



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Réception des soumissions - TPSGC / Bid Receiving
- PWGSC
1550, Avenue d'Estimauville
1550, D'Estimauville Avenue
Québec
Québec
G1J 0C7

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

CE DOCUMENT CONTIENT DES EXIGENCES
RELATIVES À LA SÉCURITÉ /
THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT

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

Issuing Office - Bureau de distribution
TPSGC/PWGSC
601-1550, Avenue d'Estimauville
Québec
Québec
G1J 0C7

Title - Sujet Caterer - Cadet Camp - Bagotville	
Solicitation No. - N° de l'invitation W0138-19305R/B	Date 2019-02-06
Client Reference No. - N° de référence du client W0138-19305R	
GETS Reference No. - N° de référence de SEAG PW-\$QCN-034-17607	
File No. - N° de dossier QCN-8-41192 (034)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-03-04	Time Zone Fuseau horaire Heure Normale du l'Est HNE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Tremblay, Maria!	Buyer Id - Id de l'acheteur qcn034
Telephone No. - N° de téléphone (418) 803-4088 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Ministère de la Défense nationale (MDN) / Department of National Defence (DND) BFC Bagotville / CFB Bagotville Alouette (Québec) G0V 1A0	

Instructions: See Herein

Instructions: Voir aux présentes

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

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THIS BID SOLICITATION CANCELS AND SUPERSEDES PREVIOUS BID SOLICITATION NUMBER W0138-19305R/A DATED 2018-12-13 WITH A CLOSING OF 2019-01-23 AT 2 P.M. A DEBRIEFING OR FEEDBACK SESSION WILL BE PROVIDED UPON REQUEST TO BIDDERS/OFFERORS/SUPPLIERS WHO BID ON THE PREVIOUS SOLICITATION.

FOOD SERVICES

BAGOTVILLE CADET TRAINING CENTRE (BCTC)

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts 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 (Stipulations), the Basis of Payment, the Security Requirements, the Insurance Requirements, the Mandatory Criteria, and other annexes.

1.2 Summary

(a) Background

Canada's Department of National Defence (DND) requires the services of a food services company to prepare food in the culinary facilities that are located at Canadian Forces Base Bagotville (CFB Bagotville), in the city of Saguenay, QC, more specifically at the Bagotville Cadet Training Centre (Bagotville CTC), Building 87, in accordance with the period of service.

The target clientele encompasses a population primarily comprised of adolescent cadets between the ages of 12 and 18 years and staff cadets between the ages of 15 and 19 years.

(b) Food Services – Statement of Work (Stipulations)

To supply the services and foodstuffs needed to prepare on site at DND facilities and at short notice morning (breakfasts), mid-day (lunches) and evening meals (dinners), meals in insulated containers and box meals, picnic meals and supplements between meals, all freshly made for a variable numbers of diners, which number is to be confirmed on the daily meal requisition sent to the Contractor 48 hours in advance, and in accordance with the technical requirements set out in the Statement of Work— Stipulations in Annex A.

(c) Number of meals

The forecast number of meals for the 2019/2020 year, based on the previous year's numbers, is 132,417 meals divided as follows: 44,381 breakfasts, 43,780 lunches and 44,256 dinners.

The number of energy supplements to be planned for 2019 (2019 summer camp) is 3,500, as described in Section 8, under "Energy Supplements."

(d) Dining Room availability

Building 87, commonly referred to as the combined mess, contains a central kitchen that serves two (2) dining rooms with two (2) cafeteria-style service points.

Each dining room has one (1) service point with a seating capacity of 120 (staff cadet rooms) and 196 (cadet dining room) per room.

(e) Client

Regional Cadet Support Unit (Eastern)
Richelain, Quebec, Canada, J0J 1R0

(f) Term of Contract

The contract term will be one (1) year firm, from the award of the contract to May 31st, 2020, plus four (4) irrevocable option periods of one (1) year each.

(g) Periods of Service

Between June 1st to August 31st (around 3 months per year).

(h) Optional Site Visit and bidders' conference

An optional site visit is scheduled on Tuesday February 19, 2019 at 9:00 a.m., in the kitchen of building 87 of the Department of National Defence, CFB Bagotville, Alouette, Québec, G0V 1A0. A conference optional bidders will follow the optional site visit.

(i) Federal Contractors Program (FCP) for employment equity

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

(j) epost Connect

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

(k) Security Requirements

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

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(l) Trade Agreements

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), the Canadian Free Trade Agreement (CFTA), and the Chile, Colombia, Honduras, Korea, Panama, Peru, Ukraine Trade Agreements with Canada.

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.

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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>) 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.

Due to the nature of the Request For Proposal, transmission of bids by facsimile to PWGSC will not be accepted.

You can submit your bid:

- (a) by mail at the following address:

Bid Receiving Unit
Public Works and Government Services Canada (PWGSC)
1550 D'Estimauville Avenue
Quebec City, Quebec, Canada, G1J 0C7

or

- (b) by using the epost Connect service provided by Canada Post Corporation (https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a)
The email address of PWGSC Quebec region Bid Receiving Unit is:

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca

NOTE THAT YOU SHOULD NOT SEND YOUR OFFERS DIRECTLY TO THIS EMAIL ADDRESS, BUT PROCEED THROUGH CANADA POST EPOST CONNECT SERVICE

For more information on the procedure of epost Connect service, please refer to section "2. Epost connection" of section 08 (2018-05-22) Transmission by facsimile or by epost Connect of Standard Instructions (SI) 2003.

Below is the Web link to achieve directly Section 08 of SI:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/23#transmission-by-facsimile>

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.

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Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

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2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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 Quebec.

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

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 20 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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2.7 Bidders' Conference

A bidders' conference will be held at Department of National Defence, CFB Bagotville immediately after the optional site visit. 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 two (2) working days before the conference.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

2.8 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at building 87, CFB Bagotville on Tuesday February 19, 2019. The site visit will begin at 9 a.m., in the dining room of Cadets-Cadres.

Please refer to the map for the optional site visit in Annex H.

Bidders are requested to communicate with the Contracting Authority no later than 2 days before the optional site visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

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PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Submit the Bid

3.1.1 Submit the Bid Electronically

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

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

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

3.1.2 Submit the Bid in Hard Copies

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

Section I: Technical Bid (3 hard copies)

Section II: Financial Bid (3 hard copies)

Section III: Certifications (3 hard copies)

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

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

3.2 Format Instruction for the Preparation of the Bid

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

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

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

3.2.1 Section I: Technical Bid

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

3.2.2 Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.2.2.1 Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

Section III: Certifications

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

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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Criteria

Mandatory Criteria are included in Annex E.

4.1.2 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 - Mandatory Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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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 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 provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), 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 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 G 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 G titled "Federal Contractors Program for Employment Equity – Certification", for each member of the Joint Venture.

5.2.3 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

5.2.4 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

5.2.5 Language Capability

The Bidder certifies that it has the language capability required to perform the Work, as stipulated in the Statement of Work.

5.2.6 Qualification and Experience Certifications – Letters of Reference

5.2.6.1 Qualification and Experience of the Bidder

A letter of reference shall be provided in accordance with section F.1 of Annex F.

5.2.6.2 Qualification and Experience of the Resident Manager

A letter of reference shall be provided in accordance with section F.2 of Annex F.

5.2.6.3 Qualification and Experience of the Kitchen Supervisor

A letter of reference shall be provided in accordance with section F.3 of Annex F.

5.2.6.4 Qualification and Experience of the Cooks

A letter of reference shall be provided in accordance with section F.4 of Annex F.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

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 of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.htm>) website.

6.2 Financial Capability

1. Financial Capability Requirement: The Bidder must have the financial capability to fulfill this requirement. To determine the Bidder's financial capability, the Contracting Authority may, by written notice to the Bidder, require the submission of some or all of the financial information detailed below during the evaluation of bids. The Bidder must provide the following information to the Contracting Authority within fifteen (15) working days of the request or as specified by the Contracting Authority in the notice:
 - a. Audited financial statements, if available, or the unaudited financial statements (prepared by the Bidder's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Bidder's last three fiscal years, or for the years that the Bidder has been in business if this is less than three years (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).
 - b. If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Contracting Authority, the Bidder must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the Contracting Authority requests this information.
 - c. If the Bidder has not been in business for at least one full fiscal year, the following must be provided:

-
- i. the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and
 - ii. the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Contracting Authority requests this information.
 - d. A certification from the Chief Financial Officer or an authorized signing officer of the Bidder that the financial information provided is complete and accurate.
 - e. A confirmation letter from all of the financial institution(s) that have provided short-term financing to the Bidder outlining the total of lines of credit granted to the Bidder and the amount of credit that remains available and not drawn upon as of one month prior to the date on which the Contracting Authority requests this information.
 - f. A detailed monthly Cash Flow Statement covering all the Bidder's activities (including the requirement) for the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's major sources and amounts of cash and the major items of cash expenditures on a monthly basis, for all the Bidder's activities. All assumptions made should be explained as well as details of how cash shortfalls will be financed.
 - g. A detailed monthly Project Cash Flow Statement covering the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's major sources and amounts of cash and the major items of cash expenditures, for the requirement, on a monthly basis. All assumptions made should be explained as well as details of how cash shortfalls will be financed.
2. If the Bidder is a joint venture, the financial information required by the Contracting Authority must be provided by each member of the joint venture.
 3. If the Bidder is a subsidiary of another company, then any financial information in 1. (a) to (f) above required by the Contracting Authority must be provided by the ultimate parent company. Provision of parent company financial information does not by itself satisfy the requirement for the provision of the financial information of the Bidder, and the financial capability of a parent cannot be substituted for the financial capability of the Bidder itself unless an agreement by the parent company to sign a Parental Guarantee, as drawn up by Public Works and Government Services Canada (PWGSC), is provided with the required information.
 4. Financial Information Already Provided to PWGSC: The Bidder is not required to resubmit any financial information requested by the Contracting Authority that is already on file at PWGSC with the Contract Cost Analysis, Audit and Policy Directorate of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:
 - a. the Bidder identifies to the Contracting Authority in writing the specific information that is on file and the requirement for which this information was provided; and
 - b. the Bidder authorizes the use of the information for this requirement.
-

It is the Bidder's responsibility to confirm with the Contracting Authority that this information is still on file with PWGSC.

5. Other Information: Canada reserves the right to request from the Bidder any other information that Canada requires to conduct a complete financial capability assessment of the Bidder.
6. Confidentiality: If the Bidder provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as permitted by the Access to Information Act, R.S., 1985, c. A-1, Section 20(1) (b) and (c).
7. Security: In determining the Bidder's financial capability to fulfill this requirement, Canada may consider any security the Bidder is capable of providing, at the Bidder's sole expense (for example, an irrevocable letter of credit from a registered financial institution drawn in favour of Canada, a performance guarantee from a third party or some other form of security, as determined by Canada).

6.3 Insurance Requirements

Insurance - Proof of Availability Prior to Contract Award

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 C.

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.

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PART 7 - RESULTING CONTRACT CLAUSES

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

Notice: Numbering will be revised at contract award.

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A – (Stipulations).

7.2 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>) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

2010C (2018-06-21, General Conditions - Services (Medium Complexity), apply to and form part of the Contract.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2010C/17>

7.2.2 Payment Credits

- (a) Meal schedule: If the Contractor does not serve the meals at the hours and according to the schedule of the meals and service specified in the contract, particularly described in the Meal Schedule in the Statement of the works (Stipulations) SCH-1, he has to offer in Canada a credit of ten (10 %) percent for every late served meal.
- (b) Safety and hygiene standards and Cleaning schedule: If the Contractor does not meet the standards and schedule specified in the contract, particularly described at sections 3 and 4 of the Statement of the works (Stipulations) , he has to offer in Canada a credit of ten (10%) percent for each meal were the standards or schedule has not been followed.
- (c) Quality of food services: If the Contractor does not meet the requirements concerning quality of food services specified in the contract, particularly described at sections 2 (4) of the Statement of the works (Stipulations), he has to offer in Canada a credit of ten (10 %) percent for each meal where the quality of food services has not been followed.

- (d) **Menus compliance:** If the contractor does not comply with the menus specified in the contract, particularly described at sections 5 to 10 of the Statement of the works (Stipulations) , he has to offer in Canada a credit of ten (10 %) percent for each meal where the menus has not been respected.

7.2.2.1 Credits Apply during Entire Contract Period

The Parties agree that the credits apply throughout the Contract Period, including during any period of extension ii)Credits represent Liquidated Damages: The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.

7.2.2.2 Canada's Right to Obtain Payment

The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.

7.2.2.3 Canada's Rights & Remedies not Limited

The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.

7.2.2.4 Audit Rights

The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

7.3 Costs for Loss of Equipment

In terms of equipment in daily use by personnel on ration strength (dishes, cutlery, glasses, etc), DND will assume responsibility for 10% of any losses incurred. All other equipment that is lost, or damaged other than by normal wear and tear, will be billed to the Contractor at replacement cost.

7.4 Security Requirements

The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

7.4.1 Security Requirement for Canadian Supplier

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the CISD/PWGSC.
3. Subcontracts, which contain security requirements, are NOT to be awarded without the prior written permission of the CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and Security Guide (if applicable), attached at Annex D;
 - b. Industrial Security Manual (Latest Edition).

7.4.2 Visit Clearance Requests (VCR) for Employees

As soon as the contract is awarded, the Contractor will be required to obtain, without delay, visit clearance from ISS for each of the irrevocable period allotted to the contract. A list of all employees owning a security clearance will have to be attached to the VCR as an annexe.

Note: The VCR is at the level of the company and not individually.

The Contractor must submit a request for visit to ISS.

A minimum lead time of 25 working days is required to obtain a visit clearance from ISS.

