



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

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

**SOLICITATION AMENDMENT  
MODIFICATION DE L'INVITATION**

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<b>Title - Sujet</b> FOOD SERVICES - STAFF COLLEGE	
<b>Solicitation No. - N° de l'invitation</b> 21120-199710/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> 21120-19-9710	<b>Date</b> 2018-09-12
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$KIN-650-7554	
<b>File No. - N° de dossier</b> KIN-8-50034 (650)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-09-19</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Rombough, Lori	<b>Buyer Id - Id de l'acheteur</b> kin650
<b>Telephone No. - N° de téléphone</b> (613) 545-8061 ( )	<b>FAX No. - N° de FAX</b> (613) 545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**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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**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT  
AMENDMENT #001**

The intent of this amendment is to:

- provide information resulting from the site visit and bidder's conference held on 23 August 2018;
- answer questions from potential bidder(s); and
- revise some sections of the solicitation document.

**Attendees**

Potential Bidders: Bytown Catering (3 representatives) and Brown's Fine Food Services (2 representatives)

Government of Canada: Jennifer Brooks (CSC) and Lori Rombough (PSPC/PWGSC)

**SITE VISIT:** Attendees toured the kitchen & were permitted to take pictures.

One question arose from the visit: "Is there power in the dining room floor?"

Answer: There is one outlet on the middle post (refer to the photographs at the end of this amendment) Two others outlets are capped; one on the left wall when you face the kitchen area and the second on your left close the door to get in the kitchen. Maintenance personnel indicated they believe all outlets are live but information is subject to confirmation after contract award.

**BIDDER'S CONFERENCE:** No questions were presented during the bidder's conference. CSC provided a summary of the training process and PSPC/PWGSC presented an overview of the Request for Proposal document. Pertinent points:

Annex "A", 6.3 - The start date for KIN 2018 08 has been delayed by approximately 2 weeks

Annex "A", 7.3 – Breakfast time may be revised to a later time after contract award, depending on diner preference.

Annex "A", 10.1 - The requirement of laundering services for linens will be identified on the Task Authorization

Annex "A", 10.2 – Major commercial kitchen equipment referenced in Annex A-3 is not inclusive. CSC will provide the Contractor with a complete inventory, including small wares, at the pre-commencement meeting.

Annex "A", 11.2 b) – clarification on wording regarding replacement of the lead cook. At the time of the bidder's conference, PSPC indicated reference to "lead cook" should be revised to on-site manager. However, further review of the intent of the clause and realization that it is possible the Contractor may not designate an on-site manager who will perform a dual role as lead cook has revised the answer to:

It is the Contractor's responsibility to ensure personnel are qualified to perform duties related to this requirement. As per the general conditions referenced in the RFP, 2035 05 1c. The Contractor represents and warrants that: it has the necessary qualifications, including knowledge, skill, know-how and experience, and the ability to use them effectively to perform the Work.

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**POTENTIAL BIDDER(S) QUESTIONS FOLLOWING THE BIDDERS CONFERENCE:**

**Q1. General**

Is the CSC currently using any outside providers for food services at the Staff College or other CSC locations in and around the Kingston area? Could you please identify these outside suppliers, the facilities each serves, and for the Staff College provide details of any contract(s) valid within the past 12 months?

**A1.** CTP moved to the Kingston location in the spring of 2018 and all recruits were housed at St. Lawrence College (SLC) until 27 August 2018. SLC provided breakfast and dinner on weekdays (Statutory holidays excluded) and breakfast, lunch & dinner on weekends and statutory holidays. During weekdays, Tulips and Maple – The Art of Catering (a Brown's Company) provided recruits with lunch.

Recruits are currently located at 2 Kingston area hotels who provide breakfast and dinner on weekdays (Statutory holidays excluded) and breakfast, lunch & dinner on weekends and statutory holidays. During weekdays, Tulips and Maple – The Art of Catering (a Brown's Company) provided recruits with lunch.

**Q2. RE: Item 1.2.6 and Part 2 – Bidder Instructions**

Item 1.2.6 notes that the epost Connect service could be used to submit the bid, however, neither Part 2 nor Part 3 provide details on how to submit using the epost Connect service.

In addition to hard copy or epost Connect, we note that the front page includes the Bid Fax number. May bids be submitted by Fax?

