (Restaurants Canada formerly Canadian Restaurant and Foodservices Association,) - [http://www.worldcat.org/title/sanitation-code-for-canadas-foodservice-industry/oclc/20636589/editions?cookie=&start\\_edition=1&sd=desc&se=yr&referer=di&q=show\\_more\\_yr%3A&editionsView=true&fq=&fc=yr%3A\\_25](http://www.worldcat.org/title/sanitation-code-for-canadas-foodservice-industry/oclc/20636589/editions?cookie=&start_edition=1&sd=desc&se=yr&referer=di&q=show_more_yr%3A&editionsView=true&fq=&fc=yr%3A_25)
- g. Canada's Food Guide to Healthy Eating - <http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/index-eng.php>
- h. Regional Cadet Support Unit (Atlantic) (RCSU(A)) Healthy Canteen Policy - available upon request by contacting CTC Coord at (902)765-1494 ext. 5749
- i. Guidelines for Canadian Drinking Water Quality Summary Table- [http://www.hc-sc.gc.ca/ewh-semt/alt\\_formats/pdf/pubs/water-eau/sum\\_guide-res\\_recom/sum\\_guide-res\\_recom\\_2014-10\\_eng.pdf](http://www.hc-sc.gc.ca/ewh-semt/alt_formats/pdf/pubs/water-eau/sum_guide-res_recom/sum_guide-res_recom_2014-10_eng.pdf)
- j. Approved Products List (APL) - is available through National Defence Headquarters, MGEN George R. Pearkes Bldg., Directorate of Food Services, Food Evaluation Centre, Ottawa, Canada K1A 0K2.
- k. Environmental Policy – the below references are the legal and policy framework regarding the environment as it relates to the SOW:
  - i. Overall commitment to the environment:
    - (1) DAOD 4003-0 Environmental Protection and Stewardship - <http://www.forces.gc.ca/en/about-policies-standards-defence-admin-orders-directives-4000/4003-0.page>; and
    - (2) MARCORD 4-12, Policy Directive Environmental Program - <http://marcom-comar.mil.ca/marc-ocom/v1/04-12-eng.doc>;
  - ii Refrigerant Maintenance (Halocarbon Management):

- (1) Canadian Environmental Protection Act: Federal Halocarbon Regulations - <http://laws-lois.justice.gc.ca/eng/regulations/SOR-2003-289/index.html>; and
  - (2) Environment Canada's Code of Practice for Elimination of Fluorocarbon Emissions from Refrigeration and Air Conditioning Systems - <http://laws-lois.justice.gc.ca/eng/regulations/SOR-2003-289/index.html>.
- iii. Hazardous Materials Management:
  - (1) DAOD 4003-1 Hazardous Materials Management - <http://www.forces.gc.ca/en/about-policies-standards-defence-admin-orders-directives-4000/4003-1>;
  - (2) A-LM-187-004/JS-001: Safe Storage - Handling and Disposal of Hazardous Materials;
  - (3) A-LM-188-001: Supply Manual for POL /Fuel Handling;
  - (4) Environment Canada Storage Systems for Petroleum Products and Allied Petroleum Products Regulations; <http://www.ec.gc.ca/rs-st/>
  - (5) MARCORD 66-5 - Hazardous Material Management Program, <http://navy.mil.ca/english/MSComptSS/msrms/env/repository/66-05.doc>; and
  - (6) CCME Guidelines for Management of Biomedical Waste in Canada - [http://www.ccme.ca/files/Resources/waste/hazardous/pn\\_1060\\_e.pdf](http://www.ccme.ca/files/Resources/waste/hazardous/pn_1060_e.pdf).
- iv. Solid Waste-Resource Management Regulations made under Section 102 of the Environment Act S.N.S. 1994-95, c. 1 - <http://www.ec.gc.ca/rs-st/>
- v. Planning a new Activity / Project:
  - (1) Fisheries Act - <http://laws-lois.justice.gc.ca/eng/acts/F-14/>;
  - (2) DAOD 4003-2 Environment Assessment - <http://www.forces.gc.ca/en/about-policies-standards-defence-admin-orders-directives-4000/4003-2.page>; and
  - (3) Applicable Environment Canada Regulations - <http://www.ec.gc.ca/lcpe-cepa/eng/regulations/?n=54FE5535-1>.
- l. CGSB Standards (Canadian Government Standards Bureau) - to obtain a copy contact 1-800-665-2472, or by mail Place du Portage III, 6B1, 11 Laurier St, Gatineau, QC, K1A-1G6.
- m. Canadian Standards Association (CSA) – to obtain a copy contact 1-800-463-6727, or through the website <http://www.csa.ca/cm/ca/en/standards>.
- n. Firearms Act, S.C. 1995, c.39 - <http://laws-lois.justice.gc.ca/eng/acts/F-11.6/>
- o. Canada Labour Code. R.S.C., 1985, c. L-2 - <http://laws-lois.justice.gc.ca/eng/acts/L-2/>
- p. The National Fire Code of Canada - to obtain a copy contact 1-800-672-7990, or by mail at Publication Sales, M-23a, National Research Council of Canada, Construction Portfolio, 1200 Montreal Rd., Ottawa, Ontario, Canada K1A 0R6.

- q. Water Safety Orders - <http://www.cadets.ca/content-contenu.aspx?id=64076>
- r. Transport Canada Marine - <https://www.tc.gc.ca/eng/marine-menu.htm>
- s. Sail Canada Standards - <https://www.sailing.ca/>
- t. Cadet Administrative and Training Order (CATO) 14-41, Annex C, Annex 1 – Air Rifle Ranges, [https://portal-portail.cadets.gc.ca/en/Repository/National/CATO/3.%20Volume%20I%20-%20Administration/14-41%20-%20AUTHORIZED%20RIFLE%20TRAINING%20-%20INSTRUCTION%20AU%20TIR%20AUTORISÉE/14-41\\_Ann%20C\\_App%201.pdf](https://portal-portail.cadets.gc.ca/en/Repository/National/CATO/3.%20Volume%20I%20-%20Administration/14-41%20-%20AUTHORIZED%20RIFLE%20TRAINING%20-%20INSTRUCTION%20AU%20TIR%20AUTORISÉE/14-41_Ann%20C_App%201.pdf)
- u. Applicable Canadian Forces Construction Engineering Manual (CFCEM) Scale – copies may be ordered by calling (613)995-2855
  - i. Workplace 2.0 - <https://www.tpsgc-pwgsc.gc.ca/biens-property/mt-wp/mt-wp-eng.html>
  - ii. National Building Code of Canada [www.nrc.cnrc.gc.ca](http://www.nrc.cnrc.gc.ca)

### **3.0 SUPPORT REQUIREMENTS**

#### **3.1 General**

3.1.1 HMCS ACADIA must be located in a community that is capable of supporting an increase of approximately 840 persons at one time throughout the occupancy period. There will be a flow through of approximately 1200 persons throughout the occupancy period. All facilities must be located no more than 30 minutes ground travel from a medical centre with emergency facilities during the occupancy period, and the Main Training Centre (MTC) must be within 30 minutes ground travel of other services to include: dental, optometrist, barber shop, police, and fire.

3.1.2 The personnel identified in Figure 1 are primarily from the Atlantic Provinces and as such HMCS ACADIA must be located within one of the provinces of NL, NS, NB, or PEI in order to cost effectively transport over 1200 personnel to and from the training centre.

3.1.3 Canada will provide the Contractor with estimates for accommodations and meals at least 60 days in advance of the start of the Occupancy Period.

3.1.4 The CTC will involve marching contingents of approximately 25-90 cadets that will generally take up most of a traffic lane, as this is how the cadets travel from one location to another. There will also be times, usually three times weekly, when traffic may be stopped due to a number of contingents marching at one time for various parades and ceremonies. The Contractor must ensure that the interruption of traffic flow as described is permissible on the roadways connecting the various facilities occupied by Canada.

3.1.5 The Contractor must ensure that Contractor owned roads and sidewalks that are part of the various training areas designated for use by Canada are maintained so that they are safe for vehicles and pedestrians.

3.1.6 The Contractor must provide signage identifying parking restrictions, speed limits, building names, building locations, and directional signs during occupancy period. The Contractor must ensure that all signage related to building locations, safety, environmental, and food services are posted in both official languages

3.1.7 The Contractor must ensure that grounds surrounding all the facilities and outdoor training areas provided to Canada are maintained, clean, and safe; this includes but is not limited to adequate outdoor lighting as specified in para 3.1.13.

3.1.8 To ensure the CTC is operating at maximum efficiency, the following facilities must be located within the same site/area/campus and will be referred to as the Main Training Centre (ref 1.4): administration, walk in clinic, music, dining, accommodations, training support, parade square, range/summer biathlon, and recreation facilities. The Contractor must provide these facilities within walking distance of each other, in particular:

- a. The accommodation facilities must be within 900m of the dining facilities, the parade square, and the Walk in Clinic (WIC); and
- b. The parade square must be within 900m of the administration, music and training support facilities.

3.1.9 The Contractor must ensure all services, equipment, and furnishings provided by the Contractor are in place and available prior to occupancy period.

3.1.10 The Contractor must provide a list of facilities to the TA including room numbers for office spaces and classrooms, and floor plan with room numbers for accommodations that will be utilized by Canada 30 days prior to occupancy period. A representative of Canada and the Contractor must inspect the interior of all facilities annually prior to the start of the occupancy period. An inventory of facility contents (Contractor owned) will be established and all damages and defects recorded on an inspection sheet. Both parties will retain copies of the inspection sheet (Contractor's form). After completion of the inspection, facility keys will be provided to Canada's representative.

3.1.11 The Contractor must ensure that all buildings and facilities occupied or utilized by Canada are maintained such that they are in compliance with all applicable laws, acts, regulations, and codes of all governments and levels of administration including the federal and provincial governments, and territorial, regional and municipal administrations. This includes but is not limited to, the National Building Code of Canada, the Canada Labour Code, the National Fire Code of Canada, the Canadian Electrical Code, and the Canadian Environmental Protection Act. The Contractor must ensure food services and dining facilities meet the regulations as set forth in the Sanitation Code of Canada's Food Service Industry, Federal Halocarbon Regulations and Canadian Environmental Protection Act and DND Food Services Manual. In the event that there are different standards identified in the various references, the highest standard must apply.

3.1.12 The Contractor must ensure that buildings and facilities provided to Canada minimally meet the following lighting levels:

- a. Ablution Facilities – 300 lux;
- b. Accommodation areas – 150-300 lux
- c. Auditoriums – 500 lux;
- d. Building Entrances – 100 lux;
- e. Classrooms – 300-500 lux;
- f. Conference Rooms – 300 lux;
- g. Corridors and stairways– 50-100 lux;
- h. Dining areas – 100 lux;
- i. Elevators – 50 lux;
- j. Finance Office – 500 lux;
- k. High Detail Work – 1000-2000 lux;
- l. Kitchen/cooking area – 500 lux;
- m. Laundry areas – 300 lux;
- n. Library – 300-500 lux;
- o. Lobbies – 100 lux;
- p. Maintenance/Mechanical Areas – 500-700 lux;

- q. Offices/Work Stations – 300-500 lux;
- r. Parking areas (covered) – 50 lux;
- s. Parking areas (open) – 10 lux;
- t. Storage Area (Outdoors) – 30-75 lux;
- u. Storage Area (Indoors) – 75 lux;
- v. Street lighting (roadways) – 7 lux; and
- w. Walk In Clinic Examination Rooms – 1000 lux.

3.1.13 The Contractor must provide emergency lighting for all facilities used by Canada.

3.1.14 The Contractor must provide a lighted outdoor emergency gathering area capable of holding up to 840 personnel. The Parade Square referenced in section 4.2 of this SOW would suffice as the outdoor emergency gathering area.

3.1.15 The Contractor must provide approved electrical outlets in quarters and facilities to meet National Building Codes and CTC requirements as outlined in subsequent sections of this SOW.

3.1.16 The Contractor must provide a continuous supply of potable water in all facilities in accordance with Guidelines for Canadian Drinking Water Quality - Summary Table. In addition to providing potable water in all facilities, the Contractor must provide a continuous supply of potable water to the large boats at Sea Operations, sports, drill, and training areas.

3.1.17 The Contractor must provide suitably furnished office/work spaces during the occupancy period as listed in this SOW.

3.1.18 The Contractor must provide at least one (1) notice board of minimum size 1m<sup>2</sup> in the common areas listed below:

- a. Accommodation common areas;
- b. Operational Centre as outlined in Figure 2;
- c. Main entrance of the Walk in Clinic (WIC); and
- d. Main entrances of all training buildings.

3.1.19 The Contractor must provide all classrooms and offices access to washroom/toilet facilities for all DND occupants within the building(s) of which they are located.

3.1.20 The contractor must provide a MTC Wide Public Address System, which would be accessed/managed by the duty centre during occupancy period.

3.1.21 The Contractor must provide a minimum of one (1) portable toilet per 25 person and one (1) wash station per 50 person at each outdoor training site that is not within 180m of an indoor bathroom made accessible to the cadets and staff. The Contractor must ensure the portable toilets and wash stations are cleaned and consumables replenished as required based on usage.

3.1.22 The Contractor must provide receptacles for the collection of garbage, recyclable, and refundable materials in all facilities and training areas. Additionally, the Contractor must provide receptacles for the collection of compostable material for designated eating areas. The Contractor must remove the garbage, recyclable, and compostable materials as required and must maintain the receptacles, to include cleaning and replacement as required. Canada will be responsible for removal of refundable materials on a weekly basis. These refundable materials will be stored in supply storage.

3.1.23 The Contractor must permit Canada access, in early June and as and when requested by Canada, to all facilities to be utilized by Canada in order to conduct Fire, Preventative Medicine (PMed), HazMat, Environmental, and Safety Inspections. The Contractor must meet the minimum requirements identified in the resulting inspection reports and provide a written update to Canada on the status of any infractions within 14 calendar days of receiving the reports when the inspections takes place outside the occupancy period and within two days when it takes place during the occupancy period.

3.1.24 Upon completion of the occupancy period and the vacating of a facility or portion thereof, the Contractor, along with a representative of Canada, must inspect the interior of the facility, including rooms within 24 hours. The inventory of facility contents previously established will be reviewed and any deficiencies or surpluses noted. Furthermore, all damages and defects, with exception of fair wear and tear not previously noted, will be recorded. Both parties will retain copies of the vacating inspection record. After completion of the inspection, all keys will be returned to the Contractor.

3.1.25 The Contractor must submit a report outlining all the damages and defects noted during the vacating inspection and pictures for those damages with a repair cost of \$200 or more to Canada's representative for the contract within 14 calendar days of Canada vacating the facilities. Canada will be responsible for all damages, with the exception of fair wear and tear from the reasonable use of the premises by the tenant and the ordinary operation of natural forces, noted during the vacating inspection that were not previously noted on the initial inspection prior to occupancy. The Contractor must have all repairs completed prior to 31 March of the current Camp fiscal year. The Contractor must request authorization from Canada to conduct repairs outside the current fiscal year.

3.1.26 As and when requested by Canada, the Contractor must provide a representative to attend any Canada-led emergency response exercise. The Contractor must provide any site specific emergency response information for facilities utilized by Canada prior to occupancy period.

3.1.27 All Contractor personnel and sub-contractors must obtain a Police Records Check (PRC) and Vulnerable Sector Screening (VSS) prior to commencing work on site and must provide copies to TA. Contractor personnel must maintain these checks and screenings for the duration of the contract and provide updated documented proof to TA. No Contractor personnel and/or sub-contractors will be permitted on site without valid clearance. Prior to the occupancy period, the Contractor must provide a written statement confirming that both checks have been completed. If any checks reveal offences or charges, the Contractor must outline such findings in the letter; identification of the applicant is not required. Canada reserves the right to refuse acceptance of any person that is deemed a high risk to a youth environment.

3.1.28 The Contractor must provide a Facilities and Services Manager (FSM), with sufficient authority within the Contractor's organization to implement and manage all work required under the Contract. The Contractor must provide an 'after normal working hours' emergency point of contact within its Organization to Canada.

3.1.29 As and when requested by Canada, the Contractor must convene meetings at the Contractor's facility or at an alternate location as agreed to by the Contractor and the Contract Authority. The meetings will be co-chaired by Canada and the Contractor, unless specified otherwise. Examples of meetings include, but are not limited to, Progress Review Meetings (PRMs), Operations Meetings, and Weekly Briefings. At a minimum the Contractor must agree to meet with Canada for the following meetings:

- a. Kick-Off meeting: Meeting to take place 15 – 30 days post contract award. Topics to be covered at this meeting must include but are not limited to: Contractor briefing on the company and how it will be organized to manage the contract, roles and responsibilities of key personnel and points of contact, key contract terms, review of all pertinent portions of the contractor's bid with a focus on contract requirements which were identified as not yet in place at the time of bid submission/ contract award, timelines, deliverables, communications to include procedures for monitoring and reporting progress, and procedures for managing risks and issues.
- b. Annual pre-occupancy period meeting: Topics to be covered at this meeting must include but are not limited to: action items arising from previous meetings and correspondence, contractual issues, specific dates for upcoming occupancy period, issues and concerns, and changes to how services will be delivered as a result of lessons learned or potential efficiencies.

- c. Annual post-occupancy period meeting: Topics to be covered at this meeting must include but are not limited to: Feedback gathered from the occupants regarding the Contractor's performance during the occupancy period, observations made by the Contractor and Canada, action items arising from previous meetings and correspondence, contractual issues, and a review of the report produced as a result of the vacating inspection and expected dates for repairs as required.

3.1.30 The Contractor must institute a Quality Control/Quality Assurance and continuous self-improvement program to increase productivity and improve customer service. The program is to monitor and control the quality, quantity and safety of goods used and the quality of all services provided. The Contractor must allow representatives of Canada access to all facilities where the Contractor is performing work, in order to perform its Quality Assurance and Contract Management functions. Canada will provide advanced notice with minimum 24 hours. The Contractor must continually aim to improve consumer satisfaction, by using an appropriate customer feedback system established by the Contractor. A sample Performance Incident Report is attached at Appendix 8 to Annex B.

3.1.31 The Contractor must provide a written response to the TA for any Performance Incident Reports generated by inspections conducted by Canada throughout the occupancy period within 48 hours of having received the report. The Contractor's written response must indicate corrective action taken by the Contractor to rectify areas of concern within the report.

## **3.2 Accommodations**

3.2.1 The Contractor must provide accommodations in accordance with the forecasted arrival/departure schedule which will be supplied by Canada 60 days prior to the occupancy period and finalized two weeks after the start of the occupancy period. Deviations from the original requirements provided by Canada will be permitted by the Contractor in cases where gender and medical issues are concerned. The Contractor must provide the following conditions:

- a. accommodations must consist of fixed walls and roofing;
- b. calling card/Collect call accepting phones should be available in all accommodation buildings. However, if not provided within each accommodation building, phones must be located within 450m of each building and be accessible 24 hours a day; and
- c. accommodations must have adequate HVAC, lighting, electrical, water, and sewer services as outlined in the Canadian Standards Association (CSA).

3.2.2 The Contractor must ensure that staff cadets, course cadets and Adult staff are assigned separate sections within the accommodations. All Cadets and all Adult staff must not share washrooms. The Contractor must ensure that these accommodations meet the requirements outlined in Figure 1 Accommodations Requirements.

3.2.3 The Contractor must provide the following for each occupant:

- a. Acceptable single bed and vinyl mattress (92cmX187cm). Canada reserves the right to determine what is acceptable for Adult Staff separate quarters 60 days prior to occupation period. Bunk beds are acceptable for the course and staff cadets;
- b. Two sheets, one pillow, one pillow case, two blankets (one blanket must be heavyweight/comforter type), and a mattress cover. Upon request by an occupant, the Contractor must provide alternate bedding for cadets and staff that have allergies. The Contractor must ensure that as a minimum the sheets and pillow cases are exchanged for clean linen once a week. The Contractor must pick up and deliver linen to and from accommodation areas to laundering facility. Occupants will be responsible for stripping and making their beds;

c. a complete set of clean bed linen (including heavyweight blankets and mattress liners) each time a new intake of cadets arrive; and

d. a full size metal gear locker or closet (approximately 182cm X 91cm X 45cm) suitable for securing personal effects and hanging clothing, uniforms, etc. which meets the following specifications:

- i. General: All welded no bolt construction, smooth edges free from dangerous burrs.
- ii. Material: ASTM - A366: Specifications for Steel. Steel sheets and strips cold-rolled and of commercial quality.
- iii. Tops: 20ga. Sides: 18ga. perforated Back: 20ga. Shelf: 20ga. Partition: 20ga.
- iv. Bottoms: 18ga. The bottom is to be made from continuous process galvanized steel.
- v. Coat Bar: Galvanized tube spans the full width. Door: The 18ga. door is flush-fitted into the frame. A full length re-enforcement panel is securely welded to the interior of door. Car door style handle with core removable lock blocks top and bottom
- vi. Safety Box Door: 18ga. with cylinder lock and a 14ga. Padlock hasp.
- vii. Ventilation: Top and bottom louvers on the doors.
- viii. Hinges: Full length piano hinge.
- ix. Foot Locker: 16ga. and front panel also 16ga. with 16ga. piano hinge and ventilated with louvers.
- x. Heavy Duty Drawer: ball bearing full extension slides, 150lbs. capacity. Drawer front 20ga. body 22ga. bottom 22ga. shelf 16ga.
- xi. Trim accessories for all units: Recessed bases and sloped tops.
- xii. Surface finish: The surface is suitably prepared for application of the paint coating. The steel is corrosion-treated by means of phosphate processing.
- xiii. Immovable: All lockers shall be secured to the floor or wall with four lag bolts such that they are immovable.

3.2.4 The Contractor must ensure extra linen is available to Canada when required.

3.2.5 The Contractor must ensure there are privacy grade window curtains/blinds on all windows in sleeping and washroom areas.

3.2.6 The Contractor must ensure screens are installed on all windows which are capable of being opened.

3.2.7 The Contractor must ensure there is adequate encased lighting (overhead and/or lamp) as per para 3.1.13.

3.2.8 The Contractor must provide ablution facilities in the accommodation buildings for all adult staff, and in the case of cadets and staff cadets they must provide ablution facilities in the accommodations buildings or in a nearby stand-alone building adjacent to the living quarters. Males and females must have separate ablution facilities. Ablution facilities must include a minimum of:



- a. 1 shower per 10 occupants. Each personal shower/changing module must have solid partitioning walls between each module and exit door with internal bathroom stall lock;
- b. 2 toilets per 13 male occupants;
- c. 2 toilets per 13 female occupants;
- d. 1 sink with soap dispenser per 10 occupants;
- e. 1 hand dryer per 20 occupants; and
- f. Appropriate number of waste receptacles per facility, including separate covered receptacles for feminine hygiene products either within the bathroom stalls or just outside the stalls.

3.2.9 The Contractor must provide 24 hour laundry facilities within the accommodation buildings for all adult staff, and in the case of cadets and staff cadets they must provide 24 hour laundry facilities within the accommodation buildings or in a stand-alone building not more than 450m from the accommodation buildings. The Contractor must ensure these facilities are available to all occupants at no cost to the occupants. Laundry facilities must include a minimum of:

- a. one (1) industrial washer and one (1) industrial dryer per 25 occupants;
- b. one (1) laundry basin per 50 occupants;
- c. one (1) ironing board and one (1) iron per 14 occupants; and
- d. a sufficient number of electrical outlets to operate one iron per ironing board provided.

3.2.10 The Contractor must provide a room complete with two tables/desks, chair and phone for supervisory staff within each cadet and staff cadet accommodation buildings.

3.2.11 The Contractor must provide lockable storage for luggage within the cadet and staff cadet accommodation buildings.

3.2.12 The Contractor must provide a common area within each accommodation building with the minimum capacity and couch style seating to accommodate 20% of the current occupants. The common area(s) in the adult accommodations should be equipped with cable TV and high speed internet with WIFI at no cost to occupants.

3.2.13 Flooring. All floors in cadet and staff cadet accommodations should be of industrial continuous/seamless vinyl, concrete or ceramic tile and shall be of a uniform/matching style. Flooring should be water resistant and suitable for both machine cleaning and mopping.

3.2.14 The Contractor must provide cleaning supplies and equipment in each of the accommodation buildings. The Contractor must post applicable Materials Safety Data Sheets for products provided. Occupants, except as stated otherwise, are responsible for the daily cleaning of their room or bed space using cleaning materials and supplies provided by the Contractor.

3.2.15 The assignment of accommodation/bed spaces will be at the discretion of Canada. Canada's representatives will be available to coordinate and supervise all arrivals and departures including the allocation of areas, issue and collection of keys, etc. Lost keys will be replaced at Canada's expense. Canada will advise the Contractor if a key has been lost.

3.2.16 For security reasons, the Contractor must ensure that accommodation areas that are to be assigned to cadets and staff cadets are occupied by Canada exclusively at all times.

Item	Group	Week 1	Week 2	Weeks 3-8	Week 9	Type / Living Space per Occupant	Features / Comments
1	Staff Cdr	1	1	1	1	Single Room 13.5m <sup>2</sup>	a. Must have telephone; and b. Washroom preferred.
2	Staff LCdr	9	11	11	9	Single Room 11.6m <sup>2</sup>	a. Washroom preferred.
3	Staff Lt(N)	15	50	50	22	Double Room 7.4m <sup>2</sup>	a. Maximum two staff per room; and b. Washroom preferred.
4	Staff SLt	15	90	90	15	Quad Room 5m <sup>2</sup>	a. Maximum four staff per room; and b. Washroom preferred.
5	Staff Sr NCO	4	7	7	4	Double Room 7.4m <sup>2</sup>	a. Maximum two staff per room; and b. Washroom preferred.
6	Staff Jr NCO	2	10	10	4	Quad Room 5m <sup>2</sup>	a. Maximum four staff per room; and b. Washroom preferred.
7	Staff Cadet	0	120	120	0	3.7m <sup>2</sup> in open dormitories 2.8m <sup>2</sup> in partitioned dormitories	a. If shared rooms are allocated, minimum of 5m <sup>2</sup> living space per occupant is required; b. Should have 1 desk with desk lamp and 1 chair per room, or per 10 occupants in open/partitioned dormitories; and c. Must have one electrical outlet available per cadet in sleeping area.
8	Cadet	0	0	580	0	3.7m <sup>2</sup> in open dormitories 2.8m <sup>2</sup> if partitioned	a. If shared rooms are allocated, minimum of 5m <sup>2</sup> living space per occupant is required.
9	Total	46	289	289	55		

**Figure 1 Accommodation Requirements**

### 3.3 Administration

3.3.1 On an as and when requested basis, the Contractor must provide a large facility with chairs for seating of at least 500 personnel suitable for making presentations, holding concerts, showing movies, etc. Canada will provide a schedule of requirements 60 days prior to occupancy. There will be times Canada will require use of this facility outside the original schedule of requirements and on these occasions Canada will provide 48 hours' notice minimum and will work with the Contractor to coordinate a mutually agreed upon amended schedule of use. If the Contractor agrees to provide this facility to Canada on an exclusive use basis, then a schedule of requirements will not be provided.

3.3.2 The Contractor must provide the work space requirements as outlined in Figure 2 Administration Requirements. The work spaces/offices are to be co-located (same area/hallway) within the same building. The work space/office are defined in Acronyms and Definitions in this SOW.

Item	Occupant	Type	Work Spaces	Phone	Computer Connection	Features / Comments
1	CO	Single Office 15m <sup>2</sup>	1	1	2	a. Must have 8 additional chairs.
2	XO	Single Office 11.5m <sup>2</sup>	1	1	2	a. Must be co-located with CO's office.
3	Coxswain	Double Office 15m <sup>2</sup>	2	1	2	a. Must be co-located with the CO's office.
4	CO Executive Assistant	Single Office 7.4m <sup>2</sup>	1	1	2	a. Must be co-located with the CO's Office; and b. Must have 1 computer connection is for network printer.
5	Unit Cadet Conflict Management	Single Office 7.4m <sup>2</sup>	1	1	2	a. Must have 1 computer connection is for network printer.
6	Support Services	Single Office 9m <sup>2</sup>	1	1	1	a. Must be co-located with Admin/Orderly Room (Item 7); and b. Must be co-located with XO's office.
7	Admin/ Orderly Room	Shared Office	4	3	3	a. Must have a receiving counter and mail sorting area (3m X 1m); b. Must have 1 computer connection is for network printer; c. Must have 2 phones may have same number; and d. Must have 1 phone line is for a fax machine.
8	Operational Centre	Shared Office	3	2	3	a. Must have a serving counter (6m X 1m); b. Must have a secured mounted key cabinet; c. Must be located 10-20 m from the main entrance; d. Must have a notice board, minimally 1m <sup>2</sup> ; e. Must have 1 computer connection is for network printer; and f. Must have 2 phones with different lines.
9	Military Police	Shared Office	3	2	3	a. Must have three additional chairs; and b. 2 phones may have the same line.
10	Chaplains	Shared Office	2	1	1	a. Must have three additional chairs.
11	Youth Advisor	Shared Office	2	1	1	a. Must have three additional chairs.
12	Finance Office	Shared Office 85m <sup>2</sup>	3	1	4	a. Must have a serving counter; b. Must be available year-round due to size of safe and can double as storage area for Canada's filing cabinets during non-occupancy period; and c. Must have 1 computer connection is for network printer.
13	Standards Office	Shared Office 25m <sup>2</sup>	3	1	4	a. Size includes sorting area; and b. Must have 1 computer connection is for network printer.
14	ISO	Single Office	1	1	1	a. Must be located in the same building as network server.
15	Housing, Foods, Movements, CTC Coord	Work Stations	5	5	7	a. Must have 2 computer connections are for network printers; and b. May be individual offices.
16	Conference Room	As described		1	1	a. Must be co-located with CO's office; c. Must have conference table with 40 chairs; d. Must have projection screen; and e. Must have conference phone.
17	PAO	Single Office	1	1	2	a. Must have 1 computer connection is for network printer.
18	Supply Office	Single Office 15m <sup>2</sup>	2	2	2	a. Must have access for use year round; b. Must be heated year round; c. Must have access to washroom year round; d. Must have 1 phone line is for fax machine; and e. Must have 1 computer connection is for network printer.
19	Library	Secured room 9m <sup>2</sup>	0	0	0	a. Must be Heated year-round. b. Must have access year round
20	Presentation/ Concert Facility	As described	0	0	0	As per para 3.3.1

**Figure 2 Administration Requirements**

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### **3.4 Storage Space**

3.4.1 The Contractor must provide both heated and non-heated facilities that can be utilized as warehouses for assets of Canada. These facilities must be secured to Canada's satisfaction (as specified in Fig. 3) and if required the Contractor must make any necessary modifications identified by Canada.

3.4.2 The Contractor must provide minimally the storage facilities outlined in Figure 3. The Contractor must provide these storage facilities year-round (as specified in Fig. 3) and Canada must retain the right to control access to all storage facilities occupied year round.

3.4.3 For control purposes, storage areas marked for supply must be located within a 5km radius of each other, and storage areas marked for other training departments must be located within a 5km radius their individual training sites.

Item	Storage Areas	Type	Phone	Features / Comments
1	Distribution Area	Secured room 450m <sup>2</sup>	1	a. Must be co-located with Supply Office; b. Must be located within 450m of the Administration building; and c. Should have serving window with counter that can be secured.
2	Weapons Storage	Secured room 16m <sup>2</sup>	1	a. Canada must retain sole access during occupation period; b. Must be self-contained and wire mesh/bars on all windows; c. Must be separate from ammunition room with a distance of min distance of 5m; and d. Must have wired/monitored security system (Motion sensor);
3	Ammunition Storage	Secured room 4m <sup>2</sup>	1	a. Canada must retain sole access during occupation period; b. Must permit two ammunition boxes to be secured to the floor; c. Must be separate from weapons room with a distance of min distance of 5m d. Must have wired/monitored security system; and e. Must be in the same building as the Weapons Storage area;
4	POL Storage (Sail Ops)	Outdoor Storage 10m <sup>2</sup>	0	a. Must be located outside at the Sail Ops Training Site and meet Canada and all environmental regulations; b. Must have static ground connection, ventilation, galvanized floor, DOT Placard Holders, and steel wall construction with chemical resistant paint; and c. Must be capable of being secured.
5	POL Storage (Sea Ops Site)	Outdoor Storage 10m <sup>2</sup>	0	a. Must be located outside at the Sea Ops Site and meet Canada and all environmental regulations; b. Must have static ground connection, ventilation, galvanized floor, DOT Placard Holders, and steel wall construction with chemical resistant paint; and c. Must be capable of being secured.
6	Storage (Supply)	Indoor Storage 200m <sup>2</sup>	1	a. Must be heated year round; b. Must have large access doors, minimally 2.7m wide by 2.1m high with access ramps to accommodate forklift; and c. Should be within 450m of Supply Office.
7	Storage Supply Warehouse	Indoor storage 530m <sup>2</sup>	1	a. Must be capable of being secured; b. Must have large access doors minimally 2.7m wide by 2.1m high with access ramps to accommodate forklift; c. Must have ceilings with minimal height of 4.8m; and d. Should be located within 450m of Supply Office.
8	Storage (Music)	Indoor Storage 150m <sup>2</sup>	1	a. Must be heated year round with consistent temperatures between 15-20°C; b. Storage space may be made up of various rooms; and c. Some spaces used for storing instruments must have monitored security system and Canada must have exclusive access.
9	Storage (Sea Ops)	Indoor and Outdoor Storage  1060m <sup>2</sup>	0	a. Storage required year-round; b. Storage space may be combination of both indoor and outdoor spaces; c. Some spaces may double as offices/classrooms during occupancy period; d. Must have large access doors minimally 2.7m wide by 2.1m high with access ramps to accommodate forklift; e. Should have ceilings with minimal height of 4.8m; and f. Spaces must allow for: (1) 130m <sup>2</sup> of indoor storage space; and (2) 930m <sup>2</sup> storage for whalers and power boats. Preference is for indoor storage, however if outdoor storage is provided then space should be covered (eg. hut) and must have a method of securing area (eg. fencing, gated access).
10	Storage (Sail Ops)	Indoor and Outdoor Storage  830 m <sup>2</sup>	0	a. Storage required year-round; b. Storage space may be combination of both indoor and outdoor spaces; c. Must have large access doors, minimally 2.7m wide by 2.1m high with access ramps to accommodate forklift. d. Some spaces may double as offices/classrooms during CTC period; and e. Spaces must allow for: (1) 145m <sup>2</sup> of indoor storage space; (2) Storage of sailboats and powerboats. Preference is for indoor storage, however if outdoor storage is provide then space should be covered (i.e. hut) and must have a method of securing area (i.e. fencing, gated access); and (3) 55m <sup>2</sup> of indoor storage space separate from other storage areas.
11	Storage (Training Support)	Indoor Storage 100 m <sup>2</sup>	0	a. Storage required year-round; b. Spaces must be divided into minimally two separate rooms; (1) 30m <sup>2</sup> for parade requirements; and (2) 70m <sup>2</sup> for sports equipment storage. b. Must be within 900m of the Parade Square and sports fields.
12	LPG Cylinder Storage (Supply)	Outdoor Storage 4m <sup>2</sup>	0	a. Must be located outside at the Supply Warehouse and meet Canada and all environmental regulations; b. Must have static ground connection, made of expanded metal for ventilation, ability of storing 20 and 33lb LPG cylinders, anchoring system, safety barrier, DOT Placard Holders, and chemical resistant paint; and c. Must be capable of being secured (lock provided by DND).