Without visit clearance, the Contractor's employees will not have access to CFB Bagotville facilities, leaving the Contractor liable for delays in delivery.

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The Contractor can consult the ISS Web site on visit clearances at:
<http://iss-ssi.pwgsc-tpsgc.gc.ca/msi-ism/index-eng.html> , chapter 6, and the form is
available at: <https://www.tpsgc-pwgsc.gc.ca/esc-src/formulaires-forms/visite-visits-eng.html>

7.5 Term of Contract

7.5.1 Period of the Contract

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

7.5.2 Period of Service

The service is to be performed during the period of June 3, 2019 to August 23, 2019 inclusive.

7.5.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional periods of one (1) year each, under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least sixty (60) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

Canada may exercise options to extend the contract. In this event, the exact dates and quantities will be determined no later than the end of March.

The clause "Period of Service" will be amended at the time of application of each extension period.

Note: In the fall 2019, CFB Bagotville will undertake major construction work in the Bldg 87 for renovation purposes. It is highly anticipated that the work will not be finish on time for the cadet summer camp 2020. During that first optional year to the contract (summer camp 2020), there are large possibilities that the Contractor will have to conduct his operations in DND Temporary installation such as a Re-locable temporary Shelter 500 or other venues.

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7.6 Authorities

7.6.1 Contracting Authority - PWGSC

The Contracting Authority for the Contract is:

Name: Marial Tremblay
Title: Supply specialist
Telephone: 418-803-4088
E-mail address: Marial.Tremblay@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.

7.6.2 DND's Representatives

7.6.2.1 Contract Supervisor (Food Services Officer) - DND

The Contract Supervisor (Food Services Officer) for the Contract is:

(to be completed at contract award by PWGSC)

Name: _____
Title: _____
Telephone No.: _____
Facsimile No.: _____
E-mail Address: _____

The Contract Supervisor (Food Services Officer) 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 Contract Supervisor (Food Services Officer), however the Contract Supervisor (Food Services Officer) 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.

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7.6.2.2 CTC Food Services Representative – DND

(to be completed at contract award by PWGSC)

Name: _____
Title: _____
Telephone No.: _____
Facsimile No.: _____
E-mail Address: _____

7.6.3 Contractor's Representatives

Name and telephone number of the person responsible for :

(a) Contract Manager:

Name: _____
Title: _____
Telephone No.: _____
Facsimile No.: _____
E-mail Address: _____

(b) Service Follow up:

Name: _____
Title: _____
Telephone No.: _____
Facsimile No.: _____
E-mail Address: _____

7.6.3.1 Employee's Name for Food Services

(to be completed at contract award by PWGSC)

- (a) Resident Manager: _____
- (b) Resident Assistant Manager (if applicable): _____
- (c) Kitchen Supervisor: _____
- (d) Kitchen Assistant Supervisor (if applicable): _____
- (e) Cook # 1: _____
- (f) Cook # 2: _____

7.7 Payment

7.7.1 Basis of Payment – Firm Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm unit prices per served meal, as specified in Annex B - Basis of Payment. Customs duties are included and Applicable Taxes are extra.

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

7.7.1.1 Minimum Guarantee

Canada agrees to pay for a minimum of sixty (60%) percent of the estimated quantities of Table B.1.1 Annex B.

If the total number of served meals is less than sixty (60%) percent the total number of meals, Canada will pay sixty (60%) percent of the price of the non-served meals, up to a minimum of sixty (60%) percent of the total number of meals.

7.7.1.2 Declaration of Daily ration allowance

CTC Food Services Representative must give to the Contractor the Daily Meal Requisition, at least Twenty-fours (24) hours before the work is performed, in order to inform of the minimum quantity of meals and supplements to prepare for the cadet mess hall, dispersed meals and snacks for the following day. The estimated number of meals and supplements entered in the Daily Requests shall be deemed minimum quantities, for which payment will be issued to the contractor.

CTC Food Services Representative must give to the Contractor the Certified Declaration of Daily Ration Allowance, at least forty-eight (48) hours after the work as been performed. This same Certified Declaration of Daily Ration Allowance will be used to complete the billing in situations where the number of meals and/or supplements is greater than the number indicated in the Daily Meal Requests. Failure to provide this declaration will make so that the contractor won't be able to claim any other amount than the ones planned on the Daily Meal Requisition.

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (the amount indicated in section B.2 of Annex B will be inserted by Canada at the Contract Award) at the contract award. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) 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 Multiple Payments

1. Canada will pay the Contractor for work performed for the period covered by the invoice in accordance with the payment provisions of the Contract if:
 - a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - b. all such documents have been verified by Canada;
 - c. the Work performed has been accepted by Canada.

7.7.4 SACC Manual Clause

Number	Date	Title
A2000C	2006-06-16	Foreign Nationals (Canadian Contractor) https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A2000C/1
A9117C	2007-11-30	T1204 - Direct Request by Customer Department https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A9117C/2

7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

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.

7.9.3 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a. the name, qualifications and experience of the proposed replacement; and
 - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

7.9.3.1 Qualification and experience of the replacement

RESIDENT MANAGER: must have a recognized regulatory training in the food industry and one (1) year of experience as a Resident Manager in an institutional/commercial kitchen where 500 meals were served per meal period on a daily basis OR have two (2) years' proven experience as a Resident Manager in an institutional/commercial kitchen where 500 meals were served per meal period on a daily basis.

KITCHEN SUPERVISOR: must have cook's training recognized by the Department of Education or military QL5 qualification; plus one (1) year of experience as a Kitchen Supervisor in an institutional/commercial kitchen where 500 meals were served per meal period on a daily basis OR must have two (2) years' proven experience as a Kitchen Supervisor in an institutional/commercial kitchen where 500 meals were served per meal period on a daily basis.

COOKS: must have cook's training recognized by the Department of Education or military QL5 qualification; plus one (1) year of experience in an institutional/commercial kitchen where 200 meals or more were served per meal period on a daily basis OR must have two (2) years' proven experience as a Cook in an institutional/commercial kitchen where 200 meals were served per meal period on a daily basis.

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7.10 Applicable Laws

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

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 2010C (2018-06-21), General Conditions - Service (Medium Complexity);
- (c) Annex A, Statement of Work (Stipulations) + Information Added;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, Security Requirements Check List; and
- (g) the Contractor's bid dated _____, amended on _____" (to be completed at contract award by PWGSC).

7.12 Defence Contract

The Contract is a defence contract within the meaning of the Defence Production Act, R.S.C. 1985, c. D-1, and must be governed accordingly.

Title to the Work or to any materials, parts, work-in-process or finished work must belong to Canada free and clear of all claims, liens, attachments, charges or encumbrances. Canada is entitled, at any time, to remove, sell or dispose of the Work or any part of the Work in accordance with section 20 of the Defence Production Act.

7.13 Canadian Forces Site Regulations

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

7.14 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.15 Financial Security

7.15.1 Contract Financial Security

1. The Contractor must provide one of the following contract financial securities within fifteen (15) calendar days after the date of contract award:
 - a. a performance bond form PWGSC-TPSGC 505 <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505.pdf> in the amount of fifty (50) percent of the Contract Price; or
 - b. a security deposit as defined in clause E0008C in the amount of ten (10) percent of the Contract Price.

Any bond must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, Appendix L, Acceptable Bonding Companies.

2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmaturing, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.
3. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

7.15.2 Contract Financial Security - Option to Extend the Contract

In the case Canada would exercise one or more options to extend the contract, the Contractor will have to provide of the contract financial securities mentioned above (paragraphes (1. (a. and b.)) each year, based on the amount of the contract modification, According to the same requirements as those in the article Financial Security.

7.15.3 Security Deposit Definition - Contract

1. "security deposit" means
 - a. a bill of exchange that is payable to the Receiver General for Canada and certified by an approved financial institution or drawn by an approved financial institution on itself; or
 - b. a government guaranteed bond; or
 - c. an irrevocable standby letter of credit, or
 - d. such other security as may be considered appropriate by the Contracting Authority and approved by Treasury Board;
2. "approved financial institution" means
 - a. any corporation or institution that is a member of the Canadian Payments Association (Payments Canada);
 - b. a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the Régie de l'assurance-dépôts du Québec to the maximum permitted by law;
 - c. a credit union as defined in paragraph 137(6) of the Income Tax Act;
 - d. a corporation that accepts deposits from the public, if repayment of the deposits is guaranteed by a Canadian province or territory; or
 - e. the Canada Post Corporation.
3. "government guaranteed bond" means a bond of the Government of Canada or a bond unconditionally guaranteed as to principal and interest by the Government of Canada that is:
 - a. payable to bearer;
 - b. accompanied by a duly executed instrument of transfer of the bond to the Receiver General for Canada in accordance with the Domestic Bonds of Canada Regulations;
 - c. registered in the name of the Receiver General for Canada.

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4. "irrevocable standby letter of credit"
- a. means any arrangement, however named or described, whereby a financial institution (the "Issuer"), acting at the request and on the instructions of a customer (the "Applicant"), or on its behalf,
 - i. will make a payment to or to the order of Canada, as the beneficiary;
 - ii. will accept and pay bills of exchange drawn by Canada;
 - iii. authorizes another financial institution to effect such payment, or accept and pay such bills of exchange; or
 - iv. authorizes another financial institution to negotiate, against written demand(s) for payment, provided that the conditions of the letter of credit are complied with.
 - b. must state the face amount which may be drawn against it;
 - c. must state its expiry date;
 - d. must provide for sight payment to the Receiver General for Canada by way of the financial institution's draft against presentation of a written demand for payment signed by the authorized departmental representative identified in the letter of credit by his or her office;
 - e. must provide that more than one written demand for payment may be presented subject to the sum of those demands not exceeding the face amount of the letter of credit;
 - f. must provide that it is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practice (UCP) for Documentary Credits, 2007 Revision, ICC Publication No. 600. Pursuant to the ICC UCP, a credit is irrevocable even if there is no indication to that effect; and
 - g. must be issued (Issuer) or confirmed (Confirmer), in either official language, by a financial institution that is a member of the Canadian Payments Association (Payments Canada) and is on the letterhead of the Issuer or Confirmer. The format is left to the discretion of the Issuer or Confirmer.

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ANNEX A - STATEMENT OF WORK (STIPULATIONS) + INFORMATION ADDED

A.1 Annex A – Statement of Work (Stipulations)

Annex A attached hereto is to be inserted at this point and forms part of this document; it is available at the end of this document.

A.2 Information Added

Hereafter, the questions and answers that we had in the previous Solicitation No. W0138-19113/A and form part of this document.

Question 1: Ref.: 3.1.1 Submit the Bid Electronically

Can we submit only one single document containing the 3 sections if we are using the epost Connect service?

Answer 1: Yes, as long as the sections are well identified and separated in the document.

Question 2: Ref.: 5.2.4 Education and Experience

Must the résumés and supporting material be signed?

Answer 2: No mandatory; however, refer to Certification “5.2.4 Education and Experience”. By signing your proposal, you acknowledge that you have all the information provided in the résumés and supporting material to be true and accurate.

Question 3: Ref.: 7.4 Security Requirements

Reminder.

Answer 3: The company must have a Designated Organization Screening (DOS) as well as having a Request for Visit permit and all of its employees to obtain a VCR for all employees 16 years of age and older are to have the reliability status/clearance.

Question 4: Ref.: 7.5.2 Period of Service
What are the camps periods?

Answer 4: The period of the camps varied depending on the groups of people who will be on site for 2, 3 and 6 or 7 weeks.

Question 5: Ref.: 7.5.3 Option to Extend the Contract
Major work to the building 87 in the 2019 fall; if the building 87 is no longer available, what are you going to provide us with?

Answer 5: We will provide you with the equipment to be equivalent to those that you have seen at the mandatory site visit of building 87.

Question 6: Ref.: 7.15.1 Contract Financial Security
Reminder.

Answer 6: There is no financial security to be submitted with the bid. Only the Contractor who gets the contract will have to submit a contract financial security as required in clause 7.15.1 Contract Financial Security.

Question 7: Ref.: Annex B – Basis of Payment
Can you provide us with the actual quantities used over the last three years?

Answer 7: In the table below, you will find the average meal on the last three years. This average includes box meals and hot meals (thermos):

Real Customer Traffic	
2016 summer camp:	An average of 35,000 meals for each of the groups of meals; that is to say an average of 35,000 breakfasts, 35,000 lunches and 35,000 dinners
2017 summer camp:	An average of 34,500 meals for each
2018 summer camp:	An average of 36,000 meals for each

In addition, for your reference, the former RFP No. W0138-13305R/A is still available on the following Web site where you will find the content of the RFP and a few details on the values of the contract and its amendments:

ARCHIVED Catering - Cadet Training Camp - Bagotville (W0138-13305R/A)
<https://buyandsell.gc.ca/procurement-data/tender-notice/PW-QCM-004-15830>

Question 8: Ref.: B.1 Pricing - Summer Camp 2019
5% or less for second servings, this is not high enough?

Answer 8: By Experience, the 5% rate seems to be adequate as the high turnover / rotation of the cadets according to their training schedule, does not give them time to go for seconds. Currently, there is no control measure to accurately calculate the % level of a second service, however, we recommend a collaborative approach between the Contractor and the Field Food Service Officer or his representative to determine the exact % and Offset measures, if any, will be adjusted accordingly through the adjustment of daily claims.

Question 9: Ref.: B.1 Pricing - Summer Camp 2019
Information added.

Answer 9: For information purposes only, the average rate of change over the past 5 years has been to 2.7% according to the table of Statistics Canada referred to in paragraph 4. a. i.

Question 10: Ref.: Annex D - SRCL
Should we complete this Annex concerning the security requirements?

Answer 10: No, PWGSC will complete it upon contract award.

