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**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 Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
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T5J 1S6

<b>Title - Sujet</b> Cooks	
<b>Solicitation No. - N° de l'invitation</b> W0127-1924CM/A	<b>Amendment No. - N° modif.</b> 002
<b>Client Reference No. - N° de référence du client</b> W0127-1924CM	<b>Date</b> 2019-01-23
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-024-11522	
<b>File No. - N° de dossier</b> EDM-8-41129 (024)	<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 2019-02-05</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Standard Time MST
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Tiet, Anthony	<b>Buyer Id - Id de l'acheteur</b> edm024
<b>Telephone No. - N° de téléphone</b> (587) 926-1376 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3510
<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>

Amendment 002 has been raised to answer the following questions and make the following changes:

**Question 1:** Does each cook require security?

**Answer 1:** Yes.

**Question 2:** Will linen be provided for living quarters?

**Answer 2:** No.

**Question 3:** Please confirm the service hours required.

**Answer 3:** Annex "A", Statement of Work, section 3.5, Service Hours has been amended to provide clarification.

On page 21 of 34, under **ANNEX "A", STATEMENT OF WORK**

**DELETE:** In its entirety

**INSERT:**

#### **1. General**

The Department of National Defence (DND) has a requirement for various cooks working with DND military cooks in the preparation of meals, the serving of meals, and associated cleaning duties at DND, 3rd Canadian Division Support Edmonton Detachment Wainwright (3 CDSB Det Wx) Canadian Manoeuver Training Centre (CMTCC) located in Wainwright, Alberta.

One Contract will be issued against this requirement for a duration of 1 year and up to 2 additional 1 year period(s) under the same conditions.

#### **2. Background**

Cooks are required to support the current Canadian Armed Forces (CAF) food services workforce of Exercise Maple Resolve (EX MR). MR is the premier Army high readiness training event taken place yearly in Wainwright. The exercise brings together over 6,000 soldiers, sailors, and aircrew from various allied nations into a fully immersive training experience in order to prepare for future missions. The MR period runs from approximately mid-April to the mid-June each year.

#### **3. Requirement**

The Contractor must be able to supply approximately 10 to 30 cooks, an onsite supervisor (OSS), a manager, cook's dress, and transportation during the EX MR. DND will provide the Contractor's cooks: DND training, accommodation, meals, various dress items, and an office space (if applicable).

All federal, provincial and municipal labour standards and laws must be abide by.

##### **3.1 Cooks**

###### **3.1.1 Experience Required**

All cooks must have:

1. A registered apprentice cook or have at least 5 years' experience working in a kitchen or cafeteria style environment (fast-food restaurant will not be considered valid experience).

DND may at any time request the Contractor to provide proof of experience required of any or all cooks during the period of the Contract.

### **3.1.2 General**

All cooks are required to perform the following tasks:

1. Complete the signing in and out sheet each shift;
2. Greet and serve customers in a courteous and polite manner;
3. Listen to customer suggestions and complaints and forward them to the OSS;
4. Follow reference document guidelines;
5. Report any irregularities related to hygiene and safety to the DND, in order to prevent accidents, injuries, infestations or the transmission of diseases; and
6. Report any communicable diseases to the OSS and DND.
  - a. No cook who is known to be infected with a disease likely to be transmitted through food, or showing symptoms of such disease is to be permitted to work in the kitchens. The Contractor is required to report to the DND TA when any cook handling food is suffering from a communicable disease or from symptoms which may be indicative of a communicable disease. Such symptoms could include, but not limited to, jaundice, diarrhea, vomiting, fever, sore throat with fever, visibly infected skin lesions, discharge from the ears, eyes or nose. Proof of a clean bill of health must be provided to the DND TA before the cook(s) will be allowed to return to work in the kitchens.