**Figure 3 Storage Requirements**

### **3.5 Data Communications**

**3.5.1 Communications Connectivity.** The Contractor must provide hard wired data communications for all occupied facilities during the period of 15 May to 31 August. The Contractor must ensure that data communications to the central communications closet and to any space occupied by Canada on a permanent basis be provided year round.

**3.5.2 Communications Lines.** The Contractor must provide a minimum of Category 5 data communication lines in every work space as outlined in this SOW. In each work space, and with respect to the number of occupants in the room, the Contractor must ensure there is a Data Voice Outlet (DVO) with no more than 3m between DVOs or an arrangement that is mutually agreed upon by both Canada and the Contractor which will be reviewed on an annual basis. In addition, the number of available DVOs must account for the equipment being used and the type of work space including, but not limited to: common or group accessed computers, network printers, network scanners, network projectors, and network photocopiers. This will need to be agreed upon by both Canada and the Contractor.

**3.5.3 Communications Closet.** The Contractor must provide a Main Telecommunications Closet (MTC) for the CTC network server and other required communications equipment. The MTC must be minimally 2.4mx3m and contain air conditioning so that the room temperature does not exceed 25 degrees Celsius. The location must be mutually agreed upon by the Contractor and Canada to ensure that network connectivity and adequate space are maintained. If adequate space cannot be made available for the CTC equipment, the Contractor must provide a free standing, industry approved, locking data-cabinet to be located in the CTC Information Systems Officer (ISO) office with adequate data connectivity to the communications closet. MTC and the ISO spaces must be access-controlled and restricted to IT Staff identified by Canada and the Contractor. Canada will require year round access.

**3.5.4 Supplemental Communications Equipment Areas.** The Contractor must ensure all buildings occupied by Canada have secure telecommunications closets for locating data communication hardware (switches, routers, etc.). If adequate closet space cannot be made available for Canada's equipment, the Contractor must provide a wall mounted, industry approved, locking data-cabinet. The Contractor must ensure all spaces and cabinets are access-controlled and restricted to IT Staff identified by Canada and the Contractor. Canada will require year round, 24/7 access. All CTC Network equipment should remain installed in the various closet spaces or wall-mounted cabinets year around. If this is not possible, the equipment will be installed and removed by Canada annually on a date agreeable to both the Contractor and Canada.

**3.5.5 Service Outages.** The Contractor must provide Canada with advance notification of all scheduled or otherwise necessary data services outages.

**3.5.6 External Bandwidth Requirements.** The Contractor must allow Canada to install government network feed to all facilities occupied by Canada. If government feed is not feasible then the Contractor must provide a minimum of 10 Mbps synchronous (up/down) dedicated Internet service to be terminated in the MTC identified in paragraph 3.5.3. The Contractor must ensure this service is available year round to any space occupied on a permanent basis. This service should be isolated to the CTC; however, in the event it is shared with other tenants then the Contractor must isolate the CTC data-traffic from non CTC occupancy and guarantee the required bandwidth. The Contractor must ensure the service is able to support Virtual Private Network (VPN) connections between Contractor provided sites occupied by Canada.

**3.5.7 Internal Bandwidth Requirements.** The Contractor must provide a minimum of 10 Mbps data communication lines between the MTC and each supplemental communications equipment areas in all occupied facilities within the Main Training Centre. All data communication lines must terminate in communications closets or cabinets previously identified.

**3.5.8 Off-Site Bandwidth Requirements.** The Contractor must provide a 10 Mbps synchronous (up/down) high speed Internet connection to any facility occupied by Canada located away from the Main

Training Centre. The service must be able to support VPN connections between various sites occupied by Canada.

3.5.9 Network Security. The Contractor must provide network infrastructure capable of isolating the CTC Network from all other tenants. Virtual Local Area Networks (VLANs) will be permitted as long as all security, connection, and quality-of-service issues can be addressed to the satisfaction of Canada. The Contractor must provide administrative rights to Canada for any data network equipment not owned by Canada but connected to the CTC network.

3.5.10 Infrastructure. The Contractor must not alter data cabling or equipment configurations used by the CTC without prior notice given to Canada.

### **3.6 Voice Communications**

3.6.1 The Contractor must provide phone services and phones as noted in the different sections of this SOW. Phone services must include voice mail, call waiting, and call transfer.

3.6.2 The Contractor must provide a cost effective long distance plan. The Contractor must provide Canada with a detailed long distance usage report for each phone used by Canada. Canada will be responsible for all long distance fees identified in this report.

3.6.3 The Contractor must provide spaces occupied year-round that have phone connectivity 12 months of the year.

3.6.4 Except where noted in the SOW, the Contractor must ensure all phones are non-coin operated.

### **3.7 Provision of Laundry/Dry Cleaning Service**

3.7.1 The Contractor must provide a laundry/dry cleaning service for the period of mid-June to Mid-September. The pick-up and delivery will be once weekly or as required, at a time to be mutually agreed upon by the Contractor and Canada. This laundry service is separate from the linen requirements outlined in sections 3.2.3 and 3.2.4.

3.7.2 The pick-up and delivery will be at a specified area to be determined by the Contractor and Canada. Both the Contractor and Canada must confirm quantities of items being laundered at time of pick-up by the Contractor and again when laundered items are returned to Canada by the Contractor.

3.7.3 The Contractor must provide laundering for items listed in Figure 4. Figure 4 shows the estimated quantities of items to be laundered during each week of Canada's occupancy. Due to circumstances such as inclement weather, extra laundering of sleeping bags and sleeping bag liners may be required.



Week	Pants	Shirts	Sleeping Bags	Sleeping Bag Liners	Mesh Laundry Bags	Ponchos	Sweaters	Sweat Shirts	Sweat Pants	Traditional Uniforms			
										Pants	Shirts	Collars	Silks / Scarves
4	120	120	0	0	120	0	0	0	0	0	0	0	0
5	245	245	80	80	245	0	0	0	0	0	0	0	0
6	120	120	110	110	120	0	0	0	0	0	0	0	0
7	0	0	65	65	0	0	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0	0	0	0	0	0	0
9	925	925	0	0	790	200	60	250	250	200	200	200	200
<b>Total</b>	<b>1410</b>	<b>1410</b>	<b>255</b>	<b>255</b>	<b>1275</b>	<b>200</b>	<b>60</b>	<b>250</b>	<b>250</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>

**Figure 4 Laundry/Dry Cleaning Requirements**

### **3.8 Medical**

3.8.1 The Contractor must provide a Walk in Clinic (WIC) for the exclusive use by Canada that satisfies the minimum requirements listed in Figure 5. The Contractor must ensure the WIC is air-conditioned.

3.8.2 The WIC must be accessible to both wheelchairs and gurneys. If the facility is co-located with other offices/training areas, the area used for the WIC must not be shared with any other occupants.

3.8.3 The Contractor must provide signage in both Official Languages throughout the training facility identifying the location of the WIC and an outdoor sign must mark site at point of location.

3.8.4 The Contractor must provide a biohazardous waste disposal unit and Canada will be responsible for proper disposal of such items.

3.8.5 The Contractor must provide the following furniture and equipment:

- a. 2 surgical cabinets;
- b. 2 cabinets containing 8 drawers or more (for small instruments);
- c. wash station outside examining room to include hot/cold water, soap dispenser, and paper towel dispenser;
- d. privacy blinds/curtains on windows along with window screens;
- e. large laundry hamper (on wheels);
- f. linen, blankets, towels and facecloths. These must be laundered or exchanged as required at the Contractor's expense. Canada will separate any laundry that is considered biohazardous and the Contractor must ensure that all Government regulations are followed when laundering;
- g. night time motion detector lighting at all entrance ways;
- h. a reception area capable of seating up to 30; and
- i. 3 upright cabinets capable of being locked.

3.8.6 The Contractor must provide one examining room (Fig 5, #6) that is capable of being used as a quarantine area.

3.8.7 The Contractor must provide 1 hopper sink. The Contractor must be responsible for any sewage capabilities that are affected.

3.8.8 The Contractor must minimally provide facility requirements for the WIC as outlined in Figure 5. These facilities must be located in a common area as they are a cohesive unit.

3.8.9 The Contractor must provide minimally 1 Automated External Defibrillator (AED) at MTC, located at the Duty Centre. If training locations are outside of the MTC, the contractor must provide an AED at each location. The contractor must ensure that each AED meets all Government regulations, including maintenance and storage.

Item	Occupant	Type	Work Spaces	Phone	Computer Connection	Features / Comments
1	WIC OIC Office	Single Office 10m <sup>2</sup>	1	1	1	
2	WIC Coord Office	Work Station	2	2	3	a. May be located in common office; b. 1 computer connection used for network printer; and c. 1 phone line used for fax machine.
3	Reception Area	Open Room 35m <sup>2</sup>	0	0	0	a. Must not impede access to treatment areas; and b. Must have seating for 30 personnel.
4	Record Storage	Separate Room 7m <sup>2</sup>	1	1	0	a. Must be capable of being secured; and b. Must be adjoined to reception area with a wicket window and serving counter between the two areas.
5	Pharmacy	Separate Room 5m <sup>2</sup>	1	0	0	a. Must be secured with two locks, one dead bolt and door knob; b. Windows must have security bars; c. Must have a refrigerator, minimally 19cu ft. in size; and d. Must have shelving that totals to minimally 9.5 m.
6	Examining Room / Doctor's Office	Single Office 9m <sup>2</sup>	1	1	1	a. Must have examining table with stirrups and privacy curtain/screen; b. Must have wall mounted combination ophthalmoscopes/otoscope; and c. Must have second chair.
7	Treatment Room	Separate Room 30m <sup>2</sup>	1	0	0	a. Must have 8 hospital-style beds with privacy curtains/screens; b. Must have 8 night stands, ; c. Must have 8 meal server tables to wheel over beds (for in-bed meals); and d. Must be air-conditioned.
8	Sick Bay	Separate Room 30m <sup>2</sup>	0	0	0	a. Must have 8 hospital-style beds with privacy curtains/screens; b. Must have 8 night stands; c. Must have 8 tables to wheel over beds (for in-bed meals); d. Must have a refrigerator, minimally 19cu ft. in size; and e. Must be air-conditioned.
9	Washroom	Male	0	0	0	a. Must have one washroom wheelchair accessible and equipped with safety bars.
10	Washroom	Female	0	0	0	a. Must have one washroom wheelchair accessible and equipped with safety bars.
11	Shower	Male/Female	0	0	0	a. Must be barrier-free and equipped with safety bars.
12	Storage Room	Separate Room 7m <sup>2</sup>	0	0	0	a. Should have shelving that totals to minimally 9.5 m; b. Must be capable of being secured.
13	-Lunch room	Separate Room 13m <sup>2</sup>	0	0	0	a. Must have a refrigerator, minimally 19cu ft. in size; b. Must have a kitchen style sink; d. Must have a microwave oven; and c. Must have sufficient electrical outlets to run a refrigerator, a microwave oven and 5 GFCI outlets for counter top appliances simultaneously.

**Figure 5 Walk in Clinic Room Facilities Requirements**

### 3.9 Transport Area

3.9.1 The Contractor must provide a bus embarkation/debarkation point 5m from the accommodation and administration buildings. These areas must be situated such that they comply with traffic regulations, and personnel are safe from vehicle traffic while embarking/disembarking.

3.9.2 The Contractor must provide a vehicle holding area within 450m of the Dispatch Office to accommodate six 48-passenger busses, three 1 ton trucks, two  $\frac{3}{4}$  ton trucks and 20 mini vans or SUV's.

3.9.3 The Contractor must provide 16 temporary road closure barricades for special parades.

3.9.4 The Contractor must provide the requirements listed in Figure 6, Transport Requirements.

Item	Requirements	Type	Work Spaces	Phone	Computer Connection	Features / Comments
1	Dispatch Office	Double Office	2	1	2	a. Must have notice board, minimally 1m <sup>2</sup> ; b. Must have mounted key cabinet; and c. 1 computer connection for network printer.
2	Driver Room	Open Room 12m <sup>2</sup>	0	0	0	a. Must have a notice board, minimally 1m <sup>2</sup> ; and b. Must have six chairs.
3	Vehicle Wash Area		0	0	0	a. The Contractor must provide a vehicle wash site that meets all environmental regulations and is equipped with: pressurized water, vehicle soap, hoses, and nozzles. This site must be within 2 km of the vehicle holding area at no extra cost to Canada (not coin operated). Not to wash busses.

**Figure 6 Transport Office/Facilities Requirements**

### 3.10 Parking

3.10.1 The Contractor must provide non-meter parking for 50 vehicles within 450m of the adult accommodation facilities.

3.10.2 The Contractor must provide non-meter parking for 15 vehicles adjacent to the main administration building and three non-meter parking spaces adjacent to each training facility.

### 3.11 Canteen

3.11.1 The Contractor must provide a canteen area capable of being secured. The canteen must be located within 450m of the cadet accommodation building(s). Canada will be responsible for the operation of the canteen.

3.11.2 The canteen must provide areas to meet the following requirements:

- a. cadet line-up area and indoor gathering area that can accommodate 85 cadets with seating for 30;
- b. a serving room adjoined to the cadet line-up area with a wicket window capable of being secured and a serving counter; this room must be minimally 24m<sup>2</sup> to allow for items to be displayed;

- c. a storage room minimally 6m<sup>2</sup> in size capable of being secured; and
- d. an outdoor gathering area with seating for 30 cadets, picnic tables are suitable seating.

The Contractor must provide 16 electrical outlets to run various electronic games provided by Canada.

3.11.3 The Contractor must provide the following behind the serving counter:

- a. minimally 15m<sup>2</sup> sections of shelving, approximately 0.5m deep;
- b. a commercial-style freezer, approximately 21 cubic feet;
- c. 2 upright refrigerators/coolers, approximately 19 cubic feet;
- d. a display case with minimally 500cm<sup>2</sup> surface area of shelving that are approximately 35cm deep, and a securable front window panel;
- e. 2 display racks that consist of some angled shelving; and
- f. sufficient electrical outlets, minimally 10 quantity.

3.11.4 In areas used exclusively by Canada, the Contractor will allow Canada to place vending machines or restock machines with Canada owned or contracted product and retain the profits during the occupancy period. In the event where machines must be provided by a separate vendor, then all machines must contain items approved by the Regional Cadet Support Unit (Atlantic) Healthy Canteen Policy.

3.11.5 The Contractor must provide a minimum of 12 coin operated phones in either the outdoor or indoor gathering areas within 50m of the Canteen. If phones are provided in the outdoor gathering area then they must be located within a covered area (eg. hut).

### **3.12 Staff Cadet Recreational Room**

3.12.1 The Contractor must provide a facility, considered suitable by Canada for use as a Staff Cadet Recreational Room. The facility must be located within 900m of the staff cadet accommodation building(s). This facility must contain sufficient tables and chairs to seat 35 persons and permit occupancy of 65 personnel. The contractor must provide games tables: one pool table, one table tennis table and a TV capable of being set-up to cable. Canada must have exclusive use of the facility. The Contractor must provide 16 electrical outlets to run various electronic games provided by Canada.

### **3.13 Adult Staff Recreational Room**

3.13.1 The Contractor must provide an Adult Recreational Room to be used to host various functions that is capable of being licensed by the applicable provincial liquor authority. Canada will be responsible for arranging for a liquor license, daily operation of facility, and will retain all profit. Canada must be permitted to bring food into the facility from a food provider of its choice. This facility must have a secure area with serving bar, ice machine, glass/dish washer and a chilled secure beverage cooler with minimum storage capacity of 75L. The facility must be located within 900m of the adult accommodation building(s). This facility must contain sufficient tables and chairs to seat 70 persons, and permit occupancy of 140 personnel. The Contractor must supply sufficient glassware, crockery, utensils etc. to permit the operation of a bar for up to 140 personnel. The contractor must provide games tables: one pool table, one other table game (such as table tennis, foosball, or table shuffleboard) and a TV capable of being set-up to cable. Canada must have exclusive use of the facility. Video lottery terminals must be prohibited within this facility. The Contractor must provide 24 electrical outlets to run various electronic games provided by Canada. The Contractor must provide an outdoor patio area capable of accommodating 25 persons in an area that permits the use of a BBQ.

## **4.0 TRAINING REQUIREMENTS - GENERAL**

### **4.1 Training Support.**

4.1.1 All courses, common training, and evening recreation programs are coordinated through the Training Support Section.

4.1.2 All courses outlined in section 1.2.4 must have offices and classrooms co-located with their respective training sites as outlined in Figures 7, 8, 9, and 10. Canada should have exclusive use of all classrooms during the occupancy period.

4.1.3 The Contractor must provide classrooms that meet the following conditions:

- a. In an enclosed building, free from the elements;
- b. desks or tables and chairs for 25 trainees;
- c. instructor's table no less than 0.5m<sup>2</sup> at the front of the room;
- d. have encased lighting as per para 3.1.13;
- e. have HVAC capable of maintaining a constant temperature of between 18-22oC and a relative humidity of between 30-60% while occupied with the door closed; and
- f. have at least one mounted white board no less than 1.25m<sup>2</sup>.

4.1.4 The Contractor may provide combined classroom spaces with the provision that the individual areas are sectioned off so that there is privacy between groups and sufficient sound absorption so that concurrent periods of instruction are not disruptive to each other.

4.1.5 First Aid Training. The Contractor must provide one classroom that meets the conditions of 4.1.3 and contains minimally 32m<sup>2</sup> of unoccupied floor space to allow for the trainees to participate in Standard First Aid training. The Contractor must provide easy access to a large/deep sink, similar to a household laundry tub, with hot/cold running water near this classroom to facilitate the cleansing and disinfecting of First Aid equipment.

4.1.6 In addition to desks, tables and chairs provided in the classrooms, the Contractor must provide 10 lightweight folding tables minimally 1.8m long, and 100 stacking/folding chairs for use by Canada with 48 hours' notice given to the Contractor.

4.1.7 The Contractor must ensure that all training sites do not have restricted noise levels. Training will include marching bands playing as early as 06:45, and the firing of rifles and cannons.

4.1.8 The Contractor must provide minimally the specific requirements for training support listed in Figure 7. Requirements listed in Figure 7, items 5 to 12 may share one large office, with individual work stations.

Item	Occupant	Type	Work Spaces	Phone	Computer Connection	Features / Comments
1	Training Support Officer	Single Office 10m <sup>2</sup>	1	1	1	
2	Common Training Officer	Single Office 10m <sup>2</sup>	1	1	1	
3	Training Administration	Double Office 15m <sup>2</sup>	2	1	3	a. One computer connection is for network printer.
4	Physical Education and Recreation Trg (PE&RT)	Open Office 75m <sup>2</sup>	2	1	1	a. Should have a wicket window with serving counter.
5	Physical Education and Recreation Officer (PERO)	Single Office 7m <sup>2</sup>	1	1	1	See para 4.1.8
6	Fitness and Sports	Shared Office	4	1	2	See para 4.1.8
7	Parade	Double Office 15m <sup>2</sup>	2	1	1	See para 4.1.8
8	Drill and Ceremonial	Shared Office	3	1	2	See para 4.1.8
9	General Training (GT)	Shared Office	3	1	2	See para 4.1.8
10	Range	Shared Office	2	1	1	See para 4.1.8
11	First Aid	Single Office 4.5m <sup>2</sup>	1	1	1	See para 4.1.8
12	Fire Prevention	Single Office 4.5m <sup>2</sup>	1	1	1	See para 4.1.8
13	First Aid Classroom	see Comments  Classrooms	0	0	0	First Aid classroom must meet requirements identified in 4.1.2, 4.1.3, 4.1.4 and 4.1.5; and All other classrooms must meet requirements identified in 4.1.2, and 4.1.3.
14			0	0	0	
15			0	0	0	
16			0	0	0	
17			0	0	0	
18	Storage Room (Training Support)	As outlined in Figure 3.	0	0	0	

**Figure 7 Training Support Requirements**

## 4.2 Parade Requirements

4.2.1 The Contractor must provide a large uncovered outdoor area suitable for use as a Parade Square during Canada's occupancy period. The area designated as the parade square must be no more than 900m from the accommodation buildings and the Training Support facility. This area must be available for use exclusively by Canada between the hours of 06:00 and 23:59 daily during the occupancy period. The Parade Square must meet the following conditions:

- a. minimally 5000m<sup>2</sup>, preferably larger;
- b. paved smooth surface and in safe condition, free of ruts or pot holes;
- c. be rectangular in shape, whereby the length to width ratio is approximately 1.5m:1m;

- d. have sufficient lighting as per para 3.1.13 so that the area can be safely used after dark;
- e. have a raised dais, minimally 1m high that meets the following requirements:
  - (1) be placed along one of the longer sides of the parade square;
  - (2) consist of seating for 8 persons;
  - (3) be wheelchair accessible; and
  - (4) have a public address system for exclusive use by Canada.
- f. have an area for public viewing with seating to accommodate 200 persons, temporary seating is acceptable;
- g. have a flag pole located in the same area as the dais that is minimally 9m high, measured from ground level, with yard arm and 6 halyards;
- h. be accessible to medium sized sedan vehicles; and
- i. be located in an area with no noise restrictions.
- j. have a minimum of thirteen permanently placed flag poles relatively evenly spaced round three sides of the parade square, not to include the side where the dais is placed or along one side only opposite from the dais.

4.2.3 The Contractor must provide an indoor drill area in support of the Drill and Ceremonial Instructor and Basic Drill and Ceremonial Courses. This area must have a 5m high ceiling, and must be 600m<sup>2</sup>. The facility must permit the wearing of cadet boots, have at least four standard electrical outlets, encased lighting as per para 3.1.13, and be properly ventilated.

### **4.3 Recreational/Fitness Training**

4.3.1 The Contractor must provide ready to use indoor or outdoor recreational facilities within 900m of the Training Support facility as a minimum to include:

- a. two basketball courts;
- b. one softball field;
- c. one soccer field;
- d. one volleyball/badminton court; and
- e. one floor hockey court with appropriate court lines.

4.3.2 The Contractor must provide each of the facilities noted in section 4.3.1 with perimeter seating for 15 persons; bench seating is acceptable.

4.3.3 The Contractor must ensure the facilities noted in section 4.3.1 be available for use at scheduled times determined by Canada. Canada will provide a schedule of requirements 60 days prior to the occupancy period. In addition to these scheduled times, the Contractor must ensure Canada has exclusive use of the facilities between the hours of 18:00 and 21:30 daily. If the Contractor agrees to provide these facilities to Canada on an exclusive use basis, then a schedule of requirements will not be provided.



4.3.4 The Contractor must ensure the upkeep and maintenance of all sports fields, tracks, and recreational facilities, to include: grass cutting, marking boundary lines on a regular basis, providing anchoring points for nettings, and keeping playing surface clear of hazards.

4.3.5 In the case where Canada is not provided exclusive use of these facilities, the Contractor must provide monthly usage reports for all recreational facilities.

#### **4.4 Swimming**

4.4.1 The Contractor must provide as and when requested by Canada a supervised swimming area, matching the standard for the Canadian standards for public swimming pools/areas. The area must be at least 25m long (indoor or outdoor) to be for aquatics training for up to 25 hours during the occupancy period. Canada will provide a schedule of requirements 60 days prior to occupancy. There may be times Canada will require use of this facility outside the original schedule of requirements and on these occasions Canada will provide minimally 48 hours' notice and will work with the Contractor to coordinate a mutually agreed upon amended schedule of use. This time may be shared with other facility users; however Canada will require a minimum of two dedicated swimming lanes.

4.4.2 The Contractor must provide male and female change rooms located at the swimming area.

4.4.3 The swimming facility provided by the Contractor must provide certified National Lifeguard Service (NLS) lifeguards in correct ratio of lifeguards to swimmers. Lifeguards must be a minimum of 17 years of age and assistant lifeguards may be 16 years of age provided that they do not constitute more than 50% of the lifeguarding staff.

4.4.4 If the swimming area is a pool, the following criteria for lifeguards must be met:

- a. National Lifeguard Service Certification; and
- b. one of St. John's Ambulance Standard First Aid, Lifesaving Society Aquatic Emergency Care or Red Cross Standard First Aid (must be current - not more than one year old).

4.4.5 If the swimming area is a waterfront, the following criteria for lifeguards must be met:

- a. NLS Certification for the appropriate environment (waterfront or surf);
- b. one of Aquatic Emergency Care, Red Cross Standard First Aid or St. John's Ambulance Standard First Aid (must be current); and
- c. Basic Rescuer CPR level "C" from Red Cross, Heart and Stroke Foundation or St. John's Ambulance (must be current).

#### **4.5 Air Rifle Range / Summer Biathlon Facilities**

4.5.1 Air Rifle Range. The Contractor must provide an indoor facility or outdoor space to be used as an air rifle range. The facility/space must meet the following conditions:

- a. Adhere to Justice Canada Shooting Clubs and Shooting Ranges Regulations (see references).
- b. the area forward of the firing line must be capable of being blocked for controlled access;
- c. sufficient lighting (as per para a. above) so that there is a clear visual acuity from firing position to target without glare;
- d. have minimally a 2m space behind the firing points to allow for unimpeded movement of range staff; and

- e. must allow for minimally 15 firing lanes, 1.25m in width each and set back 10m from the target.

4.5.2 Indoor Range. If the range is an indoor facility the following conditions must be met:

- a. be minimally 15m in length;
- b. allow for 1.25m per lane;
- c. all doors located down range must be able to be locked shut from the inside;
- d. all openings such as windows or vents must be covered; suitable coverings include:
  - (1) 5mm plywood, dense particle board for openings to the sides of the firing lanes; and
  - (2) 10mm plywood or dense particleboard for openings in direct line of fire.
- e. The room must be free of obstructions such as columns or partitions.

4.5.3 Outdoor Range. If the range is an outdoor facility the following conditions must be met:

- a. minimal of 250m clearance (unobstructed space) left and right of outer firing lanes;
- b. minimal 255m clearance (unobstructed space, with exception of target boards) from firing point forward;
- c. Canada must be permitted to place physical barriers preventing vehicles or pedestrians from entering the area identified in 4.5.3a and 4.5.3b.

4.5.4 Biathlon Facility/Space. The Contractor must provide a minimum 250m track near the range for the summer biathlon program that can be safely accessed by cadets. This track must be no closer than 250m to the range if located to either side or front of the range, and no further than 300m from the range. This track must be level and surfaced with suitable material conducive to running.

4.5.5 Canada is responsible for collecting and properly disposing the expended lead pellets after each use of the range.

## **5.0 INDIVIDUAL COURSE TRAINING REQUIREMENTS**

### **5.1 Music Training**

5.1.1 The Contractor must provide a training facility suitable for teaching music.

5.1.2 Due to the disturbance that may be caused by music training, the music facility must be located in a separate building within the Main Training Centre. The Contractor must provide suitable sound absorption rooms to meet the safety requirements as agreed upon by Canada and outlined in Figure 8. These rooms must be capable of handling loud sounds over an extended period of time.

5.1.3 The Contractor must provide the requirements listed in Figure 8. Items 5 to 7 of Figure 8 may share one large office with individual work stations.

Item	Occupant	Type	Work Spaces	Phone	Computer Connections	Features / Comments
1	Music Director	Single Office 10m <sup>2</sup>	1	1	2	a. One computer connection is for network printer.
2	Asst Music Director	Single Office	1	1	1	
3	Administration	Shared Office	3	1	2	a. One computer connection is for network printer.
4	Instructors Room	Shared Office	8	0	3	
5	Basic Music Coord	Shared Office	3	0	1	
6	Intermediate Music Coord	Shared Office	3	0	1	
7	Advanced Music Coord	Shared Office	3	0	1	
8	Full Rehearsal Room	100m <sup>2</sup>	0	0	0	a. Sound absorbent so as sounds levels within rooms do not exceed 70 dBA, preferably not exceed 65 dBA; and b. Contractor must modify rooms as requested by Canada to meet safe sound levels.
9	Full Rehearsal Room	100m <sup>2</sup>				
10	Rehearsal Room	6.5m <sup>2</sup>	0	0	0	a. Sound absorbent so as sounds levels do not exceed 70 dBA, preferably not exceed 65 dBA and; b. Contractor must modify rooms as requested by Canada to meet safe sound levels.
11	Rehearsal Room	6.5m <sup>2</sup>	0	0	0	
12	Rehearsal Room	6.5m <sup>2</sup>	0	0	0	
13	Rehearsal Room	6.5m <sup>2</sup>	0	0	0	
14	Classroom		0	0	0	a. As defined in 4.1.3; and
15	Classroom		0	0	0	b. Minimally 2 must be sound absorbent so as sounds levels do not exceed 70 dBA, preferably not exceed 65 dBA.
16	Classroom		0	0	0	
17	Classroom		0	0	0	
18	Classroom		0	0	0	
19	Music Library	Secure room 9.3m <sup>2</sup>	0	0	0	a. Heated year-round; b. Required year-round. C Must have monitored security system and Canada must have exclusive access
20	Storage					a. As identified in Figure 3, item 8.

**Figure 8 Music Training Accommodations Requirements**

## 5.2 Seamanship Training

5.2.1 Seamanship Training Site. The Contractor must provide access to an area to be used for small boat operations and navigation that meets Water Safety Orders and Transport Canada [Marine](#) Regulations. This body of water must be tidal and navigable by vessels of up to 4m draught to allow for more realistic training, which would include overnight trips. Items 1 to 8 of Figure 9 must be located within 250m of the water for safety reasons. The site must be located no more than 30 minutes ground travel from the Main Training Centre.

5.2.2 If the seamanship training site is not located within 900m of the MTC dining facilities, the Contractor must provide an indoor area equipped with collapsible tables and stacking chairs to

comfortably seat 100 cadets and staff. This area must be suitable for the consumption of meals and be equipped with the appropriate waste receptacles. This area must also contain a refrigerator, minimally 19cu ft. in size.

5.2.3 Crane Launch Area & Launching Services. The area designated for training must be accessible to a 5 ton crane and low bed to launch and retrieve boats. The Contractor must launch the whalers (length 9 meters, weight 1 tonne) prior to the occupancy period and removing them at the end of the occupancy period. The launch/recovery of whalers will be done under the direction of Canada, and with equipment that meets all Government regulations and provincial vehicle registration.

5.2.4 Boat Trailer Launch Area. The Contractor must provide one launch area suitable to launch boats up to 9 meters with a weight of 1 ton. The launch must be textured/non-slip concrete and have a minimum width of 5m. The launch area must be located in an open area suitable for minor boat repair / maintenance and allow for vehicle manoeuvrability.

5.2.5 Docking and Moorage. The Contractor must provide docking and mooring areas within 100m (and no more than 30 minutes travel time from the Main Training Center) for the occupancy period capable of securing a minimum of three (3) fishing vessels (15m length, 5m breadth, 50 gross registered tons, 4m draught), twelve (12) boats (9m length, 1 GRT) and Six (6) boats (6m length, 100kg). The docking area must be capable of providing secure docking for a minimum of three (3) (15m) boats. The docking area should also be capable of securing twelve (12) (9m) boats, however moorings may be used in place of docks. If moorings are used, there must be a water depth of 6.7m. In consultation with Canada, the Contractor must provide and set the moorings and must obtain permission from the Canadian Coast Guard to do so. Canada will inspect and provide the final approval for use of all moorings annually as well as approve the location of where they are to be set.

5.2.6 The Contractor must provide classrooms (items 9 to 12 of Figure 9) that are used by the Seamanship course are located within 250m of the boat launch area.

5.2.7 Boat and Motor Maintenance. The Contractor must provide a separate indoor space within 100m of the Boat Launch of no less than 55m<sup>2</sup> for boat and motor maintenance that meets the following conditions:

- a. located no less than 100m to the water/launch area;
- b. have minimally four electrical outlets for the use of 120V power tools;
- c. have a cement floor;
- d. 80 gallon industrial air compressor
- e. have an engine flushing area; and
- f. have an industrial wash basin with running water.

5.2.8 Fuel Tank. The Contractor must provide a fuel tank capable of holding 3500 litres of high test gasoline. The tank must be located at the seamanship training site and 50m from boat launch area in a secured/fenced in location that meets all government regulations. Canada will provide the fuel.

5.2.9 Seamanship Drill Facilities. The Contractor must provide a safe indoor area, free of debris and hazards at the seamanship training site that is free of obstacles such as furniture, partial walls, pillars, etc., suitable for practicing rigging and shipboard drills. The area must have 5m high ceilings and must be at least 350m<sup>2</sup>. This area must allow for bolts/hooks to be secured to the walls and ceilings as required.

5.2.10 Masts, Yardarms and Halyards. The Contractor must provide minimally two 6m masts equipped with yardarms and three halyards each which are positioned at least 6 meters apart but within eyesight of each other and visible from the water training area for communications training purposes.