Question 11: Ref.: Annex E – Mandatory Criteria
Reminder.

Answer 11: Bidders are to pay particular attention to providing all the information requested in Annex E.

Question 12: Ref.: Annex A – Statement of Work; 1.1 Summary
 Paragraph 16. Cleaning materials and equipment (page SUM-5)
 Who is responsible for providing the cleaning products?

Answer 12: As mentioned in the paragraph “16. Cleaning products and equipment”, cleaning products and equipment are the responsibility of the service provider (the Contractor).

Bathrooms and corridors will be cleaned by the staff of CFB Bagotville.

Question 13: Ref.: Annex A – Statement of Work; 1.1 Summary
 Paragraph 18. Food allergies and intolerances (pageSUM-5)
 Can you tell us about any allergies?

Answer 13: As mentioned in the paragraph “18. Food allergies and intolerances”, the Canadian Forces and the caterer do not have the mandate to deliver food allergens.

Question 14: Ref.: Annex A – Statement of Work; 1.4 Support From DND (pages SFD-1 and SFD-2)
 Will we have access to Internet?

Answer 14: Yes, but with the estimated cost of \$200 to \$300 by summer for the Contractor. Connection with fiber modem 100 (full Internet).

Question 15: Ref.: Annex A – Statement of Work; 1.4 Support From DND (pages SFD-1 and SFD-2)
 Do we need to use both dining rooms?

Answer 15: The two sides of the kitchen building 87, junior ranks and warrant officers, are to be used.

There are 3 spaces with tables that contain 196, 110 and 98 places to eat; everything has been approved by the firefighters.

All equipment kitchens are functional. If a piece of equipment is not working, the Canadian Forces will be responsible for the repair.

The roundtables will be replaced by square tables.

Question 16: Ref.: Annex A- Statement of Work; 1.5 Stipulations – Section 2 Paragraph 5. [The Contractor is responsible for:](#) (page 2-2) Can you please mention Can you please indicate the number of employees that it can take to perform this contract?

Answer 16: It is the responsibility of the Bidders to determine the number. Refer to paragraph “5. The Contractor is responsible for:.

Question 17: Ref.: Annex A – Statement of Work; 1.5 Stipulations – Section 3; Paragraphs [6. Box Meals](#) and [7. Hot Meals](#) (page 3-6) Who is responsible for the transportation of box meals and hot meals?

Answer 17: Canadian Forces are responsible for the transportation of box lunches and hot meals.

Question 18: Ref.: Annex A – Statement of Work; 1.5 Stipulations - Section 5 Vegetarian Option (page 5-1 to 5-5) In terms of vegetarian choice, it was mentioned that we need to prepare 5% of the estimated 1500 cadets which represents approximately 75 servings. This seems a little exaggerated as we don't know how many there will be and what will happen if there is less than 5% cadets ie only 4 to 5 people who are vegetarians? We are going to have losses?

Answer 18: It is very difficult to have an exact number of cadets who are vegetarians; reasons for which we requested the preparations of 5% of the estimated number forecasted under section 1.2 of the stipulations. From the earliest days, the Contractor should have a good overview of the number of vegetarian cadets and he certainly can adjust his production downward or upward if necessary to minimize losses. In addition, the surplus of vegetarian portions may be frozen and used on a later date. Nevertheless, production management remains a Contractor's responsibility.

Question 19: Ref.: Room Department Is there a room department available at CFB Bagotville?

Answer 19: No.

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Question 20: Ref.: Kick-off Meeting

Information added.

Answer 20: As soon as possible after contract award, before the beginning of the 2019 summer camp, a kick-off meeting will take place at CFB Bagotville with the Contractor to meet with all stakeholders in the Canadian Forces involved in the food services contract (firefighter, military police, preventive medicine, manager of building 87 and its equipment).

ANNEX B - BASIS OF PAYMENT

- (a) Before submitting your prices, please refer to clause **7.7 Payment**, which mentions that the applicable taxes are not included in the prices, among other conditions.
- (b) Please complete all the tables of this annex.

B.1 Pricing - Summer Camp 2019

1. No additional amount will be allocated for dropped meals or second servings. The quantity of second servings is very small because of the very tight schedule for meals. The contractor should expect an average of 5% or less for second servings.
2. Meals served in the cadet mess hall, dispersed meals and picnic meals have all the same monetary value.
3. DND provides insulated containers for food as well as non-food items and packaging items for box lunches.
4. Price Indexation – Food Services:
 - a. If Canada exercise the option to extend the contract, for each additional period, the Contractor will be paid in accordance with the following:
 - i. The firm unit price per meal will be increased or decreased in keeping with the percentage change, from one year to another, in the increase index for the “Food purchased from restaurants”, [Table 18-10-0005-01](#) published by Statistics Canada for Quebec and will be calculated on January 1st of the year the extension period begins.

Note: No increasing other than consumer price index described in the above paragraph will be granted.

B.1.1 Firm Unit Price per Meal

Firm unit price per meal, summer camp 2019, in accordance with the [Annex A - Statement of Work \(Stipulations\)](#):

Item	Type of Meals	Estimated Quantity	Firm Unit Price per Meal	Total Estimated Price for Meals
1	Breakfast:	44,381	\$	\$
2	Lunch:	43,780	\$	\$
3	Dinner:	44,256	\$	\$
Estimated Total Cost of Meals - Summer Camp 2019:				\$

B.1.2 Firm Unit Price per Energy Supplement

Firm unit price per energy supplement, summer camp 2019, in accordance with the [Annex A – Statement of Work \(Stipulations\)](#):

Type of Meals	Estimated Quantity	Firm Unit Price per Energy Supplement	Total Estimated Cost Energy Supplements Summer Camp 2019
Energy Supplement:	3,500	\$	\$

B.2 Total Estimated Value of the Contract - 2019/2020 Period

Section	Total Estimated Cost
B.2.1 Firm Unit Price per Meal:	\$
B.2.2 Firm Unit Price per Energy Supplement:	\$
Total Estimated Value of the Contract - 2019/2020 Period:	

For evaluation purpose only by PWGSC: To determine the responsive bid with the lowest evaluated price, we will calculate the total value of each bid over a period of one year only, by making the same calculation of Section B.2 above.

B.3 Control of the number of persons on ration strength

One cadet per access point will count the number of persons on ration strength in the cadet mess hall and after each meal, the Contractor will count the number of plates. After each meal, the numbers calculated by the cadets and the contractor shall be verified, and this number shall be entered on the Certified Declaration of Daily Ration Allowance Form.

For meals served in the dining rooms, the billed quantity will be the one indicated on the daily meal requisition or the one calculated by the cadet and Contractor, according to the highest.

ANNEX C - INSURANCE REQUIREMENTS

C.1 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 \$5,000,000 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 Insured: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program).
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

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- 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.

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ANNEX D - SECURITY REQUIREMENTS CHECK LIST (SRCL)

D.1 Annex D - SRCL

Annex D attached hereto is to be inserted at this point and forms part of this document.

ANNEX E - MANDATORY CRITERIA

The bid must meet the mandatory criteria specified in this annex. Bidders must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory criteria will be declared non-responsive. Each mandatory criterion should be addressed separately.

Bidders must clearly demonstrate how each mandatory criterion listed hereafter is met. It is imperative that in the proposal each criterion be explained in detail to enable the analysis and assessment by the evaluation team. Bidders are advised that a simple list of experience with no indication of supporting data to describe when and how such experience was acquired will not be considered a "demonstration" for the purposes of the evaluation. All professional experience must be confirmed in "year-months" of experience and documented in the proposal.

Canada will evaluate only the documentation provided with a bidder's bid. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.

E.1 Mandatory Criteria - Expertise and Experience of the Bidder

The bidder must have completed at least one (1) project involving the preparation and serving of daily meals for a minimum of 500 persons at each meal, for a minimum period of six (6) consecutive weeks, within the last ten (10) years.

The information provided must include :

1. Title / area of the project;
2. Value of the project;
3. Period when and for how long the project was carried out (month and year) ;
4. Description of the deliverables completed at work ;
5. Number of persons served per day, per meal ;
6. Number of staff involved and positions held ;
7. Roles and responsibilities of the bidder in relation to the project ;
8. Name of client and contact information (telephone and email) of the person may be reached to validate the information provided.

The information required in mandatory criterion E.1 may be verified with the Bidder's client to verify and certify the accuracy of the information.

If the client is not available or if the information provided as proof of the relevant project does not meet the definition of a relevant project of mandatory criterion E.1, the bid will be declared non-responsive.

E.2 Mandatory Criteria - Qualification and Experience of the Bidder's Resources

To enable the evaluation team to properly evaluate the following criteria, the bidder should provide the CV of each resource proposed to meet each criterion of this section. The CVs should clearly and explicitly demonstrate that the proposed resources meet the minimum requirement with regard to the education and experience of the labour category. The curriculum vitae of each resource should include, as a minimum, the following information:

- (a) Name;
- (b) Institution, degree, program, year;
- (c) Complementary training courses in the food service;
- (d) Specific skill set; and
- (e) Professional experience – date, company, tasks.

The bidder should support each working experience by presenting the position and/or projects in which the proposed resources acquired their experience. For each position/project described, the bidder should include as a minimum the following information:

- (a) Title;
- (b) Description;
- (c) Client (for projects);
- (d) Start and end dates (month/year format) and total duration in months;
- (e) Number of months of involvement of the proposed resource (for projects);
- (f) Tasks performed by the proposed resource; and
- (g) Number of person served per day, per meal.

Note 1: When the term "on a daily basis" is used, a minimum of five (5) days/week is acceptable.

Note 2: Institutional cooking is defined as being a kitchen in a Federal or provincial establishment such as an Hospital, a school or military kitchen

Note 3: Commercial cooking is defined as being a commercial establishment which has a food transformation facility in the preparation of large quantity cooking for prepared meals, ect.

Note 4: Having been a cook in a hotel or private restaurant does not constitute neither a commercial nor an institutional cooking experience.

E.2.1 Mandatory Criterion - Qualification and Experience of the Resident Manager

- (a) The bidder must propose at least one resident manager who has the regulatory training recognized in the field of food, and
- (b) One (1) year of experience as a manager residing in a kitchen institutional / commercial involving 500 services / per meal on a daily basis.

OR

Two (2) years of experience as a manager residing in a kitchen institutional / commercial involving 500 services / per meal on a daily basis.

E.2.2 Mandatory Criterion - Qualification and Experience of the Kitchen Supervisor

- (a) The bidder must propose at least one kitchen supervisor who has the studies recognized by the Department of Education as a cook or military QL5 qualification, and
- (b) One (1) year of experience as a kitchen supervisor in a kitchen institutional / commercial involving 500 services / per meal on a daily basis.

OR

Two (2) years of experience as a kitchen supervisor in a kitchen institutional / commercial involving 500 services / per meal on a daily basis.

E.2.3 Mandatory Criterion - Qualification and Experience of the Cooks

- (a) The Bidder must propose a minimum of two (2) cooks have the studies recognized by the Department of Education as a cook or military QL5 qualification, and
- (b) One (1) year of experience in a kitchen institutional / commercial involving 200 services and more per meal on a daily basis.

OR

Two (2) years of experience as a cook in a kitchen institutional / commercial involving 200 services / per meal on a daily basis.

Note: To determine the number of cooks required to carry out the work, see [Annex A - Statement of Work \(Stipulations\)](#).

E.2.4 Mandatory Criterion – Training Plan

Bidders must include with their proposal: A plan demonstrating how they will be able to ensure that the “mandatory training in occupational health and safety”, <http://www.mapaq.gouv.qc.ca/fr/publications/depliantFHS.pdf> will be followed by the necessary staff and maintained for the duration of the contract.

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ANNEX F - QUALIFICATIONS AND EXPERIENCE CERTIFICATIONS – LETTERS OF REFERENCE

In this annex, bidders will find examples of letters of reference to be completed and submitted with their bid; letters of reference attesting to the qualifications and the experience of the bidder and proposed personnel in the performance of the contract.

Note that we accept a letter of reference issued in another format than those specified in this annex, but the information specified in the reference letters in this annex should be included.

F.1 Letter of reference - Qualification and Experience of the Bidder

Please refer to Mandatory criterion E.1

I _____ (Customer of the bidder itself) certifies that the project titled _____ has been completed satisfactorily. This project involved the preparation and meal service on a daily basis for a minimum of 500 people at each meal, for a minimum of six (6) consecutive weeks, within the last ten (10) years.

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Email: _____

Signature: _____ Date: _____

IMPORTANT: Don't forget to include with your bid, the information requested in the mandatory criterion E.1 on the qualification and experience (months/years format) of the Bidder.

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F.2 Letter of reference - Qualification and experience of the Resident Manager

Please refer to Mandatory criterion E.2.1

Check your answer: ()

I _____ (Employer of resident manager) certifies that
_____ (Name of the resident manager proposed):

() has Training Regulations recognized in the field of food, and one (1) year experience as a manager residing in a kitchen institutional / commercial involving 500 services / per meal on a daily basis.

OR

() Two (2) years of experience as a manager residing in a kitchen institutional / commercial involving 500 services / per meal on a daily basis.

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Email: _____

Signature: _____ Date: _____

IMPORTANT: As indicated in criterion E.2, on page 50 of 61, the CV should clearly and explicitly demonstrate that the proposed resource in this letter of reference meets the minimum requirement with regard to the education and experience (months/years format) of the labour category.

- It is necessary that the evaluation team is able to validate all data of the letter of reference with data from the CV (data such as: description of the diploma if applicable and copy if available; number of months / years of experience depending on the labour category required; number of services per meal on a daily basis; and that the evaluation team is able to identify the type of kitchen institutional / commercial to which the experience applies.