**A2.** The epost details are provided in this amendment.

**Q3. RE: Item 4.1.2.1 Mandatory Technical Criteria, sub-item b2)**

Would CSC consider removing the requirement for a diploma or degree, or, provide an opportunity to demonstrate additional experience (e.g. a total of 10 years, instead of 5 years of similar experience) in lieu of a diploma or degree? We feel strongly that proven experience can be more valuable in the role of a manager/supervisor, and although we can provide an on-site manager who meets this requirement, the manager who we feel can best serve CSC in this role would currently not qualify.

As a further consideration, if the requirement for a relevant diploma or degree is deemed essential, would CSC consider allowing the bidder to propose a team where at least one member of the team (not necessarily the manager), would hold an acceptable diploma or degree?

**A3.** The client (CSC) has agreed to remove the mandatory technical criteria under 4.1.2.1, b) b2).

**Q4. RE: Item 6.1, Security Requirements**

Would CSC consider changing the requirement for personnel clearances from "at the date of bid closing" to "before contract award"? This would help to ensure that bidders can propose the best resources while allowing additional time to obtain clearances in the case of any delays.

**A4.** The client (CSC) has agreed to revise the requirement from "At date of bid closing" to "Before award of a contract". Please note, Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

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## DELETIONS & INSERTIONS:

### 1. UNDER: PART 2 - BIDDER INSTRUCTIONS

#### Within: 2.2 Submission of Bids

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

Insert: **Public Works and Government Services / Travaux**

**publics et services gouvernementaux**

**Kingston Procurement**

**Des Acquisitions Kingston**

**86 Clarence Street, 2nd floor**

**Kingston**

**Ontario**

**K7L 1X3**

**Bid Fax: (613) 545-8067**

**[TPSGC.oreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.oreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca)**

Offers will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.

### 2. UNDER: PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

#### Within: 4.1.2.1. Mandatory Technical Criteria, Proposed On-Site Manager

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

### 3. UNDER: PART 6 - SECURITY REQUIREMENTS

#### Within: 6.1 Security Requirements – delete in its entirety & insert:

1. **Before award** of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

#### 4. UNDER: ANNEX “A” - STATEMENT OF WORK

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

CTP REFERENCE #	ESTIMATED ARRIVAL DATE	ESTIMATED DEPARTURE DATE	ESTIMATED NUMBER OF RECRUITS	ESTIMATED MEALS REQUIRED Weekdays (exclusive of statutory holidays)	ESTIMATED MEALS REQUIRED Weekends and Statutory Holidays
				B: Breakfast, L: Lunch, D: Dinner, S: Snack	
KIN 2018 08	<u>Delete:</u> 2018-09-04  <u>Insert:</u> 2018-09-17	<u>Delete:</u> 2018-12-06  <u>Insert:</u> 2018-12-19	32	L, D & S to commence at contract award	S

#### 4.2 Within: 7.3 Weekends and Statutory Holidays – delete in its entirety & insert:

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

- Breakfast: 0630hrs to 0800 hrs: may be revised to a later time after contract award, depending on diner preference.
- Lunch: 1115 hrs to 1245 hrs
- Dinner: 1630 hrs and 1800 hrs

#### 4.3 Within: 7.6.1 Breakfast, Lunch and Dinner– delete in its entirety & insert:

##### i) Individual Snack Bags or Cohort Snack Basket – delete in its entirety & insert:

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

- 1 serving – Cereal or granola bar
- 1 serving - Individual higher calorie cookie package (shortcake, chocolate chip, oatmeal chocolate chip, cream filled, fruit & nut or fig newton) **or** muffin
- 1 serving - Assorted fresh fruit (orange, apple, pear, banana, etc.) **or** fresh vegetables (carrot sticks, celery, broccoli florets, etc.)
- 1 each – Bottled water (minimum 250 ml)
- 1 each – Juice, milk or drinkable yogurt
  - minimum 200 mL Tetra juice pack **or**
  - minimum 237 mL milk (white or chocolate) **or**
  - minimum 200 mL yogurt-type drink
- 1 serving - Snacks
  - minimum 30 g individual cheese plus 1 serving of crackers (ie. melba toast, bread sticks, biscuits, etc.) **or**
  - assorted unsalted nuts **or**
  - trail mix **or**
  - minimum 18 g peanut butter plus 1 serving of crackers (ie. melba toast, bread sticks, biscuits, etc.) **or**
  - minimum 57 g individual hummus plus 1 serving of crackers (ie. melba toast, bread sticks, biscuits, etc.) **or**
  - minimum 175 mL individual yogurt