5.2.11 The Contractor must provide the requirements listed in Figure 9. Items 3 to 6 of Figure 9 may share one large office, with individual work stations.

Item	Occupant	Type	Work Spaces	Phone	Computer Connection	Features / Comments
1	Sea Ops O	Single Office 10m <sup>2</sup>	1	1	2	a. One computer connection is for network printer; and b. Must have a mounted key cabinet with exclusive access to Canada.
2	Sea Trg O / Logistics	Double Office	2	1	1	a. Separate phone line.
3	OTW Coord/Snr Vessel OIC	Shared Office	2	1	1	a. Separate phone line. May be shared office space as defined in Definitions.
4	Basic Smnshp Crse O	Shared Office	2	0	1	May be shared office space as defined in Definitions
5	Ship's Boat Op Crse O	Shared Office	2	0	1	May be shared office space as defined in Definitions
6	Boatswain's Mate Crse O	Shared Office	2	0	1	May be shared office space as defined in Definitions
7	Instructors Room	Shared Office	4	0	2	a. One computer connection is for network printer.
8	First Aid/Safety Room	Designated room 20m <sup>2</sup>	1	1	0	a. This area must be located no more than 250m from the water and easily accessible to everyone on site.
9	Classroom		0	0	0	a. As defined in 4.1.2 and 4.1.3.
10	Classroom		0	0	0	a. As defined in 4.1.2 and 4.1.3.
11	Classroom		0	0	0	a. As defined in 4.1.2 and 4.1.3.
12	Classroom		0	0	0	a. As defined in 4.1.2 and 4.1.3.
13	Storage - onsite		0	0	0	If item 9 (1) of Figure 3 is located offsite of the Seamanship Training site, then an onsite, indoor, secure storage area of same size must be provided during the occupancy period.

**Figure 9 Seamanship Facilities Training Requirements**

### 5.3 Sail Training

5.3.1 Sail Training Site. The Contractor must provide an area suitable in both size and water depth to conduct sail training, and small boat handling. A large portion of the training program adheres to the qualifying standards of Sail Canada and meets Transport Canada regulations. The site must have a minimal amount of geographical and local hazards. Sail Canada standards require training be completed in wind speeds ranging from 7-12 knots. The site must be capable of supporting up to seventy-five (75) sail boats and twenty (24) instructional / safety boats (6m). The facilities must be located within 150m of the water for safety reasons. The site must be located no more than 30 minutes ground travel from the Main Training Centre.

5.3.2 If the sail training site is not located within 900m of the dining facilities then the Contractor must provide an indoor area equipped with collapsible tables and stacking chairs to comfortably seat 100 cadets and staff. This area must be suitable for the consumption of meals and be equipped with the appropriate waste receptacles. This area must also contain a refrigerator, minimally 19cu ft. in size.

5.3.3 Sheltered Docking Area. The Contractor must provide a sheltered (break water) docking area for the duration of occupancy. It must be capable of providing secure docking for minimally 75 power/sail boats and 4 Montague whalers (10m length, 1 GRT), with an average length of 4.3m. It can be one long dock or several adjoining docks, if adjoining docks are required. The contractor must ensure there are no gaps larger than 2.5 cm between adjoining docks to minimize hazards.

5.3.4 Docking Area. The Contractor must ensure that the docking area used for the sailboats is in the same area designated for sail training. The water may be tidal, fresh or brackish and must be safe for

swimming. The body of water must be suitable for CANSail dingy training, which includes at times the capsize and turtle positions of a boat (partially or completely flipped over in the water). Therefore, a minimum depth for the training area must be 6.7m, excluding the shoreline areas. The area must have a minimal amount of commercial traffic as there will be times when sailboats will have limited to no manoeuvrability because of training and/or weather conditions.

5.3.5 Launch Area. The Contractor must provide one launch area suitable to launch boats with trailers (6-10m). The launch must be textured/non-slip concrete and have a minimum width of 5m. The launch area must be located in an open area suitable for minor boat repair / maintenance and allow for vehicle manoeuvrability.

5.3.6 Boat and Motor Maintenance. The Contractor must provide a separate indoor space of no less than 55m<sup>2</sup> for boat and motor maintenance that meets the following conditions:

- a. Located within 100m of the water/launch area;
- b. have minimally four electrical outlets for the use of 120V power tools;
- c. have a cement floor;
- d. 80 gallon industrial air compressor
- e. have an engine flushing area; and
- f. industrial wash basin with running water.

5.3.7 Fuel Tank. The Contractor must provide a fuel tank capable of holding 3500 litres high test gasoline. The tank must be located at the sail training site and in a secured location that meets all government regulations. Canada will provide the fuel.

5.3.8 The Contractor must provide a safe, open, and level area at the sail training site suitable for small outdoor activities for a maximum of 150 people, minimally 600m<sup>2</sup>. This area will also be used to rig sailboats and secure boats during inclement weather.

5.3.9 The Contractor must provide a 6m mast which is visible from the water training area. If the sail training site is located away from the main training area the mast must have three halyards.

5.3.10 The Contractor must provide six change room areas(4m x 4m) that meet the following conditions:

- a. areas must provide solid dividers for privacy for changing;
- b. Four areas will be designated for the male and female cadets;
- c. two areas will be designated for the male and female staff; and
- d. the male and female staff areas must have 20 small lockers each capable of being secured.

5.3.11 The Contractor must provide washroom facilities that must not double as change rooms, unless facilities have a separate adjoining change room.

5.3.12 The Contractor must provide two private indoor showers, one for males and one for females. These may be located in the washroom facilities.

5.3.13 The Contractor must provide the requirements listed in Figure 10. Items 4 to 7 of Figure 10 may share one large office, with individual work stations.

Item	Requirements	Type	Work Spaces	Phone	Computer Connection	Features / Comments
1	Sail Ops O	Single Office 10 m <sup>2</sup>	1	1	2	a. Separate phone line; and b. One computer connection is for network printer.
2	Sail Trg O	Single Office 4.5 m <sup>2</sup>	1	1	1	a. Separate phone line; and b. Must have a mounted key cabinet with exclusive access to Canada.
3	Sail Log O	Single Office 4.5 m <sup>2</sup>	1	1	2	a. Separate phone line; b. One computer connection is for network printer; and c. May share office space with Sail Trg O with individual work stations.
4	IDC Coord/ Snr SCOP	Double Office	2	0	1	May be shared office space as defined in Definitions.
5	Basic/GT Course O	Shared Office	2	0	1	May be shared office space as defined in Definitions.
6	Intermediate/ Senior Crse O	Shared Office	2	0	1	May be shared office space as defined in Definitions.
7	Instructors Room	Shared Office	5	0	1	May be shared office space as defined in Definitions.
8	First Aid/Safety Room	Designated room 20m <sup>2</sup>	1	1	0	a. Same phone line as Sail Log O; and b. This area must be located no more than 150m from the water.
9	Classroom		0	0	0	a. As defined in 4.1.3.
10	Classroom		0	0	0	a. As defined in 4.1.3.
11	Classroom		0	0	0	a. As defined in 4.1.3.
12	Classroom		0	0	0	a. As defined in 4.1.3.
13	Storage					if items 10 e.(1) and 10 e.(3) of Figure 3 are located offsite of the Sail Training site, then two onsite, indoor, secure storage areas must be provided during the occupancy period.

**Figure 10 Sail Training Requirements**

## **6.0 Food Services Requirements**

### **6.1 General**

6.1.1 The Contractor must provide the Food Services (labour) and Food Service Facilities to meet the requirements outlined in the CF Food Services Manual (see references), attached Appendices, and as detailed below. This includes, but is not limited to, the provision of meals, facilities and services to authorized personnel. These meals may be served as a cafeteria self-service style operation. As and when requested by Canada, with 48 hours' notice, the Contractor must provide meals to temporary or remote training locations.

6.1.2 The Contractor must have the capability in terms of facilities/equipment/personnel/food and logistical support to provide three meals served a day, feeding a population of 830 per meal with the ability to accommodate a temporary increase or decrease of approximately 150 personnel with a 48 hour advance notice. Meal services may be provided in two back to back shifts, serving 415 personnel per shift. A total of approximately 110,000 meals will be required throughout the occupancy period based on three meals a day per person. There will be times when cadets and staff will be away from the CTC for training and will not require meals to be provided by the Contractor. These instances will be reflected in the weekly meal requisition. Demographic is 12-65 years of age, mixed gender, highly active, working in various conditions (e.g. office, on the water, in the field).

6.1.3 Canada will provide an estimate of meal requirements broken down by meal type 60 days in advance of the occupancy period. Additionally, the CTC Food Services Officer (FSO) will submit weekly meal requirements on the Friday prior to the start of the next training week to the Food Service Provider, keeping both Contractor and Technical Authority informed on these requests.

6.1.4 The Contractor must provide an eating facility capable of feeding all staff and cadets in two shifts at the MTC. The facility must be no more than 900m from the accommodations and have fixed walls and roofing. The dining area located at the MTC must be capable of seating minimally 450 cadets and staff, providing suitable seating space to accommodate a place setting which includes a serving tray. The eating facility should have two distinct sitting areas; one for the cadets and one for the adult staff.

6.1.5 The Contractor must provide and maintain storage facilities adjacent to the kitchen, including ambient storage, refrigerated food storage, frozen food storage and bottled water storage (chilled and ambient), in accordance with the Food Safety Code of Practice for Canada's Foodservices Industry.

6.1.6 The Contractor must ensure the kitchen and storage areas have suitable climate control commensurate with the need to ensure food is stored and preserved in suitable environmental conditions in accordance with the Food Safety Code of Practice for Canada's Foodservice Industry specifications and to ensure the kitchen and dining areas have reasonable comfort levels for staff and diners.

### **6.2 Meals**

6.2.1 The Contractor must provide prepared meal items and other food items in accordance with approved cycle menus (sample menus found at Appendix 1 to Annex B) and Standard Meal Item Availability Table – Appendix 2 to Annex B. The Contractor must acquire, prepare, store and cook sufficient quantities of quality, wholesome food items to feed entitled personnel three meals per day in accordance with the daily diner forecast. Preparation of food and prepared products must be in accordance with the Food Safety Code of Practice for Canada's Foodservice Industry. Healthy cooking methods must be consistently practiced using standardized recipes for healthy cooking, and that they are incorporated in at least one main course choice to ensure healthy choices are available at each meal.

6.2.2 The Contractor must ensure adequate quantities of each item be prepared to ensure that, as much as possible, the last diner has the same choice as the first. Diner entitlement is set out in the Standard Meal Entitlement Pattern at Appendix 3 to Annex B. The Contractor must ensure serving sizes must meet Standard Portion Sizes detailed in Appendix 4 to Annex B.



### 6.3 Meal Service

6.3.1 Meals must be served Monday to Saturday 06:15 to 07:45 hours for breakfast, 11:45 to 13:00 hours for lunch and 16:30 to 18:00 hours for dinner. Sunday meal hours must be 09:00 to 10:00 hours for cold breakfast with duty staff having access to cold breakfast at 07:45, 10:30 to 13:00 hours for brunch, and 16:30 to 18:00 hours for dinner. Meal times may require adjustments from time to time and may also require changes due to special occasions, holidays and operational requirements as directed by Canada. Timings will be coordinated with the CTC FSO.

6.3.2 The Contractor must provide meals at the dining facility as outlined in section 6.1.4. Unless otherwise specified the style of service is cafeteria service with the Contractor serving the main course from a steam line, and self-service salad, dessert, condiment and beverage bars. Minimum rates of service are: each dinner is served within fifteen minutes of accessing the room during peak diner flow periods, and within five minutes outside of peak periods. Where meal service includes items for pick-up (e.g. dispersed meals) with specified pick-up time, designated staff of Canada should not wait longer than five minutes between arriving at the service counter and receiving the meal order. Holding temperatures at the time of pick-up must comply with the Food Safety Code of Practice for Canada's Foodservices Industry and outlined in 6.7.4.

6.3.3 The Contractor is not expected to allow diners to take out food and beverages from the facility, unless a Food Service Requisition has been submitted to replace a meal being consumed on site. The Contractor must post signs instructing that taking food items offsite is not permissible if that is the case.

### 6.4 Dispersed Meals

6.4.1 The Contractor must provide other types of meals, non-food accessories as identified in Figure 11, and meal services as required and as described below:

a. **Hot Dispersed Meals** To provide and issue, at the time requested, quality, individual hot bulk meals and condiments in the quantity requested and in accordance with the approved three week cycle menu. The Contractor will be afforded insulated food containers when hot bulk meals are required. It is the responsibility of the Contractor to return the food containers back to Canada in the same condition they were received. Holding times and temperatures must be in accordance with section 6.7.4 of the SOW and the Food Safety Code of Practice for Canada's Foodservices Industry. Meals are to be picked up by a designated member of Canada at a specified food service location. Where possible, the Contractor is to be advised by the CTC FSO of a requirement 48 hours in advance of pick-up.

b. **Cold Dispersed Box Meals** - To provide and issue, at the time requested, quality, individual cold-box meals, and condiments in the quantity requested and in accordance with the approved cycle menu outlined in 6.6.3 and Standard Meal Item Availability Table – Appendix 2 to Annex B. The Contractor will be afforded insulated food containers when box lunches are required. It is the responsibility of the Contractor to return the food containers back to Canada in the same condition in which they were received. Each box meal is to be time and date stamped when completely assembled and stamped in English with "Consumption must be within four hours unless refrigerated" and in French "Doit être consommé dans les quatre heures, sauf si réfrigéré". Meals are to be held under refrigeration until pick-up. Holding times and temperatures must be in accordance with the Food Safety Code of Practice for Canada's Foodservices Industry. Meals are to be picked up by a designated member of Canada at a specified food service location. Where possible, the Contractor is to be advised by the CTC FSO of a requirement 48 hours in advance of pick-up.

c. **Workplace Refreshments** – To provide water, juice, popsicles, freezies, and fruit to the Walk in Clinic (WIC) to help hydrate cadets. In order to provide meals to cadets that miss a regularly scheduled meal as a result of being at the WIC, Canada will pick up from the Food Service Facility a replacement meal up to the equivalent value of the meal that had been missed.

Such a meal could include sandwich items and cereals. All training and office sites must have access to drinking water. The Contractor must provide bottled water to cadets training on the vessels or away from the MTC where potable water is not readily available. Where possible, the Contractor is to be advised by the CTC FSO of a requirement 48 hours in advance of pick-up.

d. **Night Snacks (Offsite only)** - Night snacks must be provided for personnel at a location agreed upon by Canada and Contractor in accordance with the Night Snack Food Entitlement Table – Appendix 5 to Annex B. Night snacks are to be available to those personnel that are being accommodated overnight away from the Main Training Centre, or do not return to the Main Training Centre until after 20:00 (eg., whaler expedition). Night snacks must be available for pick-up at a date and time requested by the CTC FSO. Where possible, the Contractor is to be advised by the CTC FSO of a requirement 48 hours in advance of pick-up.

e. **Night Snacks (Onsite at the MTC)** – Night snacks must be provided six days a week from Sunday-Friday for a minimum of 350 personnel at a location agreed upon by Canada and Contractor in accordance with the Night Snack Food Entitlement Table – Appendix 5 to Annex B. Night snacks must be available for pick-up at a date and time requested by the CTC FSO. Where possible, the Contractor is to be advised by the CTC FSO of a requirement 48 hours in advance of pick-up.

f. **Assemble and issue Precooked Food Items** – In support of isolated locations the Contractor must provide precooked food items as required and in accordance with the Standard Meal Item Availability Table - Appendix 2 to Annex B, Standard meal Entitlement, Appendix 3 to Annex B and Portion Size Standard, Appendix 4 to Annex B. Items are to be agreed upon by Canada and the Contractor. Food items are to be picked up by a designated member of Canada at a specified food service location. Where possible, the Contractor is to be advised by the CTC FSO of a requirement 48 hours in advance of pick-up. Precooked food items are those foods which are ready to eat hot or cold and do not require cooking before consumption as outlined below:

- (1) Frozen items - These products must remain in the pre-cooked and frozen state and be consumed on day one of training. They must be stored in some type of cooler or refrigeration unit (eg. - bacon, sausages, chicken, beef, pork, hamburger patties, hot dogs, etc.);
- (2) Packaged sliced meats - These products must be vacuumed packaged and used on day 1 of exercises only (eg. - cooked ham, bologna, chicken, beef, etc.).
- (3) De-hydrated food items - protein dishes, pre-seasoned dry pastas, cereal, rice dishes, potatoes, vegetables, fruits, desserts or other similar types of food that can be reconstituted with water and do not require refrigeration; and
- (4) Dry food items - coffee, tea, hot chocolate, pancake mix, nuts, fruits, cookies, crackers, jerky (beef or other types), trail mix, fruit bars, cereals, pastas, breads, ultra-high-temperature milk, milk powders and other such food items that do not require refrigeration.

6.4.2 Sample meal requisition is attached at Appendix 6 to Annex B.

6.4.3 The Contractor must provide non-food accessories listed in Figure 11 as required and authorized.

Item	Requirement	Authorized Usage
1	Lunchbox (box folding)	a. 1 per box lunch; b
2	Dining packet disposable - knife, fork, teaspoon, salt, pepper, napkin, sugar, whitener and straw	a. 1 each per dispersed meal (not authorized for box lunches unless cold plate is served); and b. Provided only when no entitlement exists for field knife, fork, and spoon combinations.
3	Cup, paper, hot or cold liquid without lid	a. Provided only when it is not feasible to serve beverages by other means.
4	Plate, paper	a. Provided only when it is not feasible to serve meals by other means.
5	Knife, plastic,	a. When dining packet is not necessary and when no entitlement exists for field knife, fork and spoon combination.
6	Fork, plastic,	a. When dining packet is not necessary and when no entitlement exists for field knife, fork and spoon combination.
7	Spoon, plastic,	a. When dining packet is not necessary and when no entitlement exists for field knife, fork and spoon combination.

**Figure 11 Non-food Accessories**

## 6.5 Special Meal Requirements

6.5.1 The Contractor must respond to special dietary needs to accommodate religious beliefs and temporary illness, when requested by the CTC FSO. Special meals must be provided for sick patients on a request basis. Vegetarian and healthy choices must be available for each meal and at each meal location.

6.5.2 Recognition will be given to special traditions as identified by the CTC FSO. As a minimum, the Contractor must support three table service dinners following naval customs and traditions. Guidelines will be provided by the CTC FSO. One dinner will be for the staff cadets, another dinner will be for the Drill and Ceremonial Course cadets, and the third dinner will be for the adults. The Contractor must plan appropriate menus that are cost effective.

6.5.3 The Contractor must be prepared for contingency feeding, which includes but is not limited to, the provision of meal service (typically on short notice) outside of hours stated in existing locations and/or the provision of meal service at a new location to meet emergency and/or operational requirements. Under these circumstances, the CTC FSO may authorize modification of approved Three Week Cycle Menu and Standard Meal Item Availability Table - Appendix 2 to Annex B.

## 6.6 Menu Planning

6.6.1 The Contractor must implement a Provisioning Plan including the Procurement, Transportation, Receipt, Storage and Accounting of food commodities, in compliance with section 6 of this SOW and applicable Annexes. The Plan must address any conditions (eg.. environmental conditions, storage, etc.) affecting the provision of food services per location in order to ensure uninterrupted services.

6.6.2 The Contractor must comply with Federal and Provincial Legislation Canada's Food and Drug Regulations and the Canadian Food Inspection Agency (CFIA) for the procurement of all material unless otherwise notified in writing by Canada (for example restrictions on the purchase of beef). The Contractor must serve food products that meet the minimally the Food Quality Standard outlined in Appendix 7 to Annex B.

6.6.3 The Contractor must prepare minimally Three Week Cycle Menus for room feeding at locations identified in 6.1.4, for hot dispersed meals, and box lunch meals that meet the requirements of the Standard Meal Item Availability Table - Appendix 2 to Annex B and the Standard Meal Entitlement Pattern at Appendix 3 to Annex B. The cycle menu must incorporate all principles of effective menu planning that include, but are not limited to elaborating menu choices that ensure nutritional value and balance in accordance with the principles of Canada's Food Guide to Healthy Eating; offering variety in food types and methods of preparation; including popular items that appeal to the diner population and are developed to suit Canadian preferences and cooking styles; and avoiding frequent repetition. Menus are to be submitted for approval to the CTC FSO and TA, 10 calendar days in advance of implementation and the CTC FSO will respond within 72 hours of having received the menus. Changes to the approved menus require prior approval from the Food Services Officer (FSO) for minor modifications and the Technical Authority (TA) for any major changes.

6.6.4 The Contractor must post menus prior to each meal in a clearly visible spot within each facility, preferably near each point of service prior to the serving line. The Contractor must ensure menus are to be posted in both official languages.

6.6.5 The Contractor must establish a process to monitor and respond to customers' requests and comments and set in place a mechanism to identify unpopular items on the menu and to submit proposed alternative choices of a similar value to the CTC FSO for approval. The CTC FSO must have continual access to the feedback obtained through the Contractor's Quality Control/Quality program outlined in 3.1.32.

## **6.7 Sanitation, Safety, and Environmental Controls**

6.7.1 The Contractor must ensure that at a minimum, all food is handled, prepared, stored and that all areas are maintained in accordance with the Food Safety Code of Practice for Canada's Foodservice Industry and The Sanitation Code for Canada's Food Service Industry. All containers used for dispersed meals must be cleaned and sanitized prior to each use.

6.7.2 The Contractor must maintain all food preparation areas, service areas, rooms, storage and related areas, equipment, furniture, dishware, utensils, etc. in a clean, safe and sanitary state. The Contractor must implement a Cleaning and Hygiene Management Plan that is compliant with the Food Safety Code of Practice for Canada's Foodservice Industry. The Contractor must be responsible for correcting any deficiencies identified by Canada or through the Cleaning and Hygiene Management Plan. A sample Equipment Cleaning Instructions and Schedule outlining minimum requirements is attached at Appendix 9 to Annex B.

6.7.3 The Contractor must ensure all facilities and equipment are properly safeguarded and maintained to ensure continuation of the level of service and to ensure there are no degradations to facilities and equipment. The Contractor must correct any identified problems within 48 hours to the satisfaction of the CTC FSO and the applicable officials.

## **6.8 Materials**

6.8.1 The Contractor must ensure food procured for use in the provision of meals and refreshments are consistent with the purchase standards set out in existing government standards where and when applicable. Where standards do not exist, the Contractor must purchase food products that are consistent with the "good" quality standards defined for CF/DND Food Services outlined in Chapter 2 of the CF Food Services Manual. Only federally inspected products are to be used, minimum grade allowed for beef is AA.

6.8.2 The Contractor must provide all other consumable items required. Consumable supplies include, but are not limited to, cleaning materials, consumable paper, and food wrapping material.

6.8.3 The Contractor must provide all other materials including room furnishings, and occupational health and safety equipment required to deliver the meal services. This includes, but is not limited to crockery and cutlery, tables and chairs and related safety equipment.

6.8.4 The Contractor must ensure all facilities and equipment are properly safeguarded and maintained to ensure continuation of the level of service and to ensure there are no degradations to facilities and equipment. When beyond economical repair, the Contractor must perform the necessary overhauls and/or replacement of the equipment or facility.

## **6.9 Labour**

6.9.1 The Contractor must ensure Contractor personnel identified in 6.9.1 a, b and c in order to meet or exceed the food service requirements outlined in Section 6 of the SOW. The Contractor must ensure that Contractor personnel assigned to each of these positions meet or exceed the associated minimum qualifications listed below.

a. Resident/Food Services Manager:

The Resident/Food Services Manager must have a diploma/degree in food services management from a recognized educational institution and Seven (7) years' experience the past six (6) in managing multifaceted, high volume food services operations; or 10 years recent experience in the management of multifaceted, high volume food services operations. The Food Service Manager must also have basic computer skills in using computer programs (e.g. word-processing and email).

b. Kitchen/Production Supervisor(s):

The Kitchen/Production Supervisor must have undergone apprenticeship cook training, and have a Certification of Chef de Cuisine or Certification in Hospitality Management. The Kitchen/Supervisor must hold a recognized cook Journeyman Certification and have at least five (5) years recent management experience in managing multifaceted, high-volume food services operations.

c. Chef(s):

The Chef(s) must have a Red-Seal Chef Certification and have a minimum of five (5) combined years as a chef working in a multifaceted, high-volume food services operations.

6.9.2 The Contractor may also employ chef assistants, cooks, cook assistants, bakers, and kitchen helpers in order to meet the food service requirements outlined in Section 6 of the SOW.

6.9.3 The Contractor must appropriately assign labour in response to the changes in the volumes of activity. Labour must be staffed in accordance with 6.9.1 at levels that appropriately support the volume of activity and optimize labour productivity. The Contractor must demonstrate effective labour productivity management.

6.9.4 The Contractor must provide the management structure, processes and resources to ensure the delivery of all the services specified in this SOW. The Contractor must sustain, monitor and improve all services, as well as manage, supervise, and care for the workforce, ensuring that there are sufficient resources available to meet all contracted obligations.

6.9.5 The Contractor must ensure that all personnel working in Food Services receive orientation training in safety and sanitation, safe equipment operation, workplace hazards and fire prevention, including safe handling of cleaning chemicals. The Contractor must ensure that safety precautions for personnel working in food services areas are taken in accordance with the Canada Labour Code and Canada Occupational Safety and Health Regulations.

## **6.10 Plans and Reports**

6.10.1 The Contractor must track the volume of activity and provide to the CTC FSO an accurate and complete weekly report of the total Volume of Activity and an accumulative monthly report at the end of each month. The volume of activity report must be clearly laid out and must include the daily volume of activity as detailed below:

- a. number of daily meals served for breakfast, lunch and dinner within the designated eating facilities at the main training site;
- b. the number of daily dispersed meals (hot and cold) issued for breakfast, lunch and dinner;
- c. the number of workplace refreshment issues (where applicable);
- d. the number of night snack issues (where applicable); and
- e. The equivalent number of meals issued as bulk precooked food supplies for all requests based on the number of meals required.

6.10.2 The Contractor must provide the TA one final report to include total volume of activity for the occupancy period within 7 calendar days of the last day of occupancy.

6.10.3 The Contractor must ensure that the Food Services Manager meet at least weekly with the CTC FSO and/or the TA to discuss day-to-day operations, observations, and concerns and to provide updates on self-improvement plans and initiatives as a result weekly inspections conducted by the Contractor/Food Services Manager. Attached at Appendix 10 to Annex B are sample inspection forms.

6.10.4 The Contractor must provide all equipment, both hardware and software considered necessary to provide reports and returns as identified in this section. This may include, but is not limited to: computers, printers, scanners, LAN/WAN equipment, phones, etc.

## **7.0 Janitorial**

### **7.1 General**

7.1.1 The Contractor must provide cleaning and janitorial services 7 days a week including statutory holidays throughout the occupancy period, during non-sleeping hours, for all facilities utilized by the CTC.

7.1.2 All work must be carried out in accordance with Federal, Provincial and Municipal Codes, Regulations, Laws or Bylaws. Costs incurred to comply with such Codes, Regulations, Laws or Bylaws must be the Contractor's responsibility.

7.1.3 The Contractor must provide daily cleaning and janitorial services to include:

- a. cleaning and disinfecting all washrooms, including showers, toilets, sinks, urinals and laundry rooms, and ensuring facilities are well stocked with toilet paper, paper towel, hand soap, and sanitary napkin disposal bags;
- b. cleaning of medical facilities to meet all relevant regulations, laws and standards;
- c. cleaning all common areas/lounges within the living quarters, including entryways;
- d. providing separate receptacles for garbage, compost, and recyclable material

and the safe disposal of such material in accordance with the local regulations;

- e. ensuring mops, brooms, buckets, soap and cloths are available for immediate use, by occupants, and to respond as soon as possible to accidental situations such as spills;
- f. providing daily cleaning and janitorial services for the eating facilities which are covered in detail in section 6.0;
- g. providing suitable storage space for cleaning supplies; and
- h. providing workmanship of a uniformly high quality and in strict accordance with the best trade practices as interpreted by Canada.

7.1.4 The Contractor must provide additional cleaning when necessary to maintain a clean, healthy environment. The facilities occupied year round must be cleaned on an as required basis after the occupancy period to be agreed upon between the Contractor and Canada.

## **7.2 Safety**

7.2.1 The Contractor must observe and enforce safety measures required by Canadian Construction Safety Code, applicable Provincial Government legislation, Worker's Compensation Board, Canada Labour Code and Municipal statutes and authorities.

7.2.2 The Contractor must ensure all Contractor personnel working with hazardous materials are WHMIS trained and currently certified and must provide the required necessary clothing and equipment in accordance with Labour Canada or Provincial Labour Department.

7.2.3 The Contractor must supply Canada with "Material Safety Data Sheets" in accordance with WHMIS legislation and Hazardous Products Act – Schedule 2, for each hazardous product on site and post a duplicate of these sheets at each site where the products are located.

## **7.3 Inspections**

7.3.1 The Contractor must maintain a log in which all work performed other than the normal day-to-day cleaning is recorded. The log must be made available for inspection by Canada as required.

## **7.4 Products and Equipment**

7.4.1 The Contractor must provide all cleaning supplies/products, tools, applicators, and equipment that include but are not limited to toilet paper, paper towels, liquid hand soap, and deodorant blocks. The Contractor must ensure sufficient stock is maintained to avoid disruption of services.

7.4.2 The Contractor must ensure that all cleaning supplies/products are in accordance with Canadian General Standards Board.

## **7.5 Related Cleaning Requirements**

7.5.1 As and when requested by Canada, the Contractor must clear any blocked toilets, urinals and drains.

## **8.0 Vehicle Requirements**

### **8.1 Busses**

8.1.1 As and when requested by Canada, the Contractor must provide passenger busses with minimal capacity of 44 passengers from early July to end August. Canada will require at a minimum, 4 busses and two additional busses for each training site identified in Section 5 of this SOW and that are located away from the MTC. The busses could be required for up to 45 days during the occupancy period. Canada will notify the Contractor 120 days in advance of the upcoming occupancy period if and when the bus services are required.

8.1.2 The Contractor must provide qualified operators in accordance with applicable provincial laws and regulations for each bus provided. The busses with operators must be available any time of the day, and any day of the week, once the requirement is established as per para 8.1.1.

8.1.3 The Contractor must have the ability to provide up to two additional busses with qualified operators on an as required basis with Canada providing minimally 72 hours' notice by email from the TA.

8.1.4 The Contractor is responsible for all associated maintenance, cleanliness, vehicle fuel, and consumables. The busses will be under the direct supervision of the CTC Movements Officer for the duration of the occupancy period.

8.1.5 There will be times when the busses must be required to travel over a meal hour and possibly required for overnight visits away from the MTC. The CTC Movements Officer will provide notice by email to the Contractor 72 hours in advance of requirements. On these occasions, Canada will be responsible to reimburse expenses for bus driver through the Contractor in accordance with Treasury Board Guidelines.

8.1.6 The Contractor is responsible to provide licensed replacement busses, of the same type and size for those taken out of service for repairs or maintenance.

8.1.7 The Contractor must provide bus logs, including report of mileage, destination, bus driver name, and any other pertinent information.

## **9.0 Fall and Spring Weekend Nautical Training**

### **9.1 General**

9.1.1 The Regional Cadet Nautical School (Atlantic) (RCNS(A)), conducts Sail Canada, Canoe, Whaler and Small Craft training as part of the Sea Cadet Nautical Training Programme. Fall Training is conducted on weekends commencing the first weekend in September through to the last weekend in October, weather permitting. Spring Training is conducted on weekends commencing the second weekend in May through to the last weekend in June, weather permitting. The estimated number of participants on any given weekend is between 30 and 75 cadets and between 5 and 10 staff.

9.1.2 In addition to scheduled weekends there may be an additional requirement for a set-up period at the start of the spring sail season and a shut-down period at the end of the fall sail season, usually two days each. A "weekend" normally refers to arrival on site after 1800 on the Friday and departure by 1500 on the Sunday. The Contractor must provide accommodations and meals for the set-up and shut-down periods for approximately four adult staff.

9.1.3 As and when requested by Canada, the Contractor must make available the Nautical training site outlined in section 5.3 of this SOW. The number of sail boats used for the Fall and Spring Weekend Nautical Training is estimated to be 20 and the number of instructional/safety boats are reduced to 4-6 Small boats, 6 Canoes and two Whalers.



9.1.4 Canada will notify the Contractor via email 120 days in advance of the upcoming occupancy period if the Fall and Spring weekend Nautical Training services are required. Canada will provide a detailed schedule of weekends to include numbers of cadets and staff 21 days in advance of the first sail weekend as well as if accommodations and meals are required.

9.1.5 There may be times due to forecasted weather that Canada will need to reschedule a sail weekend. The contractor will accommodate a rescheduling request if occupancy permits and when Canada provides the Contractor with a minimum 48 hour notice.

9.1.6 The Contractor must provide a continuous supply of potable water to both the training and accommodation facilities.

9.1.7 The Contractor must ensure that all accommodation and training facilities have access to ablution facilities in sufficient quantities that meet the requirements outlined in par 3.2.8 of this SOW.

## **9.2 Support Services**

9.2.1 Throughout the period of the Fall and Spring Nautical Training weekends, the Contractor must provide support services as listed in 9.3.3 to include: linen services, garbage, recycling, and composting, meals and cleaning services, and data and voice communication services.

9.2.2 The Contractor must provide a facility liaison and management services that are available as required during nautical training weekends.

## **9.3 Accommodation Requirement**

9.3.1 As and when requested by Canada, the Contractor must provide accommodations in accordance with a forecasted arrival/departure schedule which will be provided by Canada 21 days in advance.

9.3.2 The Contractor must provide separate accommodations for cadets and staff.

9.3.3 The Contractor must meet the same requirements as outlined in paragraphs 3.2.3 to 3.2.7 of this SOW.

9.3.4 The Contractor must pick-up and deliver linen to and from accommodation areas to laundering facility. Occupants will be responsible for stripping and making their beds as well as bundling used linen for cleaning.