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F.3 Letter of reference - Qualification and experience of the Kitchen Supervisor

Please refer to Mandatory criterion E.2.2

Check your answer: ()

I _____ (Employer of the kitchen supervisor) certifies that
_____ (supervisor's name of proposed kitchens):

() has the studies recognized by the Department of Education as a cook or military QL5 qualification, and one (1) year of experience as a kitchen supervisor in a kitchen institutional / commercial involving 500 services / per meal on a daily basis.

OR

() Two (2) years of experience as a kitchen supervisor in a kitchen institutional / commercial involving 500 services / per meal on a daily basis.

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Email: _____

Signature: _____ Date: _____

IMPORTANT: As indicated in criterion E.2, on page 50 of 61, the CV should clearly and explicitly demonstrate that the proposed resource in this letter of reference meets the minimum requirement with regard to the education and experience (months/years format) of the labour category.

- It is necessary that the evaluation team is able to validate all data of the letter of reference with data from the CV (data such as: description of the diploma if applicable and copy if available; number of months / years of experience depending on the labour category required; number of services per meal on a daily basis; and that the evaluation team is able to identify the type of kitchen institutional / commercial to which the experience applies.

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F.4 Letter of reference - Qualification and experience of Cooks

Please refer to Mandatory criterion E.2.3

Provide a letter of reference by cook.

Check your answer: ()

I _____ (Employer Cook) certifies that
_____ (Name of Cook proposed)

() To the studies recognized by the Department of Education as a cook or military QL5 qualification, and one (1) year of experience in a kitchen institutional / commercial involving 200 services and more per meal on a daily basis.

OR

() Two (2) years of experience as a cook in a kitchen institutional / commercial involving 200 services / per meal on a daily basis.

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Email: _____

Signature: _____ Date: _____

IMPORTANT: As indicated in mandatory criterion E.2, on page 50 of 61, the CV should clearly and explicitly demonstrate that the proposed resource in this letter of reference meets the minimum requirement with regard to the education and experience (months/years format) of the labour category.

- It is necessary that the evaluation team is able to validate all data of the letter of reference with data from the CV (data such as: description of the diploma if applicable and copy if available; number of months / years of experience depending on the labour category required; number of services per meal on a daily basis; and that the evaluation team is able to identify the type of kitchen institutional / commercial to which the experience applies.

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ANNEX G - 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.

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B. Check only one of the following:

B1. The Bidder is not a Joint Venture.

OR

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

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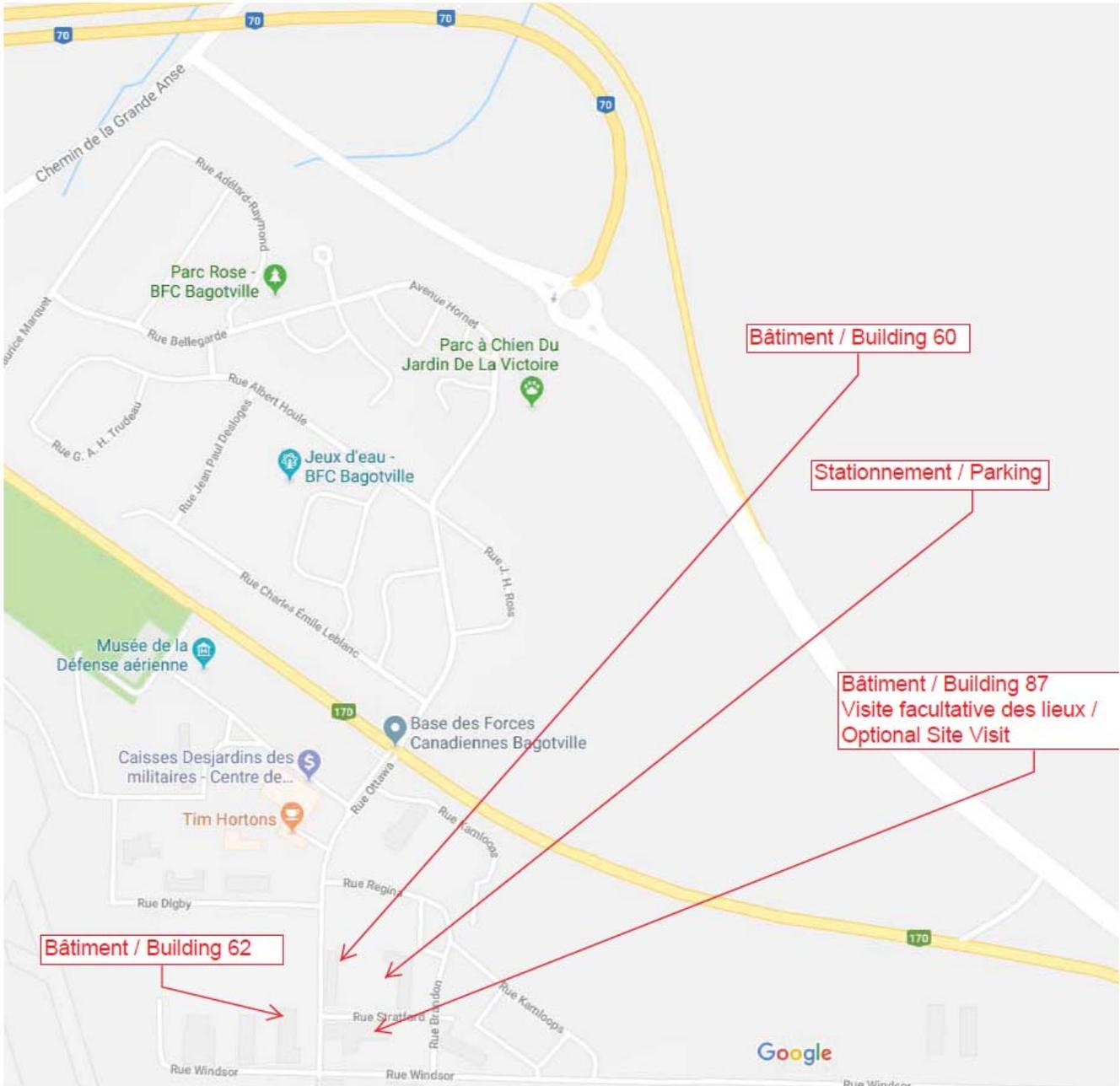
CCC No./N° CCC - FMS No./N° VME

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ANNEX H - MAP - OPTIONAL SITE VISIT

Below, a map of CFB Bagotville to assist Bidders to go in the right place before 9:00 a.m., on Tuesday, February 19, 2019.



ANNEX I - PRESENTATION OF YOUR BID

I.1 Check List

Below is a checklist of the contents of your bid. This list is not an exhaustive list; it remains the Bidder's responsibility to prepare its bid in accordance with the instructions contained in the Request For Proposal (RFP) and provide a comprehensible and sufficiently detailed bid, including all requested pricing details that will permit a complete evaluation in accordance with the criteria set out in the RFP.

Annex I – Presentation of Your Bid	
Pagination of <u>Document 1 of 2</u> (document of only one page)	
Page 1 of 1	Bidders should include with their bid, the first sheet of this RFP properly completed and signed. Refer to 2003 Standard Instructions mentioned in clause 2.1 Standard Instructions, Clauses and Conditions .
Pagination of <u>Document 2 of 2</u> (document of 55 pages)	
Page 10	Bidders must submit their bid only to the address indicated in clause 2.2 Submission of Bids .
Pages 11 and 12	Bidders should submit with their bid, clause 2.3 Former Public Servant properly completed.
Page 14	There is a bidders' conference and optional site visit associated with this requirement. Bidders must refer to clauses 2.7 Bidders' Conference and 2.8 Optional Site Visit .
Page 17	Bidders must pay attention on how bids will be evaluated and the winning bid selected. Refer to Part 4 - Evaluation Procedures and Basis of Selection .

Annex I – Presentation of Your Bid	
Page 18	<p><u>Applicable only if an offence has been committed</u></p> <p>Bidders must provide with their bid the required documentation as indicated Clause 5.1.1 Integrity Provisions - Declaration of Convicted Offences.</p>
Page 18	<p>Bidders must provide with their bid or promptly thereafter a list of names as indicated in clause 5.2.1 Integrity Provisions - Required Documentation.</p> <p>➤ Please refer to section “17. Information to be provided when bidding, contracting or entering into a real property agreement” of the following Web site:</p> <p>http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html</p>
Pages 19, 56 and 57	<p>Bidders must read Certification 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification and should include with their bid, Annex G - Federal Contractors Program for Employment Equity - Bid Certification duly completed.</p>
Page 21	<p>Do not forget that this "Request For Proposal" contains security requirements as indicated in clause 6.1 Security Requirements. As it is relatively long for a company to obtain a security clearance, we invite bidders to submit a request for "Request for Private Sector Organization Screening (PSOS)" as described in the following form:</p> <p>http://publiservice-app.pwgsc.gc.ca/forms/pdf/186.pdf</p> <p>You do not need to wait the closing date of this solicitation to make your sponsorship application, you can now send an email to Marial.Tremblay@pwgsc.gc.ca with subject "Request for Organization Sponsorship – W0138-19305R/A" and provide the requested information on your business as indicated in sections B and C of the above form.</p>
Page 23	<p>Bidders must provide with their bid or promptly thereafter a letter from an insurance broker or an insurance company as indicated in clause 6.3 Insurance Requirements.</p>

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Annex I – Presentation of Your Bid	
Page 29	Bidders should submit with their bid, clause 7.6.3 Contractor's Representatives properly completed.
Pages 44 and 45	Bidders must include with their bid, Annex B - Basis of Payment duly completed.
Pages 49 to 51	Bidders must include with their bid, the necessary documentation to support compliance with the mandatory criteria indicated in Annex E - Mandatory Criteria .
Pages 52 to 55	Bidders should include with their bid, letters of reference duly completed included in Annex F- Qualifications and Experience Certifications - Letters of Reference in order to confirm certifications of the qualifications and experience of the Bidder and proposed personnel in the performance of the contract.

ANNEXE D / ANNEX D



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W0138-19305R/001/OCM _____
Security Classification / Classification de sécurité SANS CLASSIFICATION

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DÉFENSE NATIONALE	2. Branch or Directorate / Direction générale ou Direction URSC - EST	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail L'entrepreneur fournira des services de traiteur sur place au camp des cadets de Bagotville à la bât 87.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to / Limité à : <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays :	Restricted to / Limité à : <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays :	Restricted to / Limité à : <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays :
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



ANNEXE D / ANNEX D

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Security Classification / Classification de sécurité SANS CLASSIFICATION

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

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Special comments:
Commentaires spéciaux: ZONE DE TRAVAIL

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui
On DND premises, unscreened pers may only access public / reception zone.

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

ANNEXE D / ANNEX D



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PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

- 12 a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
- 12 b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Capitaine Cimon Quirion	Title - Titre Officier Alimentation URSC - EST	Signature 	
Telephone No. - N° de téléphone 418-844-5000-4811	Facsimile No. - N° de télécopieur 418-844-8301	E-mail address - Adresse courriel CIMON.QUIRION@FORCES.GC.CA	Date 24 Août 2018
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Sasa Medjovic - DDSO Senior Security Analyst Tel: 613-996-0286	Title - Titre Industrial Security	Signature 	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel E-mail: sasa.medjovic@forces.gc.ca @FORCES.GC.CA	Date 2018-Sept 11
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Paul Lepinski Agent à la Sécurité des contrats Contract Security Officer Programme de la Sécurité des contrats Contract Security Program	Title - Titre	Signature Paul Lepinski Digitally signed by Paul Lepinski Date: 2018.10.05 12:42:16	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date -04'00'



ANNEX A

Summer Camp 2019

STATEMENT OF WORK (STIPULATIONS)



**BAGOTVILLE
CADET TRAINING CENTRE**

DATE: JANUARY 1993

REVISION: September 2019



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Statement of Work

1. Background

1.1 Canada's Department of National Defence (DND) requires the services of a food services company to prepare food in the culinary facilities that are located at Canadian Forces Base Bagotville (CFB Bagotville), in the city of Saguenay, QC, more specifically at the Bagotville Cadet Training Centre (Bagotville CTC), Building 87, in accordance with the period of service.

Note: In the fall 2019, CFB Bagotville will undertake major construction work in the Bldg 87 for renovation purposes. It is highly anticipated that the work will not be finish on time for the cadet summer camp 2020. During that first optional year to the contract (summer camp 2020), there are large possibilities that the Contractor will have to conduct his operations in DND Temporary installation such as a Re-locable temporary Shelter 500 or other venues.

1.2 The target clientele encompasses a population primarily comprised of adolescent cadets between the ages of 12 and 18 years and staff cadets between the ages of 15 and 19 years.

2. Purpose

2.1 To supply the services and foodstuffs needed to prepare on site at DND facilities and at short notice morning (breakfasts), mid-day (lunches) and evening meals (dinners), meals in insulated containers and box meals, picnic meals and supplements between meals, all freshly made for a variable numbers of diners, which number is to be confirmed on the daily meal requisition sent to the Contractor 48 hours in advance, and in accordance with the technical requirements set out in the Statement of Work— Stipulations in Annex A.

3. Destination

3.1 The personnel and deliverables will be required at CFB Bagotville, Building 87, commonly referred to as the combined mess.

3.2 Access to CFB Bagotville and to some buildings and areas designated as areas of operations may be subject to certain restrictions, with which the Contractor and its employees agree to comply at all times, including the airport areas.

3.3 Building 87 is located in the CFB Bagotville area of activities, which is accessible from the main entrance, located at the intersection of provincial highway 170 and Albert Houle.

3.4 Persons other than employees authorized to deliver the services specified in this contract who want access to DND facilities must obtain permission beforehand from the designated DND representative and display a proper piece of identification at all times and/or on request.