### **3.1.3 Service**

At a minimum, the following services must be provided:

1. Participate in the preparation and serving of meals (i.e., simple cooked dishes, desserts, lunches, box lunches and salads);
2. Clean the kitchen, dining rooms, service area, reception, storage areas and equipment;
3. Peel and cut vegetables and fruits;
4. Prepare sandwiches and drinks;
5. Assemble the foods needed for the preparation of a dish;
6. Perform basic cooking of such dishes as potatoes, pasta, vegetables, pancakes and french toast. Cooking food quickly on the hot plate (i.e., steaks, eggs, etc) and frying prepared foods (i.e., french fries, chicken wings, breaded fried chicken);
7. Use commercial fryers and steamers, compartmentalized steam heated tables, conventional steamers, meat-cutters, mixers, grills, rotisseries, stove-tops and other kitchen equipment;
8. Transport food and supplies from the storage areas to the work areas;
9. React efficiently to unexpected or last minute changes to menu items or number of customers; and
10. Use food intelligently, efficiently and economically in order to minimize waste.

## **3.2 Onsite Supervisor**

### **3.2.1 Experience Required**

The onsite supervisor at a minimum must have:

1. A minimum of 3 years' experience within the last 5 as a supervisor; and
2. A minimum of 3 years' experience working in a kitchen or cafeteria style environment (fast-food restaurant will not be considered valid experience) within the last 10 years.

DND may at any time request the Contractor to provide proof of experience required of any or all onsite supervisors during the period of the Contract.

### **3.2.2 General**

An OSS must be present on every shift at each worksite and is the onsite liaison for DND. Some of the tasks the OSS are responsible for are:

1. Work in coordination with the military cook supervisor and receive assignment for contracted cooks;
2. Ensuring signing in and out sheets are completed;
3. Ensuring the availability, replacement, and coordination of cooks (ex. when cooks are sick);
4. Repatriation and involvement with any issues (emotional, physical, etc.);
5. Arranging transportation to and from the work sites;
6. Responsible for movement of personnel back home (if applicable).

### 3.3 Manager

DND does not require the manager to be on site and is responsible for the OSS and is a point of contact for the Contracting Authority (CA) and DND TA and must be responsive to the DND TA at all times.

### 3.4 Work Sites

Cooks may be required at the following DND kitchens:

1. 3 CDSB Det Wx Peregrine 12 (P12) located in the Range Training Area (RTA). This site is approximately 30 minute drive from main base;
2. 3 CDSB Det Wx All Ranks Kitchen (ARK), building 614 on main base;
3. Any other operational field kitchen in the 3 CDSB Det Wx RTA that requires Contracted cook support.

### 3.5 Service Hours

Service hours are divided into three different shifts schedule, each up to 9.5 hours in duration (depending on the work site assigned). The Contractor must provide cooks for the three shifts (as applicable). These hours align with the onsite CAF food services workforce. The hours include travel time to and from accommodations and breaks.

1. Early shift (E) from 0430am until 1400pm;
2. Day shift (D) from 0700am to 1630pm; or
3. Late shift (L) from 1000am to 1930pm.

### 3.6 Cooks Availability

The Contractor must ensure a minimum of 80% of the total cooks initially provided to DND in support of EX MR. If the total cooks falls below 80%, the Contractor must provide replacement(s) within 48 hours.

Please see example below:

DND request 30 cooks in support of EX MR. Contractor brings 30 cooks and due to unforeseen circumstances, 3 cooks are sent back home. The Contractor now has 27 Cooks in support of EX MR and is still within 80% of the cook availability requirement. A few days later, an additional 4 cooks are sent home. This brings the total cooks on ground at 23 which is below the 80% mark. The Contractor will have 48 hours to bring the number of cooks back up to a minimum of 80%.

### 3.7 Transportation

The Contractor must provide transportation for onsite personnel including:

1. All personnel to and from the Contractor's location to 3 CDSB Det Wx (including all replacement cooks);
2. All on-site personnel from the DND provided accommodations to and from the work sites at start of shift and end of shift;
3. Sick or injured personnel to and from any location at 3 CDSB Det Wx to accommodations, local public first aid facility, home, or other location as required.
4. Note: all privately owned motor vehicles (POMV) are not allowed into the RTA.

5. Note: there are local taxis that do come to the Base to take off-shift personnel into Wainwright for shopping, entertainment, etc., at their own expense.