9.3.5 A representative of Canada and the Contractor must inspect the interior of all facilities prior to room handover at the start of each training weekend. An inventory of facility contents will be established and all damages and defects recorded on an inspection sheet. Both parties will retain copies of the inspection sheet. After completion of the inspection, facility keys will be provided to Canada's representative.

9.3.6 Upon completion of the training weekend the Contractor, along with a representative of Canada, must inspect the occupied facilities. The inventory of facility contents previously established during the start of the occupancy period will be reviewed and any deficiencies or surpluses noted. Furthermore, all damages and defects, with exception of fair wear and tear not previously noted, will be recorded. Both parties will retain copies of the vacating inspection record. After completion of the inspection, all keys will be returned to the Contractor. Canada will be responsible for all damages and defects noted on the inspection sheet/record to individual spaces and areas. The Contractor must notify Canada within 24 hours of the end of the occupancy period (s) if damages occurred as a result of Canada's occupancy.

9.3.7 The Contractor must ensure that a non-coin operated phone is available in the accommodation area for emergency purposes.

#### **9.4 Food Services Requirements**

9.4.1 As and when requested by Canada, the Contractor must provide meals as outlined in section 6 of this SOW. Canada reserves the right to provide meals and will notify in writing the Contractor of the food services requirement at the time sail weekends are confirmed, 21 days in advance of the first sail weekend.

9.4.2 If the sail training site is within 900m of the dining facilities then meals will be consumed at the designated dining facility. If the sail training site is further than 900m from the dining facility then lunch meals must be prepared as outlined in paragraph 6.4.1a or 6.4.1b, while breakfast and dinner will be consumed at the dining facility. Weekend meals will normally consist of: breakfast, lunch, and dinner on Saturday; and breakfast and lunch on Sunday.

#### **10 Offsite/Overnight Expeditions**

The Contractor must provide a suitable site away from the MTC and seamanship training site that can be used for a whaler outward bound expedition. This site must provide access to navigable waters suitable for up to four (4) (9m) and two (2) (6m) boat training; have a boat launch area, and an area to secure five whalers overnight. This site must permit the use of tents, portable/chemical toilets, and cooking stoves. The site must be able to contact the Main Training Centre through cell phones or radio. This area will be required for two to three whaler expeditions each summer, each two nights in duration. Each expedition will involve approximately 35 cadets and staff. If area provided is not owned by the Contractor, then the Contractor must provide Canada with documents stating permission for use was obtained from the landowner.

**TABLE OF SIGNIFICANT TIMELINES**

Section	Requirement	Notice provided by:	
		Canada to Contractor	Contractor to Canada
1.2.2	Based on the changing needs of the program, as determined by Canada, the Contractor must accommodate an increase or decrease up to 10% of the daily occupancy, up to a maximum of 84 occupants, when given 60 days prior notice by Canada.	60 days	
1.2.3	If additional courses are required to be conducted at HMCS ACADIA, the Contractor must have the capability to increase services up to 20% of the daily occupancy, up to a maximum of additional 170 occupants, when given 180 days prior notice by Canada.	180 days	
3.1.11	The Contractor must provide a list of facilities including room numbers for office spaces and classrooms, and floor plan with room numbers for accommodations that will be utilized by Canada 30 days prior to occupancy period.		30 days
3.1.24	The Contractor must meet the minimum requirements identified in the Fire, Preventative Medicine (PMed), Hazmat, Environmental, and Safety Inspections and provide a written update to Canada on the status of any infractions within 14 calendar days of receiving the reports.		14 days
3.1.26	The Contractor must submit a report outlining all the damages and defects noted during the vacating inspection and pictures for those damages with a repair cost of \$200 or more to repair to Canada's representative for the contract within 14 calendar days of Canada vacating the facilities.		14 days
3.1.32	The Contractor must provide a written response to the TA for any Performance Incident Reports generated by inspections conducted by Canada throughout the occupancy period within 48 hours of having received the report.		48 hours
3.2.1	The Contractor must provide accommodations in accordance with the forecasted arrival/departure schedule which will be supplied by Canada 60 days prior to occupancy period and finalized two weeks after the start of the occupancy period.	60 days 14 days after occupancy	
3.3.1	The Contractor must provide a large facility with chairs for seating of at least 350 personnel for use as and when requested by Canada, with 48 hours notice given to the Contractor. If the Contractor agrees to provide this facility to Canada on an exclusive use basis, then a schedule of requirements will not be provided.	48 hours	
4.4.1	The Contractor must provide as and when requested by Canada a supervised swimming area at least 25m long (indoor or outdoor) to be used for up to 25 hours during the occupancy period. Canada will provide a schedule of requirements 60 days prior to occupancy.	60 days	
4.1.6	The Contractor must provide 10 lightweight folding tables minimally 1.8m long, and 100 stacking/folding chairs for use by Canada with 48 hours notice given to the Contractor.	48 hours	
4.3.3	Canada will provide a schedule of requirements for use of recreational facilities 60 days prior to the occupancy period. If the Contractor agrees to provide these facilities to Canada on an exclusive use basis, then a schedule of requirements will not be provided.	60 days	
6.1.1	Dispersed Meals - As and when requested by Canada, with 48 hours notice, the Contractor must provide meals to temporary or remote training locations.	48 hours	
6.1.3	Canada will provide an updated number of ration days 60 days in advance of the occupancy period.	60 days	
6.1.3	The CTC Food Services Officer (FSO) will submit weekly meal requirements on the Friday prior to the start of the next training week to the Food Service Provider, keeping both Contractor and Technical Authority informed on these requests.	72 hours	

**TABLE OF SIGNIFICANT TIMELINES**

Section	Requirement	Notice provided by:	
		Canada to Contractor	Canada to Contractor
6.4.1	Canada will notify the Contractor 60 days in advance of the upcoming occupancy period if the Night Snacks (Onsite at the MTC) are required.	60 days	
6.6.3	The Contractor must submit menus for approval to the CTC FSO and TA 10 calendar days in advance of implementation.		10 days
6.6.3	The CTC FSO will respond within 72 hours of having received menus from the Contractor.	72 hours	
6.10.1	The Contractor must track the Volume of Activity and provide to the CTC FSO an accurate and complete weekly report of the total Volume of Activity and an accumulative monthly report at the end of each month.		Monthly (end of each month)
6.10.2	The Contractor must provide the TA one final report to include total volume of activity for the occupancy period within 7 calendar days of the last day of occupancy.		7 days
<b>OPTIONAL SERVICES</b>			
8.1.1	Canada will provide specific bus requirement dates the Contractor 120 days prior to occupancy.	120 days	
8.1.3	The Contractor must have the ability to provide up to two additional busses with qualified operators on an as required basis within 48 hours notice.	48 hours	
8.1.5	There will be times when the busses must be required to travel over a meal hour and possibly required for overnight visits away from the MTC. The CTC Movements Officer will provide such requirements to the Contractor minimally 72 hours in advance of requirements.	72 hours	
9.1.4	Canada will notify the Contractor 120 days in advance of the upcoming occupancy period if the fall and spring weekend Nautical training services are required.	120 days	
9.1.4	Canada will provide a detailed schedule of weekends to include numbers of cadets and staff, and if Meal and accommodations are required 21 days in advance of the first Nautical weekend.	21 days	
9.1.5	There may be times due to forecasted weather that Canada will need to reschedule a Nautical weekend and will be permitted to do so, if occupancy permits, when providing the Contractor with a minimum 48 hour notice.	48 hours	
9.3.6	The Contractor must notify Canada within 24 hours of end of training weekend if damages occurred as a result of Canada's occupancy.		24 hours
10	Canada will notify Contractor 120 days in advance of occupancy period if the whaler expedition site is required	120 days	

Appendix 1 to Annex B – Sample Three Week Cycle Menus

**THREE WEEK CYCLE MENU  
MAIN KITCHEN**

BREAKFAST WEEK 1							
STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
FRUIT	One Fresh Fruit Salad and three other type of Fruit including Citrus – Vary selection throughout the week and seasons. (Fresh implies that the food has not been processed or preserved in any way)						
JUICE [100%]	Two fruit [100% pure] and one Vegetable – Vary selection throughout the week						
CEREAL [IND]	Seven varieties in total: Six ready-to-eat cereals [to include three whole wheat and three sweetened] and one hot instant cereal.						
EGGS	Eggs any style including Scrambled and Hard Boil						
BREAKFAST ENTREE	Pancake	French Toast	Eggo Waffles	Pancake	French Toast	Eggo Waffles	Pancake
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
BREAKFAST MEAT	Bacon One Cold Meat (Variety)	Grilled Sausages One Cold Meat (Variety)	Grilled Ham One Cold Meat (Variety)	Bacon One Cold Meat (Variety)	Grilled Sausages One Cold Meat (Variety)	Grilled Ham One Cold Meat (Variety)	Bacon One Cold Meat (Variety)
STARCH	Baked Beans Hash Brown Potatoes	Baked Beans Rissole Potatoes	Baked Beans Fried Potatoes	Baked Beans O'Brian Potatoes	Baked Beans Hash Brown Potatoes	Baked Beans Rissole Potatoes	Baked Beans Fried Potatoes
CHEESE YOGURT	Two Varieties of Processed cheese, e.g. Sliced, Cream, Spread, etc Four varieties of ind. Fruit Yogurt including low fat						
BREAD PRODUCT	Two freshly Baked Product e.g. Muffins, Croissant, Danish, Cinnamon Buns, Naan Bread, etc Two type Bread Product e.g. Bagels and English Muffins Three varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc						
BEVERAGES	Three types of hot beverages e.g. Tea, Coffee, Hot Chocolate Two type dairy e.g. Milk 2%, 1%, skim ( No Chocolate Milk at Breakfast) Four Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc Two Varieties Non-Dairy Beverages non-dairy beverage e.g. Soy Milk						
CONDIMENTS	Two Spreads e.g. Peanut Butter, Chocolate, Caramel, Cheese Spread, etc. Three varieties of Jam/Jellies e.g. Strawberry, Raspberry, Apple Jelly, etc Plus Honey, Syrup, Butter, Margarine, Ketchup, Meat Sauce, Mayonnaise, Salt, Pepper, Sugar, Coffee Whitener, etc.						

Appendix 1 to Annex B – Sample Three Week Cycle Menus

THREE WEEK CYCLE MENU  
MAIN KITCHEN

LUNCH WEEK 1

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
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	Country-Style Turkey and Vegetable	Turkey 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	Black Bean Cakes with Salsa	Fragrant Red Lentils	Vegetarian Roasted Rosquitos	Whole Wheat Garden Pizza	Basil and Parmesan Bows with Sugar Snap Peas
THIRD CHOICE	Chicken Ceaser Wrap	Grilled Turkey & Swiss	Burgers	Mixed Meat Wrap	Battered Fish	Greek Chicken Wrap	Mac & Cheese
GRACY/SAUCE		Glaze From Pork	Tea Biscuit		French Fries Dressing & Gravy	Fish Burger	
STARCH #1	Wild & Brown Rice Pilaf	Garlic Seared Penne	Pepper Plenty Barley Pilaf	Grilled Tri Colour Fuscilli	Brown Rice w/ Broccoli and Walnuts	Baked Steak Fries	Herbed Farro Pilaf
STARCH #2	Italian Oven Roasted Mixed Vegetables	Sweet Potato Fries	Steak Fries	Rice Pilaf	French Fries	Fluffy White Rice	Curley Fries
VEGETABLE #1		Brussels Sprouts	Carrots	Asparagus	Bok Choy	Beets	Kale
VEGETABLE #2	Baked Squash	Corn	Candied Turnip	Green Peas	Sauteed Zucchini W Corn	Snow Peas	Chinesease Vegetables
SALAD BAR	See Salad Bar Menu						
SANDWICH BAR	See Sandwich Bar Menu						
DESSERT	Iced Banana Cake Chocolate Chip Cookies Bread pudding w/ Raisin sauce Canned Pears Lime Jell-o	Strawberry Shortcake Date Square Chocolate Pudding Fruit Salad Raspberry Jell-o	Iced Chocolate Cake Peanut Butter Cookies, Fruit Trifle Peach Halves Pineapple Jell-o	Raisin Pie Iced Marble Cake Tapioca Pudding Sliced Pineapple Strawberry Jell-o	Carrot Cake W/Cheese Icing Pecan Pie Vanilla Pudding Fruit Cocktail Lemon Jell-o	Blueberry Cheesecake Jellied Donuts Apricot Cream Pudding Pear Halves Orange Jell-o	Nanaimo Bar Apple Turn-over Butterscotch Pudding Fruit Salad Cherry Jell-o
BREAD PRODUCT	Two type Bread Product e.g. Rolls/Buns, Flat Bread, etc						
FRESH FRUITS	Three varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc 4 varieties of Fresh Fruits, 1 could be replaced by a canned variety and will be in the dessert menu list.						

Appendix 1 to Annex B – Sample Three Week Cycle Menus

CONDIMENTS	Two Spreads e.g. Peanut Butter, Chocolate, Caramel, etc. Three varieties of Jam/Jellies e.g. Strawberry, Raspberry, Apple Jelly, etc Honey, Syrup, Butter, Margarine, Ketchup, Mayonnaise, Mustard, Relish, Vinegar, Salt, Pepper, Sugar, Coffee Whitener, etc. Meat Sauce e.g. H.P., Steak Sauce, Worcestershire Sauce, Tabasco Sauce, Soya Sauce,
BEVERAGES	Three types of hot beverages e.g. Tea, Coffee, Hot Chocolate Three type dairy e.g. Milk 2%, Skim, Chocolate 2%, Two Fruit/Vegetable Juice Four Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc One non-dairy beverage e.g. Soy Milk

NOTE 1: Four Varieties of Yogurt to be available at lunch and Dinner

NOTE 2: A minimum of four varieties of Ice Cream will be available at Lunch and Dinner as an accompaniment to the dessert and not as a Dessert Choice



**THREE WEEK CYCLE MENU  
MAIN KITCHEN**

**DINNER WEEK 1**

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
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	Spaghetti & Meat Sauce	Chicken Lasagne	Baby Back Ribs	Striploin Steak	BBQ Chicken	Pizza	Prime Rib Dinner
GRACY/SAUCE				Onion Rings & Mushrooms		Garlic Bread	Au Jous
STARCH #1	Orzo & Sweet Bell Peppers	Bulgur w/ Apricots & Almonds	Fried Rice	Vegetable Couscous	Rice Pilaf	Mediterranean Barley & Brown Rice	Chantilly Potato's
STARCH #2	Baby Oven Roasted	Seared Penne	Grilled German Potato	Baked Stuffed	Oven Roasted	Spicy Curley Fries	Moroccan Couscous with Raisins
VEGETABLE #1	Spinach	Swiss Chard	Broccoli	Kale	Cream Style Corn	Butternut Squash	Brussels Sprouts
VEGETABLE #2	Beets	Normandy Mix	Sauteed Red Cabbage	Mushrooms & Onions	Baked Fresh Vegetables	Steamed Cauliflower	Green Beans
SALAD BAR	See Salad Bar Menu						
SANDWICH BAR	See Sandwich Bar Menu						
DESSERT	Apple Crisp Fruit Cocktail Squares, Vanilla Pudding Fresh Strawberry /w Cream Lime Jell-o	Iced Chocolate Brownies Coconut Cream Pie Banana Pudding Peaches Halves Raspberry Jello	Pineapple Upside-Down Cake Glazed Donut Butterscotch Pudding Canned Pears Pineapple Jell-o	Black Forest Cake Cherry Pie Strawberry Cobbler Fresh Fruit Salad Strawberry Jello	Rice Krispies Square Lemon Tarts Bread Pudding w/ Raisin Sauce Peaches Halves Lemon Jello	Date Squares Strawberry Rhubarb Pie Chocolate Pudding Sliced Pineapple Orange Jello	Lemon Cake w/ Orange Icing Honey Dip Donut Fruit Trifle Banana in Fresh Cream Cherry Jello
BREAD PRODUCT	Two type Bread Product e.g. Rolls/Buns, Flat Bread, etc Three varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc						

Appendix 1 to Annex B – Sample Three Week Cycle Menus

<b>FRESH FRUITS</b>	4 varieties of Fresh Fruits, 1 could be replaced by a canned variety and will be in the dessert menu list.	
<b>CONDIMENTS</b>	Two Spreads e.g. Peanut Butter, Chocolate, Caramel, etc. Three varieties of Jam/Jellies e.g. Strawberry, Raspberry, Apple Jelly, etc Honey, Syrup, butter, Margarine, Ketchup, Mayonnaise, Mustard, Relish, Vinegar, Salt, Pepper, Sugar, Coffee Whitener, etc. Meat Sauce e.g. H.P., Steak Sauce, Worcestershire Sauce, Tabasco Sauce, Soya Sauce,	
<b>BEVERAGES</b>	Three types of hot beverages e.g. Tea, Coffee, Hot Chocolate Three type dairy e.g. Milk 2%, Skim, Chocolate 2%, Two Fruit/Vegetable Juice Four Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc One non-dairy beverage e.g. Soy Milk	

NOTE 1: Four Varieties of Yogurt to be available at lunch and Dinner

NOTE 2: A minimum of four varieties of Ice Cream will be Available at Lunch and Dinner as an accompaniment to the dessert and not as a Dessert Choice

# Appendix 1 to Annex B – Sample Three Week Cycle Menus

## THREE WEEK CYCLE MENU MAIN KITCHEN

BREAKFAST WEEK 2						
STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
FRUIT	One Fresh Fruit Salad and three other types of Fruit including Citrus – Vary selection throughout the week and seasons. (Fresh implies that the food has not been processed or preserved in any way)					
JUICE [100%]	Two fruit [100% pure] and one Vegetable – Vary selection throughout the week					
CEREAL [IND]	Six ready-to-eat cereals – [to include three whole wheat and three sweetened] and one hot instant cereal.					
EGGS	Eggs any style including Scrambled and Hard Boil					
BREAKFAST ENTREE	French Toast	Eggo Waffles	Pancake	French Toast	Eggo Waffles	Pancake
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
BREAKFAST MEAT	Grilled Sausages One Cold Meat (Variety)	Grilled Ham One Cold Meat (Variety)	Bacon One Cold Meat (Variety)	Grilled Sausages One Cold Meat (Variety)	Grilled Ham One Cold Meat (Variety)	Bacon One Cold Meat (Variety)
STARCH	Baked Beans O'Brian Potatoes	Baked Beans Hash Brown Potatoes	Baked Beans Rissole Potatoes	Baked Beans Fried Potatoes	Baked Beans O'Brian Potatoes	Baked Beans Hash Brown Potatoes
CHEESE YOGURT	Two Varieties of Processed cheese, e.g. Sliced, Cream, Spread, etc Four varieties of ind. Fruit Yogurt including low fat					
BREAD PRODUCT	Two freshly Baked Product e.g. Muffins, Croissant, Danish, Cinnamon Buns, Naan Bread, etc Two type Bread Product e.g. Bagels and English Muffins Three varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc					
BEVERAGES	Three types of hot beverages e.g. Tea, Coffee, Hot Chocolate Two type dairy e.g. Milk 2%, 1%, skim ( No Chocolate Milk at Breakfast) Four Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc Two Varieties Non-Dairy Beverages non-dairy beverage e.g. Soy Milk					
CONDIMENTS	Two Spreads e.g. Peanut Butter, Chocolate, Caramel, Cheese Spread, etc. Three varieties of Jam/Jellies e.g. Strawberry, Raspberry, Apple Jelly, etc Plus Honey, Syrup, Butter, Margarine, Ketchup, Meat Sauce, Mayonnaise, Salt, Pepper, Sugar, Coffee Whitener, etc.					

**THREE WEEK CYCLE MENU  
MAIN KITCHEN**

**LUNCH WEEK 2**

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
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	Meatball Sub	Buffalo Chicken Wrap	Burgers	Club Wrap	Battered Fish	Poor Boy Sandwich	Roast Beef & Avocado Wrap
GRACY/SAUCE							
STARCH #1	Jasmin Rice	Couscous w Lemon & Basil	Vegetable Rice Pilaf	Quinoa Pilaf	House Cut Fries	Festive Coconut Wild Rice w/ Cranberries & Pears	Sweet Potato Fries
STARCH #2	Oven Roasted	Country Fried	French Fries	Baked Steak Fries	Couscous	Grilled Penne	Vegetable Fried Rice
VEGETABLE #1	Spinach	Kale	Edamame	Carrots	Spinach	Butternut Squash	Broccoli
VEGETABLE #2	Tomato Provencal	PEI Mixed	Sauteed Box Choy	Waxed Green Beans	Sauteed Zucchini	Green Beans	Normandy Mixed
SALAD BAR	See Salad Menu						
SANDWICH BAR	See Sandwich Bar Menu						
DESSERT	Boston Cream Pie Oreo Cookies Banana Pudding Sliced Pineapple Watermelon Jello	Peach Square Blueberry Turnover Bread Pudding w/ Raisin Sauce Pear Halves Peach Jell-o	Lemon Cake w/ Orange Icing Coconut Cream Pie Butterscotch Pudding Fruit Cocktail Lime Jell-o	Blueberry Crisp w/ Whipped Topping Butter Tart Rice Pudding Sliced Cantaloupe Raspberry Jell-o	Poor Man's Pudding w/ Fresh Cream Jellied Donut Fruit Trifle Fruit Salad Lemon Jell-o	Glazed Cinnamon Roll Cherry Pie Chocolate Pudding Slice Honeydew Strawberry Jell-o	Raisin Pie Peanut Butter Cookies Vanilla Pudding Sliced Watermelon Cherry Jell-o
BREAD PRODUCT	Two type Bread Product e.g. Rolls/Buns, Flat Bread, etc						
FRESH FRUITS	Three varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc						
CONDIMENTS	4 varieties of Fresh Fruits , 1 could be replaced by a canned variety and will be in the dessert menu list.						
	Two Spreads e.g. Peanut Butter, Chocolate, Caramel, etc.						

Appendix 1 to Annex B – Sample Three Week Cycle Menus

	Three varieties of Jam/Jellies e.g. Strawberry, Raspberry, Apple Jelly, etc Honey. Syrup, butter, Margarine, Ketchup, Mayonnaise, Mustard, Relish, Vinegar, Salt, Pepper, Sugar, Coffee Whitener, etc. Meat Sauce e.g. H.P., Steak Sauce, Worcestershire Sauce, Tabasco Sauce, Soya Sauce,
BEVERAGES	Three types of hot beverages e.g. Tea, Coffee, Hot Chocolate Three type dairy e.g. Milk 2%, Skim, Chocolate 2%, Two Fruit/Vegetable Juice Four Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc One non-dairy beverage e.g. Soy Milk

**NOTE 1: Four Varieties of Yogurt to be available at lunch and Dinner**

**NOTE 2: A minimum of four varieties of Ice Cream will be Available at Lunch and Dinner as an accompaniment to the dessert and not as a Dessert Choice**

Appendix 1 to Annex B – Sample Three Week Cycle Menus

THREE WEEK CYCLE MENU  
MAIN KITCHEN

DINNER WEEK 2

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
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 Turkey	Goulash		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	Chicken Quesadillas	Shepards Pie	Roast Pork Dinner	Strip Loin Steak	Taco's	Pizza	Baked Brown Sugar Ham
GRACY/SAUCE	Garlic Bread	Rich Brown Gravy	Gravy & Stuffing				
STARCH #1	Fresh Herb and Lemon Bulgur Pilaf	Basmati Rice	Wild Rice and Mushroom Pilaf	Baked Stuffed	Garlicky Brown Rice	Baked Steak Fries	Quinoa with Garlic, Pine Nuts and Raisins
STARCH #2	Rosemary Roasted Potato	Orzo	Mashed	Rice Pilaf	Culey Fries	Fluffy White Rice	Mashed Potato
VEGETABLE #1	Asian-Mixed Vegetables	Brussels Sprouts	Carrots	Asparagus	Spinach	Brussels Sprouts	Swiss Chard
VEGETABLE #2	Corn	Green Beans	Beets	Candied Turnip	Winter Mixed	Fresh Mixed Vegetables	Baked Squash
SALAD BAR	See Salad Menu						
SANDWICH BAR	See Sandwich Bar Menu						
DESSERT	Blueberry Cheesecake Rice Krispies Square Lemon Tart Fresh Fruit Salad Watermelon Jello	Strawberry & Rhubarb Pie Jellied Cookies Chocolate Pudding Banana in Fresh Cream Peach Jell-o	Strawberry Shortcake Shortbread Cookies Banana Pudding Pear Halves Lime Jell-o	Iced Brownies Honey Glazed Donut Vanilla Pudding Fresh Strawberry w/ Cream Raspberry Jell-o	Iced White Cake Banana Cream Pie Tapioca Pudding Peach halves Lemon Jell-o	Pecan Pie Apple Turnover Butterscotch Pudding Fruit Cocktail Strawberry Jell-o	Black Forest Cake Blueberry Crisp Strawberry Danish Canned Pears Cherry Jell-o
BREAD PRODUCT	Two type Bread Product e.g. Rolls/Buns, Flat Bread, etc Three varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc						
FRESH FRUITS	4 varieties of Fresh Fruits , 1 could be replaced by a canned variety and will be in the dessert menu list.						
CONDIMENTS	Two Spreads e.g. Peanut Butter, Chocolate, Caramel, etc. Three varieties of Jam/Jellies e.g. Strawberry, Raspberry, Apple Jelly, etc						

Appendix 1 to Annex B – Sample Three Week Cycle Menus

	Honey, Syrup, butter, Margarine, Ketchup, Mayonnaise, Mustard, Relish, Vinegar, Salt, Pepper, Sugar, Coffee Whitener, etc. Meat Sauce e.g. H.P., Steak Sauce, Worcestershire Sauce, Tabasco Sauce, Soya Sauce,
BEVERAGES	Three types of hot beverages e.g. Tea, Coffee, Hot Chocolate Three type dairy e.g. Milk 2%, Skim, Chocolate 2%, Two Fruit/Vegetable Juice Four Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc One non-dairy beverage e.g. Soy Milk

**NOTE 1: Four Varieties of Yogurt to be available at lunch and Dinner**

**NOTE 2: A minimum of four varieties of Ice Cream will be Available at Lunch and Dinner as an accompaniment to the dessert and not as a Dessert Choice**

# Appendix 1 to Annex B – Sample Three Week Cycle Menus

## THREE WEEK CYCLE MENU MAIN KITCHEN

### BREAKFAST WEEK 3

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>FRUIT</b>	One Fresh Fruit Salad and three other type of Fruit including Citrus – Vary selection throughout the week and seasons. (Fresh implies that the food has not been processed or preserved in any way)						
<b>JUICE [100%]</b>	Two fruit [100% pure] and one Vegetable – Vary selection throughout the week						
<b>CEREAL [IND]</b>	Six ready-to-eat cereals – [to include three whole wheat and three sweetened] and one hot instant cereal.						
<b>EGGS</b>	Eggs any style including Scrambled and Hard Boil						
<b>BREAKFAST ENTREE</b>	Eggo Waffles	Pancake	French Toast	Eggo Waffles	Pancake	French Toast	Eggo Waffles
<b>HEALTHIER BREAKFAST</b>	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
<b>BREAKFAST MEAT</b>	Grilled Ham One Cold Meat (Variety)	Bacon One Cold Meat (Variety)	Grilled Sausages One Cold Meat (Variety)	Grilled Ham One Cold Meat (Variety)	Bacon One Cold Meat (Variety)	Grilled Sausages One Cold Meat (Variety)	Grilled Ham One Cold Meat (Variety)
<b>STARCH</b>	Baked Beans Fried Potatoes	Baked Beans O'Brian Potatoes	Baked Beans Hash Brown Potatoes	Baked Beans Rissole Potatoes	Baked Beans Fried Potatoes	Baked Beans O'Brian Potatoes	Baked Beans Hash Brown Potatoes
<b>CHEESE YOGURT</b>	Two Varieties of Processed cheese; e.g. Sliced, Cream, Spread, etc Four varieties of ind. Fruit Yogurt including low fat						
<b>BREAD PRODUCT</b>	Two freshly Baked Product e.g. Muffins, Croissant, Danish, Cinnamon Buns, Naan Bread, etc Two type Bread Product e.g. Bagels and English Muffins Three varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc						
<b>BEVERAGES</b>	Three types of hot beverages e.g. Tea, Coffee, Hot Chocolate Two type dairy e.g. Milk 2%, 1%, skim ( No Chocolate Milk at Breakfast) Four Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc Two Varieties Non-Dairy Beverages non-dairy beverage e.g. Soy Milk						
<b>CONDIMENTS</b>	Two Spreads e.g. Peanut Butter, Chocolate, Caramel, Cheese Spread, etc. Three varieties of Jam/Jellies e.g. Strawberry, Raspberry, Apple Jelly, etc Plus Honey, Syrup, Butter, Margarine, Ketchup, Meat Sauce, Mayonnaise, Salt, Pepper, Sugar, Coffee Whitener, etc.						



Appendix 1 to Annex B – Sample Three Week Cycle Menus

THREE WEEK CYCLE MENU  
MAIN KITCHEN

LUNCH WEEK 3

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
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	French Onion	Barley Mushroom	Turkey Tortilla Soup	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	Grilled Ham & Cheese	BLT Wrap	Burgers	Chicken Fajita	Battered Fish	Poor Boy	Buffalo Chicken Ranch Wrap
GRACY/SAUCE							
STARCH #1	Raisin and Spice Brown Rice	Mushroom Risotto	Barley Risotto	Oven Roasted Potato	French Fries	Toasted Millet Pilaf	Bulgur with Fresh Ginger and Spring Onions
STARCH #2	Oven Roasted	Sliced Baked Potato	Dollar Fries	Rice Pilaf	Mexican Fried Rice	Potato Skins	Rice Pilaf
VEGETABLE #1	Asian-Mixed Vegetables	Edamame	Butternut Squash	Brussels Sprouts	Mixed Vegetables	Cream Style Corn	Swiss Chard
VEGETABLE #2	Baked Mixed Root Vegetables	Green Beans	Chinese Vegetables	Tomato Provençal	Steamed Lima Beans	Baby Carrots	Fresh Cut Beans
SALAD BAR	See Salad Menu						
SANDWICH BAR	See Sandwich Bar Menu						
DESSERT	Iced White Cake Blueberry Pie Rice Pudding Peaches Halves Orange Jell-o	Boston Cream Pie Peanut Butter Cookies Rice Krispies Square Pineapple Sliced Lime Jell-o	Nanaimo Bars Oreo Cookies Butterscotch Pudding Pears Halves Pineapple Jell-o	Apple Pie Iced Chocolate Chip Cake Tapioca Pudding Fruit Cocktail Raspberry Jell-o	Pecan Pie Rocky Road Square Granola & Yogurt Pudding Canned Cherry Lemon Jell-o	Iced Blueberry Cake Cherry Cheesecake Chocolate Pudding Slice Honeydew Peach Jell-o	Strawberry Rhubarb Pie Fruit Trifle Chocolate Chip Cookies Pear Halves Strawberry Jell-o
BREAD PRODUCT	Two type Bread Product e.g. Rolls/Buns, Flat Bread, etc Three varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc						
FRESH FRUITS	4 varieties of Fresh Fruits , 1 could be replaced by a canned variety and will be in the dessert menu list.						

**Appendix 1 to Annex B – Sample Three Week Cycle Menus**

<b>CONDIMENTS</b>	Two Spreads e.g. Peanut Butter, Chocolate, Caramel, etc. Three varieties of Jam/Jellies e.g. Strawberry, Raspberry, Apple Jelly, etc Honey, Syrup, butter, Margarine, Ketchup, Mayonnaise, Mustard, Relish, Vinegar, Salt, Pepper, Sugar, Coffee Whitener, etc. Meat Sauce e.g. H.P., Steak Sauce, Worcestershire Sauce, Tabasco Sauce, Soya Sauce,
<b>BEVERAGES</b>	Three types of hot beverages e.g. Tea, Coffee, Hot Chocolate Three type dairy e.g. Milk 2%, Skim, Chocolate 2%, Two Fruit/Vegetable Juice Four Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc One non-dairy beverage e.g. Soy Milk

**NOTE 1: Four Varieties of Yogurt to be available at lunch and Dinner**  
**NOTE 2: A minimum of four varieties of Ice Cream will be Available at Lunch and Dinner as an accompaniment to the dessert and not as a Dessert Choice**

Appendix 1 to Annex B – Sample Three Week Cycle Menus

THREE WEEK CYCLE MENU  
MAIN KITCHEN

DINNER WEEK 3

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
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	Seafood Newburg	Southern Fried Chicken	Turkey Pot Pie	Striploin Steak	Meat Loaf	Pizza	Cod O'Graten
GRACY/SAUCE	Beef Gravy & Yourshire Pudding	Rich Brown Gravy					
STARCH #1	Garlic Mashed	Couscous with Dried Fruits	Vegetable Rice Pilaf	Herbed pearly Couscous	Brown Rice with Butternut Squash, Black Beans and Cranberries	Wild Rice W Toasted Almonds	Mashed
STARCH #2	Linguini	Basmati Rice	French Fries	Baked Stuffed	Jasmine Rice	Roasted Baby Reds	Parmeasan Risotto
VEGETABLE #1	Okra	Carrots	Spinach	Butternut Squash	Broccoli	Kale	Beets
VEGETABLE #2	Snow Peas	Winter Mixed	Corn	Mushrooms & Onions	Steamed Waxed Beans	PEI Mixed	Peas & Carrots
SALAD BAR	See Salad Menu						
SANDWICH BAR	See Sandwich Bar Menu						
DESSERT	Carrot Apple Square Nanaimo Bar Hermit Cookies Fresh Fruit Salad Orange Jell-o	Lemon Meringue Pie Apple Turnover Fruit Cocktail Square Sliced Cantaloupe Lime Jell-o	Peach Upside-Down Cake Sugar Cookies Bread Pudding w/ Raisin Sauce Fresh Strawberry w/ Fresh Cream Pineapple Jell-o	Carrot Cake w/ Cheese Icing Glazed Donut Chocolate Pudding Fresh Fruit Salad Raspberry Jell-o	Iced Marble Cake Blueberry Danish Banana Pudding Sliced Watermelon Lemon Jell-o	Banana Cream Pie Shortbread Cookies Fruit Squares Pineapple Sliced Peach Jell-o	Black Forest Cake Jellied Donut Rice Pudding Banana in Fresh Cream Strawberry Jell-o
BREAD PRODUCT	Two type Bread Product e.g. Rolls/Buns, Flat Bread, etc						
FRESH FRUITS	Three varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc						
CONDIMENTS	4 varieties of Fresh Fruits. 1 could be replaced by a canned variety and will be in the dessert menu list.						
	Two Spreads e.g. Peanut Butter, Chocolate, Caramel, etc.						