4. Contract period—period of service

4.1 The contract period is from the date of award to 31 August 2019, including four optional periods of one year each. The food requirements during the Bagotville CTC period of service is as follows:

4.1.1 **Support for the Training Centre's Summer Camp** held from 1 June to 31 August 2019, inclusive.

5. Number of meals

5.1 The forecast number of meals for the 2019/2020 year, based on the previous year's numbers, is **132,417** meals divided as follows: **44,381 breakfasts, 43,780 lunches and 44,256 dinners**. The daily meal forecasts provided in the columns labelled "Total Meals" on pages CMF-1 to CMF-3 of the Stipulations differ from the number of meals mentioned above because DND provides those meals, including but not limited to individual meal packs and visit and tour rations.

5.2 The number of energy supplements to be planned for 2019 (2019 summer camp) is **3,500**, as described in Section 8, under "Energy Supplements."

5.3 DND undertakes to pay the Contractor for the number of meals served on site and for the number of meal supplements dispensed, in accordance with the certified statements (Section 13 of the Stipulations) and with the standardized pricing for all meal types (the standard price being the same price for all meal types) submitted and applicable to a meal (see Basis of Payment, Annex B, of the future contract).

6. Facilities

6.1 The Bagotville CTC does not have its own kitchen. However, a service-level agreement (SLA) between the Regional Cadet Support Unit (Eastern) and CFB Bagotville Food Services allows for the use of Building 87. It has a functional, but not necessarily cutting-edge, kitchen. Therefore, to assist with the daily production, prepared, ready-to-serve food items may be used for daily food production. The Contractor will be responsible for purchasing the following basic items (non-exhaustive list):

- (a) vegetables already peeled and prepared;
- (b) meat divided up into portions; and
- (c) ready-to-serve pastries.

7. Dining room availability

7.1 Building 87 contains a central kitchen that serves two (2) dining rooms with two (2) cafeteria-style service points.

- a) For cadets and staff cadets:
Each dining room has one (1) service point with a seating capacity of 120 (staff cadet rooms) and 196 (cadet dining room) per room.

Note: Maps showing the location of Building 87 at CFB Bagotville and the layout of the facilities are available on request.



8. Adherence to camp hours of operation

- 8.1 The Contractor must adhere to the camp's hours of operation, as set out on page SCH-1 of the Stipulations but, **for "mass" arrivals and departures, the dining room will be open as follows, in addition to the regular hours, unless otherwise stated and confirmed by the Food Services Officer or the on-site DND representative:**

FOR ARRIVAL in early July

FROM 6:30 a.m. to 7:30 p.m.

FOR DEPARTURE in mid-August

FROM 6:00 a.m. to 1:15 p.m.

Note: The meal time for the cadet mass arrival may be extended to allow all cadets to be fed.

9. Types of meals

9.1 Meals served in the dining room

As per the 31-day cyclical menus in Section 5 of the Stipulations and the "Menu Plans" in Sections 7 and 8 of the Stipulations.

9.2 Dispersed meals

As per the 31-day cyclical menus in Section 5 of the Stipulations and the "Menu Plans" in Sections 7 and 8 of the Stipulations:

HOT: Insulated containers (Hay Box) (Stipulations, Section 8).

COLD: **Box meals** as per the 7-day cyclical menu in Section 5A of the Stipulations and the menu plans (Stipulations 1.5, Section 8).

9.3 Energy supplements

As per the menu plan and Section 8 of the Stipulations.

9.4 Picnic lunches

As per the menu plan and Section 8 of the Stipulations.

9.5 Individual meal packs

These individual meal packs will be provided entirely (goods and services) by DND. No services are to be provided by the Contractor. These are not included in the daily forecasts on pages CMF-1 to CMF-3 of the Stipulations, but instead act as a variant on the quantity of meals to be prepared.

9.6 Support for traditional special events / catering service

The Contractor may offer catering services as required relating to social functions, activities and events (such as snacks, sports days, coffee breaks, etc.) and/or traditional special events. The differential cost of such events (if it exceeds the normal cost of a meal served in the dining room) will be paid by the requesting client.



Note: The differential cost is the cost per person, including labour, for the function, less the cost of the dining room meal (if the meal in question is a replacement meal).

10. Types of menus (menu changes)

10.1 The 31-day cyclical menu and the 7-day box meal cyclical menu described in sections 5 and 5A of the Stipulations will be the exact menus used during the period of activity (summer camp). Recipes for these menus will be provided by DND.

11. Heat wave menu

11.1 When a heat wave index has been declared by the CFB Bagotville's meteorology section, the CTC Food Services Representative will provide the Contractor with a written request, 24 hours in advance, to replace the menu with heat-wave-appropriate choices.

11.2 Main meal choices will be PROPORTIONATELY replaced by cold cuts, raw vegetables, small grilled items and assorted sandwiches to make up the same meal quantities and standards as those set out in Section 9 of the Stipulations.

12. Samples of foodstuffs subject to contamination

12.1 The Contractor must take a sample of all the foodstuffs served at each meal that are subject to contamination. The Contractor must then place these samples in individual sterilized bags (clearly labelled with the date and name of the meal), hermetically seal the bags and store them in a box at refrigeration temperature (38°F) for 72 hours. Should someone fall ill or come down with food poisoning, this will make it possible to launch an administrative investigation. The cost of the sampling equipment will be assumed by the Contractor.

13. Timeframe for confirming the number of diners

13.1 The number of diners or meals to be served as per the daily requisitions (Section 12 of the Stipulations) may be communicated up to seventy-two (72) hours before the meal in question, although DND reserves the right to make changes up to twenty-four (24) hours (confirmation timeframe) before the required service is rendered.

14. Uniforms

14.1 As concerns all references to uniforms in the Statement of Work (Stipulations), it should be noted that, although there is no specific uniform imposed upon the Contractor, work uniforms should be standardized, i.e., all of the servers must wear the same uniform, all of the dishwashers a different uniform, etc. The provision and maintenance of the clothing is left to the discretion of the Contractor, provided that the standardization rule and the hygiene and safety standards are adhered to and that the clothing is clean. Obviously, this DOES NOT APPLY to cooks and head cooks, who must wear the chef uniform. One example of an acceptable outfit would be a white shirt or T-shirt, a black skirt or black pants, a hat or hairnet, and regulation (safe) footwear. JEANS ARE PROHIBITED.

Note: Employees assigned to handle foodstuffs and products will be equipped with safety footwear that complies with CSA Standards.



15. Periodic evaluation of services (DND)

15.1 The contract supervisor (Food Services Officer) or his/her representative reserves the right to conduct evaluations and tastings of the dishes served in order to assess the effectiveness and quality of the services provided under the contract. The Contractor agrees to provide the necessary data and fully cooperate with DND during the course of these evaluations.

16. Cleaning materials and equipment

16.1 Cleaning products and equipment (e.g. detergents, brooms, mops, degreasing soap, garbage bags, rinsing agents) required for the maintenance and cleaning of the premises and the operation of the dishwashers are the responsibility of the service provider.

17. Expectations

17.1 The food services provided to Bagotville CTC operations (Bldg 87) must meet the following expectations:

- a) Be client-oriented and act in the best interest of the client, as per the parameters defined in Stipulations 1.5;
- b) Provide flexible support adapted to the needs of Bagotville CTC's diverse operations/activities;
- c) Offer courteous, timely service;
- d) Strictly adhere to hygiene and cleanliness principles, without negotiation, following the hours, schedule and standards defined in Section 3 of Stipulations 1.5; and
- e) Follow the rules, standards and directives in effect for the food services industry ("industry standards").

18. Food allergies and intolerances

18.1 The Canadian Armed Forces (CAF) is not mandated to provide allergen-free food items in support of special diets (including but not limited to gluten intolerance) or the materiel or personnel to offer allergen-free foods. Also, it cannot guarantee the fundamental requirements for allergen-free food preparation conditions. These limitations apply to meals and snacks prepared as much by the CAF as by a caterer, civilian volunteers or parents, and for all types of programs, courses and activities conducted throughout the year, whether on or off site.



1.2 BAGOTVILLE CADET TRAINING CENTRE MEAL FORECASTS

DATE	STAFF CADETS			CADETS			TOTAL MEALS		
	BKFST	LUNCH	DINNER	BKFST	LUNCH	DINNER	BKFST	LUNCH	DINNER
3 June 2019	0	0	0	0	0	0	0	0	0
4 June 2019	0	0	0	0	0	0	0	0	0
5 June 2019	0	0	0	0	0	0	0	0	0
6 June 2019	0	0	0	0	0	0	0	0	0
7 June 2019	0	0	0	0	0	0	0	0	0
8 June 2019	0	0	0	0	0	0	0	0	0
9 June 2019	0	0	0	0	0	0	0	0	0
10 June 2019	0	0	0	0	0	0	0	0	0
11 June 2019	0	0	0	0	0	0	0	0	0
12 June 2019	0	0	0	0	0	0	0	0	0
13 June 2019	0	0	0	0	0	0	0	0	0
14 June 2019	0	0	0	0	0	0	0	0	0
15 June 2019	0	0	0	0	0	0	0	0	0
16 June 2019	0	0	0	0	0	0	0	0	0
17 June 2019	0	0	0	0	0	0	0	0	0
18 June 2019	0	0	0	0	0	0	0	0	0
19 June 2019	0	0	0	0	0	0	0	0	0
20 June 2019	0	0	0	0	0	0	0	0	0
21 June 2019	0	0	0	0	0	0	0	0	0
22 June 2019	40	40	40	0	0	0	40	40	40
23 June 2019	40	40	40	0	0	0	40	40	40
24 June 2019	40	40	40	0	0	0	40	40	40
25 June 2019	50	50	50	17	17	17	67	67	67
26 June 2019	60	60	60	16	32	32	76	92	92
27 June 2019	60	60	60	32	32	32	92	92	92
28 June 2019	80	80	80	32	32	32	112	112	112
29 June 2019	80	80	185	32	32	32	112	112	217
30 June 2019	185	185	185	32	50	50	217	235	235
1 July 2019	185	185	185	50	50	50	235	235	235
2 July 2019	185	185	185	50	50	50	235	235	235
3 July 2019	185	185	185	50	50	50	235	235	235



1.2 BAGOTVILLE CADET TRAINING CENTRE MEAL FORECASTS

DATE	STAFF CADETS			CADETS			TOTAL MEALS		
	BKFST	LUNCH	DINNER	BKFST	LUNCH	DINNER	BKFST	LUNCH	DINNER
4 July 2019	185	185	185	50	50	50	235	235	235
5 July 2019	185	185	185	50	50	50	235	235	235
6 July 2019	185	185	185	50	50	50	235	235	235
7 July 2019	185	185	185	50	50	300	235	235	485
8 July 2019	185	185	185	300	685	980	485	870	1165
9 July 2019	185	185	185	980	980	980	1165	1165	1165
10 July 2019	185	185	185	980	980	980	1165	1165	1165
11 July 2019	185	185	185	980	980	980	1165	1165	1165
12 July 2019	185	185	185	980	980	980	1165	1165	1165
13 July 2019	185	185	185	980	980	980	1165	1165	1165
14 July 2019	185	185	185	980	980	980	1165	1165	1165
15 July 2019	185	185	185	980	980	980	1165	1165	1165
16 July 2019	185	185	185	980	980	980	1165	1165	1165
17 July 2019	185	185	185	980	980	780	1165	1165	965
18 July 2019	185	185	185	780	780	780	965	965	965
19 July 2019	185	185	185	780	780	980	965	965	1165
20 July 2019	185	185	185	980	980	980	1165	1165	1165
21 July 2019	185	185	185	980	980	980	1165	1165	1165
22 July 2019	185	185	185	980	980	980	1165	1165	1165
23 July 2019	185	185	185	980	980	980	1165	1165	1165
24 July 2019	185	185	120	980	980	620	1165	1165	740
25 July 2019	120	120	120	620	620	620	740	740	740
26 July 2019	120	120	185	620	620	932	740	740	1117
27 July 2019	185	165	165	980	980	980	1165	1145	1145
28 July 2019	165	165	165	980	980	980	1145	1145	1145
29 July 2019	165	165	185	980	980	980	1145	1145	1165
30 July 2019	185	185	185	980	980	980	1165	1165	1165
31 July 2019	185	185	120	980	980	620	1165	1165	740
1 August 2019	120	120	120	620	620	620	740	740	740
2 August 2019	120	120	185	620	620	980	740	740	1165
3 August 2019	185	185	185	980	980	980	1165	1165	1165



1.2 BAGOTVILLE CADET TRAINING CENTRE MEAL FORECASTS

DATE	STAFF CADETS			CADETS			TOTAL MEALS		
	BKFST	LUNCH	DINNER	BKFST	LUNCH	DINNER	BKFST	LUNCH	DINNER
4 August 2019	185	185	185	980	980	980	1165	1165	1165
5 August 2019	185	185	185	980	980	980	1165	1165	1165
6 August 2019	185	185	185	980	980	980	1165	1165	1165
7 August 2019	185	185	185	980	980	780	1165	1165	965
8 August 2019	185	185	120	780	780	780	965	965	900
9 August 2019	120	120	120	780	780	980	900	900	1100
10 August 2019	120	120	185	980	980	980	1100	1100	1165
11 August 2019	185	185	185	980	980	980	1165	1165	1165
12 August 2019	185	185	185	980	980	980	1165	1165	1165
13 August 2019	185	185	185	980	980	980	1165	1165	1165
14 August 2019	185	185	185	980	980	980	1165	1165	1165
15 August 2019	185	185	35	980	980	0	1165	1165	35
16 August 2019	35	35	35	0	0	0	35	35	35
17 August 2019	16	16	16	0	0	0	16	16	16
18 August 2019	16	16	16	0	0	0	16	16	16
19 August 2019	16	16	16	0	0	0	16	16	16
20 August 2019	16	16	16	0	0	0	16	16	16
21 August 2019	16	16	16	0	0	0	16	16	16
22 August 2019	16	16	16	0	0	0	16	16	16
23 August 2019	16	16	16	0	0	0	16	16	16
24 August 2019	16	16	16	0	0	0	16	16	16
25 August 2019	16	16	16	0	0	0	16	16	16
26 August 2019	16	16	0	0	0	0	16	16	0
27 August 2019	0	0	0	0	0	0	0	0	0
28 August 2019	0	0	0	0	0	0	0	0	0
29 August 2019	0	0	0	0	0	0	0	0	0
30 August 2019	0	0	0	0	0	0	0	0	0
31 August 2019	0	0	0	0	0	0	0	0	0
TOTAL	8 910	8 890	8 849	35 811	36 230	35 747	44 721	45 120	44 596