### **3.8 Dress Code**

DND requires all cooks to respect the following dress code:

1. Cooks underwear must be out of sight;
2. Cooks must not wear T-shirts;
3. Cooks must not wear jeans;
4. Cooks must wear a uniform (e.g. white cotton shirt/blouse and black pants). Uniform will be exempt of lettering, symbols or designs as normally used for food services. Cook's name or Contractor's company name and/or logo is permissible. Uniforms must be supplied by the Contractor;
5. Cooks must wear the standard footwear required in the food service industry (fully enclosed, black leather and anti-slip). Footwear must be supplied by Contractor;
6. Cooks must wear a hat and bearded/hair nets (supplied by DND);
7. Cooks must wear a plastic apron (supplied by DND); and
8. Cooks must wear a cloth apron (supplied by Contractor).

### **3.9 Language**

Work will be conducted in either English or French. Cooks are required to be able to speak English or French fluently.

## **4. Training and Orientation**

Training and orientation must be completed by all onsite personnel prior to working. The cooks will be trained on the safe and proper operation of a DND Military Kitchen in the RTA and trained how the base ARK kitchen equipment works. DND will ensure each person has received the following minimum training and orientation:

1. General explanation of the Cooks' duties and assignment;
2. Explanation of the operation of kitchen equipment and the associated safety procedures to be followed when using and cleaning such equipment;
3. Explanation of the production sheet (menu) and compliance with prescribed portions (ie. The correct amount of food per serving per person). No changes to recipes are authorized without the approval of the DND;
4. Basic training on the Workplace Hazardous Materials Information System (WHMIS) program as it relates to the working environments;
5. The applicable provisions of the Canada Labor Code, in order to ensure that work procedures are carried out in complete safety. Including, but not limited to, the reporting to DND of any hygiene and safety problems encountered in the performance of duties, with a view to prevent accidents, injuries, infestations and the transmission of disease.
6. Explanation of the procedures in the event of an accident and first aid; and
7. Explanation of the procedure in the event of a fire and location of alarms, fire protection and firefighting equipment.

The training and orientation will be scheduled after Contract award and take approximately 2 days to complete. The Contractor must provide DND a list of personnel that completed the training and must ensure that all onsite personnel have taken the training and orientation. DND Support under section 5 apply during training and orientation.

If due to unforeseen circumstances, the Contractor's cooks availability fall below the required threshold in section 3.6, DND will provide the required training and orientation as required.

## **5. DND Support**

### **5.1 Accommodation**

DND will provide the Contractor's onsite personnel with basic living quarters equivalent to and no less than what DND personnel are using during the EX MR, inclusive of pre-EX and post-EX activities.

1. The rooms available for Contract's personnel are equipped with multiple bunks (no one has to take a top bunk) and a closet for clothing and personal belongings.
2. The rooms do not have televisions, however there is an open area lounge with television, sofas and chairs.
3. Wi-Fi is not provided by DND, but can be installed into the occupied rooms at the expense of the Contractor. The installation must be ordered through the DND TA who will forward the request to Telus via DND Comms Section.
4. Washrooms and showers are communal, divided into separate rooms for male and female. There are also laundry machines located in the rooming areas.
5. The Contractor will be responsible to clean all DND accommodation assigned and leave them in the state they were issued.
6. Commercial accommodations in Wainwright, Alberta and/or upgraded accommodations at DND are available (subject to availability) if required but are solely at the expense of the Contractor.
7. No linen will be provided.

### **5.2 Meals**

DND will provide the Contractor's onsite personnel with meals equivalent to and no less than what DND personnel are being served during the EX MR.

On-shift and off-shift personnel can dine at the ARK on base and on-shift personnel in the RTA can dine at their work kitchen location. There will be set meal times for cooks to eat on location.

No compensation will be paid to those who choose to eat from off-base eateries or food brought into the accommodations from off-base.

### **5.3 Office Space**

DND will provide an office space (if required) to the Contractor. The office space will include the following:

1. One work table or desk; and
2. Two chairs.

## **6. Reference Document**

1. Food Safety Code of Practice for Canada's Food Service Industry (Canadian Restaurant and Food Services Association); and
2. Canadian Forces Food Safety and Defence Program. This document will be provided to the Contractor upon request.

**The Microsoft Excel sheet for Annex "B" has been amended.**

**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME AND IN FULL EFFECT.**