**Appendix 1 to Annex B – Sample Three Week Cycle Menus**

	Three varieties of Jam/Jellies e.g. Strawberry, Raspberry, Apple Jelly, etc Honey, Syrup, butter, Margarine, Ketchup, Mayonnaise, Mustard, Relish, Vinegar, Salt, Pepper, Sugar, Coffee Whitener, etc. Meat Sauce e.g. H.P., Steak Sauce, Worcestershire Sauce, Tabasco Sauce, Soya Sauce,
<b>BEVERAGES</b>	Three types of hot beverages e.g. Tea, Coffee, Hot Chocolate Three type dairy e.g. Milk 2%, Skim, Chocolate 2%, Two Fruit/Vegetable Juice Four Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc One non-dairy beverage e.g. Soy Milk

**NOTE 1: Four Varieties of Yogurt to be available at lunch and Dinner**

**NOTE 2: A minimum of four varieties of Ice Cream will be Available at Lunch and Dinner as an accompaniment to the dessert and not as a Dessert Choice**

Appendix 1 to Annex B – Sample Three Week Cycle Menus

THREE WEEK CYCLE MENU  
MAIN KITCHEN SANDWICH BAR

WEEK 1

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
SANDWICH # 1	Ham and Lettuce	Shaved Beef	Submarine (Turkey, Salami, Lettuce and Cheese)	Black Forest Ham and Lettuce	Pastrami on Rye	Roast Turkey	Submarine (Beef, Ham, Lettuce and Cheese)
SANDWICH # 2	Egg Salad	Salmon Salad	Chicken Caesar Wrap	Tuna Salad	Seafood Salad Wrap	Bologna	Ham Salad Wrap
SANDWICH # 3	Salami and Cheese	Sliced Turkey	Shaved Pork	Roast Beef	Chicken Breast	Egg Salad	Shaved Beef
CONDIMENTS	Soda Crackers, Croutons, Bread Stick, Melba Toast, etc....						

Portion Size Sandwich Filling      Sliced Meat      90 g      Salad Filling      110 g      Sandwiches will be made with 50% Whole Wheat and 50% White Bread

WEEK 2

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
SANDWICH # 1	Sliced Turkey	Ham and Cheese	Black Forest Ham and Lettuce	Submarine (cold cuts Lettuce and Cheese)	Sliced Turkey	Salami and Cheese	Submarine (Turkey, Salami, Lettuce and Cheese)
SANDWICH # 2	Tuna Salad	Chicken Wrap	Egg Salad	Seafood Salad Wrap	Salmon Salad	Ham Salad Wrap	Egg Salad
SANDWICH # 3	Shaved Pork	Pastrami on Rye	Bologna	Shaved Beef	Shaved Pork	Chicken Breast	Pastrami on Rye
CONDIMENTS	Soda Crackers, Croutons, Bread Stick, Melba Toast, etc....						

Portion Size Sandwich Filling      Sliced Meat      90 g      Salad Filling      110 g      Sandwiches will be made with 50% Whole Wheat and 50% White Bread

WEEK 3

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
SANDWICH # 1	Black Forest Ham and Lettuce	Submarine (cold cuts Lettuce and Cheese)	Shaved Pork	Chicken Breast	Black Forest Ham and Lettuce	Submarine (Beef, Ham, Lettuce and Cheese)	Sliced Turkey
SANDWICH # 2	Bologna	Chicken Wrap	Seafood Salad Wrap	Egg Salad	Tuna Salad	Chicken Salad	Mock Lobster Wrap
SANDWICH # 3	Salmon Salad	Shaved Beef	Turkey Salad	Salami and Cheese	Chicken Caesar Wrap	Roast Beef	Shaved Pork
CONDIMENTS	Soda Crackers, Croutons, Bread Stick, Melba Toast, etc....						

Portion Size Sandwich Filling      Sliced Meat      90 g      Salad Filling      110 g      Sandwiches will be made with 50% Whole Wheat and 50% White Bread

Appendix 1 to Annex B – Sample Three Week Cycle Menus

**HOT DISPERSED MEALS  
THREE WEEK CYCLE MENU**

BREAKFAST WEEK 1						
STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
FRUIT & JUICE [100%]	One type of fruit (to alternate every morning)					
	One 100% fruit or Vegetable Juice (to alternate every morning)					
CEREAL [IND]	Three ready-to-eat cereals – [to include two whole wheat and one sweetened].					
EGGS	Scrambled Soft Boiled					
BREAKFAST MEAT	Bacon	Grilled Sausages	Grilled Ham	Bacon	Grilled Sausages	Grilled Ham
STARCH	Hash Brown Potatoes	Baked Beans	O'Brian Potatoes	Baked Beans	Rissole Potatoes	Baked Beans
CHEESE YOGURT	One Varieties of Processed cheese Four varieties of ind. Fruit Yogurt including low fat					
BREAD PRODUCT	One freshly Baked Product e.g. Muffins, Croissant, Danish, Cinnamon Buns, etc One type Bread Product e.g. Bagels and English Muffins Three varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc					
BEVERAGES	Coffee, Hot Chocolate Milk 2%					
CONDIMENTS	Two Spreads e.g. Peanut Butter, Chocolate, Caramel, Cheese Spread, etc. One varieties of Jam/Jellies e.g. Strawberry, Raspberry, Apple Jelly, etc Plus Honey. Syrup, Butter, Margarine, Ketchup, Meat Sauce, Mayonnaise, Salt, Pepper, Sugar, Coffee Whitener, etc.					

**NOTE: Portion sizes for Main Course and Starch shall be 10% greater than the minimum portion size standard**

Appendix 1 to Annex B – Sample Three Week Cycle Menus

**HOT DISPERSED MEALS  
THREE WEEK CYCLE MENU**

LUNCH WEEK 1						
STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
ENTRÉE # 1	Baked Chicken Breast Italian Style	Grilled Pork Chop w/ Apple Sauce	Chicken Pot Pie w/ gravy	Salisbury Steak w/ Onion Gravy	Italian Sausages on Panini Bun	Sweet & Sour Meat Balls on Fettuccini Noodle
STARCH CHOICE	Basmati Rice	Mashed Potatoes	Home Fried Pot	Boiled Potatoes	Cream Whipped Potatoes	Spiral Fried Potatoes
VEGETABLE	Wax Beans	Baby Carrots	Whole Green Beans	Kernel Corn	Fresh Green Peas	Mixed Vegetable
SALAD	Tossed Salad Sliced Tomatoes Dill Pickles	Creamy Cole Slaw Sliced Cucumber Sweet Mix Pickles	Macaroni Salad Carrot & Celery Stick Dill Pickles	Green Salad Sliced Tomatoes Sweet Mix Pickles	Cole Slaw Sliced Cucumber Dill Pickles	Creamy Cole Slaw Sliced Tomatoes Sweet Mix Pickles
CHEESE	Sliced Process	Marble	Cheddar	Marble	Cheddar	Marble
DESSERT	Iced Banana Cake Chocolate Chip Cookies	Date Square Chocolate Pudding	Iced Chocolate Cake Peanut Butter Cookies	Marble Cake Raisin Pie	Apple Turn over Ind Chocolate Pudding	Blueberry Cheesecake Jellyed Donuts
BREAD PRODUCT	Two varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc					
FRESH FRUITS	One Types of Fresh Fruits to alternate daily					
BEVERAGES	Coffee Milk 2% and Chocolate 2%, (50% of each) One Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc					
CONDIMENTS	Jam, Peanut Butter Honey, Syrup, butter, Margarine, Ketchup, Mustard, Salt, Pepper, Sugar, Coffee Whitener, etc. Meat Sauce e.g. H.P., Steak Sauce, Worcestershire Sauce, Tabasco Sauce, Soya Sauce, Any other Condiments required according to the menu, e.g. Relish, Mayonnaise etc...					

**NOTE: Portion sizes for Main Course and Starch shall be 10% greater than the minimum portion size standard**

Appendix 1 to Annex B – Sample Three Week Cycle Menus

**HOT DISPERSED MEALS  
THREE WEEK CYCLE MENU**

DINNER WEEK 1						
STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
ENTRÉE # 1	Jamaican Pot Roast w/ Melon Salsa	Bar-B-Q Chicken	Roast Leg of Pork w/ Gravy	Chicken Fingers w/ Plum, Sweet & Sour & Honey Sauces	Charbroiled Pork Chop w/ Mushroom sauce	Cheeseburger Deluxe
STARCH CHOICE	Seasoned Potato Wedges	Rice Pilaf	Cream Whipped Potatoes	Chinese Noodles	Curried Rice	French Fried Potatoes
VEGETABLE	Sautéed Zucchini	Roast Winter Vegetable	Green Peas	Oriental Vegetable	Broccoli Spears	French Green Beans
SALAD	Cole Slaw Carrot & Celery Stick Sweet Gurken Pickles	Greek Salad Sliced Tomatoes Pickles Beets	Tossed Salad Sliced Cucumber Sweet Mix Pickles	Cabbage & Apple Salad Carrot & Celery Stick Sweet Gurken Pickles	Potato Salad Sliced Cucumber Dill Pickles	Creamy Cole Slaw Sliced Tomatoes Sweet Mix Pickles
CHEESE	Marble	Cheddar	Marble	Cheddar	Marble	Cheddar
DESSERT	Apple Crisp Vanilla Pudding	Iced Brownies Banana Pudding	Pineapple Upside- Down Cake Glazed Donut	Cherry Pie Strawberry Cobbler	Rice Krispies Squares Asst'd Mini Danish	Strawberry Rhubarb Pie Chocolate Pudding
BREAD PRODUCT	Two varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc					
FRESH FRUITS	One Types of Fresh Fruits					
BEVERAGES	Coffee Milk 2% or Chocolate 2%, One Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc One non-dairy beverage e.g. Soy Milk (if required)					
CONDIMENTS	Jam, Peanut Butter Honey, Syrup, butter, Margarine, Ketchup, Mustard, Salt, Pepper, Sugar, Coffee Whitener, etc. Meat Sauce e.g. H.P., Steak Sauce, Worcestershire Sauce, Tabasco Sauce, Soya Sauce, Any other Condiments required according to the menu, e.g. Relish, Mayonnaise etc...					

**NOTE: Portion sizes for Main Course and Starch shall be 10% greater than the minimum portion size standard**



Appendix 1 to Annex B – Sample Three Week Cycle Menus

**HOT DISPERSED MEALS  
THREE WEEK CYCLE MENU**

**BREAKFAST WEEK 2**

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>FRUIT</b>	One Fresh Fruit Salad and three other type of Fruit including Citrus (Total of 4 Varieties) – Vary selection throughout the week and seasons. (Fresh implies that the food has not been processed or preserved in any way)						
<b>JUICE [100%]</b>	Two fruit [100% pure] and one Vegetable – Vary selection throughout the week						
<b>CEREAL [IND]</b>	Six ready-to-eat cereals – [to include three whole wheat and three sweetened] and one hot instant cereal.						
<b>EGGS</b>	Scrambled and Soft Boil						
<b>BREAKFAST ENTREE</b>	Pancake	French Toast	Eggo Waffles	Pancake	French Toast	Eggo Waffles	Pancake
<b>BREAKFAST MEAT</b>	Bacon One Cold Meat (Variety)	Grilled Sausages One Cold Meat (Variety)	Grilled Ham One Cold Meat (Variety)	Bacon One Cold Meat (Variety)	Grilled Sausages One Cold Meat (Variety)	Grilled Ham One Cold Meat (Variety)	Bacon One Cold Meat (Variety)
<b>STARCH</b>	Hash Brown Potatoes	Baked Beans	O'Brian Potatoes	Baked Beans	Rissole Potatoes	Baked Beans	Fried Potatoes
<b>CHEESE YOGURT</b>	Two Varieties of Processed cheese, e.g. Sliced, Cream, Spread, etc Four varieties of ind. Fruit Yogurt including low fat						
<b>BREAD PRODUCT</b>	One freshly Baked Product e.g. Muffins, Croissant, Danish, Cinnamon Buns, etc Two type Bread Product e.g. Bagels and English Muffins Three varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc						
<b>BEVERAGES</b>	Three types of hot beverages e.g. Tea, Coffee, Hot Chocolate Two type dairy e.g. Milk 2%, 1%, skim ( No Chocolate Milk at Breakfast) Four Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc Two Varieties Non-Dairy Beverages non-dairy beverage e.g. Soy Milk						
<b>CONDIMENTS</b>	Two Spreads e.g. Peanut Butter, Chocolate, Caramel, Cheese Spread, etc. Three varieties of Jam/Jellies e.g. Strawberry, Raspberry, Apple Jelly, etc Plus Honey, Syrup, Butter, Margarine, Ketchup, Meat Sauce, Mayonnaise, Salt, Pepper, Sugar, Coffee Whitener, etc.						

**NOTE: Portion sizes for Main Course and Starch shall be 10% greater than the minimum portion size standard**

Appendix 1 to Annex B – Sample Three Week Cycle Menus

**HOT DISPERSED MEALS  
THREE WEEK CYCLE MENU**

BREAKFAST WEEK 2						
STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
FRUIT & JUICE [100%] CEREAL [IND]	One type of fruit (to alternate every morning)					
	One 100% fruit or Vegetable Juice (to alternate every morning)					
EGGS	Three ready-to-eat cereals – [to include two whole wheat and one sweetened].					
	Scrambled Soft Boiled					
BREAKFAST MEAT	Grilled Sausages	Grilled Ham	Bacon	Grilled Sausages	Grilled Ham	Bacon
STARCH	Hash Brown Potatoes	Baked Beans	O'Brian Potatoes	Baked Beans	Rissole Potatoes	Baked Beans
CHEESE YOGURT	One Varieties of Processed cheese Four varieties of ind. Fruit Yogurt including low fat					
BREAD PRODUCT	One freshly Baked Product e.g. Muffins, Croissant, Danish, Cinnamon Buns, etc					
	One type Bread Product e.g. Bagels and English Muffins Three varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc					
BEVERAGES	Coffee, Hot Chocolate Milk 2%					
CONDIMENTS	Two Spreads e.g. Peanut Butter, Chocolate, Caramel, Cheese Spread, etc.					
	One varieties of Jam/Jellies e.g. Strawberry, Raspberry, Apple Jelly, etc Plus Honey, Syrup, Butter, Margarine, Ketchup, Meat Sauce, Mayonnaise, Salt, Pepper, Sugar, Coffee Whitener, etc.					

**NOTE: Portion sizes for Main Course and Starch shall be 10% greater than the minimum portion size standard**

Appendix 1 to Annex B – Sample Three Week Cycle Menus

**HOT DISPERSED MEALS  
THREE WEEK CYCLE MENU**

**LUNCH WEEK 2**

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>ENTRÉE # 1</b>	Meat Pie w/ Brown Gravy	Spicy Chicken Wings	Swiss Style Steak	Swedish Meat Balls on Noodles	Mexicali Radiatore Casserole	Sheppard's Pie	Chicken Tandoori
<b>STARCH CHOICE</b>	Mashed Potatoes	Wild Rice	Home Fried Pot	Buttered Noodles	Jumbo Chips	Spanish Rice	French Fries
<b>VEGETABLE</b>	Whole Green Beans	Garden Green Peas	Wax Beans	Broccoli	German Fried Potatoes	Cauliflower	Whole Kernel Corn
<b>SALAD</b>	Tossed Salad Sliced Tomatoes Dill Pickles	Creamy Cole Slaw Sliced Cucumber Sweet Mix Pickles	Macaroni Salad Carrot & Celery Stick Dill Pickles	Green Salad Sliced Tomatoes Sweet Mix Pickles	Cole Slaw Sliced Cucumber Dill Pickles	Creamy Cole Slaw Sliced Tomatoes Sweet Mix Pickles	Chef Salad Carrot & Celery Stick Dill Pickles
<b>CHEESE</b>	Sliced Process Boston Cream Pie Banana Pudding	Marble	Cheddar	Marble	Cheddar	Marble	Cheddar
<b>DESSERT</b>		Peach Square Blueberry Turnover	Coconut Cream Pie Butterscotch Pudding	Blueberry Crisp Butter Tart	Jellied Donut Ind Vanilla Pudding	Cherry Pie Chocolate Pudding	Raisin Pie Peanut Butter Cookies
<b>BREAD PRODUCT</b>	Two varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc						
<b>FRESH FRUITS</b>	One Types of Fresh Fruits						
<b>BEVERAGES</b>	Coffee Milk 2% or Chocolate 2%, One Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc One non-dairy beverage e.g. Soy Milk (if required)						
<b>CONDIMENTS</b>	Jam, Peanut Butter Honey, Syrup, butter, Margarine, Ketchup, Mustard, Salt, Pepper, Sugar, Coffee Whitener, etc. Meat Sauce e.g. H.P., Steak Sauce, Worcestershire Sauce, Tabasco Sauce, Soya Sauce, Any other Condiments required according to the menu, e.g. Relish, Mayonnaise etc...						

**NOTE: Portion sizes for Main Course and Starch shall be 10% greater than the minimum portion size standard**

Appendix 1 to Annex B – Sample Three Week Cycle Menus

**HOT DISPERSED MEALS  
THREE WEEK CYCLE MENU**

**DINNER WEEK 2**

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>ENTRÉE # 1</b>	Maple Garlic Pork Loin	Beef Bourguignon on Egg Noodles	Roast Beef w/ Gravy	Chicken Fingers w/ Plum, Sweet & Sour & Honey Sauces	Jamaican Jerk Ribs	Spicy Chicken w/ Rosemary, Chilies & Plum Sauce	Roast Turkey w/ Dressing, Gravy & Cranberry Sauce
<b>STARCH CHOICE</b>	Lyonnais Potatoes	Rissole Potatoes	Cream Whipped Potatoes	Fried Rice	Baked Potatoes w/ Sour Cream and Chives	Broccoli and Cheddar Rice	Mashed Potatoes
<b>VEGETABLE</b>	Brussels Sprouts	Asparagus Tips	French Green Beans	Aloo Gobi	Florentine Mixed Vegetable	Waxed Beans	Whole Green Beans
<b>SALAD</b>	Cole Slaw Carrot & Celery Stick Sweet Gurken Pickles	Greek Salad Sliced Tomatoes Pickles Beets	Tossed Salad Sliced Cucumber Sweet Mix Pickles	Cabbage & Apple Salad Carrot & Celery Stick Sweet Gurken Pickles	Potato Salad Sliced Cucumber Dill Pickles	Creamy Cole Slaw Sliced Tomatoes Sweet Mix Pickles	Chef Salad Carrot & Celery Stick Dill Pickles
<b>CHEESE</b>	Marble Rice Krispies Square Lemon Tart	Cheddar	Marble	Cheddar	Marble	Cheddar	Marble
<b>DESSERT</b>		Strawberry & Rhubarb Pie Jellied Cookies	Shortbread Cookies Banana Pudding	Iced Brownies Honey Glazed Donut	Banana Cream Pie Tapioca Pudding	Apple Turnover Butterscotch Pudding	Blueberry Crisp Strawberry Danish
<b>BREAD PRODUCT</b>	Two varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc						
<b>FRESH FRUITS</b>	One Types of Fresh Fruits						
<b>BEVERAGES</b>	Coffee Milk 2% or Chocolate 2%, One Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc One non-dairy beverage e.g. Soy Milk (if required)						
<b>CONDIMENTS</b>	Jam, Peanut Butter Honey, Syrup, butter, Margarine, Ketchup, Mustard, Salt, Pepper, Sugar, Coffee Whitener, etc. Meat Sauce e.g. H.P., Steak Sauce, Worcestershire Sauce, Tabasco Sauce, Soya Sauce, Any other Condiments required according to the menu, e.g. Relish, Mayonnaise etc....						

**NOTE: Portion sizes for Main Course and Starch shall be 10% greater than the minimum portion size standard**

Appendix 1 to Annex B – Sample Three Week Cycle Menus

**HOT DISPERSED MEALS  
THREE WEEK CYCLE MENU**

BREAKFAST WEEK 3						
STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
FRUIT & JUICE [100%] CEREAL [IND]	One type of fruit (to alternate every morning)					
	One 100% fruit or Vegetable Juice (to alternate every morning)					
EGGS	Three ready-to-eat cereals – [to include two whole wheat and one sweetened].					
	Scrambled Soft Boiled					
BREAKFAST MEAT	Bacon	Grilled Sausages	Grilled Ham	Bacon	Grilled Sausages	Grilled Ham
STARCH	Hash Brown Potatoes	Baked Beans	O'Brian Potatoes	Baked Beans	Rissole Potatoes	Baked Beans
CHEESE YOGURT	One Varieties of Processed cheese Four varieties of ind. Fruit Yogurt including low fat					
BREAD PRODUCT	One freshly Baked Product e.g. Muffins, Croissant, Danish, Cinnamon Buns, etc One type Bread Product e.g. Bagels and English Muffins Three varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc					
BEVERAGES	Coffee, Hot Chocolate Milk 2%					
CONDIMENTS	Two Spreads e.g. Peanut Butter, Chocolate, Caramel, Cheese Spread, etc. One varieties of Jam/Jellies e.g. Strawberry, Raspberry, Apple Jelly, etc Plus Honey, Syrup, Butter, Margarine, Ketchup, Meat Sauce, Mayonnaise, Salt, Pepper, Sugar, Coffee Whitener, etc.					

**NOTE: Portion sizes for Main Course and Starch shall be 10% greater than the minimum portion size standard**

Appendix 1 to Annex B – Sample Three Week Cycle Menus

**HOT DISPERSED MEALS  
THREE WEEK CYCLE MENU**

**LUNCH WEEK 3**

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>ENTRÉE # 1</b>	Beef and Vegetable Stew w/ Tea Biscuit	Salisbury Steak w/ Gravy & Onion	Hot Turkey Sandwich w/ Gravy	Balsamic Chicken Breast and Sauce	Spaghetti w/ Meat Ball	Chicken Brochette	Chicken Nuggets
<b>STARCH CHOICE</b>	Mashed Potatoes	Biarritz Potatoes	Mushroom Basmati Rice	Mashed Potatoes	Rice Pilaf	Couscous	Fried Rice
<b>VEGETABLE</b>	Broccoli	Green Beans	Whole Green Beans	Glazed Carrots	California Mix	Mashed Turnips	Mixed Peas & Carrots
<b>SALAD</b>	Tossed Salad Sliced Tomatoes Dill Pickles	Creamy Cole Slaw Sliced Cucumber Sweet Mix Pickles	Macaroni Salad Carrot & Celery Stick Dill Pickles	Green Salad Sliced Tomatoes Sweet Mix Pickles	Cole Slaw Sliced Cucumber Dill Pickles	Creamy Cole Slaw Sliced Tomatoes Sweet Mix Pickles	Chef Salad Carrot & Celery Stick Dill Pickles
<b>CHEESE</b>	Sliced Process	Marble	Cheddar	Marble	Cheddar	Marble	Cheddar
<b>DESSERT</b>	Iced White Cake Blueberry Pie	Boston Cream Pie Peanut Butter	Nanaimo Bars Oreo Cookies	Apple Pie Iced Chocolate Chip Cake	Pecan Pie Vanilla Pudding	Iced Blueberry Cake Ind Chocolate Pudding	Strawberry Rhubarb Pie Chocolate Chip Cookies
<b>BREAD PRODUCT</b>	Two varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc						
<b>FRESH FRUITS</b>	One Types of Fresh Fruits						
<b>BEVERAGES</b>	Coffee Milk 2% or Chocolate 2%, One Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc One non-dairy beverage e.g. Soy Milk (if required)						
<b>CONDIMENTS</b>	Jam, Peanut Butter Honey, Syrup, butter, Margarine, Ketchup, Mustard, Salt, Pepper, Sugar, Coffee Whitener, etc. Meat Sauce e.g. H.P., Steak Sauce, Worcestershire Sauce, Tabasco Sauce, Soya Sauce, Any other Condiments required according to the menu, e.g. Relish, Mayonnaise etc....						

**NOTE: Portion sizes for Main Course and Starch shall be 10% greater than the minimum portion size standard**

Appendix 1 to Annex B – Sample Three Week Cycle Menus

**HOT DISPERSED MEALS  
THREE WEEK CYCLE MENU**

**DINNER WEEK 3**

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>ENTRÉE # 1</b>	Southern Fried Chicken	Roast Veal w/ Dressing & Gravy	Chicken Cordon Blue w/ Mushroom Sauce	Bratwurst on a Bun	Hungarian Goulash on Egg Noodle	Turkey Divan	Baron of Beef w/ Gravy
<b>STARCH CHOICE</b>	Garlic Mashed Potatoes	Roast Baby Potatoes	Franconia Potatoes	German Fried Potatoes	Vegetable Jasmine Rice	Roast Sweet Potatoes	Cream Whipped Potatoes
<b>VEGETABLE</b>	Fresh Green Peas	Carrot Coins	Corn on a Cob	Mixed Vegetables	Broccoli Spears	Baked Cauliflower au Gratin	Asparagus Tips w/ Cheese Sauce
<b>SALAD</b>	Cole Slaw Carrot & Celery Stick Sweet Gurken Pickles	Greek Salad Sliced Tomatoes Pickles Beets	Tossed Salad Sliced Cucumber Sweet Mix Pickles	Cabbage & Apple Salad Carrot & Celery Stick Sweet Gurken Pickles	Potato Salad Sliced Cucumber Dill Pickles	Creamy Cole Slaw Sliced Tomatoes Sweet Mix Pickles	Chef Salad Carrot & Celery Stick Dill Pickles
<b>CHEESE</b>	Marble	Cheddar	Marble	Cheddar	Marble	Cheddar	Marble
<b>DESSERT</b>	Nanaimo Bar Hermit Cookies	Apple Turnover Fruit Cocktail Square	Peach Upside-Down Cake Sugar Cookies	Carrot Cake w/ Cheese Icing Glazed Donut	Rice Krispies Squares Asst'd Mini Danish	Banana Cream Pie Shortbread Cookies	Black Forest Cake Jellied Donut
<b>BREAD PRODUCT</b>	Two varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc						
<b>FRESH FRUITS</b>	One Types of Fresh Fruits						
<b>BEVERAGES</b>	Coffee Milk 2% or Chocolate 2%, One Fruit Drinks e.g. Peach, Fruit Punch, Lemonade, etc One non-dairy beverage e.g. Soy Milk (if required)						
<b>CONDIMENTS</b>	Jam, Peanut Butter Honey, Syrup, butter, Margarine, Ketchup, Mustard, Salt, Pepper, Sugar, Coffee Whitener, etc. Meat Sauce e.g. H.P., Steak Sauce, Worcestershire Sauce, Tabasco Sauce, Soya Sauce, Any other Condiments required according to the menu, e.g. Relish, Mayonnaise etc....						

**NOTE: Portion sizes for Main Course and Starch shall be 10% greater than the minimum portion size standard**

Appendix 1 to Annex B – Sample Three Week Cycle Menus

**BOX LUNCHES CYCLE MENU  
THREE WEEK CYCLE MENU**

**WEEK 1**

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>SANDWICH # 1</b>	Ham and Lettuce on Brown Bread	Salmon Salad on Brown Bread	Submarine (Turkey, Salami, cheese and Lettuce)	Black Forest Ham on Brown Bread	Seafood Salad Wrap	Bologna on Brown Bread	Submarine (Beef, Ham, Lettuce and Cheese)
<b>SANDWICH # 2</b>	Egg Salad on White Bread	Sliced Turkey and Lettuce on a Kaiser	Chicken Caesar Wrap	Tuna Salad on White Bread	Chicken Breast on a Kaiser	Turkey Salad on a Bun	Ham Salad Wrap
<b>SALAD</b>	Green Salad	4 kind Veg stick w/ Dip	Coleslaw	Tomato Wedges	4 kind Veg stick w/ Dip	Chef Salad	Tossed Salad
<b>CONDIMENTS</b>	As required according to the type of sandwiches						
<b>FRUIT</b>	Orange	Granny Smith Apple	Pears	Nectarine	Fruit Salad	Apple Red Delicious	Peaches
<b>BAKED DESSERT</b>	Chocolate Pudding	Peanut Butter Cookies	Rice Krispies Square	Butterscotch Pudding	Oreo Cookies	May West	Date Square
<b>BEVERAGES</b>	Fruit Punch Apple Juice	Grape Juice Peach Juice	Orange Juice Fruit Punch	Peach Juice Grape Juice	Fruit Punch Orange Juice	Grape Juice Apple Juice	Orange Juice Peach Juice
<b>CHEESE</b>	Assorted Cheese Stick						

<b>NOTE</b>	<ol style="list-style-type: none"> <li>Although most of the Box Lunches are prepared and issued in bulk instead of individual form, each item has to be individually prepared and wrapped.</li> <li>90 gr. Solid Meat Filling and 110 gr. for salad filling is the portion size for all sandwiches except for Chicken Breast on a Bun which is 110 gr.</li> <li>Cheese portion is 28 gr.</li> <li>Portion size for Dessert is in accordance with the Minimum Portion Size Standard in Appendix 4 to Annex A</li> </ol>
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**BOX LUNCHES CYCLE MENU  
THREE WEEK CYCLE MENU**

**WEEK 2**

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>SANDWICH # 1</b>	Tuna Salad on White Bread	Chicken Wrap	Black Forest Ham on Brown Bread	Submarine (Cold Cuts, cheese and Lettuce)	Shaved Pork on Brown Bread	Salami and Cheese on Brown Bread	Submarine (Turkey, Salami, cheese and Lettuce)
<b>SANDWICH # 2</b>	Sliced Turkey on a Kaiser	Ham and Cheese on Brown Bread	Egg Salad on White Bread	Seafood Salad Wrap	Salmon Salad on White Bread	Chicken Breast on Kaiser	Ham Salad Wrap
<b>SALAD</b>	Green Salad	4 kind Veg stick w/ Dip	Coleslaw	Tomato Wedges	4 kind Veg stick w/ Dip	Chef Salad	Tossed Salad
<b>CONDIMENTS</b>	As required according to the type of sandwiches						
<b>FRUIT</b>	Orange	Granny Smith Apple	Pears	Nectarine	Orange	Apple Red Delicious	Pears
<b>BAKED DESSERT</b>	Honey Glazed Donut	Vanilla Pudding	Jellied Cookies	Jellied Donut	Nanaimo Bar	Fig Newton	Iced Brownies
<b>BEVERAGES</b>	Fruit Punch Apple Juice	Grape Juice Peach Juice	Orange Juice Fruit Punch	Peach Juice Grape Juice	Fruit Punch Orange Juice	Grape Juice Apple Juice	Orange Juice Peach Juice
<b>CHEESE</b>	Assorted Cheese Stick						

<b>NOTE</b>	<ol style="list-style-type: none"> <li>1. Although most of the Box Lunches are prepared and issued in bulk instead of individual form, each item has to be individually prepared and wrapped.</li> <li>2. 90 gr. Solid Meat filling and 110 gr. for salad filling is the portion size for all sandwiches except for Chicken Breast on a Bun which is 110 gr.</li> <li>3. Cheese portion is 28 gr.</li> <li>4. Portion size for Dessert is in accordance with the Minimum Portion Size Standard in Appendix 4 to Annex A</li> </ol>
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**BOX LUNCHESE CYCLE MENU  
THREE WEEK CYCLE MENU**

**WEEK 3**

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>SANDWICH # 1</b>	Black Forest Ham on Brown Bread	Shaved Beef on Brown Bread	Seafood Salad Wrap	Chicken Breast on Kaiser	Black Forest Ham on Brown Bread	Submarine (Beef, Ham, Lettuce and Cheese)	Sliced Turkey on a Kaiser
<b>SANDWICH # 2</b>	Salmon Salad on White Bread	Turkey Salad on White Bread	Shaved Pork on a Bun	Egg Salad on White Bread	Tuna Salad on White Bread	Chicken Salad on White	Mock Lobster Wrap
<b>SALAD</b>	Green Salad	4 kind Veg stick w/ Dip	Coleslaw	Tomato Wedges	4 kind Veg stick w/ Dip	Chef Salad	Tossed Salad
<b>CONDIMENTS</b>	As required according to the type of sandwiches						
<b>FRUIT</b>	Orange	Granny Smith Apple	Pears	Nectarine	Orange	Apple Red Delicious	Pears
<b>BAKED DESSERT</b>	Rice Pudding	Apple Turnover	Jelly Rolls	Joe Louis	Swiss Rolls	Carrot Cake /w Cheese Icing	Half Moon
<b>BEVERAGES</b>	Fruit Punch Apple Juice	Grape Juice Peach Juice	Orange Juice Fruit Punch	Peach Juice Grape Juice	Fruit Punch Orange Juice	Grape Juice Apple Juice	Orange Juice Peach Juice
<b>CHEESE</b>	Assorted Cheese Stick						

<b>NOTE</b>	<ol style="list-style-type: none"> <li>1. Although most of the Box Lunches are prepared and issued in bulk instead of individual form, each item has to be individually prepared and wrapped.</li> <li>2. 90 gr. Solid Meat filling and 110 gr. for salad filling is the portion size for all sandwiches except for Chicken Breast on a Bun which is 110 gr.</li> <li>3. Cheese portion is 28 gr.</li> <li>4. Portion size for Dessert is in accordance with the Minimum Portion Size Standard in Appendix 4 to Annex A</li> </ol>
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## Appendix 2 to Annex B – Standard Meal Item Availability Table

The Food Service standards set out here are absolute, as compared to performance standards that may be met at less than 100%, in that the contractor must meet these standards – Standard Meal Item Availability, Portion Size Standard, and the Standard Meal Entitlement Pattern, at all times.