MEAL SCHEDULE

CLIENTELE	CLASS OF SERVICE	MEAL SCHEDULE SERVICE TIMES
CADETS AND STAFF CADETS	CAFETERIA SERVICE	<p>MONDAY TO SUNDAY</p> <p><i>BREAKFAST:</i> 6:45 a.m. – 8:15 a.m. <i>LUNCH:</i> 11:45 a.m. – 1:15 p.m. <i>DINNER:</i> 4:45 p.m. – 6:15 p.m.</p>
SUPPLEMENT / SCHEDULE: as per the daily meal requisition		

MAXIMUM: 3 MEALS AND 2 SUPPLEMENTS PER DAY

NOTES:

1. Diners may remain in the dining room for approximately 20 minutes after the end of the service.
2. Pick-up times for the supplements will be determined as per the operational needs of cadet training and will be transmitted to the Contractor at the same time as the daily requisition (48 hours in advance).
3. An extended **breakfast and lunch** schedule may be requested for end-of-camp weekends (two- and three-week camps), may also be requested for **Sundays** on request: breakfast from 6:30 to 9:00 a.m. and lunch from 11:00 a.m. to 1:00 p.m.
4. Anticipate an extended meal schedule to accommodate mass arrivals and the mass departure of cadets and staff cadets.
5. It is understood that the meal schedules and food services offered by the Contractor shall be flexible and adjustable. Changes may be made at any time, with the mutual consent of the Contractor and the designated DND representative, in this case the Food Services Officer at the Bagotville Cadet Training Camp or his/her deputy



ACCOMMODATION, EQUIPMENT, FACILITIES AND SERVICES PROVIDED BY DND

1. The on-site kitchen has two dining rooms with one service point each. All of the service points in the dining rooms will be opened and closed as instructed by the CTC Food Services Representative (Food Services Officer or his/her deputy). The latter will notify the Contractor within a reasonable period of time if he/she decides to close one or more service points. The two (2) dining rooms provide cafeteria service for the cadets according to the meal schedule.

2. Canada will give the Contractor a list of all the equipment that will be at the Contractor's disposal at the beginning of the camp. DND's representatives and the Contractor will perform a complete stocktaking of the equipment at the start and end of the camp.

3. Items supplied by DND

3.1 DND is responsible for providing supplies and covering the costs associated with:

- the effective operation and preventive and routine maintenance of the building and building components, including kitchen appliances and equipment;
- residual materials disposal services, including the containers and the disposal of solid and liquid waste and used oil, as well as recyclable material;
- the required furniture, trays, utensils for diners as well as a tracking/control system for the number of diners;
- containers (insulated) for food and drink consumed outside the dining rooms;
- area security and client safety, including maintenance of good order and discipline;
- DND will provide furnished space (2 offices) with a view of operations. The place is equipped with a telephone which the Resident Manager may use to communicate with his/her employees, order food and carry out general administrative duties. The Contractor will cover installation and long-distance call costs;
- Training on the use of equipment is available and will be provided upon request by competent personnel under the authority of CFB Bagotville Food Services; additionally a few manufacturer's manuals are available on site.

4. Access to the areas for which the Contractor has signed the inventory and is responsible for housekeeping (dining rooms, kitchen and service areas) is restricted to the Contractor and its personnel and to designated DND personnel (CTC Food Services Representative, rations clerks, staff cadets assigned to the kitchen and building mechanical maintenance personnel), who shall only have access during the Contractor's working hours. The dining rooms are for the sole use of clients during the hours of service stipulated in the contract; anyone else wishing to access these facilities must obtain prior permission from the Contractor.

5. With regard to equipment and facilities provided by DND, the Contractor shall:

- a) Sign the inventory of all materiel provided by DND (before and at the end of each summer camp);
- b) Use the storage facilities correctly to dispose of waste water and garbage and to keep the surrounding area clean;



- c) Notify the CTC Food Services Representative promptly of any equipment malfunctions, cleaning product shortages, refrigeration breakdowns or problems with heating, power, plumbing, drains, materiel in general, or with services such as the disposal of waste and residual materials, etc.;
- d) At the end of the contract, return the premises and materiel to their initial state and ensure that they are to the satisfaction of the Camp's Food Services representative. The Contractor will not be responsible for changes to the state or the quantity of materiel or facilities due to normal and reasonable wear and tear, nor to loss or damage to said premises, materiel or other government property caused by an explosion, fire, lightning, storm, riot, strike or an act of force majeure, an enemy of the state, or any other circumstance beyond the control of the Contractor. The Contractor shall not be required to prepare the kitchen equipment, either by lubricating it or in any other way, for long-term storage;
- e) Reimburse DND, at the end of the contract, for any loss or damage caused to materiel, except as specified in subparagraph d);
- f) At the end of the contract, conduct a verification of all materiel supplied by DND with the representative of the camp's commanding officer. The Contractor must be note any missing items and take appropriate action to recover them prior to the Contractor's departure; and
- g) The equipment, utensils and other required items provided by DND are deemed adequate and sufficient for carrying out this service. Should the Contractor have specific requirements, it must assume the full cost thereof. However, prior authorization must be obtained from the DND representative or his/her deputy for such requirements, which must not under any circumstances be contrary to the conditions of the contract.
- h) The Contractor will assume full responsibility for and care of these assets (equipment and premises) during the period specified, including maintenance and the cost of possible repairs or replacement as a result of improper usage. Real Property Operations Detachment Bagotville will cost out and perform any necessary equipment repairs, which will be billed to the Contractor who must cover those expenses.

6. Contractor and DND facilities

6.1 Prior to the entry into force of the contract, a DND preventive medicine technician will conduct an inspection to check the cleanliness of the Contractor's facilities; he/she will then conduct periodic inspections throughout the contract period. Corrective action must be taken as quickly as possible for any shortcomings identified by the technician in his/her inspection reports. Written confirmation of such actions is required by the Preventive Medicine Section. The most recent inspection reports and corrective action plans must be available for review.

6.2 The Contractor will allow the designated DND representative and/or the appropriate authorities to visit at any time the facilities allocated for the work, in particular, but not limited to, the premises used for food preparation and the storage of food and related products.

6.3. The food preparation and food and product and storage areas must be kept clean, safe and secure, in compliance with the provisions of this document and the most stringent requirements of the standards, codes and regulations applicable in the province of Quebec.



SECTION 1

DEFINITIONS

DEFINITIONS

a) Cafeteria service:

Service in which:

- 1) clients fetch their own meals from the counter;
- 2) the condiments and accessories are placed on the tables; cutlery, dishes and glasses are not; and
- 3) clients take their used cutlery, dishes and leftovers to a specified location.

b) CTC Commanding Officer (CO):

The officer appointed to command the Training Centre.

c) CTC Food Services Representative (C Food Svcs Rep):

The officer or non-commissioned member who is **appointed by the Eastern Region Food Services Officer** and tasked with liaising with the Contractor regarding the day-to-day management of the contract.

d) Contract Manager:

The Logistics Officer at Eastern Region (Cadets) Headquarters shall identify the requirement for the request with **Public Works and Government Services Canada** and administer the implementation of the contract on behalf of the Base Commander; **he/she is also the Food Services Officer for the Eastern Region.**

e) Contract Supervisor:

The Eastern Region (Cadets) Headquarters Food Services Officer conducts periodic visits to the CTC and informs the Contractor about certain administrative issues and about the interpretation of the contract stipulations as concerns rations, food services, hygiene and cleanliness.

f) Resident Manager:

Appointed by the Contractor, he/she must be present on site and is responsible for the overall management of the food services contract. He/she acts as the Contractor's resource person and is responsible for all the Contractor's employees.

g) Kitchen Supervisor:

Appointed by the Contractor, he/she must be present on site and is responsible for the preparation and serving of the meals, as well as any other duties required by the Resident Manager.

h) DND:

Department of National Defence.



i) Client:

Person entitled to meals.

j) Dispersed meals:

Hot or cold meals served in boxes or in insulated bulk containers for off-site consumption.

k) Establishment:

Canadian Forces Base Bagotville (CFB Bagotville).

l) Report of non-compliance with the food services contract:

A report in which the CTC Food Services Representative or the Contract Supervisor lists the Contractor's defaults and provides confirmation that satisfactory corrective action was taken by the Contractor within 48 hours following the observation.

m) CTC:

Cadet Training Centre.



SECTION 2

CONTRACTOR'S RESPONSIBILITIES

1. AVAILABILITY OF THE CONTRACTOR

- a) The Resident Manager and the Kitchen Supervisor shall be on site prior to the start date of the period of service in order to settle the final details with the CTC Food Services Representative and the Contract Supervisor.
- b) The Resident Manager, or his/her authorized representative, shall be reachable at all times by cellular telephone, pager or any other means agreed upon by the two parties, at his/her own expense.

2. CONTRACTOR QUALIFICATIONS

The Contractor must provide upon request the permit(s) required and in effect for the intended purposes, including, but not limited to, a permit for the preparation and sale of food as issued by the Ministère de l'Agriculture, des Pêcheries et de l'Alimentation du Québec (MAPAQ) or equivalent.

3. GENERAL PERSONNEL QUALIFICATIONS

The Contractor's employees include anyone who reports to him/her and is assigned to carry out the contract, including the Contractor's own staff and possible sub-contractors.

- a) The Contractor's employees assigned to preparing and handling foods must have at minimum the following general training:
 - training on food hygiene and safety;
 - training on the Workplace Hazardous Materials Information System (WHMIS);
 - ensuring that the Contractor's employees comply with the directives and rules issued by the CO with respect to general safety directives, fire safety directives, parking or any other similar directives provided by DND; and
 - that they have reviewed the standard operating procedures (SOPs) for Food Services and for the Bagotville CTC (under development).

Note: If requested, the Contractor or employee must provide proof that this training was taken.

b) COOKS

All cooks must have a diploma of vocational studies (DEP) issued by the Ministère de l'Éducation, du Loisir et du Sport du Québec or equivalent, and must be able to provide proof of this on request.

4. MEDICAL REQUIREMENTS

- a) The DND representative may at any time require a Contractor's employee to undergo a medical examination to prove that he/she is capable of performing the required tasks. Should the Contractor's employee refuse to undergo the examination or if the examination reveals that the employee is incapable of performing the tasks



required, the Contractor must immediately ban the employee from the work areas and replace him/her. The expenses related to medical examinations, including lung X-rays and laboratory analyses, shall be borne by the Contractor. The Contractor shall also make the necessary arrangements for its personnel to undergo examinations.

- b) The Contractor or its employee may be required at any time to provide written confirmation of the medical condition of one of its employees.
- c) Any potential expenses related to requested medical or other examinations shall be borne by the Contractor or its employee.

5. THE CONTRACTOR IS RESPONSIBLE FOR:

- a) Ensuring that the Resident Manager is not involved in the preparation or serving of meals;
- b) Providing the number of cooks, kitchen helpers and others needed to perform the work, based on the expected number of diners (cadets, staff cadets and officers/adults) per day and the ratio generally used in the food services industry in order to ensure the compliant, satisfactory delivery of the specified or requested services.
- c) For information only, the following table shows the approximate average number of cooks and kitchen helpers needed for two (2) work shifts per day, based on different numbers of diners being fed.

Diners per day	Cooks	Kitchen helpers
1 to 100	4	8
100 to 250	6	10
250 to 500	10	14
500 to 750	14	20
750 to 1,000	18	24
1,250 to 1,500	26	30
1,500 to 1,750	30	40
1,750 to 2,050	32	46

- d) Providing enough employees to meet and maintain DND standards pertaining to the preparation and serving of meals, as well as to hygiene, cleanliness and general safety. Food service hygiene and safety standards can be found in Section 4;
- d) Providing the services in French;
- e) Providing training to personnel in accordance with the plan set out in the Contractor's proposal, before the activities commence;
- f) Providing training to personnel on WHMIS and fire prevention.
- g) Ensuring that the Contractor's employees comply with directives and rules issued by the CO. These include directives pertaining to general safety, fire safety and parking, and any other similar directives.
- h) Providing meals for the Contractor's employees;
- i) Ensuring that employees have clean clothes every day. The Contractor must ensure that employees have access to clean uniforms so that they can change during a shift in the event of an accident (spilled food, etc.).



Note: DND does not provide a laundry service for uniforms.

- j) Having a competent adult for each shift, in each department (dishwashing room, box meal assembly room, daytime maintenance, nighttime maintenance, light dishwashing and meal preparation), who will act as supervisors, monitoring the workers who may be minors and who may not be concerned with the assets belonging to DND or the service provider;
- k) Having a dedicated daytime maintenance team and a nighttime maintenance team to ensure adherence to the expectations defined in Summary Section 1.1, paragraph 17.1, subparagraph d), in conjunction with Section 3 of the Stipulations, paragraph 4, subparagraphs a) and b), as well as paragraph 5, subparagraphs a) to h). The maintenance teams must have an adult who is responsible for the teams to ensure compliance with the requirements set out in the Stipulations above. The service provider will need to consider the time and number of people required for cleaning; and
- l) Being able to show that the Contractor has a list of additional personnel that it can use as replacements for any regular personnel unable to satisfy/carry out their tasks. At no time shall the expectations defined in Summary Section 1.1, paragraph 17.1, subparagraph d), be neglected for lack of planning or human resources.