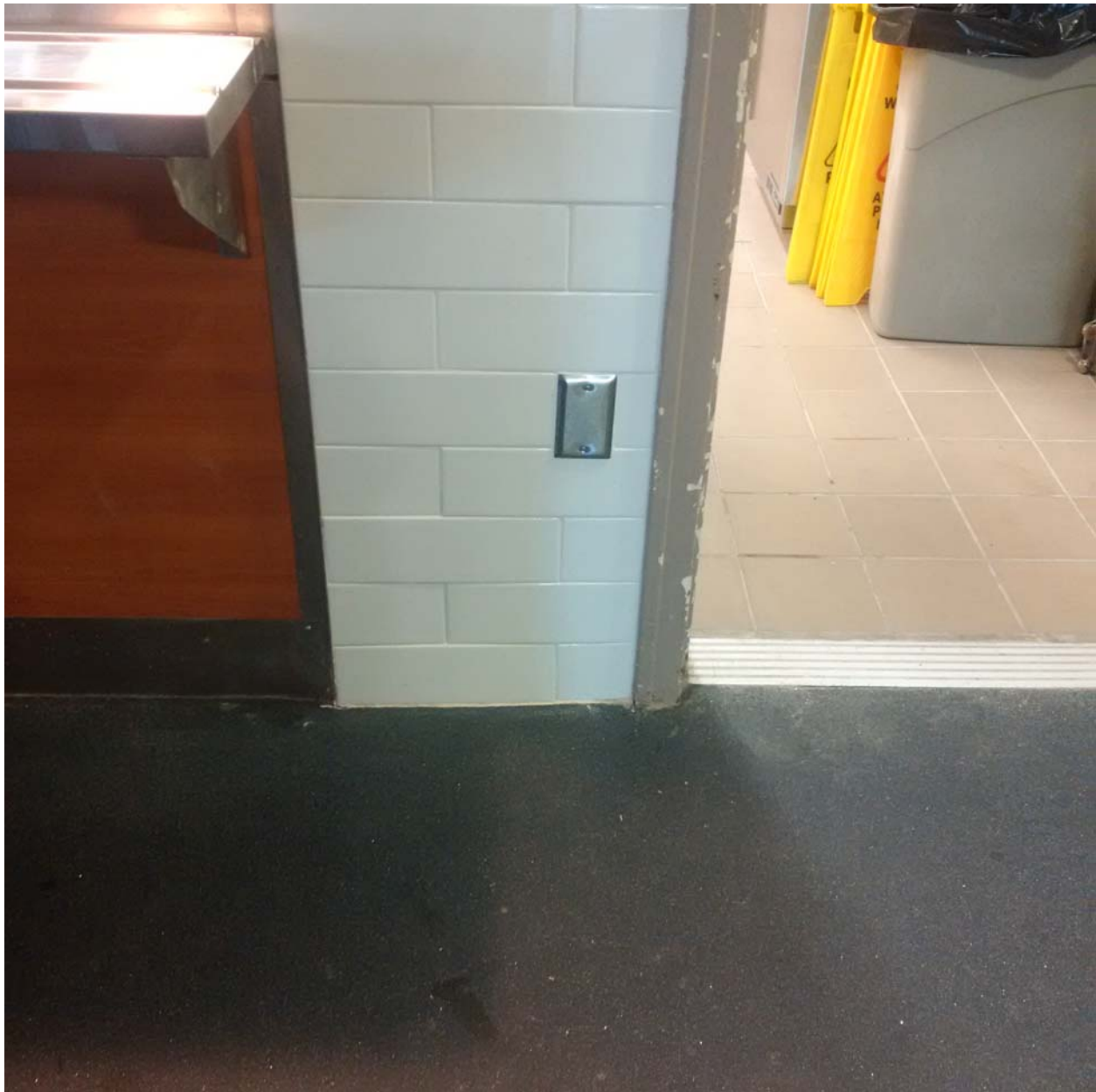
**NOTE: High-energy bars, sports drinks or other meal replacement beverages are not permitted.**

**5. Insert:** NSCM main course recipes included as an attachment on buyandsell.gc.ca:  
copy\_of\_recipe\_book\_english.xls

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

Amd. No. - N° de la modif.  
001  
File No. - N° du dossier  
KIN-8-50038

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



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