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

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

## Appendix 2 to Annex B – Standard Meal Item Availability Table

<b>BREAKFAST continued</b>			
<b>Category</b>	<b>Meal Item Availability Standard<sup>1</sup></b>	<b>Definition/ Specification</b>	<b>Healthier Choices</b>
<b>Beverage<sup>2</sup></b>	3 types of Hot beverages	e.g. Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavoured), Hot Chocolate	Less than 2% M.F.
	2 types of cold beverages, 3 if non-dairy are provided: Dairy (3 varieties)	Refers to pasteurized cow's milk with Vitamin D and A added, in accordance with <a href="#">Canada's Food and Drug Regulations</a> . No chocolate milk at breakfast.	Less than 2% M.F.
	Fruit Flavoured Drinks (4 varieties)	Made of natural fruit flavour extract, of artificial fruit flavours, or any combination thereof. Shall contain Vitamin C not less than 24 mg and not more than 48 mg per 100 ml of ready to serve portion, in accordance with <a href="#">Canada's Food and Drug Regulations</a> .	Low calorie, low sugar
	Non-Dairy Beverages (2 varieties) when requested	Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow's milk. i.e. Soya milk, rice milk.	
<b>Condiments</b>	2 types of spreads	e.g. Peanut butter, chocolate nut spread, cheese spread	Low fat varieties
	3 varieties jam/jellies plus honey, syrup, butter, margarine, ketchup, mustard, mayonnaise, hot sauce, meat sauce		

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

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

## Appendix 2 to Annex B – Standard Meal Item Availability Table

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

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

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

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

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

<sup>5</sup> Foods for 50, Professional Chef, or the CF recipes are approved resources for recipes.

## Appendix 2 to Annex B – Standard Meal Item Availability Table

LUNCH continued			
Category	Meal Item Availability Standard	Definition/ Specification	Healthier Choices
<b>Starch</b>	2 starch item	Potato, rice, couscous, not fried or is prepared with little or no fat.	Brown or wild rice. Potatoes with skin. Prepared with little or no fat.
<b>Vegetables</b>	2 cooked vegetable	Prepared with no added fat. Offer at least one dark green and one orange vegetable daily	Fresh or frozen vegetables, prepared with little or no added fat, sugar or salt.
<b>Salads</b>	Salads	Selection of salads as per the salad bar menu	Made with little or no fat
<b>Fruit</b>	4 varieties of fresh fruit A maximum of one variety of fruit can be replaced by a canned variety.	The term “ fresh” implies that the fruit has not been processed or preserved in any way. (i.e. not canned, cured, dehydrated, frozen or otherwise processed or preserved). Vary selection throughout the week and season.	Fresh fruit Frozen fruit without added sugar. Fruit canned in unsweetened or natural fruit juice.
<b>Dessert</b>	1 prepared dessert  Baked desserts (2 types)  Ice Cream (2 flavours)  Yogurt (4 flavours)	e.g. milk puddings, Jell-o, fruit based desserts (i.e. cobbblers, crisps), cereal squares. e.g. cakes, cookies, pies, square.  To include low fat varieties, can include sorbets and parfaits  To include low fat varieties	2% or less M.F.  Make with whole-wheat flour or whole grains. 2% or less M.F  2% or less M.F
<b>Bread Product</b>	2 types of bread  Loaves - 3 varieties	e.g. roll/bun, flat bread, loaves, bagels, pita  e.g. Whole wheat, multi grain, white, etc (whole wheat bread containing not less than 60 % whole wheat flour)	Whole grain products Whole grain products
<b>Beverage<sup>1</sup></b>	3 types of Hot beverages  3 types of cold beverages, 4 if non-dairy are provided: Dairy (4 varieties)  Fruit/vegetable juice  Fruit Flavoured Drinks (4 varieties)  Non-Dairy beverages (2 varieties) when requested	e.g. Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavoured) Hot Chocolate  Refers to pasteurized cow's milk with Vitamin D and A added, in accordance with <a href="#">Canada's Food and Drug Regulations</a> .  Pasteurized fruit juice from the named fruit in accordance with <a href="#">Canada's Food and Drug Regulations</a> s and the <a href="#">Canadian Food Inspection Agency</a> (CFIA) Vary selection throughout the week  Made of natural fruit flavour extract, of artificial fruit flavours, or any combination thereof. Shall contain Vitamin C not less than 24 mg and not more than 48 mg per 100 ml of ready to serve portion, in accordance with <a href="#">Canada's Food and Drug Regulations</a>  Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow's milk. i.e. Soya milk, rice milk.	Less than 2% M.F.  Less than 2% M.F.  All  Low calorie, low sugar

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

## Appendix 2 to Annex B – Standard Meal Item Availability Table

<b>SUPPER</b>			
<b>Category</b>	<b>Meal Item Availability Standard<sup>1</sup></b>	<b>Definition/ Specification</b>	<b>Healthier Choices</b>
<b>Soup</b>	2 freshly prepared soup		Homemade vegetable soups Homemade milk based soups or chowders made from milk with less than 2% M.F.
<b>Main Entrée</b> At least one choice is to be a healthier choice <sup>2</sup> prepared with little or no fat. One meatless protein dish to be included <sup>3</sup> . Vary on a rotating basis.	2 freshly prepared hot protein dish <sup>4</sup> with appropriate accompaniments.  1 Vegetarian dish  1 omelette OR  1 item from the following dishes: Pizza Hamburger Hot dog Tacos Burritos and similar dishes	To ensure that the minimum standard of protein content is met, the recipes used for main entrées should be in the CF recipe file (electronic database to be provided by Canada) or come from a standardized tested quantity recipe and contain a minimum of 18 gms of protein per serving <sup>5</sup> . Provide fish option at least twice per week. Meat from <a href="#">federally inspected source</a> and <a href="#">CFIA approved only</a> .  Vary on a rotating basis	Lean meats prepared with little or no added fat or salt. Meat alternatives such as beans, lentils and tofu.  Lean meats prepared with little or no added fat or salt. Meatless burritos. Crusts/buns made with whole-wheat flour.
<b>Starch</b>	2 starch item	Potato, rice, couscous, not fried or prepared with little or no fat.	Brown or wild rice, Potatoes with skin. Prepared with little or no fat.
<b>Vegetables</b>	cooked vegetable	Prepared with no added fat. Offer at least one dark green and one orange vegetable daily	Fresh or frozen vegetables, prepared with little or no added fat, sugar or salt.
<b>Salads</b>	Salads	Selection of salads as per the salad bar menu	Made with little or no fat
<b>Fruit</b>	4 varieties of fresh fruit A maximum of one fresh fruit can be replaced by a canned variety.	The term “fresh” implies that the fruit has not been processed or preserved in any way. (i.e. not canned, cured, dehydrated, frozen or otherwise processed or preserved). Vary selection throughout the week and season.	Fresh fruit Frozen fruit without added sugar. Fruit canned in unsweetened or natural fruit juice.
<b>Dessert</b>	1 prepared dessert  Baked desserts (2 types)  Ice Cream (2 flavours)  Yogurt (4 flavours)	e.g. milk puddings, Jell-o, fruit based desserts (i.e. cobblers, crisps), cereal squares, e.g. cakes, cookies, pies, square.  To include low fat varieties, can include sorbets and parfaits  To include low fat varieties	2% or less M.F.  Made with whole-wheat flour or whole grains.  2% or less M.F.
<b>Bread Product</b>	2 types of bread	e.g. roll/bun, flat bread, loaves, bagels, pita	Whole grain products Whole grain products

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

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

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

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

<sup>5</sup> Foods for 50, Professional Chef, or the CF recipes are approved resources for recipes.

## Appendix 2 to Annex B – Standard Meal Item Availability Table

	Loaves - 3 varieties	e.g. Whole wheat, multi grain, white, etc (whole wheat bread containing not less than 60 % whole wheat flour)	
<b>SUPPER continued</b>			
Category	Meal Item Availability Standard <sup>1</sup>	Definition/ Specification	Healthier Choices
<b>Beverage<sup>1</sup></b>	3 types of Hot beverages	e.g. Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavoured) Hot Chocolate	Less than 2% M.F.
	3 types of cold beverages, 4 if non-dairy are provided: Dairy (4 varieties)	Refers to pasteurized cow's milk with Vitamin D and A added, in accordance with <a href="#">Canada's Food and Drug Regulations</a> .	Less than 2% M.F.
	Fruit/vegetable juice (2 Varieties)	Pasteurized fruit juice from the named fruit in accordance with <a href="#">Canada's Food and Drug Regulations</a> and the <a href="#">Canadian Food Inspection Agency</a> (CFIA) Vary selection throughout the week	All
	Fruit Flavoured Drinks (4 varieties)	Made of natural fruit flavoured extract of artificial fruit flavours or any combination thereof. Shall contain Vitamin C not less than 24 mg and not more than 48 mg per 100 ml of ready to serve portion, in accordance with <a href="#">Canada's Food and Drug Regulations</a>	Low calorie, low sugar
	Non-Dairy Beverages (2 varieties) when requested	Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow's milk i.e. Soya milk, rice milk.	

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

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



## Appendix 2 to Annex B – Standard Meal Item Availability Table

<b>SALAD BAR</b>			
<b>Category</b>	<b>Meal Item Availability Standard</b>	<b>Definition/ Specification</b>	<b>Healthier Choices</b>
<i><b>Each brunch, lunch, and supper shall have a salad bar and offer the following choices</b></i>			
Leaf	<b>1</b> leaf salad pre-mixed <b>1</b> leaf salad which allows diner to select from following ingredients and add dressing: sliced radishes, onion rings, diced cucumber, diced tomato, diced green peppers	<b>e.g. Caesar salad, Greek salad ,etc.</b>  e.g. tossed salad, spinach salad, etc.	Prepared with a small amount of dressing or low fat dressing.
Raw Vegetables	<b>4</b> varieties	e.g. radishes, green onions, celery sticks, carrot sticks, turnip sticks, sliced cucumber, tomato wedges, mushrooms, sliced zucchini, green/red pepper, broccoli, cauliflower, etc., ensure a variety at each meal	All
Starch, Bean, or Marinated Salad	<b>3</b> varieties per meal	e.g. coleslaw, pasta salad, three-bean salad, marinated vegetable salad, etc. ; ensure a variety at each meal	prepared using oil or dressing sparingly
Protein Choice	<b>1</b> choice	Curried quinoa and peach salad, black-eyed pea salad, summer barley salad	
Meatless Protein Choice	<b>1</b> meatless protein choice  <b>2</b> <u>types of cheese</u> : <b>1</b> hard <b>1</b> soft	e.g. chick peas, other legumes, egg, hummus, bean dip  e.g. cheddar e.g. brie, cream, cottage, etc. Cheese products produced in a dairy establishment registered by CFIA or equivalent To include low fat varieties.	All if prepared with little or no fat.  Less than 2% M.F.
Pickles	<b>3</b> varieties of pickles	e.g. olives, beets, onions, dill pickles, gherkin pickles, etc.	

## Appendix 2 to Annex B – Standard Meal Item Availability Table

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

**Type:** Identifies a group of food items within the same **category** that has similar characteristics. For instance, in the *dessert category*, you have the following types: Prepared, Baked, and Frozen. For the *fruit category*, types include: Apple, orange, banana, grapes, berries, etc.

**Variety:** Identifies a group of food items of the same **type** that has comparable characteristics. For example, *prepared dessert* would include the following varieties: Milk-based, Gelatine, Fruit-based (baked, stewed, fresh), Cereal squares (non-baked). For the *apple type*, you have some of the following varieties: Macintosh, Gala, Granny Smith, Golden Delicious, etc.

## Appendix 3 to Annex B - Standard Meal Entitlement Pattern

### Regular Meal Pattern

<b>BREAKFAST</b>
Juice Fruit Breakfast entrée and Healthier entrée Breakfast meat or alternative Cheese or yogurt Breakfast starch Breakfast vegetable Bread product Two beverages Condiments/Preserves
<b>LUNCH</b>
Soup (two) Main entrée (three) <ul style="list-style-type: none"><li>• Choice of healthy, vegetarian, fresh prepared protein dish</li></ul> Starch (two) Cooked vegetable (two) Salad Bar Sandwich Bar Fruit Dessert Bread Product Three beverages Condiments
<b>DINNER</b>
Soup (two) Main entrée (three) <ul style="list-style-type: none"><li>• Choice of healthy, vegetarian, fresh prepared protein dish</li></ul> Starch (two) Cooked vegetable (two) Salad Bar Sandwich Bar Fruit Dessert Bread Product Three beverages Condiments

## Dispersed Meal Pattern

Dispersed hot meals shall be produced using foods that travel and hold temperature for reasonable period of time in approved CF containers. A card indicating the amount per serving (for example, pork chop – 1; boiled potatoes – 2 pieces; cookies – 3) shall accompany each meal.<sup>1</sup>

**NOTE:** The quantity for main protein dish and starch choice shall be **10% greater** for dispersed hot meals than for regular meals served in the dining room.

BOX BREAKFAST	BOX LUNCH/DINNER
One fruit One juice Cereal (with 250 ml milk) Egg Breakfast meat or alternative (meat, cheese yogurt) Two breakfast bread products Appropriate condiments	Two sandwich – 1 of sliced solid meat -     1 with a mixed filling  <b>Or</b> 1 sandwich with mixed filling 1 solid meat item with a roll,  <b>Or</b> 1 cold plate with sliced meats + a solid meat item with two rolls. ( <b>Note:</b> a variety of fresh bread products is to be used, e.g. one sandwich whole wheat and one white bread.)   Side salad or assorted raw vegetables Condiments appropriate for sandwich and salad Fresh or canned fruit One prepared or baked dessert Two beverages <sup>2</sup> One pocket supplement (for example, granola bar, nuts, or cheese and cracker pack)

<sup>2</sup> One of the two beverages should be milk. However, during the Summer Camp, due to hot weather condition, 2 X 250 ml juice/cold beverages will be issued.

## Appendix 4 to Annex B - Portion Size Standard

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

#### Appendix 4 to Annex B - Portion Size Standard

Portion Size Standard	
<b>Lunch and Supper continued</b>	
Cake	1 piece (5 cm X 5 cm X 7 cm)
Pie	1 piece (1/8 of a 22 cm diameter pie)
Squares	1 piece (5 cm X 5 cm X 2.5 cm)
Cookies (7.5 cm diam.)	2 each
Cookies (12.5 cm diam.)	1 each
Doughnuts / Sweet Buns	1 each
Bread	1 slice
Dinner Roll	1 each
<b>Beverages</b>	
Juice	250 ml
Milk (2%, 1%, skim, choc, non dairy)	250 ml
Fruit Drinks	250 ml
Pop	250 ml
Hot Beverages	250 ml

**NOTE:** Pizza topping is to be 115g on an 8 inch pizza or on two X 6 inches.

## Appendix 5 to Annex B – Night Snack Food Entitlement Table

The night snack should be available for pick-up at the kitchen in the evening, timing as specified on the request, in accordance with the following table and the portion size standard.

<b>NIGHT SNACK (OFF-SITE) FOOD ENTITLEMENT TABLE</b>	
	<b>All of the following food and two choices of beverage items (one hot and one cold) must be available as a night snack per person</b>
Coffee or tea (250 ml), plus cream or milk and sugar	
Hot chocolate beverage (250 ml)	
Iced tea (250 ml)	
Milk (250 ml)	
Fruit juice (250 ml)	
Soup (250 ml) and soda crackers	
Bread (2 slices per serving) plus spreads (peanut butter, cheese spread, jam, etc)	
Fresh fruit – 1 each per serving (i.e. orange, apple, pear, banana, etc.), or 125 ml or 90 g of grapes/berries/sliced fruit	
Pastries (1 ea) or Cookies (2 ea if 7.5 cm diameter or 1 ea if 12.5 cm diameter) or Cake (5cmx5cmx7cm each)	

<b>NIGHT SNACK (ON-SITE AT MTC) FOOD ENTITLEMENT TABLE</b>	
	<b>All of the following food and two choices of beverage items (one hot and one cold) must be available as a night snack</b>
25% of order:	Hot chocolate beverage (250 ml)
75% of order:	Iced tea (250 ml) or Milk (250 ml) or Fruit juice (250 ml)
25% of order:	Fresh fruit – 1 each per serving (i.e. orange, apple, pear, banana, etc.), or 125 ml or 90 g of grapes/berries/sliced fruit
35% of order:	Bread (2 slices per serving), spreads (peanut butter, cheese spread, jam, etc.)
40% of order:	Pastries (1 ea) or Cookies (2 ea if 7.5 cm diameter or 1 ea if 12.5 cm diameter) or Cake (5cmx5cmx7cm each)





## Appendix 7 to Annex B – Food Quality Standard

The food specifications listed below are the minimum quality acceptable. Substitutions will be acceptable only if the products offered are of an equal or higher quality. **CGSB Standards may be obtained from CGSB Sales Unit, Ottawa, Canada K1A 1G6**

### A. Milk

Commodity	Grade Variety	CGSB Standard Number
Milk, Fresh, 2% B.F. /1% B.F. Homogenized		32.165M
Milk, Chocolate Flavoured, 2% B.F. /1% B.F.		32.165M
Ice Cream and Sherbet		32.163M

### B. Breads and Cereals

Commodity	Grade Variety	CGSB Standard Number
Bread, (enriched white, rye, raisin, whole wheat, French, cracked wheat)		32.1M, 32.2M 32.3M, 32.4M
Flour ( all purpose, cake and pastry, rye, whole wheat)		32.5M, 32.6M
Rolls, bread enriched (white or whole wheat)		32.4M
Pancake Mix (buckwheat, buttermilk, plain)		32.11M
Cereal, ready-to-eat, assorted		32.13M
Rolled Oats, Regular or Quick Cooking		32.14M
Rolled Oats, Instant		32.14M
Cream of Wheat, enriched quick cooking or Bran, Natural		32.15M

### C. Fruits and Vegetables

Commodity	Grade Variety	CGSB Standard Number
Fruit Juice, unsweetened, (apple, grapefruit, orange, grape, vegetable)	Apple Juice Canada Choice, Tomato Juice Canada Fancy	32.253M
Fruit Juice, pure concentrated, frozen unsweetened	Orange: Brix content not less than 11.8 when reconstituted. Brix/acid ratio minimum of 12.5 to 1	32.254M
Fresh Fruit assorted (except apples)	Canada or US No. 1	32.250M
Apple, fresh	Canada Fancy	32.250M
Fruit, canned light syrup, [apricot halves, grapefruit sections, pineapple (sliced, tidbits and crushed )]	Canada Fancy or equivalent	32.253M
Fruit, Frozen, unsweetened, dry, blueberries or whole strawberries	Canada Choice	32.254M
Apple sliced, canned, solid pack fruit pie fruit, unsweetened	Canada Choice	32.253M
Pumpkin, Canned	Canada Choice	32.253M
Fruit frozen, blueberries, strawberries, (whole or sliced), unsweetened dry pack	Canada Choice	32.254M
Fruit frozen, raspberries, and rhubarb	Canada Fancy	32.254M
Vegetables frozen, all (except asparagus spears and peas)	Canada Choice	32.254M
Vegetables frozen, asparagus spears and peas	Canada Fancy	
Tomato paste or puree, canned		32.253

## Appendix 7 to Annex B – Food Quality Standard

### D. Potatoes, Rice and Lentils

Commodity	Grade Variety	CGSB Standard Number
Potatoes, fresh	Canada No. 1	32.250M
Potatoes, frozen, French Fry straight cut 3/8 in. X 3/8 in. or 1/4 in. X 1/4 in.	Canada Fancy	32.254M
Rice, white, Parboiled,(long or short grain)		32.17M
Rice, Brown		32.17M
Peas, Dried (split or whole)	Grade A	32.262M
Beans, dried (black eye, kidney, lima, white navy)	Grade A	32.262M
Lentils	Grade A	32.262M
Potatoes, Sweet	Canada Choice	32.250M
Potatoes, Canned	Canada Choice	32.253M
Beans, Baked, Canned		32.253m
Beans, kidney, chick, canned		32.253M
Barley		32.262M

### E. Meat, Fish and Poultry

Commodity	Grade Variety	CGSB Standard Number
Bacon, smoked, side rind less, sliced		32.61M
Sausages, pure pork		32.69M
Sausages, pure beef		32.69M
Wieners, skinless, all beef		32.69M
Beef, patties, ground, medium, 90g cooked 10MM	19%-23% fat content, not to include head, heart, tongue, giblets, glands, or organ meats	32.44M Cut 136
Veal, cutlets, portion cuts, fresh or frozen	Choice veal that is light in color, cut 1300, Canada A2	32.46M
Pork, cutlets, portion cuts, fresh or frozen		32.50 Cut 1400
Chicken, eviscerated, fresh or frozen, whole	Utility	32.181M
Pork (Sow products only) pork, side spareribs, whole		32.50M
Pork, side ribs		32.50M
Cold Cuts		32.69M
Salmon, IQF, glazed		32.14M
Shrimp, unbreaded, raw, peeled and deveined, IQF, glazed		
Shrimp, lightly breaded raw, peeled and deveined, frozen, IQF		32.141M

## Appendix 7 to Annex B – Food Quality Standard

### F. Cheese

Commodity	Grade Variety	CGSB Standard Number
Cheese, Cheddar	Canada Grade A	32.172M
Cheese, process cheddar cheese food		32.172M
Cheese, cottage, cream, ricotta, Feta		32.172M
Cheese, Gruyere blue veined (Bulk), mozzarella (partially skimmed, Edam, Havarti, brick, Brie, Gouda, Swiss, Emmenthal		32.172M
Parmesan (pure grated)		32.172M
Processed skim milk or cheddar cheese spread		32.172M

### G. Fats and Oil

Commodity	Grade Variety	CGSB Standard Number
Margarine, soft, maximum 25% total fat saturated		32.78M
Salad oil, all vegetable (made from the followings oils: corn, cotton-seed, soybean, sunflower. Canola)		32.76M
Butter		32.161M
Shortening – all vegetable, general purpose, all vegetable frying, puff pastry		32.75M
Lard		32.77M

### I. Jams, etc...

Commodity	Grade Variety	CGSB Standard Number
Jam, pure or Jelly, pure or Marmalade		32.236M
Honey, Pasteurized	Canada No. 1	
Peanut Butter, smooth and chunky		32.237M
Maple Flavoured Syrup		32.20M
Molasses Table or cooking		32.211M

### J. Beverages

Commodity	Grade Variety	CGSB Standard Number
Coffee, ground regular or decaffeinated		32.110M
Coffee, instant regular or decaffeinated		32.110M
Tea, black, bags, regular or decaffeinated	3 Star (Tea Council of Canada grading Standard	
Hot Chocolate, Premixed Liquid Type	Brand Name "VITALITY"	

## Appendix 7 to Annex B – Food Quality Standard

### K. Miscellaneous

Commodity	Grade Variety	CGSB Standard Number
Soup base and soup mixes, dehydrated		32.281M
Gravy Mix		
Ketchup, tomato		32.258M
Olive (stuffed green or black)		
Cake Mix requiring addition of water only		32.9M

## Appendix 8 to Annex B – Performance Incident Report

## Performance Incident Report

**To: Food Services Manager**

**PERFORMANCE INCIDENT REPORT # \_\_\_\_\_**

DATE AND TIME OF OBSERVATION (S) \_\_\_\_\_

**CONTRACT #** \_\_\_\_\_

**LOCATION** \_\_\_\_\_

**OBSERVATION (S):**

[illegible]

**Corrective action to be taken within 48 hours**

Copy is held on file at \_\_\_\_\_

**OBSERVED BY:**

### Signature and Appointment

RECEIVED BY FOOD SERVICES MANAGER: Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Signature of Food Services Manager**

## Appendix 8 to Annex B – Performance Incident Report

## Performance Incident Report

**To: Performance Monitor**

CORRECTIVE ACTION TAKEN OR TO BE TAKEN

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

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

**Signature of Food Services Manager**

## Performance Incident Report

**To: Food Services Manager**

### ASSESSMENT OF OBSERVED ACTION TAKEN WITHIN 48 HOURS

**Satisfactory / Unsatisfactory**

***(If necessary, note deficiencies and action taken)***

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

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

### Signature and Appointment

Appendix 8 to Annex B – Performance Incident Report

PERFORMANCE INCIDENT REGISTER

DATE	TIME	PERFORMANCE INCIDENT REPORT #	OBSERVED BY (NAME, RANK, APPT)	DATE/TIME Food Svcs Mgr NOTIFIED	ACTION TAKEN BY CONTRACTOR (Satisfactory/Unsatisfactory)



## Appendix 9 to Annex B – Equipment Cleaning Instructions

### BASIC EQUIPMENT CLEANING INSTRUCTIONS AND SCHEDULE

WHAT	HOW	WHEN
Ranges/Grills	Scrape deposits off grill using a blunt scraper. Clean debris from grease trap tray. Polish surface of grill and wipe with a cloth. Oil grills lightly using salad oil. Empty and clean the drip container.	Daily
Bake/Roast Oven	Clean boiled over foods immediately. Brush and wipe out oven area Clean outside of oven with detergent and a soft brush or cloth. Clean with oven cleaner as directed.	Daily
Rational Oven	Wipe clean all spilled foods immediately. After the evening meal, wash using the wash/rinse cycle and the proper detergent tablets as recommended by the manufacturer. <b>This has to be done daily to insure proper function of these ovens.</b>	Daily
Deep Fat Fryer	Cool fat and drain the fryer. Filter fat by passing through the mechanical filter built in. Clean baskets, strainer and entire fryer with hot water and detergent. Rinse well. When ready to use, refill with filtered fat and top off with fresh fat	After ea use
Mixers	Remove parts, wash, rinse and sanitize in the pot washing area Clean the stationary base parts.	After ea use
Tilting Skillet	Wash outside and inside fryer with hot water and detergent. Rinse surfaces with warm water and flush with a sanitizer.	After ea use
Steam Cooker	Wash kettle immediately after use. Clean inside and out with a mild detergent. Rinse well and sanitize.	Daily
Steam Table	Clean pans, tops and sides with a mild detergent, rinse and sanitize. Remove any particles and drain the water. Remove scale on the inside of the water bath using a de-scaling compound.	After ea use
Dish Washer And Pot Washer	Open drain valves and empty tanks. Clean strainers and wipe excess water around the machine area Clean nozzles and detergent dispensers. Scrub inside tanks around pipes and outside area with brush. Leave machine open to air. De-scale inside of machine.	After ea use After supper
Slicer	Unplug machine and remove parts. Wash, rinse and sanitize. Clean remainder of machine.	After ea use
Rotary Toaster	Brush out crumbs and clean the retaining tray. Wipe and clean exterior surface.	After ea use
Can Openers	Wash, rinse and sanitize. Clean and remove all debris from the blade.	Daily
Juice Dispenser	Clean handles, faucets, drip trays, storage tanks, cover and all exterior surfaces.	After ea meal
Milk Dispenser	Clean and sanitize all dispenser parts. Wipe clean interior surfaces. Clean milk spills immediately.	After ea meal
Coffee Makers	Clean after each use	After ea meal
Coffee Dispenser	Rinse with hot water before use. Brush inside with hot water and rinse.	After ea use

Appendix 10 to Annex B – Assessment Forms

Standard Meal Item Availability Table

BREAKFAST				
Category	Meal Standard Availability Standard	Met	Not Met	Comments
Fruit	Fruit Salad			
	3 other varieties of fresh fruit			
	Total of 4 varieties			
Juice	3 flavors (2 Fruit 1 Vegetable)			
Entrée	Eggs any Style			
	Cereals <sup>1</sup>			
	<ul style="list-style-type: none"> <li>7 varieties of ready to eat cereals</li> </ul>			
	1 breakfast entrée/ 1 Heathier choice			
Meats	1 variety of hot breakfast meat			
	1 cold meat			
Cheese	Varieties of cheese			
	4 varieties of yogurt <sup>2</sup>			
Starch	2 breakfast starch item			
Vegetable	Not required			
Bread Product	1 baked product			
	2 type of commercial bread product			
	3 types of loaves			
Beverages	types of hot beverages: <ul style="list-style-type: none"> <li>Coffee</li> <li>Tea</li> <li>Hot chocolate</li> </ul>			
	2 types of cold beverages 3 if non-dairy are provided): <ul style="list-style-type: none"> <li>Dairy ( 3 varieties)</li> <li>Fruit Flavored Drinks (4 varieties)</li> <li>Non-dairy beverage</li> </ul>			
Condiments	<b>2 Spreads</b> 3 varieties of jam/jellies, Honey, syrup, butter, margarine, ketchup, mayonnaise, mustard, hot sauce, meat sauce			

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<sup>1</sup> to include 1 whole grain and 1 sweetened  
<sup>2</sup> to include low fat varieties

# Appendix 10 to Annex B – Assessment Forms

LUNCH				
Category	Meal Standard Availability Standard	Met	Not Met	Comments
<b>Soup</b>	<b>2</b> prepared soup			
<b>Main Entrée</b> <sup>1</sup>	<b>1</b> freshly prepared hot protein dish with appropriate accompaniments <b>1</b> pasta choice with 2 varieties of sauce <b>1</b> Vegetarian dish <b>1</b> variety of the following dishes: <ul style="list-style-type: none"> <li>• Pizza</li> <li>• Hamburger</li> <li>• Hot dog</li> <li>• Tacos</li> <li>• Burritos, <b>or</b> similar dishes</li> </ul> <b>Cold Sandwiches</b> <ul style="list-style-type: none"> <li>• 3 varieties of sandwiches filling</li> </ul>			
<b>Starch</b>	<b>2</b> starch choice <sup>2</sup>			
<b>Vegetable</b>	<b>2</b> cooked vegetable <sup>3</sup>			
<b>Salads</b>	Selection of salads as per the Salad Bar Menu			
<b>Fruit</b>	<b>4</b> varieties of fruit (1 is part of the dessert menu)			
<b>Dessert</b>	<b>1</b> Prepared Dessert			
	<b>2</b> types of baked dessert			
	Ice cream 4 flavors (see note)			
	<b>4</b> varieties of yogurt			
<b>Bread Products</b>	<b>2</b> types of bread			
	<u>Loaves:</u> <ul style="list-style-type: none"> <li>• <b>3</b> varieties</li> </ul>			
<b>Beverages</b>	<b>3</b> types of hot beverages <ul style="list-style-type: none"> <li>• coffee</li> <li>• tea</li> <li>• hot chocolate</li> </ul>			
	<b>3</b> types of cold beverages (4 if non-dairy are provided): <ul style="list-style-type: none"> <li>• Dairy ( 4 varieties)</li> <li>• Fruit/vegetable juice</li> <li>• Fruit Flavored Drinks (4 varieties)</li> <li>• Non-dairy beverage</li> </ul>			
<b>Condiments</b>	<b>2 Spreads</b> 3 varieties of jam/jellies, Honey, syrup, butter, margarine, ketchup, mayonnaise, mustard, hot sauce, meat sauce			

<sup>1</sup> At least ONE is to be a healthier choice meeting the criteria: vary on a rotating basis

<sup>2</sup> TWO if one is a fried product

<sup>3</sup> Prepared with no added fat. At least one dark or orange vegetable daily

**NOTE:** Ice cream is an accompaniment to the dessert and is not a Dessert Choice

# Appendix 10 to Annex B – Assessment Forms

DINNER				
Category	Meal Standard Availability Standard	Met	Not Met	Comments
<b>Soup</b>	2 prepared soup			
<b>Main Entrée</b> <sup>1</sup>	2 freshly prepared hot protein dish with appropriate accompaniments 1 Vegetarian dish 1 omelette <b>OR</b> 1 variety of the following dishes: <ul style="list-style-type: none"> <li>• Pizza</li> <li>• Hamburger</li> <li>• Hot dog</li> <li>• Tacos</li> <li>• Burritos, <b>or</b> similar dishes</li> </ul>			
<b>Starch</b>	2 starch choice <sup>2</sup>			
<b>Vegetable</b>	2 cooked vegetable <sup>3</sup>			
<b>Salads</b>	Selection of salads as per the Salad Bar Menu			
<b>Fruit</b>	4 varieties of fruit (1 is part of the dessert menu)			
<b>Dessert</b>	1 Prepared Dessert			
	2 types of baked dessert			
	Ice cream 4 flavors (see note)			
	4 varieties of yogurt			
<b>Bread Products</b>	2 types of bread			
	<u>Loaves:</u> <ul style="list-style-type: none"> <li>• 3 varieties</li> </ul>			
<b>Beverages</b>	<u>3 types of hot beverages</u> <ul style="list-style-type: none"> <li>• coffee</li> <li>• tea</li> <li>• hot chocolate</li> </ul>			
	<u>3 types of cold beverages (4 if non-dairy are provided):</u> <ul style="list-style-type: none"> <li>• Dairy ( 4 varieties)</li> <li>• Fruit/vegetable juice</li> <li>• Fruit Flavored Drinks (4 varieties)</li> <li>• Non-dairy beverage</li> </ul>			
<b>Condiments</b>	<b>2 Spreads</b> 3 varieties of jam/jellies, Honey, syrup, butter, margarine, ketchup, mayonnaise, mustard, hot sauce, meat sauce			

<sup>1</sup> At least ONE is to be a healthier choice meeting the criteria: vary on a rotating basis

<sup>2</sup> TWO if one is a fried product

<sup>3</sup> Prepared with no added fat. At least one dark or orange vegetable daily

**NOTE: 1.** Fresh or frozen vegetable are to be used. Canned vegetables are only to be used as a last resource in an emergency.