6. QUALITY OF FOOD SERVICES

The Contractor shall:

- a) Provide meals and supplements in accordance with the 31-day cyclical menu and box meals in accordance with the 7-day cyclical menu described in section 5 and 5A respectively.
- b) **Ensure that the preparation and cooking of food:**
 - 1) results in dishes that are appetizing;
 - 2) takes place, as far as possible, shortly before the meals are consumed; and
- c) **Ensure that food is served at an appropriate time, in a hygienic manner, covering all food, and in compliance with the procedures set out below and within the maximum time limits between preparation and consumption.**
 - 1) The minimum service speed is as follows: each customer must be served within fifteen (15) minutes of his/her arrival in the dining room during peak periods and within five (5) minutes during off-peak periods. If the meal service includes food that is cooked to order (e.g. eggs for breakfast), the diners should wait no more than five (5) minutes between placing their order at the service counter and receiving the meals they ordered;
 - 2) **Hot dishes:**
Keep at 60°C (140°F) or more for a maximum of two (2) hours. Meals are to be prepared in batches (i.e., staggered cooking). Leftovers must not be fully covered and should be refrigerated promptly. They may be served within 48 hours as additional menu items;
 - 3) All desserts, as with any potentially dangerous food,¹ shall be refrigerated and not kept beyond the period recommended for each food group. Such food must not be left at room temperature for more than ninety (90) minutes. Fresh products must be kept at an appropriate temperature for their conservation, i.e., between 0°C and 4°C or ≥ 60°F;

¹ Any food or ingredient capable of supporting the growth of pathogenic micro-organisms (simplified definition).



4) Serve fresh dairy products from the original container and never leave them at room temperature;

- d) Provide a sufficient quantity of each dish on the menu to meet the minimum portion standards set out in Section 9. A sufficient quantity of each dish on the menu must be prepared so that the last diners to be served have the same choice as those who were served first.
- e) Post the daily menu in all dining rooms, in the menu holders when table service is provided and on the menu board in cafeterias.
- f) Provide efficient, pleasant service to the clients during meal times, as shown on page SCH-1.
- g) Control, receive and store supplies in accordance with the ***Sanitation Code for Canada's Foodservice Industry, the Food Products Act, R.S.Q. c. P-29 (MAPAQ), the Regulation respecting food, c. P-29 r.1 (MAPAQ) and the Food Retail and Food Services Regulation (CFISIG), or any other regulations in force***, and ensure that the food is used in sequence in order to reduce wastage.

h) Anticipate the possibility of offering emergency food service options

In collaboration with the CTC Food Services Officer or his/her representative, the Contractor shall plan for additional measures in order to meet food requirements in emergency situations and/or due to operational requirements. These services include, but are not limited to, the distribution of meals (normally on short notice) and/or outside scheduled hours. In these cases, the Food Services Officer or his/her representative may authorize modifications to the approved cyclical menus. Additional fees may be charged, but these must receive prior authorization from the CTC authority (Food Services Officer).

i) Provide a standard price (same price for all meals) in its bid proposal in accordance with Annex B.

j) The minimum service speed is as follows: each customer must be served within fifteen (15) minutes of his/her arrival in the dining room during peak periods and within five (5) minutes during off-peak periods. If the meal service includes food that is cooked to order (e.g. eggs for breakfast), the diners should wait no more than five (5) minutes between placing their order at the service counter and receiving their meals;



SECTION 3

HYGIENE AND SAFETY STANDARDS

1. The Contractor must comply with the following hygiene and safety standards throughout the contract period. These standards, based on the Food Safety Code of Practice for Canada's Foodservice Industry, CFAO 34-12, CFAO 34-13 and Chapter 5, "Sanitary Techniques Applicable to Food Services," of A-85-269-001 FP-001, CF Food Services Manual, the *Food Products Act*, R.S.Q. c. P-29 (MAPAQ) and the *Food Retail and Food Services Regulation* (CFISIG) or any other regulations in force, are set out as statements of fact.
2. **SAFE HANDLING OF FOODSTUFFS**
 - a) **Reception of foodstuffs**
 - 1) Only products that meet the food industry standards of the Canadian General Standards Board may be used.
 - 2) Foodstuffs must not be spoiled, dirty or infested at the time of delivery.
 - 3) Frozen food must show no signs of defrosting.
 - 4) Perishable food must be delivered in refrigerated vehicles in which the temperature does not exceed 4°C.
 - b) **Storage of foodstuffs**
 - 1) Food must be stored immediately upon receipt.
 - 2) Refrigerated food must be stored at a temperature of 4°C (40°F) or less.
 - 3) Frozen food items must be stored at a temperature of -18°C (0°F) or less.
 - 4) In the refrigerator, uncooked (raw) food shall be placed on a tray, underneath cooked (prepared) food.
 - 5) All food must be wrapped and placed on shelves or palettes 15 cm (6") off the ground.
 - 6) Dry foodstuffs shall be stored in a clean, well-ventilated place.
 - 7) Refrigerators/freezers shall be equipped with a calibrated thermometer, and the temperatures shall be recorded daily.
 - c) **Food preparation**
 - 1) Food shall be prepared quickly and efficiently.
 - 2) Food shall be prepared just in time to be served.
 - 3) Different cutting boards / utensils shall be used for cooked and raw food.



- 4) Food will be thawed in the refrigerator.
- 5) As far as possible, food shall not be kept in the “**danger zone**” between 4°C and 60°C (40°F to 140°F).
- 6) Cooked food shall be kept at a temperature of 60°C or higher.
- 7) Cooked meats and poultry shall be kept at a temperature of 60°C (140°F) for two hours at most (food is generally cooked in batches).
- 8) Cooked meats and poultry shall be stored at a temperature of 4°C for a maximum of 72 hours.
- 9) Cooked meats and poultry and all potentially dangerous products¹ may not be stored in containers more than 10-cm deep when cooling.
- 10) Cuts of fresh meat shall be kept at a temperature of 4°C (40°F) or less for a maximum of five (5) days.
- 11) Cooked fish shall be stored at a temperature of 2°C for a maximum of two (2) days.
- 12) Fresh eggs shall be served cooked.
- 13) Fresh eggs shall be stored at a temperature of 4°C.
- 14) Milk and dairy products shall be stored at a temperature of 4°C or less.
- 15) Stale-dated food/drinks shall be discarded.
- 16) All desserts shall be stored at a temperature of 4°C for a maximum of two (2) days. Any leftovers that have not been displayed inside a refrigerated display case shall be discarded.
- 17) Mixed dishes containing poultry, eggs, meat, fish or other potentially hazardous food shall be stored at a temperature of 4°C for a maximum of one day.
- 18) Cooked fruits and vegetables shall be stored at a temperature of 4°C for a maximum of 48 hours, while open cans containing the same type of fruit or vegetables may be stored for a maximum of 72 hours.
- 19) Fresh fruit and vegetables shall be stored in the refrigerator at a temperature of 4°C.
- 20) Open containers containing fat and oil shall be stored in the refrigerator.
- 21) Before storing prepared foods, the preparation date must be written on them.

3. PERSONNEL

a) General

- 1) All personnel must receive in-house training on the basic rules of hygiene for food services before the start of camp.



- 2) The Contractor must conduct in-house follow-up throughout the contract period to ensure full compliance with the rules set out in this document and in the Food Safety Code.
- 3) The Contractor must comply with the following health and safety standards throughout the contract period. These standards are based on the Food Safety Code of Practice for Canada's Foodservice Industry, CFAO 34-12, CFAO 34-13 and Chapter 5, "Sanitary Techniques Applicable to Food Services," of A-85-269-001 FP-001, CF Food Services Direction and Guidance Manual, the *Food Products Act*, R.S.Q. c. P-29 (MAPAQ) and the *Food Retail and Food Services Regulation* (CFISIG) or any other regulations in force.

b) Personal hygiene

- 1) Employees shall have a bath or a shower every day before starting their shift.
- 2) Hair and beards must be clean and covered with a net or head covering.
- 3) Employees shall not go outside the building with their work apron on.
- 4) Employees shall avoid gestures that might contaminate their hands (e.g., touching the face, ears, hair, eyes, etc.)
- 5) Frequent hand washing is mandatory, i.e., before starting work, after using the toilet, after any break, after coughing or sneezing, after touching the face, after handling raw food and before handling foodstuffs that involve risk.
- 6) Employees shall wash their hands using the prescribed method.
- 7) Nails must be short, clean, trimmed and without polish.
- 8) Ladles, tongs and scoops shall be used for handling food.
- 9) Employees shall not serve food using their hands.
- 10) Employees who have cuts, burns or scrapes on their hands shall wear plastic gloves.
- 11) Employees shall not snack or eat in the kitchen or at locations where they are serving.

c) Uniforms

- 1) All food services employees shall wear clean uniforms.

4. EQUIPMENT

a) Equipment cleaning standards

- 1) All surfaces that have been in contact with food in the course of preparation, serving, presentation or storing, except cooking surfaces, shall be cleaned and sterilized after each use.
- 2) Cooking surfaces used during the day shall be cleaned of any trace of waste or fat; they shall be scoured and cleaned after each use.



- 3) All other surfaces shall be cleaned at regular intervals.
- 4) Cutting boards and meat slicers shall be cleaned and sterilized after each use.
- 5) Major pieces of equipment shall be cleaned after each use, whereas pieces that are used less often shall be cleaned and sterilized before and after each use.
- 6) Small pieces of equipment such as can openers, mixers and kitchen knives shall be cleaned and sterilized regularly.
- 7) The outer surfaces of all pieces of equipment, serving surfaces and utensils shall be cleaned regularly and shall be free of marks, stains or debris.

b) Equipment cleaning schedule

The Contractor shall adhere to a cleaning schedule. A guide can be found in Section 4.

5. FACILITIES

a) General

- 1) Doors and screens shall be closed to keep insects and rodents out.
- 2) Spilled food or waste shall never be left on the floor.
- 3) Cloakrooms and washrooms shall be clean and equipped with hand soap, nail brushes, paper towels, etc.
- 4) Wash basins shall be clean and equipped with soap, nail brushes and extra paper.
- 5) Sufficient quantities of mops, brooms, buckets and cleaning products shall be provided and such items shall be stored properly when not in use (for contracts at the Contractor's facilities only).
- 6) Racks shall be used to drain and store all pots, pans and utensils.
- 7) Walls (especially those located behind sinks and wherever cooking or mixing equipment is used) shall be cleaned and sterilized at regular intervals, as must trays used for air drying.

b) Dining room and service area

- 1) Tables shall be washed as soon as the meal is finished.
- 2) The feet of chairs and tables shall be washed once a week.
- 3) The floors shall be swept after every meal, marks and stains shall be cleaned, and waste shall be removed.
- 4) Floors shall be washed as required, but not less than once daily.
- 5) The serving tables used for hot and cold dishes shall be cleaned after every meal and the temperature checked before each meal.
- 6) Condiment containers shall be cleaned regularly.



c) Washing dishes, pots and pans

- 1) The dish, pot and pan washing area shall be cleaned after every meal.
- 2) Dishwashers shall be cleaned and descaled as specified in the cleaning schedule.
- 3) Dishwasher temperature shall be checked regularly to ensure that it is between 60°C and 70°C (140–150°F) and between 80°C and 90°C (176–194°F) for the wash and rinse cycles.

d) Garbage

- 1) Garbage found in the kitchen and dining room shall be disposed of as required and at the end of every meal.
- 2) Wet garbage shall be placed in small containers, covered and disposed of in the garbage refrigerator or an appropriate place until collected.
- 3) Dry garbage shall be placed in garbage bags.
- 4) Broken glass, etc., shall be placed in separate containers.
- 5) All garbage containers shall be covered immediately when not in use.
- 6) The inside and outside of garbage cans shall be cleaned and disinfected each time they are emptied. This operation will occur in a location other than the food preparation or storage area.

e) Dry storage

- 1) All dry storage areas shall be clean, neat and tidy.
- 2) Containers, shelves and floors shall be cleaned regularly.
- 3) All containers shall be hermetically closed and not placed directly on the ground.

f) Preparation and production

- 1) This area must always be cleaned and sterilized.
- 2) All food waste shall be disposed of promptly and no food shall be left out at room temperature.
- 3) All the equipment used in this work area shall be cleaned and sterilized, in accordance with the posted cleaning schedule.
- 4) Hoods and air vents shall be cleaned regularly.
- 5) Ceiling pipes, windows, ceilings and walls shall be cleaned regularly.
- 6) Floors must always be cleaned after food has been spilled.

g) Refrigerators and freezers

- 1) Food must be stored correctly and covered.
- 2) Stale-dated or spoiled food shall be thrown out.



- 3) No spilled food stains, waste food, empty containers, etc., shall be visible.
- 4) Floors shall be washed every day.
- 5) Prepared food that will remain in refrigerators and freezers for more than 24 hours shall be identified and dated.

h) Corridors

- 1) Corridors shall be clean, and all waste and empty cardboard boxes shall be removed.
- 2) Floors shall be swept and mopped daily.
- 3) Walls and baseboards shall be cleaned regularly.