## Appendix 10 to Annex B – Assessment Forms

2. Ice cream is an accompaniment to the dessert and is not a Dessert Choice

DINNER				
Category	Meal Standard Availability Standard	Met	Not Met	Comments
<i>Each brunch, lunch, and dinner shall have a salad bar and offers the following choices:</i>				
Leaf	1 leaf salad pre-mixed			
Raw Vegetables	4 varieties			
Starch, Bean, or Marinated Salad	3 varieties per meal <sup>1</sup>			
Meatless Protein Choice	1 meatless protein choice			
Cheese	2 types of cheeses			
	<ul style="list-style-type: none"> <li>1 processed</li> <li>1 hard</li> </ul>			
Pickles	3 varieties of pickles			
Condiments	Mustard, ketchup, mayonnaise (reg and low fat), vinegar, oil <u>Salad dressing</u> <ul style="list-style-type: none"> <li>5 varieties of regular</li> <li>5 varieties of low fat</li> </ul> 3 varieties of crackers 2 spreads 3 jam/jellies Salt, pepper, and other assorted spices			

<sup>1</sup> Prepared using oil or dressing sparingly; vary daily

## **Appendix 10 to Annex B – Assessment Forms**

## Appendix 10 to Annex B – Assessment Forms

### Appendix 9 to Annex A – Forms – SANITATION EVALUATION CHECKLIST

DATE & TIME: \_\_\_\_\_

CONTRACT LOCATION: \_\_\_\_\_

CARRIED OUT BY: \_\_\_\_\_

Mark each items as satisfactory or unsatisfactory, includes comments.

<b>DINING ROOM/SERVING AREA:</b>	Satisfactory / Unsatisfactory
Tabletops are clean.	
Condiments containers are clean.	
Floors are free of debris and spills.	
Beverage dispenser drip trays are clean.	
Hot foods are covered in steam table.	
Dessert / cold food items are properly displayed / refrigerated	
Appropriate serving utensils are available on serving line and at buffets.	
<b>KITCHEN AREA:</b> The followings are clean:	Satisfactory / Unsatisfactory
Counter / preparation area.	
Cutting boards.	
Meat slicer.	
Deep fat fryer.	
Pots, dishes and utensils.	
Walls, and,	
Floors.	
Traffic areas are free from clutter.	
Fridge/freezer temperatures are recorded.	
Storerooms are well organized and food is safely stored.	
In refrigerators, all food items are properly covered and dated.	
Foods are not left out at room temperature.	
All garbage containers are well covered.	
Wet/dry garbage cans in preparation areas are emptied frequently.	
Doors have impact screens and are kept closed when not in use.	
<b>PERSONNEL:</b>	Satisfactory / Unsatisfactory
Staff is dressed in clean uniforms.	
Staffs are using hairnets/hats.	
Safety shoes are worn.	

### SANITATION EVALUATION RESULTS

Total all satisfactory responses and divide by total responses and time it by 100%.

Result = \_\_\_\_\_ %.

90% IS CONSIDERED THE MINIMUM STANDARD.

**PROXIMITY TABLE**

<b>Section</b>	<b>Starting Point (A)</b>	<b>Ending Point (B)</b>	<b>Max allowable distance between A and B</b>	<b>Preferred distance between A and B</b>
3.1.1	Main Training Centre	Nearest Community providing services such as: dental, optometrist, barber shop, police, and fire.	30 minutes ground travel	Co-located
3.1.1	All Facilities and Training Sites	Medical centre with 24 hour emergency services	30 minutes ground travel	Co-located
3.1.9a	Accommodation Facilities	Dining Facilities	900m	
		Parade Square	900m	
		Walk in Clinic	900m	
3.1.9b	Administration Building	Parade Square	900m	
	Music Training Facility		900m	
	Training Support Facility		900m	
3.2.1b	Calling card/ Collect call accepting Phones	All Accommodation Buildings	450m	Co-located
3.2.9	Laundry Facilities	Staff Cadet Accommodations	450m	Co-located
		Cadet Accommodations	450m	Co-located
Item 2, Figure 2	XO's Office	CO's Office	Co-located	
Item 3, Figure 2	Coxswain's Office	CO's Office	Co-located	
Item 4, Figure 2	CO Secretary's Office	CO's Office	Co-located	
Item 6, Figure 2	Support Service's Office	Administration	Co-located	Should be co-located with XO's Office.
Item 14, Fig 3	ISO's Office	Network Server	Co-located	
Item 1, Figure 3	Distribution Area	Supply Office	Co-located	
Item 1, Figure 3	Distribution Area	Administration Building	450m	
Item 3, Figure 3	Ammunition Storage	Weapons Storage	Co-located	
Item 4, Figure 3	POL Storage (Sail Ops)	Sail Training Site	Co-located	
Item 5, Figure 3	POL Storage (Sea Ops Site)	Seamanship Training Site	Co-located	
Item 6, Figure 3	Storage (Supply)	Supply Office	5km	450m



## PROXIMITY TABLE

Section	Starting Point (A)	Ending Point (B)	Max allowable distance between A and B	Preferred distance between A and B
Item 7, Figure 3	Supply Warehouse	Supply Office	5km	450m
Item 9, Figure 3	Storage (Sea Ops)	Seamanship Training Site	5km	Co-located
Item 10, Figure 3	Storage (Sail Ops)	Sail Training Site	5km	Co-located
Item 11, Figure 3	Storage (Training Support)	Parade Square	900m	
		Sports Fields	900m	
Items 1-13 of Figure 5			Co-located	
3.9.2	Vehicle Holding Area	Dispatch Office	450m	
3.10.1	40 non-meter parking spaces	Adult Accommodations	450m	
3.10.2	15 non-meter parking spaces	Administration Building	Adjacent	
3.10.2	3 non-meter parking spaces	Training Support Facility	Adjacent	
		Music Training Facility	Adjacent	
		Sail Training Facility	Adjacent	
		Seamanship Training Facility	Adjacent	
		Parade Square	Adjacent	
		Range/Summer Biathlon Facility	Adjacent	
		Orienteering Site	Adjacent	
		Food Service Facility	Adjacent	
3.12.1	Staff Cadet Recreational Room	Staff Cadet Accommodations	900m	
3.13.1	Adult Staff Recreational Room	Adult Staff Accommodations	900m	
4.3.1	Recreational Facilities	Training Support Facility	900m	
4.5.5	250m Running Track	Range	No closer than 250m to the designated firing area and no further than 300m.	
5.1.2	Music Training Facility	Main Training Centre (MTC)	Located within MTC.	
Items 1-20 of Figure 8			Co-located	
5.2.1	Items 1-8 of Figure 9	Water Training Site (Seamanship)	250m	
5.2.1	Seamanship Training Site	Main Training Centre	30 minutes ground travel	Co-located

**PROXIMITY TABLE**

<b>Section</b>	<b>Starting Point (A)</b>	<b>Ending Point (B)</b>	<b>Max allowable distance between A and B</b>	<b>Preferred distance between A and B</b>
5.2.2	Seamanship Training Site	Dining Facility		900m (If not within 900m then a designated eating area must be provided at the Seamanship Training Site.)
5.2.6	Classrooms designated for Seamanship Training	Boat Launch Area	As per 4.1.2, all courses outlines in 1.2.3 must have offices and classrooms co-located with their respective training sites.	250m
Items 1- 13 of Figure 9			Co-located with Seamanship Training Site.	
5.3.1	Sail Training Site	Main Training Centre	30 minutes ground travel	Co-located
5.3.2	Sail Training Site	Dining Facility		900m (If not within 900m then a designated eating area must be provided at the Sail Training Site.)
Items 1 – 13 of Figure 10			Co-located with Sail Training Site.	

**Annex B**  
**Basis of Payment**

Instructions to Bidders:

1. All estimated usages are included for evaluation purposes only and do not represent a commitment on behalf of Canada. The estimated usages however are based on previous history and forecasted usage of this proposed contract. This is made in good faith and does not represent an agreement by Canada for the estimated quantity.
2. Bidders to complete pricing schedules for all five (4) years, Annexes B1 to B4. All costs are exclusive of applicable taxes.
3. Optional Requirements: The Bidder is requested to provide pricing for items that are optional. Optional Items may or may not be required for this project. Optional Items may be exercised by Canada in accordance with Article 1.1 Optional Goods and/or Services of the Contract.
4. For all authorized Travel and Living Expenses, the Contractor will be reimbursed in accordance with Article 5.2 Travel and Living Expenses of the Contract. This would pertain to expenses incurred by the bus drivers for off-site trips during meal times or overnight. These expenses must be pre-approved by the Project Authority or its designated DND representative.
5. As per Article 3.2.1 Accommodations in Annex A – Statement of Work, Canada will provide the forecasted participants for each year of the Sea Cadet Summer Camp sixty (60) days prior to occupancy period and this will be reflected in the estimates for the entire requirements for the occupancy period. All items listed in the Basis of Payment for that year will be revised to reflect these forecasted estimates through an Amendment to the Contract.
6. For all Other Miscellaneous Charges without Mark-up, these are unforeseen costs which must be pre-approved by the Project Authority or its designated DND representative. The Project Authority or its designated DND representative to provide the Contractor approval for these costs in a written statement (hard copy or electronic (soft) copy is acceptable).
7. For long distance fees in accordance with section 3.6.2 Voice Communications, the Contractor will be reimbursed based on actual costs with no mark-up.
8. The term “Week” is defined as beginning on Monday and ending on Sunday.

## Annex B-1

### Basis of Payment – Year 1

For the period of 01 April 2019 to 31 March 2020

The Bidder to provide firm prices / rates for the following services, GST/HST excluded:

#### 1. Accommodations:

Item	Group	Estimated # of Occupant nights	Nightly Rate (\$ / per person)	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
1	Staff Cdr	64		
2	Staff LCdr	573		
3	Staff Lt(N)	2,556		
4	Staff SLt	4,212		
5	Staff Snr NCO	453		
6	Staff Jr NCO	283		
7	Staff Cadet	5,387		
8	Cadet	21,294		
	<b>TOTAL</b>			

#### 2. Administration:

Item	Requirement	Estimated # of Weeks	Weekly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
1	Administration – Summer Camp	9		
	<b>TOTAL</b>			

Item	Requirement	Estimated # of Months	Monthly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
2	Administration – Year Round Including: Finance Office: Shared Office Supply Office: Single Office Library: Secured room	12		
	<b>TOTAL</b>			

Item	Facility	Estimated # of Weeks	Weekly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
3a	Event Facility (Exclusive use)	7		
	<b>TOTAL</b>			

Item	Facility	Estimated # of Hours	Hourly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
<b>3b</b>	Event Facility (Non-exclusive use)			\$
	<b>TOTAL</b>			\$

### 3. Storage Space:

Item	Storage Areas	Type	Extended Cost / Year
<b>1</b>	POL Storage (Sail Ops)	Outdoor Storage	
<b>2</b>	POL Storage (Sea Ops Site)	Outdoor Storage	
	<b>TOTAL</b>		

Item	Storage Areas	Type	Estimated # of Months	Monthly Rate	Extended Cost
			<b>A</b>	<b>B</b>	<b>A x B</b>
<b>3</b>	Distribution Area	Secured room	12		
<b>4</b>	Weapons Storage	Secured room	12		
<b>5</b>	Ammunition Storage	Secured room	12		
<b>6</b>	Storage (Supply)	Indoor Storage	12		
<b>7</b>	Storage Supply Warehouse	Indoor storage	12		
<b>8</b>	Storage (Music)	Indoor Storage	12		
<b>9</b>	Storage (Sea Ops)	Indoor and Outdoor Storage	12		
<b>10</b>	Storage (Sail Ops)	Indoor and Outdoor Storage	12		
<b>11</b>	Storage (Training Support)	Indoor Storage	12		
	<b>TOTAL</b>				

### 4. Laundry / Dry Cleaning Service:

Item	Article	Estimated Total Quantity	Unit Rate (\$ / each)	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
<b>1</b>	Pants	1,075		
<b>2</b>	Shirts	1,190		
<b>3</b>	Sleeping Bags	400		
<b>4</b>	Sleeping Bag Liners	400		
<b>5</b>	Mesh Laundry Bags	1,150		
<b>6</b>	Sweat Pants	200		
<b>7</b>	Sweat Shirts	200		
<b>8</b>	Traditional Uniforms – Pants	185		
<b>9</b>	Traditional Uniforms - Shirts	185		
<b>10</b>	Traditional Uniforms - Collars	185		
<b>11</b>	Traditional Uniforms – Silks / Scarves	185		
<b>12</b>	Sweaters	115		
<b>13</b>	Ponchos	500		
	<b>TOTAL</b>			

**5. Medical:**

Item	Facility	Estimated # of Weeks	Weekly Rate	Extended Cost
		A	B	A x B
1	Walk in Clinic	9		
	<b>TOTAL</b>			

**6. Transport Area:**

Item	Requirement	Estimated # of Weeks	Weekly Rate	Extended Cost
		A	B	A x B
1	Transport Area Facilities	9		
	<b>TOTAL</b>			

**7. Other Facilities:**

Item	Facility	Estimated # of Weeks	Weekly Rate	Extended Cost
		A	B	A x B
1	Canteen	9		
2	Staff Cadet Recreational Room	7		
3	Adult Staff Recreational Room	9		
	<b>TOTAL</b>			

**8. Training Support:**

Item	Requirement	Quantity	Estimated # of Weeks	Weekly Rate	Extended Cost
		A	B	C	A x B x C
1	All Training Support Requirements less classrooms	1	9		
2	Classroom – Standard First Aid Training	1	7		
3	Classroom	5	7		
	<b>TOTAL</b>				

**9. General Training Facilities:**

Item	Facility	Estimated # of Weeks	Weekly Rate	Extended Cost
		A	B	A x B
1	Parade Square and Indoor Drill Area	7		
2	Range / Summer Biathlon Track	9		
	<b>TOTAL</b>			

Item	Facility	Estimated # of Weeks	Weekly Rate	Extended Cost
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		<b>A</b>	<b>B</b>	<b>A x B</b>
<b>3a</b>	Recreation Facilities (Exclusive use)	7		
	<b>TOTAL</b>			

Item	Facility	Estimated # of Weeks for exclusive daily period between 18:00 and 21:30 hrs	Weekly Rate	Estimated Hours for usage apart from exclusive daily period	Estimated # of Weeks for usage apart from exclusive daily period	Hourly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>(A x B) + (C x D x E)</b>
<b>3b</b>	Recreation Facilities (Non-exclusive use)	0 weeks		0 hours / week	0 weeks		\$
	<b>TOTAL</b>						\$

#### 10. Swimming:

Item	Facility	Estimated # of Hours	Hourly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
<b>1</b>	Swimming Area / Pool	25		
	<b>TOTAL</b>			

#### 11. Music Training:

Item	Requirement	Quantity	Estimated # of Weeks	Weekly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>C</b>	<b>A x B x C</b>
<b>1</b>	All Music Training Requirements less Rehearsal Rooms, Classrooms and Library	1	9		
<b>2</b>	Full Rehearsal Room	2	7		
<b>3</b>	Rehearsal Room	4	7		
<b>4</b>	Classroom	5	7		
<b>5</b>	Library: Secure room	1	52		
	<b>TOTAL</b>				

#### 12. Seamanship Training:

Item	Requirement	Quantity	Estimated # of Weeks	Weekly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>C</b>	<b>(A x B x C)</b>
<b>1</b>	Seamanship Training Requirements less classrooms	1	9		
<b>2</b>	Classroom	4	7		
	<b>TOTAL</b>				

Item	Training	Estimated # of 2-night Expeditions	Facility Rental Fee (\$ / expedition)	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
<b>3</b>	Whaler Expedition	2		
	<b>TOTAL</b>			

**13. Sailing Training:**

Item	Requirement	Quantity	Estimated # of Weeks	Weekly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>C</b>	<b>A x B x C</b>
<b>1</b>	Sailing Training Requirements less classrooms	1	9		
<b>2</b>	Classroom	4	7		
	<b>TOTAL</b>				

**14. Food Services:**

Item	Food Requirement	Estimated Quantity	Meal Rate (\$ / meal)	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
<b>1</b>	Meals served at dining facility at the Main Training Centre	93,000		
<b>2</b>	Hot Dispersed Meals - Offsite	3,100		
<b>3</b>	Cold Dispersed Box Meals - Offsite	7,100		
<b>4</b>	Night Snacks - Offsite	175		
<b>5a</b>	Table Service Dinner – Staff Cadets	125		
<b>5b</b>	Table Service Dinner – Drill and Ceremonial Course Cadets	55		
<b>5c</b>	Table Service Dinner - Adults	150		
<b>6</b>	Assemble and Issue Precooked Food Items	1100		
<b>7</b>	Workplace Refreshments for WIC	840		
	<b>TOTAL</b>			

**15. Janitorial Service:**

Item	Requirement	Estimated # of Days	Daily Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
<b>1</b>	Janitorial Service	64		
<b>2</b>	Housekeeping Service for Transient Rooms			
	<b>TOTAL</b>			



**16. Other Miscellaneous Charges:**

These are unforeseen costs that may or may not occur during the period of the Contract.

Examples would be key replacement, property damage, etc. This may also entail unforeseen related Work agreed upon by the Contractor and Canada. For any pre-approved miscellaneous expense, the Contractor will be paid the actual laid down cost with a mark-up.

Item	Requirement	Total Estimated Cost	Bidder's Mark-up	Total Estimated Cost + Mark-up
		A	B	A + (A x B)
1	Other Miscellaneous Charges	10,000		
	<b>TOTAL</b>			

**OPTIONAL REQUIREMENTS:****17. Bus Transportation Service:**

Normal daily hours of requirement would be from 08:00 to 20:00hrs.

Item	Requirement	Estimated Quantity (# of busses)	Estimated Usage	Unit Cost (\$/ day)	Extended Cost
		A	B	C	A x B x C
1	Bus Transportation Service Main Training Centre (MTC) <b>The km/day maximum limit: 300km / day.</b>	5	42		
2	Bus Transportation Service Main Training Centre (MTC) <b>The km/day maximum limit: 500km / day.</b>				
3	Bus Transportation Service Off site, if applicable (i.e. for Seamanship and Sailing Training Sites)				
4	Additional Busses (as and when required)	1	10		
	<b>TOTAL</b>				

**18. Fall and Spring Weekend Sail Training:**

Item	Requirement	Estimated Weekends (including set-up and shut-down period)	Facility Rental Fee (\$ / weekend)	Extended Cost
		A	B	A x B
	<b>Fall and Spring Training</b>			

1	Sail Training Facility (Staying in MTC Accommodations)	10			
	TOTAL				
Item	Requirement	Estimated # of Participants	Estimated Weekends	Unit Cost (\$ / participant)	Extended Cost
		A	B	C	A x B x C
	Fall and Spring Training				
2	Accommodations at MTC	80	10		
3	Food (based on 5 meals / weekend)	80	10		
	TOTAL				

**19. Optional Food Services:**

<b>Item</b>	<b>Food Requirement</b>	<b>Estimated Quantity</b>	<b>Meal Rate (\$ / meal)</b>	<b>Extended Cost</b>
		<b>A</b>	<b>B</b>	<b>A x B</b>
<b>1</b>	Night Snacks – Onsite at the Main Training Centre (daily minimum 375 servings)	13,500		
	<b>TOTAL</b>			

**GRAND TOTAL ESTIMATE (ITEMS 1-19) FOR YEAR 1:**

**\$\_\_\_\_\_EXCLUSIVE OF APPLICABLE TAXES**

## Annex B-2

### Basis of Payment – Year 2

For the period of 01 April 2020 to 31 March 2021

The Bidder to provide firm prices / rates for the following services, GST/HST excluded:

#### 1. Accommodations:

Item	Group	Estimated # of Occupant nights	Nightly Rate (\$ / per person)	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
1	Staff Cdr	64		
2	Staff LCdr	573		
3	Staff Lt(N)	2,556		
4	Staff SLt	4,212		
5	Staff Snr NCO	453		
6	Staff Jr NCO	283		
7	Staff Cadet	5,387		
8	Cadet	21,294		
	<b>TOTAL</b>			

#### 2. Administration:

Item	Requirement	Estimated # of Weeks	Weekly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
1	Administration – Summer Camp	9		
	<b>TOTAL</b>			

Item	Requirement	Estimated # of Months	Monthly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
2	Administration – Year Round Including: Finance Office: Shared Office Supply Office: Single Office Library: Secured room	12		
	<b>TOTAL</b>			

Item	Facility	Estimated # of Weeks	Weekly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
3a	Event Facility (Exclusive use)	7		
	<b>TOTAL</b>			

Item	Facility	Estimated # of Hours	Hourly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
<b>3b</b>	Event Facility (Non-exclusive use)			\$
	<b>TOTAL</b>			\$

### 3. Storage Space:

Item	Storage Areas	Type	Extended Cost / Year
<b>1</b>	POL Storage (Sail Ops)	Outdoor Storage	
<b>2</b>	POL Storage (Sea Ops Site)	Outdoor Storage	
	<b>TOTAL</b>		

Item	Storage Areas	Type	Estimated # of Months	Monthly Rate	Extended Cost
			<b>A</b>	<b>B</b>	<b>A x B</b>
<b>3</b>	Distribution Area	Secured room	12		
<b>4</b>	Weapons Storage	Secured room	12		
<b>5</b>	Ammunition Storage	Secured room	12		
<b>6</b>	Storage (Supply)	Indoor Storage	12		
<b>7</b>	Storage Supply Warehouse	Indoor storage	12		
<b>8</b>	Storage (Music)	Indoor Storage	12		
<b>9</b>	Storage (Sea Ops)	Indoor and Outdoor Storage	12		
<b>10</b>	Storage (Sail Ops)	Indoor and Outdoor Storage	12		
<b>11</b>	Storage (Training Support)	Indoor Storage	12		
	<b>TOTAL</b>				

### 4. Laundry / Dry Cleaning Service:

Item	Article	Estimated Total Quantity	Unit Rate (\$ / each)	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
<b>1</b>	Pants	1,075		
<b>2</b>	Shirts	1,190		
<b>3</b>	Sleeping Bags	400		
<b>4</b>	Sleeping Bag Liners	400		
<b>5</b>	Mesh Laundry Bags	1,150		
<b>6</b>	Sweat Pants	200		
<b>7</b>	Sweat Shirts	200		
<b>8</b>	Traditional Uniforms – Pants	185		
<b>9</b>	Traditional Uniforms - Shirts	185		
<b>10</b>	Traditional Uniforms - Collars	185		
<b>11</b>	Traditional Uniforms – Silks / Scarves	185		
<b>12</b>	Sweaters	115		
<b>13</b>	Ponchos	500		
	<b>TOTAL</b>			

**5. Medical:**

Item	Facility	Estimated # of Weeks	Weekly Rate	Extended Cost
		A	B	A x B
1	Walk in Clinic	9		
	<b>TOTAL</b>			

**6. Transport Area:**

Item	Requirement	Estimated # of Weeks	Weekly Rate	Extended Cost
		A	B	A x B
1	Transport Area Facilities	9		
	<b>TOTAL</b>			

**7. Other Facilities:**

Item	Facility	Estimated # of Weeks	Weekly Rate	Extended Cost
		A	B	A x B
1	Canteen	9		
2	Staff Cadet Recreational Room	7		
3	Adult Staff Recreational Room	9		
	<b>TOTAL</b>			

**8. Training Support:**

Item	Requirement	Quantity	Estimated # of Weeks	Weekly Rate	Extended Cost
		A	B	C	A x B x C
1	All Training Support Requirements less classrooms	1	9		
2	Classroom – Standard First Aid Training	1	7		
3	Classroom	5	7		
	<b>TOTAL</b>				

**9. General Training Facilities:**

Item	Facility	Estimated # of Weeks	Weekly Rate	Extended Cost
		A	B	A x B
1	Parade Square and Indoor Drill Area	7		
2	Range / Summer Biathlon Track	9		
	<b>TOTAL</b>			

Item	Facility	Estimated # of Weeks	Weekly Rate	Extended Cost
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		<b>A</b>	<b>B</b>	<b>A x B</b>
<b>3a</b>	Recreation Facilities (Exclusive use)	7		
	<b>TOTAL</b>			

Item	Facility	Estimated # of Weeks for exclusive daily period between 18:00 and 21:30 hrs	Weekly Rate	Estimated Hours for usage apart from exclusive daily period	Estimated # of Weeks for usage apart from exclusive daily period	Hourly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>(A x B) + (C x D x E)</b>
<b>3b</b>	Recreation Facilities (Non-exclusive use)	0 weeks		0 hours / week	0 weeks		\$
	<b>TOTAL</b>						\$

#### 10. Swimming:

Item	Facility	Estimated # of Hours	Hourly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
<b>1</b>	Swimming Area / Pool	25		
	<b>TOTAL</b>			

#### 11. Music Training:

Item	Requirement	Quantity	Estimated # of Weeks	Weekly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>C</b>	<b>A x B x C</b>
<b>1</b>	All Music Training Requirements less Rehearsal Rooms, Classrooms and Library	1	9		
<b>2</b>	Full Rehearsal Room	2	7		
<b>3</b>	Rehearsal Room	4	7		
<b>4</b>	Classroom	5	7		
<b>5</b>	Library: Secure room	1	52		
	<b>TOTAL</b>				

#### 12. Seamanship Training:

Item	Requirement	Quantity	Estimated # of Weeks	Weekly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>C</b>	<b>(A x B x C)</b>
<b>1</b>	Seamanship Training Requirements less classrooms	1	9		
<b>2</b>	Classroom	4	7		
	<b>TOTAL</b>				

Item	Training	Estimated # of 2-night Expeditions	Facility Rental Fee (\$ / expedition)	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
<b>3</b>	Whaler Expedition	2		
	<b>TOTAL</b>			

**13. Sailing Training:**

Item	Requirement	Quantity	Estimated # of Weeks	Weekly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>C</b>	<b>A x B x C</b>
<b>1</b>	Sailing Training Requirements less classrooms	1	9		
<b>2</b>	Classroom	4	7		
	<b>TOTAL</b>				

**14. Food Services:**

Item	Food Requirement	Estimated Quantity	Meal Rate (\$ / meal)	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
<b>1</b>	Meals served at dining facility at the Main Training Centre	93,000		
<b>2</b>	Hot Dispersed Meals - Offsite	3,100		
<b>3</b>	Cold Dispersed Box Meals - Offsite	7,100		
<b>4</b>	Night Snacks - Offsite	175		
<b>5a</b>	Table Service Dinner – Staff Cadets	125		
<b>5b</b>	Table Service Dinner – Drill and Ceremonial Course Cadets	55		
<b>5c</b>	Table Service Dinner - Adults	150		
<b>6</b>	Assemble and Issue Precooked Food Items	1100		
<b>7</b>	Workplace Refreshments for WIC	840		
	<b>TOTAL</b>			

**15. Janitorial Service:**

Item	Requirement	Estimated # of Days	Daily Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
<b>1</b>	Janitorial Service	64		
<b>2</b>	Housekeeping Service for Transient Rooms			
	<b>TOTAL</b>			

**16. Other Miscellaneous Charges:**

These are unforeseen costs that may or may not occur during the period of the Contract.

Examples would be key replacement, property damage, etc. This may also entail unforeseen related Work agreed upon by the Contractor and Canada. For any pre-approved miscellaneous expense, the Contractor will be paid the actual laid down cost with a mark-up.

Item	Requirement	Total Estimated Cost	Bidder's Mark-up	Total Estimated Cost + Mark-up
		A	B	A + (A x B)
1	Other Miscellaneous Charges	10,000		
	<b>TOTAL</b>			

**OPTIONAL REQUIREMENTS:****17. Bus Transportation Service:**

Normal daily hours of requirement would be from 08:00 to 20:00hrs.

Item	Requirement	Estimated Quantity (# of busses)	Estimated Usage	Unit Cost (\$/ day)	Extended Cost
		A	B	C	A x B x C
1	Bus Transportation Service Main Training Centre (MTC) <b>The km/day maximum limit: 300km / day.</b>	5	42		
2	Bus Transportation Service Main Training Centre (MTC) <b>The km/day maximum limit: 500km / day.</b>				
3	Bus Transportation Service Off site, if applicable (i.e. for Seamanship and Sailing Training Sites)				
4	Additional Busses (as and when required)	1	10		
	<b>TOTAL</b>				

**18. Fall and Spring Weekend Sail Training:**

Item	Requirement	Estimated Weekends (including set-up and shut-down period)	Facility Rental Fee (\$ / weekend)	Extended Cost
		A	B	A x B
	<b>Fall and Spring Training</b>			



1	Sail Training Facility (Staying in MTC Accommodations)	10			
	TOTAL				
Item	Requirement	Estimated # of Participants	Estimated Weekends	Unit Cost (\$ / participant)	Extended Cost
		A	B	C	A x B x C
	Fall and Spring Training				
2	Accommodations at MTC	80	10		
3	Food (based on 5 meals / weekend)	80	10		
	TOTAL				

**19. Optional Food Services:**

<b>Item</b>	<b>Food Requirement</b>	<b>Estimated Quantity</b>	<b>Meal Rate (\$ / meal)</b>	<b>Extended Cost</b>
		<b>A</b>	<b>B</b>	<b>A x B</b>
<b>1</b>	Night Snacks – Onsite at the Main Training Centre (daily minimum 375 servings)	13,500		
	<b>TOTAL</b>			

**GRAND TOTAL ESTIMATE (ITEMS 1-19) FOR YEAR 2:**

\$\_\_\_\_\_EXCLUSIVE OF APPLICABLE TAXES

**Annex B-3**

**Basis of Payment – Year 3**

**For the period of 01 April 2021 to 31 March 2022**

The Bidder to provide firm prices / rates for the following services, GST/HST excluded:

**1. Accommodations:**

Item	Group	Estimated # of Occupant nights	Nightly Rate (\$ / per person)	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
1	Staff Cdr	64		
2	Staff LCdr	573		
3	Staff Lt(N)	2,556		
4	Staff SLt	4,212		
5	Staff Snr NCO	453		
6	Staff Jr NCO	283		
7	Staff Cadet	5,387		
8	Cadet	21,294		
	<b>TOTAL</b>			

**2. Administration:**

Item	Requirement	Estimated # of Weeks	Weekly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
1	Administration – Summer Camp	9		
	<b>TOTAL</b>			

Item	Requirement	Estimated # of Months	Monthly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
2	Administration – Year Round Including: Finance Office: Shared Office Supply Office: Single Office Library: Secured room	12		
	<b>TOTAL</b>			

Item	Facility	Estimated # of Weeks	Weekly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
3a	Event Facility (Exclusive use)	7		
	<b>TOTAL</b>			

Item	Facility	Estimated # of Hours	Hourly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
<b>3b</b>	Event Facility (Non-exclusive use)			\$
	<b>TOTAL</b>			\$

### 3. Storage Space:

Item	Storage Areas	Type	Extended Cost / Year
<b>1</b>	POL Storage (Sail Ops)	Outdoor Storage	
<b>2</b>	POL Storage (Sea Ops Site)	Outdoor Storage	
	<b>TOTAL</b>		

Item	Storage Areas	Type	Estimated # of Months	Monthly Rate	Extended Cost
			<b>A</b>	<b>B</b>	<b>A x B</b>
<b>3</b>	Distribution Area	Secured room	12		
<b>4</b>	Weapons Storage	Secured room	12		
<b>5</b>	Ammunition Storage	Secured room	12		
<b>6</b>	Storage (Supply)	Indoor Storage	12		
<b>7</b>	Storage Supply Warehouse	Indoor storage	12		
<b>8</b>	Storage (Music)	Indoor Storage	12		
<b>9</b>	Storage (Sea Ops)	Indoor and Outdoor Storage	12		
<b>10</b>	Storage (Sail Ops)	Indoor and Outdoor Storage	12		
<b>11</b>	Storage (Training Support)	Indoor Storage	12		
	<b>TOTAL</b>				

### 4. Laundry / Dry Cleaning Service:

Item	Article	Estimated Total Quantity	Unit Rate (\$ / each)	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
<b>1</b>	Pants	1,075		
<b>2</b>	Shirts	1,190		
<b>3</b>	Sleeping Bags	400		
<b>4</b>	Sleeping Bag Liners	400		
<b>5</b>	Mesh Laundry Bags	1,150		
<b>6</b>	Sweat Pants	200		
<b>7</b>	Sweat Shirts	200		
<b>8</b>	Traditional Uniforms – Pants	185		
<b>9</b>	Traditional Uniforms - Shirts	185		
<b>10</b>	Traditional Uniforms - Collars	185		
<b>11</b>	Traditional Uniforms – Silks / Scarves	185		
<b>12</b>	Sweaters	115		
<b>13</b>	Ponchos	500		
	<b>TOTAL</b>			

**5. Medical:**

Item	Facility	Estimated # of Weeks	Weekly Rate	Extended Cost
		A	B	A x B
1	Walk in Clinic	9		
	<b>TOTAL</b>			

**6. Transport Area:**

Item	Requirement	Estimated # of Weeks	Weekly Rate	Extended Cost
		A	B	A x B
1	Transport Area Facilities	9		
	<b>TOTAL</b>			

**7. Other Facilities:**

Item	Facility	Estimated # of Weeks	Weekly Rate	Extended Cost
		A	B	A x B
1	Canteen	9		
2	Staff Cadet Recreational Room	7		
3	Adult Staff Recreational Room	9		
	<b>TOTAL</b>			

**8. Training Support:**

Item	Requirement	Quantity	Estimated # of Weeks	Weekly Rate	Extended Cost
		A	B	C	A x B x C
1	All Training Support Requirements less classrooms	1	9		
2	Classroom – Standard First Aid Training	1	7		
3	Classroom	5	7		
	<b>TOTAL</b>				

**9. General Training Facilities:**

Item	Facility	Estimated # of Weeks	Weekly Rate	Extended Cost
		A	B	A x B
1	Parade Square and Indoor Drill Area	7		
2	Range / Summer Biathlon Track	9		
	<b>TOTAL</b>			

Item	Facility	Estimated # of Weeks	Weekly Rate	Extended Cost
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		<b>A</b>	<b>B</b>	<b>A x B</b>
<b>3a</b>	Recreation Facilities (Exclusive use)	7		
	<b>TOTAL</b>			

Item	Facility	Estimated # of Weeks for exclusive daily period between 18:00 and 21:30 hrs	Weekly Rate	Estimated Hours for usage apart from exclusive daily period	Estimated # of Weeks for usage apart from exclusive daily period	Hourly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>(A x B) + (C x D x E)</b>
<b>3b</b>	Recreation Facilities (Non-exclusive use)	0 weeks		0 hours / week	0 weeks		\$
	<b>TOTAL</b>						\$

#### 10. Swimming:

Item	Facility	Estimated # of Hours	Hourly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
<b>1</b>	Swimming Area / Pool	25		
	<b>TOTAL</b>			

#### 11. Music Training:

Item	Requirement	Quantity	Estimated # of Weeks	Weekly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>C</b>	<b>A x B x C</b>
<b>1</b>	All Music Training Requirements less Rehearsal Rooms, Classrooms and Library	1	9		
<b>2</b>	Full Rehearsal Room	2	7		
<b>3</b>	Rehearsal Room	4	7		
<b>4</b>	Classroom	5	7		
<b>5</b>	Library: Secure room	1	52		
	<b>TOTAL</b>				

#### 12. Seamanship Training:

Item	Requirement	Quantity	Estimated # of Weeks	Weekly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>C</b>	<b>(A x B x C)</b>
<b>1</b>	Seamanship Training Requirements less classrooms	1	9		
<b>2</b>	Classroom	4	7		
	<b>TOTAL</b>				

Item	Training	Estimated # of 2-night Expeditions	Facility Rental Fee (\$ / expedition)	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
<b>3</b>	Whaler Expedition	2		
	<b>TOTAL</b>			

### 13. Sailing Training:

Item	Requirement	Quantity	Estimated # of Weeks	Weekly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>C</b>	<b>A x B x C</b>
<b>1</b>	Sailing Training Requirements less classrooms	1	9		
<b>2</b>	Classroom	4	7		
	<b>TOTAL</b>				

### 14. Food Services:

Item	Food Requirement	Estimated Quantity	Meal Rate (\$ / meal)	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
<b>1</b>	Meals served at dining facility at the Main Training Centre	93,000		
<b>2</b>	Hot Dispersed Meals - Offsite	3,100		
<b>3</b>	Cold Dispersed Box Meals - Offsite	7,100		
<b>4</b>	Night Snacks - Offsite	175		
<b>5a</b>	Table Service Dinner – Staff Cadets	125		
<b>5b</b>	Table Service Dinner – Drill and Ceremonial Course Cadets	55		
<b>5c</b>	Table Service Dinner - Adults	150		
<b>6</b>	Assemble and Issue Precooked Food Items	1100		
<b>7</b>	Workplace Refreshments for WIC	840		
	<b>TOTAL</b>			

### 15. Janitorial Service:

Item	Requirement	Estimated # of Days	Daily Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
<b>1</b>	Janitorial Service	64		
<b>2</b>	Housekeeping Service for Transient Rooms			
	<b>TOTAL</b>			

**16. Other Miscellaneous Charges:**

These are unforeseen costs that may or may not occur during the period of the Contract.

Examples would be key replacement, property damage, etc. This may also entail unforeseen related Work agreed upon by the Contractor and Canada. For any pre-approved miscellaneous expense, the Contractor will be paid the actual laid down cost with a mark-up.

Item	Requirement	Total Estimated Cost	Bidder's Mark-up	Total Estimated Cost + Mark-up
		A	B	A + (A x B)
1	Other Miscellaneous Charges	10,000		
	<b>TOTAL</b>			

**OPTIONAL REQUIREMENTS:****17. Bus Transportation Service:**

Normal daily hours of requirement would be from 08:00 to 20:00hrs.

Item	Requirement	Estimated Quantity (# of busses)	Estimated Usage	Unit Cost (\$/ day)	Extended Cost
		A	B	C	A x B x C
1	Bus Transportation Service Main Training Centre (MTC) <b>The km/day maximum limit: 300km / day.</b>	5	42		
2	Bus Transportation Service Main Training Centre (MTC) <b>The km/day maximum limit: 500km / day.</b>				
3	Bus Transportation Service Off site, if applicable (i.e. for Seamanship and Sailing Training Sites)				
4	Additional Busses (as and when required)	1	10		
	<b>TOTAL</b>				

**18. Fall and Spring Weekend Sail Training:**

Item	Requirement	Estimated Weekends (including set-up and shut-down period)	Facility Rental Fee (\$ / weekend)	Extended Cost
		A	B	A x B
	<b>Fall and Spring Training</b>			

1	Sail Training Facility (Staying in MTC Accommodations)	10			
	TOTAL				
Item	Requirement	Estimated # of Participants	Estimated Weekends	Unit Cost (\$ / participant)	Extended Cost
		A	B	C	A x B x C
	Fall and Spring Training				
2	Accommodations at MTC	80	10		
3	Food (based on 5 meals / weekend)	80	10		
	TOTAL				

**19. Optional Food Services:**

Item	Food Requirement	Estimated Quantity	Meal Rate (\$ / meal)	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
<b>1</b>	Night Snacks – Onsite at the Main Training Centre (daily minimum 375 servings)	13,500		
	<b>TOTAL</b>			

**GRAND TOTAL ESTIMATE (ITEMS 1-19) FOR YEAR 3:**

\$\_\_\_\_\_EXCLUSIVE OF APPLICABLE TAXES



## Annex B-4

### Basis of Payment – Optional Year 1

For the period of 01 April 2022 to 31 March 2023

The Bidder to provide firm prices / rates for the following services, GST/HST excluded:

#### 1. Accommodations:

Item	Group	Estimated # of Occupant nights	Nightly Rate (\$ / per person)	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
1	Staff Cdr	64		
2	Staff LCdr	573		
3	Staff Lt(N)	2,556		
4	Staff SLt	4,212		
5	Staff Snr NCO	453		
6	Staff Jr NCO	283		
7	Staff Cadet	5,387		
8	Cadet	21,294		
	<b>TOTAL</b>			

#### 2. Administration:

Item	Requirement	Estimated # of Weeks	Weekly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
1	Administration – Summer Camp	9		
	<b>TOTAL</b>			

Item	Requirement	Estimated # of Months	Monthly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
2	Administration – Year Round Including: Finance Office: Shared Office Supply Office: Single Office Library: Secured room	12		
	<b>TOTAL</b>			

Item	Facility	Estimated # of Weeks	Weekly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
3a	Event Facility (Exclusive use)	7		
	<b>TOTAL</b>			

Item	Facility	Estimated # of Hours	Hourly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
<b>3b</b>	Event Facility (Non-exclusive use)			\$
	<b>TOTAL</b>			\$

### 3. Storage Space:

Item	Storage Areas	Type	Extended Cost / Year
<b>1</b>	POL Storage (Sail Ops)	Outdoor Storage	
<b>2</b>	POL Storage (Sea Ops Site)	Outdoor Storage	
	<b>TOTAL</b>		

Item	Storage Areas	Type	Estimated # of Months	Monthly Rate	Extended Cost
			<b>A</b>	<b>B</b>	<b>A x B</b>
<b>3</b>	Distribution Area	Secured room	12		
<b>4</b>	Weapons Storage	Secured room	12		
<b>5</b>	Ammunition Storage	Secured room	12		
<b>6</b>	Storage (Supply)	Indoor Storage	12		
<b>7</b>	Storage Supply Warehouse	Indoor storage	12		
<b>8</b>	Storage (Music)	Indoor Storage	12		
<b>9</b>	Storage (Sea Ops)	Indoor and Outdoor Storage	12		
<b>10</b>	Storage (Sail Ops)	Indoor and Outdoor Storage	12		
<b>11</b>	Storage (Training Support)	Indoor Storage	12		
	<b>TOTAL</b>				

### 4. Laundry / Dry Cleaning Service:

Item	Article	Estimated Total Quantity	Unit Rate (\$ / each)	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
<b>1</b>	Pants	1,075		
<b>2</b>	Shirts	1,190		
<b>3</b>	Sleeping Bags	400		
<b>4</b>	Sleeping Bag Liners	400		
<b>5</b>	Mesh Laundry Bags	1,150		
<b>6</b>	Sweat Pants	200		
<b>7</b>	Sweat Shirts	200		
<b>8</b>	Traditional Uniforms – Pants	185		
<b>9</b>	Traditional Uniforms - Shirts	185		
<b>10</b>	Traditional Uniforms - Collars	185		
<b>11</b>	Traditional Uniforms – Silks / Scarves	185		
<b>12</b>	Sweaters	115		
<b>13</b>	Ponchos	500		
	<b>TOTAL</b>			

**5. Medical:**

Item	Facility	Estimated # of Weeks	Weekly Rate	Extended Cost
		A	B	A x B
1	Walk in Clinic	9		
	<b>TOTAL</b>			

**6. Transport Area:**

Item	Requirement	Estimated # of Weeks	Weekly Rate	Extended Cost
		A	B	A x B
1	Transport Area Facilities	9		
	<b>TOTAL</b>			

**7. Other Facilities:**

Item	Facility	Estimated # of Weeks	Weekly Rate	Extended Cost
		A	B	A x B
1	Canteen	9		
2	Staff Cadet Recreational Room	7		
3	Adult Staff Recreational Room	9		
	<b>TOTAL</b>			

**8. Training Support:**

Item	Requirement	Quantity	Estimated # of Weeks	Weekly Rate	Extended Cost
		A	B	C	A x B x C
1	All Training Support Requirements less classrooms	1	9		
2	Classroom – Standard First Aid Training	1	7		
3	Classroom	5	7		
	<b>TOTAL</b>				

**9. General Training Facilities:**

Item	Facility	Estimated # of Weeks	Weekly Rate	Extended Cost
		A	B	A x B
1	Parade Square and Indoor Drill Area	7		
2	Range / Summer Biathlon Track	9		
	<b>TOTAL</b>			

Item	Facility	Estimated # of Weeks	Weekly Rate	Extended Cost
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		<b>A</b>	<b>B</b>	<b>A x B</b>
<b>3a</b>	Recreation Facilities (Exclusive use)	7		
	<b>TOTAL</b>			

Item	Facility	Estimated # of Weeks for exclusive daily period between 18:00 and 21:30 hrs	Weekly Rate	Estimated Hours for usage apart from exclusive daily period	Estimated # of Weeks for usage apart from exclusive daily period	Hourly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>(A x B) + (C x D x E)</b>
<b>3b</b>	Recreation Facilities (Non-exclusive use)	0 weeks		0 hours / week	0 weeks		\$
	<b>TOTAL</b>						\$

#### 10. Swimming:

Item	Facility	Estimated # of Hours	Hourly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
<b>1</b>	Swimming Area / Pool	25		
	<b>TOTAL</b>			

#### 11. Music Training:

Item	Requirement	Quantity	Estimated # of Weeks	Weekly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>C</b>	<b>A x B x C</b>
<b>1</b>	All Music Training Requirements less Rehearsal Rooms, Classrooms and Library	1	9		
<b>2</b>	Full Rehearsal Room	2	7		
<b>3</b>	Rehearsal Room	4	7		
<b>4</b>	Classroom	5	7		
<b>5</b>	Library: Secure room	1	52		
	<b>TOTAL</b>				

#### 12. Seamanship Training:

Item	Requirement	Quantity	Estimated # of Weeks	Weekly Rate	Extended Cost
		<b>A</b>	<b>B</b>	<b>C</b>	<b>(A x B x C)</b>
<b>1</b>	Seamanship Training Requirements less classrooms	1	9		
<b>2</b>	Classroom	4	7		
	<b>TOTAL</b>				

Item	Training	Estimated # of 2-night Expeditions	Facility Rental Fee (\$ / expedition)	Extended Cost
		A	B	A x B
3	Whaler Expedition	2		
	<b>TOTAL</b>			

### 13. Sailing Training:

Item	Requirement	Quantity	Estimated # of Weeks	Weekly Rate	Extended Cost
		A	B	C	A x B x C
1	Sailing Training Requirements less classrooms	1	9		
2	Classroom	4	7		
	<b>TOTAL</b>				

### 14. Food Services:

Item	Food Requirement	Estimated Quantity	Meal Rate (\$ / meal)	Extended Cost
		A	B	A x B
1	Meals served at dining facility at the Main Training Centre	93,000		
2	Hot Dispersed Meals - Offsite	3,100		
3	Cold Dispersed Box Meals - Offsite	7,100		
4	Night Snacks - Offsite	175		
5a	Table Service Dinner – Staff Cadets	125		
5b	Table Service Dinner – Drill and Ceremonial Course Cadets	55		
5c	Table Service Dinner - Adults	150		
6	Assemble and Issue Precooked Food Items	1100		
7	Workplace Refreshments for WIC	840		
	<b>TOTAL</b>			

### 15. Janitorial Service:

Item	Requirement	Estimated # of Days	Daily Rate	Extended Cost
		A	B	A x B
1	Janitorial Service	64		
2	Housekeeping Service for Transient Rooms			
	<b>TOTAL</b>			

**16. Other Miscellaneous Charges:**

These are unforeseen costs that may or may not occur during the period of the Contract. Examples would be key replacement, property damage, etc. This may also entail unforeseen related Work agreed upon by the Contractor and Canada. For any pre-approved miscellaneous expense, the Contractor will be paid the actual laid down cost with a mark-up.

Item	Requirement	Total Estimated Cost	Bidder's Mark-up	Total Estimated Cost + Mark-up
		A	B	A + (A x B)
1	Other Miscellaneous Charges	10,000		
	<b>TOTAL</b>			

**OPTIONAL REQUIREMENTS:****17. Bus Transportation Service:**

Normal daily hours of requirement would be from 08:00 to 20:00hrs.

Item	Requirement	Estimated Quantity (# of busses)	Estimated Usage	Unit Cost (\$/ day)	Extended Cost
		A	B	C	A x B x C
1	Bus Transportation Service Main Training Centre (MTC) <b>The km/day maximum limit: 300km / day.</b>	5	42		
2	Bus Transportation Service Main Training Centre (MTC) <b>The km/day maximum limit: 500km / day.</b>				
3	Bus Transportation Service Off site, if applicable (i.e. for Seamanship and Sailing Training Sites)				
4	Additional Busses (as and when required)	1	10		
	<b>TOTAL</b>				

**18. Fall and Spring Weekend Sail Training:**

Item	Requirement	Estimated Weekends (including set-up and shut-down period)	Facility Rental Fee (\$ / weekend)	Extended Cost
		A	B	A x B
	<b>Fall and Spring Training</b>			
1	Sail Training Facility (Staying in MTC Accommodations)	10		
	<b>TOTAL</b>			

Item	Requirement	Estimated # of Participants	Estimated Weekends	Unit Cost (\$ / participant)	Extended Cost
		<b>A</b>	<b>B</b>	<b>C</b>	<b>A x B x C</b>
	<b>Fall and Spring Training</b>				
<b>2</b>	Accommodations at MTC	80	10		
<b>3</b>	Food (based on 5 meals / weekend)	80	10		
	<b>TOTAL</b>				

**19. Optional Food Services:**

Item	Food Requirement	Estimated Quantity	Meal Rate (\$ / meal)	Extended Cost
		<b>A</b>	<b>B</b>	<b>A x B</b>
<b>1</b>	Night Snacks – Onsite at the Main Training Centre (daily minimum 375 servings)	13,500		
	<b>TOTAL</b>			

**GRAND TOTAL ESTIMATE (ITEMS 1-19) FOR OPTIONAL YEAR 1:**

\$\_\_\_\_\_EXCLUSIVE OF APPLICABLE TAXES

**TOTAL BID SUMMARY**

Year 1 \$\_\_\_\_\_

Year 2 \$\_\_\_\_\_

Year 3 \$\_\_\_\_\_

Optional Year 1 \$\_\_\_\_\_

## HMCS ACADIA Service Contract – Mandatory and Point Rated Criteria

<b>Name of Bidder:</b>	<b>Date:</b>
<b>Name of Evaluator:</b>	<b>Evaluator Initial:</b>
<b>Instructions:</b>	

### 1. PROPOSAL - EVALUATION CRITERIA

#### A. MANDATORY CRITERIA (MC)

3.0 SUPPORT REQUIREMENTS		Instruction to Bidders	Compliant		Bidder's Proposal Reference
			Yes	No	
MC 1	Is the proposed Main Training Centre (MTC) located within one of the Atlantic provinces (Newfoundland, New Brunswick, Nova Scotia or Prince Edward Island) as specified para 3.1.2?	The Bidder must provide the address of the MTC.			
MC 2	Are all facilities and training sites within 30 minutes ground travel of a medical centre with emergency services outlined in para 3.1.1?	<p>The Bidder must demonstrate the proximity of each building and training site to be used by Canada to the nearest medical centre that has emergency services. As a minimum the Bidder must provide:</p> <ul style="list-style-type: none"> <li>a. Street address of each building and training site;</li> <li>b. Street address of the nearest medical facility with emergency services;</li> <li>c. Distance and travel time between each facility and site used by Canada to the emergency care facility.</li> </ul>			
MC 3	Is the Main Training Centre (MTC) within 400km of an establishment that can provide the training outlined in section 3.1.3? <i>Points allocated in Point Rated Criteria (PRC) section of the evaluation.</i>	<p>The Bidder must demonstrate the proximity of the MTC to the Fire Fighting and Damage Control (FFDC) Training venue(s). As a minimum the Bidder must provide:</p> <ul style="list-style-type: none"> <li>a. Location of the nearest venue(s);</li> <li>b. Distance in km between the MTC and the FFDC training venue(s); and</li> </ul> <p>If the Bidder is subcontracting the FFDC Training venue(s) then they must provide a confirmation statement signed by the subcontractor(s) indicating their ability to deliver this training.</p>			
MC 4	Can the Bidder provide accommodations that meet the criteria in detailed in Figure 1? <i>Points allocated in PRC section of the evaluation.</i>	The Bidder as a minimum must describe the type of accommodations being provided for the cadets, staff cadets, and adult staff.			
MC5	Is the bidder providing the storage requirements outlined in figure 3 of the SOW?	The Bidder as a minimum must provide the physical location and dimensions of the storage areas identified in Figure 3. The Bidder must provide the distances of the storage areas to their associated training sites for items			



## HMCS ACADIA Service Contract – Mandatory and Point Rated Criteria

		4,5,8,9, and 10 of Figure 3.		Compliant		
				Yes	No	
4.0 TRAINING REQUIREMENTS – GENERAL						
		Instructions to Bidders				
MC 6	Is the Bidder providing classrooms and offices for the courses outlined in Section 1.2.3 of the SOW at the respective training sites as identified in section 4.1.4 and Figures 7, 8, 9, and 10) ? <i>Points allocated in PRC section of the evaluation.</i>	The Bidder must provide building/room number for each classroom and if classrooms not yet in place they must provide the location and plan for putting classrooms in place. The Bidder must also identify if Canada has exclusive use of classrooms during occupancy period..				
MC 7	Is the Bidder providing the recreation facilities outlined in Section 4.3 of the SOW? <i>Points allocated in PRC section of the evaluation.</i>	The Bidder must provide location of requirements listed in section 4.3.1. The Bidder must provide hours and days a week that Canada is permitted to have unlimited access.				
5.0 INDIVIDUAL COURSE TRAINING REQUIREMENTS						
MC 8	Is the Bidder providing a suitable water training site for seamanship training as outlined in Section 5.2 of the SOW. <i>Points allocated in PRC section of the evaluation.</i>	The Bidder must provide location of the site and distance to the Main Training Centre (MTC). The Bidder must also include driving time from the seamanship training site to the MTC if site is located more than 900m away. The Bidder must describe layout of Seamanship Training Area.				
MC 9	Is the Bidder providing a suitable water training site for sail training as outlined in Section 5.3 of the SOW. <i>Points allocated in PRC section of the evaluation.</i>	The Bidder must provide location of the site and distance to the Main Training Centre (MTC). The Bidder must also include driving time from the sail training site to the MTC if site is located more than 900m away. The Bidder must describe layout of the Sail Training area.				
6.0 FOOD SERVICES REQUIREMENTS						
MC 10	Is the Bidder meeting the requirements outlined in Section 6.1 of the SOW? <i>Points allocated in PRC section of the evaluation.</i>	The Bidder must identify the location of the eating facility and the distance in meters to the cadet, staff cadet, and adult accommodations. The Bidder must include the seating/feeding capacity at one time.				
SITE VISIT						
	Did the Bidder pass the Site Visit?	The Bidder to provide a site visit for the Evaluators to their proposed facility scheduled at an agreed upon date.				
				Compliant		
				Yes	No	

<b>Total Mandatory Criteria Listed</b>	10
<b>Total Mandatory Criteria Met</b>	

## HMCS ACADIA Service Contract – Mandatory and Point Rated Criteria

### B. POINT RATED CRITERIA (PRC)

3.0 SUPPORT REQUIREMENTS		Evaluator's Comments	Points Awarded (Proposal Review)	Points Validated (Site Visit)
PRC 1				
	Reference Section 3.1.3 of the SOW – The Bidder must provide facilities for the conduct of training as detailed in Annex A of the SOW. Points awarded as outlined below: a. Bidder has facilities on site to conduct this training – 150 pts b. Facilities are within 30km of the Main Training Centre (MTC) – 100pts c. Facilities are within 30km - 100km of the MTC – 75 pts		<i>maximum points 150</i>	
PRC 2	Reference Figure 1 of the SOW – Course Cadet Accommodations: The Bidder shall indicate the accommodation type to be used by course cadets. Points awarded as outlined below: a. Single Occupancy – 50 pts b. Double Occupancy – 40 pts c. Partitioned Dormitories – 25 pts		<i>maximum points 50</i>	
PRC 3	Reference Figure 1 of the SOW – Staff Cadet Accommodations: The Bidder shall indicate the accommodation type to be used by staff cadets. Points awarded as outlined below: a. Single Occupancy – 50 pts b. Double Occupancy – 40 pts c. Partitioned Dormitories – 25 pts		<i>maximum points 50</i>	
PRC 4	Reference Figure 1 of the SOW – Adult Staff Accommodations: Based on rank, officers may share a room as outlined in Figure 1 of the SOW. If the Bidder is providing more than required the below points will be awarded: a. Single Occupancy for all – 100 pts b. Single Occupancy where double occupancy in the minimum standard – 50 pts c. Double Occupancy where four to a room is the minimum standard – 30 pts		<i>maximum points 100</i>	
PRC 5	Reference Storage Facilities of Figure 3 of the SOW. Preference is for indoor storage, however if outdoor storage is provided then space should be covered (i.e. hut). Points awarded as follows: a. Area is indoor storage – 150 pts b. Area is outdoor storage but covered – 75 pts		<i>maximum points 150</i>	
<b>The total achievable points for this section are 500 points.</b>		<b>Subtotal</b>	<b>500</b>	<b>500</b>
4.0 TRAINING REQUIREMENTS – GENERAL		Evaluator's Comments	Points Awarded (Proposal Review)	Points Validated (Site Visit)
PRC 6				
	Reference Section 4.1.2 of the SOW - Canada should have exclusive use of all classrooms during the occupancy period, however if classrooms are shared with other users, Canada must have priority for use. Points awarded as follows: a. Canada has exclusive use of all required classrooms during		<i>maximum points 100</i>	

## HMCS ACADIA Service Contract – Mandatory and Point Rated Criteria

PRC 7	<p>occupancy period – 100 pts</p> <p>Reference Section 4.3.3 of the SOW. The Contractor must ensure the facilities noted in para 4.3.1 be available for use from 0600 – 1700hrs at scheduled times provided by Canada 60 days prior to occupancy. The Contractor must also ensure the exclusive use of the facilities by Canada Between 1800 and 2130 hrs daily. Points awarded as follows:</p> <p>a. Canada has unlimited access to resources from 0600 – 2130 hrs seven days/week – 100 points</p>				
<b>The total achievable points for this section are 200 points.</b>		<b>Subtotal</b>	<b>Points Awarded (Proposal Review)</b>	<b>Points Validated (Site Visit)</b>	
<b>5.0 INDIVIDUAL COURSE TRAINING REQUIREMENTS</b>					
PRC 8	<p>Reference Section 5.2.1 of the SOW - The seamanship site must be located no more than 30 minutes driving distance to the Main Training Centre. Points awarded as follows:</p> <p>a. The seamanship training site is within 900m of the Main Training Centre (walking distance) – 150 pts</p> <p>b. The seamanship training site is within 10 minutes driving distance of the Main Training Centre – 75 pts</p> <p>c. The seamanship training site is within 10-20 minutes driving distance of the Main Training Centre – 50 pts</p>				
PRC 9	<p>Reference Section 5.2.5 of the SOW - The docking area must be capable of providing secure docking for a minimum of 4 (15m) boats. It should be capable of securing 12 (9m) boats, however moorings may be used in place of docks for these smaller boats. Points awarded as follows:</p> <p>a. Docking area is within 900m of the seamanship training site and can accommodate 4 (15m) boats as well as 12 (9m) boats – 150 pts</p> <p>b. Docking area is within 900m of the seamanship training site and can accommodate 4 (15m) boats – 125 pts</p> <p>c. Docking area is within 900m – 15km of the seamanship training site and can accommodate 4 (15m) boats as well as 12 (9m) boats – 50 pts</p> <p>d. Docking area is within 900m – 15km of the seamanship training site and can accommodate 4 (15m) boats – 25 pts</p>		<i>maximum points 150</i>		
PRC 10	<p>Reference Section 5.3.1 of the SOW - The sail training site must be located no more than 30 minutes driving distance to the Main Training Centre. Points awarded as follows:</p> <p>a. The sail training site is within 900m of the Main Training Centre (walking distance) – 150 pts</p> <p>b. The sail training site is within 10 minutes driving distance of the Main Training Centre – 75 pts</p> <p>c. The sail training site is within 10-20 minutes driving distance of the Main Training Centre – 50 pts</p>		<i>maximum points 150</i>		
PRC 11	<p>Reference Section 5.3.8 of the SOW – The Contractor must provide a safe, open, and level area at the sail training site no less than 600m<sup>2</sup> suitable for small</p>		<i>maximum points 150</i>		

## HMCS ACADIA Service Contract – Mandatory and Point Rated Criteria

	<p>outdoor activities. This site will also be used to rig sailboats and possibly secure boats during inclement weather. Points awarded as follows:</p> <p>a. Area is located within 30m of the boat launch area - 150</p> <p>b. Area is located within 30m – 60m - 100</p> <p>c. Area is located within 60m – 90m – 50</p>				
<b>The total achievable points for this section are 600 points.</b>					
<b>6.0 FOOD SERVICES REQUIREMENTS</b>					
PRC 12	<p>Reference 6.1.2 of the SOW - Meal services may be provided in two back to back shifts, serving 445 personnel per shift. Points awarded as follows:</p> <p>a. The Bidder/Sub-contractor has the ability to provide continual service to feed all occupants without interruption and the facility has the ability to seat approximately 75% of the occupants, eliminating the requirement to have two shifts for meals. – 100 pts</p>				
<b>The total achievable points for this section are 100 points.</b>					
<b>Subtotal</b>				<b>Points Awarded (Proposal Review)</b>	<b>Points Validated (Site Visit)</b>
<b>Subtotal</b>				<i>maximum points 100</i>	<i>/ 100</i>
<b>TOTAL</b>				<b>/ 1400</b>	<b>/ 1400</b>

### 2. SITE VISIT - EVALUATION CRITERIA

3.0 SUPPORT REQUIREMENTS		Site Visit Details	Compliant	Evaluator's Comments
SV 1	Cadet Accommodations	<p>The Bidder must have a sample of a cadet accommodation area prepared as outlined in the SOW. In particular Canada will be looking to ensure the following requirements are met:</p> <p>a. Does the type of accommodation match what was described in the Bidder's proposal?</p> <p>b. Are there ablution facilities within the accommodations or in a nearby adjacent building?</p> <p>c. Are there laundry facilities within the accommodations or in a nearby adjacent building?</p> <p>d. Is there a room for supervisory staff?</p> <p>e. Does each occupant get a full sized locker or closet?</p> <p>f. Do all windows in sleeping and washroom areas have window coverings for privacy?</p> <p>g. Do all windows have screens?</p> <p>h. Are all lighting encased?</p>		
SV 2	Adult Staff Accommodations	The Bidder must have a sample of each type of adult		

## HMCS ACADIA Service Contract – Mandatory and Point Rated Criteria

			accommodation included in their proposal (i.e. single/double and quad occupancies). In particular Canada will be looking to ensure the following requirements are met:			
SV 3	Office/work station sizes		<ul style="list-style-type: none"> <li>a. Does the type of accommodation match what was described in the Bidder's proposal?</li> <li>b. Is there an ablution facility within the accommodation building as described in the Bidder's proposal?</li> <li>c. Is there a laundry facility within the accommodation building as described in the Bidder's proposal?</li> <li>d. Does each occupant get a full sized locker or closet?</li> <li>e. Do all windows in sleeping and washroom areas have window coverings for privacy?</li> <li>f. Do all windows have screens?</li> <li>g. Are all lighting encased?</li> </ul>			
SV 4	Classrooms		<p>Canada may not measure all offices/work stations however they will measure spaces as deemed necessary.</p> <p>The Bidder must have a sample classroom prepared for the site visit that meets the following:</p> <ul style="list-style-type: none"> <li>a. free from the elements;</li> <li>b. desks or tables and chairs for 25 trainees;</li> <li>c. instructor's table no less than 0.5m<sup>2</sup> at the front of the room;</li> <li>d. have encased lighting meeting requirements of section 3.1.13e;</li> <li>e. have proper ventilation; and</li> <li>f. minimal one mounted white board no less than 1.25m<sup>2</sup>.</li> </ul>			
SV 5	Are the course cadet, staff cadet, and adult accommodation facilities within 900m of the dining facility, parade square, and Walk in Clinic (WIC)?		Canada will confirm distances during site visit.			
SV 6	Are the administration, music and training support facilities within 900m of the parade square?		Canada will confirm distances during site visit.			
SV 7	Ablution Facilities		If ablution facilities for cadets and staff cadets are located in a nearby adjacent building and not within the accommodation building(s) then the Bidder must have one ablution facility ready for the site visit.			
SV 8	Laundry Facilities		If laundry facilities for cadets and staff cadets are located in a nearby adjacent building and not within the accommodation building(s) then the Bidder must have one laundry facility ready for the site visit.			
SV 9	Large facility capable of seating 500 personnel and equipped with a stage, stage		Canada will want to see this area to see if it is capable of meeting the requirements. Furnishings may not be in place; however the			

## HMCS ACADIA Service Contract – Mandatory and Point Rated Criteria

	lighting, a public address system, sound system, large screen and commercial grade projector.	Bidder must be able to describe how room will be modified to meet the requirements.			
SV 10	Administration requirements outlined in Figure 2 of the SOW.	Canada will want to see the building and offices/rooms designated for these requirements. Rooms/offices do not need to be furnished during the site visit.			
SV 11	Storage requirements outlined in Figure 3 of the SOW	Canada will want to see the designated areas. Spaces must meet the size requirements however spaces do not need to have large access doors, ramps, or security modifications in place at time of site visit.			
SV 12	Walk in Clinic as described in Section 3.8 and Figure 5 of SOW.	Canada will want to confirm distance to accommodations. Canada will want to see the designated areas. The Bidder must identify how the Treatment Room and Sick Bay will be air conditioned. Furnishings do not need to be in place at time of site visit.			
SV 13	Transport areas as outlined in Section 3.9 and Figure 6 of the SOW.	Canada will want to see the building and offices/rooms designated for these requirements. Rooms/offices do not need to be furnished during the site visit.			
SV 14	Canteen area as outlined in Section 3.11 of the SOW.	Canada will want to see the rooms/spaces designated for these requirements. Rooms/spaces do not need to be furnished during the site visit. Canada will want to see where the Bidder plans to place the coin operated phones as described in Section 3.11.5.			
SV 15	Staff cadet recreational room as outlined in Section 3.12.1 of the SOW.	Canada will want to see the room designated for these requirements. Room does not need to be furnished during the site visit.			
SV 16	Adult staff recreational room as outlined in Section 3.13.1 of the SOW.	Canada will want to see the room(s) designated for these requirements. Room does not need to be furnished during the site visit.			
<b>4.0 TRAINING REQUIREMENTS – GENERAL</b>		<b>Instructions to Bidders</b>	<b>Compliant</b>	<b>Bidder's Proposal Reference</b>	
SV 17	Parade Square	Canada will want to see the parade square or the site where the Bidder will construct the parade square.	Yes	No	
SV 18	Recreation Facilities	Canada will want to see the recreation areas identified in section 4.3.1 or the locations where they will be constructed. Benches do not need to be in place for site visit.			
SV 19	Range Facility	Canada will want to see the area(s) designated as the range facility/facilities. Ranges do not need to be set-up at time of site visit.			
<b>5.0 INDIVIDUAL COURSE TRAINING REQUIREMENTS</b>		<b>Instructions to Bidders</b>	<b>Compliant</b>	<b>Bidder's Proposal Reference</b>	
SV 20	Seamanship Training Site	Canada will want to see the water site designated for this training, the boat launch area, and the site to be used for docking. Docking and boat launch areas are not required to be in place at time of site visit. Canada will want to see the offices/work spaces	Yes	No	

## HMCS ACADIA Service Contract – Mandatory and Point Rated Criteria

SV 21	Sail Training Site	designated for this training; however offices/work spaces do not need to be furnished at time of site visit.			
		Canada will want to see the water site designated for this training, the boat launch area, and the site to be used for docking. Docking and boat launch areas are not required to be in place at time of site visit. Canada will want to see the offices/work spaces designated for this training; however offices/work spaces do not need to be furnished at time of site visit.			
<b>6.0 FOOD SERVICES REQUIREMENTS</b>		<b>Instructions to Bidders</b>	<b>Compliant</b>	<b>Bidder's Proposal Reference</b>	
SV 22	Food Service Facility	Canada will want to see the Food Service Facility, in particular Canada will want to see the following: a. Designated eating areas; b. Cooking and food preparation areas; c. Dish cleaning area; and d. Food storage areas.			
<b>GENERAL</b>		<b>Instructions to Bidders</b>	<b>Compliant</b>	<b>Bidder's Proposal Reference</b>	
SV 23	Compliance with SOW	If during the inspection Canada becomes aware of any requirement outlined in the SOW that the Bidder is not meeting and the Bidder can not provide details on how they plan to meet these requirements, then Canada reserves the right to provide an assessment of "NOT MET" and as such the Contractor will not pass the site visit.			