6. BOX MEALS

Food used in making up box meals shall be freshly prepared; leftovers may not be used in their preparation. They shall be used within 24 hours of being prepared and the date of preparation shall be clearly indicated. When they cannot be kept in a refrigerator, they must be consumed within a maximum of four hours. It is recommended that small juice boxes accompanying box meals be frozen, as this will keep the other food cold and they will be ready to drink at meal time. Box meal food that is distributed and returned intact to the kitchen may not be reused, with the exception of food packed in sealed portions (such as juice boxes, packets of cookies, and yogurt or pudding in individual containers), which can be removed and reused. If the box meals have not left the kitchen, the contents may be used, as long as the preparation time and refrigeration conditions set out above have been observed.

7. HOT MEALS

The food used in preparing hot dispersed meals must be fresh. No leftovers may be used in their preparation. Dispersed meals returned to the kitchen shall not be used. Since such food may be ready up to six hours before being served, menus must not include dishes that might spoil quickly, such as cream soups and cream of chicken. Hot dishes must be at or near the boiling point when placed in containers.

8. TEMPERATURE AND CONSERVATION TIMES FOR FOOD IN INSULATED CONTAINERS

When correctly preheated, an insulated food container, such as a Thermos, can keep prepared food at an acceptable temperature for four to six hours, depending on their consistency. Clear liquids cool more rapidly than thick liquids. The manufacturers' specifications state that "heat transfer in the container will not exceed a loss of heat in excess of 11°C during a two-hour period, with an ambient temperature of -25°C, with an initial container temperature of 82°C." The following table shows how long food retains its temperature after reaching the boiling point. Special attention must be paid to this when foodstuffs are to travel long distances or must be picked up far in advance of being used (e.g., fish does not travel well and cannot be stored for long periods once it has been cooked). Items for box meals must always be selected from among those that reach their destination in optimum condition. Food preserved in insulated food containers that has not been consumed within the time shown on the chart shall be thrown out. Cold food shall be stored separately from hot food. Cold food shall be properly refrigerated before being transferred into containers. Cold food preserved in insulated food containers that has not been eaten within six hours shall be thrown out.



Prepared food	Temperature	Hours
Meat and fish	60°C or more	See Note 1
Stew	80°C to 85°C	6
Mashed potatoes	80°C to 85°C	6
Thick soup	80°C	5
Hot chocolate	80°C	5
Sauce and cooking juices	80°C	5
Vegetables and cooking liquid	80°C	4
Tea and coffee	80°C	4
Light soup	80°C	4

Note 1: The period of time during which meat and fish can be stored in an insulated container and eaten without danger depends on the temperature of the food when it is placed in the insulated container. The food must never be kept at a temperature lower than 60°C at any time. According to the Food Safety Code of Practice for Canada's Foodservice Industry, at-risk food that has been prepared and cooked and that will be served hot must be kept at a temperature of at least 60°C (140°F) until it is served.

9. USING, MAINTAINING AND STORING INSULATED FOOD CONTAINERS (THERMOSES)

General rules to follow when using insulated containers:

- a) Always use the inserts provided.
- b) Never use the container for storing other substances.
- c) Preheat or pre-cool the container according to the instructions in the section below entitled "Preparing Insulated Containers." Using a different method could damage the containers or the seals.
- d) Check that the seals are correctly positioned on the built-in components and that the lids are not misshapen.
- e) Do not handle the containers roughly and do not lose the seals. Replace the seals as required to avoid leaks and preserve the efficiency of the container.
- f) When cleaning the container, remove and separate all the seals, containers and lids. Wash separately with mild detergent, rinse in hot water and air dry. Assemble and store in a cool dry place, leaving the lid open.

Note: On the newer containers, the seals cannot be removed.



Preparing insulated containers

10. Insulated containers are used for cold as well as for hot dishes and prepared for the intended use. **For hot dishes, the procedure for preparing insulated containers and inserts is as follows:**

- a) Remove the inserts.
- b) Fill the container with boiling water roughly one hour before inserting the food.
- c) Rinse the inserts, lids and rubber seals in hot water and fill with hot food up to one inch from the top.
- d) Check that the seals fit properly against the lids and place the lids on the filled containers.
- e) Empty the water from the container and immediately place the filled inserts in the container. Insert a seal around the upper section of the container, close the lid and block the grooves.

11. For cold food, the procedure for preparing insulated containers is as follows:

- a) Place the container and clean inserts in the refrigerator approximately two hours before filling with food. If no refrigerator is available, place the container and the recipients on a bed of crushed ice for approximately one hour prior to use.
- b) Fill the containers with cold food up to one inch from the top.
- c) Adjust the lids on the containers with the rubber seals to ensure a perfect seal.
- d) Place the full inserts in the insulated container and put a rubber seal around the upper part of the container. Adjust the lid and block the grooves.



SECTION 4		CLEANING SCHEDULE
CLEANING INSTRUCTIONS AND SCHEDULE FOR THE MAIN PIECES OF EQUIPMENT		
WHAT	HOW	WHEN
STOVES AND GRILLS	<ul style="list-style-type: none"> - Clean the grills with a gentle scraper. - Remove deposits from the grease collectors. - Rub the grill and remove the dirt with a cloth. - Lightly oil the grill sheet with vegetable oil. 	EVERY DAY
PASTRY AND ROASTING OVENS	<ul style="list-style-type: none"> - Immediately clean spills when dishes overflow. - Brush and wipe the ovens. - Clean the outside of the ovens with detergent and a soft brush or cloth. - Use an oven cleaner as indicated. 	EVERY DAY
DEEP FRYERS	<ul style="list-style-type: none"> - Let the fat cool and empty the fryer. - Strain the fat using a special mechanical filter or cloth filter. - Clean the baskets, strainer and the entire fryer with hot water and detergent. - Rinse thoroughly. - Replace the filtered fat and add new fat if necessary. 	AFTER EACH USE
MIXERS	<ul style="list-style-type: none"> - Remove the parts and wash, rinse and disinfect them in the section assigned for washing pots and pans. - Clean the non-removable parts. 	AFTER EACH USE
TILTING FRYING PAN	<ul style="list-style-type: none"> - Wash the outside and inside of the pan with hot water and detergent. 	AFTER EACH USE



CLEANING INSTRUCTIONS AND SCHEDULE FOR THE MAIN PIECES OF EQUIPMENT		
WHAT	HOW	WHEN
PRESSURE COOKER	<ul style="list-style-type: none"> - Clean the steaming compartment immediately after using the pressure cooker. - Clean inside and outside with a mild detergent. - Rinse well and disinfect. 	EVERY DAY
STEAM TABLE	<ul style="list-style-type: none"> - Clean the basins, the top and sides of the appliance with a mild detergent. - Rinse and disinfect. - Remove residue and empty the water. - Remove the deposit that forms inside the basin with a descaler. 	ONCE A WEEK
DISHWASHER	<ul style="list-style-type: none"> - Open the faucets and empty the tubs. - Clean the strainers and sponge up any surplus water. 	AFTER EACH USE
	<ul style="list-style-type: none"> - Clean the spray nozzles and the detergent dispensers. - With a brush, scrub the interior and exterior of the tubs and around the pipes. - Leave the doors of the machine open. 	AFTER DINNER
	<ul style="list-style-type: none"> - Descal the interior of the dishwasher. 	ONCE A WEEK
SLICER	<ul style="list-style-type: none"> - Unplug the appliance, remove the parts. - Wash, rinse and disinfect them. - Clean the rest of the appliance. 	AFTER EACH USE



CLEANING INSTRUCTIONS AND SCHEDULE FOR THE MAIN PIECES OF EQUIPMENT		
WHAT	HOW	WHEN
VEGETABLE PEELER	<ul style="list-style-type: none"> - Remove the cover and the abrasive disk. - Clean with water using a stiff brush. - Rinse and replace the cover and the disk. - Clean the collector. 	AFTER EACH USE
ROTATING TOASTER	<ul style="list-style-type: none"> - Remove the crumbs and clean the receptacle. - Wipe the outside surface. 	AFTER BREAKFAST
CAN OPENERS	<ul style="list-style-type: none"> - Wash, rinse and disinfect them. - Clean the appliances and remove all debris from the blade. 	EVERY DAY
JUICE DISPENSERS	<ul style="list-style-type: none"> - Clean the handles, taps, drip trays, tanks, covers and all outside surfaces. 	AFTER EACH MEAL
MILK DISPENSER	<ul style="list-style-type: none"> - Clean and disinfect all parts of the milk dispenser. - Wipe the inside surfaces. - Immediately wipe up spills. 	AFTER EACH MEAL
PERCOLATORS	<ul style="list-style-type: none"> - Rinse the percolators with hot water before using them. - Scrub the inside and rinse with hot water. - Rinse until the water is clear. - Clean the tap and the pipe leading to the centre of the percolator. 	EVERY DAY
	<ul style="list-style-type: none"> - Use a stain remover in accordance with instructions. 	ONCE A WEEK
	<ul style="list-style-type: none"> - Descale the water circulation jacket. 	ONCE A MONTH



SECTION 5		BAGOTVILLE CYCLICAL MENUS						
		31 Days						
LUNCH	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	
SOUP	Beef and noodle	Tomato cream soup	Minestrone	Split pea soup	Cabbage soup	Cream of cauliflower	Tomato and rice	
MAIN COURSE	Honey garlic pork loin ▼**	Beef stew with vegetables ▼**	Shepherd's pie ▼**	Lemon chicken breast with peppers ▼**	Cod à l'anglaise	Swedish meatballs ▼**	Turkey divan ▼**	
VEGETARIAN OPTION (2-5%)	Chickpea loaf with tomato sauce ▼	Asparagus and bean burritos ▼	Vegetarian shepherd's pie ▼	Yellow curry with tofu and vegetables ▼	Vegetable frittata ▼	Quiche Lorraine ▼	Tofu chili ▼	
STARCH	Lemon & fennel Basmati rice	Boiled potatoes	-	Couscous ▼	French fries	Buttered rice	Mashed potatoes with chives	
VEGETABLE	Turnip puree	Braised cabbage	Plain broccoli	Mixed Vegetables	Green Beans	Buttered carrots	Sweet peas with thyme	
PASTA	Fusilli	Egg Noodles	Penne	Macaroni	Fettuccini	Egg noodles ▼	Vegetable fusilli ▼	
SAUCE 1	Tomato/garlic ▼	Primavera	Lentil ▼	Three cheese	Alfredo	Spinach pesto ▼	Tomato/basil	
SAUCE 2	Meat	Meat	Meat	Meat	Meat	Meat	Meat	
DINNER	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	
SOUP	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day	
MAIN COURSE 1	Chicken Kebab ▼**	Fillet of salmon with egg sauce ▼**	Lyonnais Veal ▼**	Hamburger steak with demi-glace ▼**	Tetrazzini Chicken au Gratin ▼**	Moroccan pork ragout ▼**	Meat pie with brown gravy ▼**	
MAIN COURSE 2	Beef fajitas ▼**	Crispy chicken fingers with BBQ sauce	Bratwurst on cornmeal bread	Poutine meal	Simulated BBQ ribs on kaiser bun	Donair with tzatziki sauce	Pulled pork on kaiser bun ▼	
VEGETARIAN OPTION (2-5%)	Calzone with broccoli and ricotta ▼	Curried chickpeas ▼	Sweet potato and feta quesadillas ▼	Butternut squash and beet stew ▼	Black-eyed peas with grilled tempeh & kale ▼	California Hoppin' John ▼	Vegetable paella ▼	
STARCH	Mousseline	Portuguese-style potatoes	Vegetable fried rice	Fries	Spicy swirls	Greek-style potatoes	Potatoes O'Brien	
VEGETABLE	Green beans	Buttered corn	Garden vegetables	Baby carrots	Cauliflower florets	Yellow beans with herbs	Peas & carrots	
Salad bar / dessert bar for lunch and dinner as per Annex B—Standard Meal Item Availability Table – Salad and Dessert Buffet								

** Selection that can be included in dispersed meals eaten outside the dining room

▼ Healthy choice



SECTION 5		BAGOTVILLE CYCLICAL MENUS									
		31 Days									
LUNCH	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14				
SOUP	Cream of vegetable	Chicken noodle	Carrot and potato cream soup	French onion	Chicken cream soup	Cream of potato soup	Italian wedding				
MAIN COURSE	Veal outlet parmigiana ▼**	Deluxe hamburger ▼**	Chicken vol au vent ▼**	Herb sausages ▼**	Breaded fillet of sole with artar sauce and lemon ▼**	Oven roasted BBQ quarter chicken ▼**	Beef stroganoff ▼**				
VEGETARIAN OPTION (2-5%)	Spanakopita ▼	Lentil burger ▼	Portobello mushroom stroganoff ▼	Vegetable herb sausages ▼	Roasted vegetable and black bean tacos ▼	Tunisian vegetable couscous ▼	Spanish omelette				
STARCH	Lyonnaise potatoes	Spicy spirals	Boiled potatoes	Mashed potatoes	French fries	Potato wedges	Egg noodles				
VEGETABLE	Carrot puree	Sweet peas	Kernel Corn	Buttered broccoli florets	Sliced carrots	California mix	Green beans amandine				
PASTA	Spiral	Spaghetti	Fettuccine	Bows	Penne	Linguine	Egg Noodles				
SAUCE 1	Parmesan cream ▼	Arrabbiata ▼	Béchamel/vegetable	Marinara	Alfredo	Pesto ▼	Spinach ▼				
SAUCE 2	Meat	Meat	Meat	Meat	Meat	Meat	Meat				
DINNER	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14				
SOUP	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day				
MAIN COURSE 1	Italian poutines ▼**	Grilled fillet of haddock with Mornay sauce ▼	Vegetable egg roll (1) (baked), chicken balls (3), Chinese chicken noodles with plum sauce ▼**	Beef tournedos pepper sauce ▼**	Chicken pot pie ▼**	Lasagna with meat sauce ▼**	Sausage Duo Jambalaya ▼**				
MAIN COURSE 2	Corn dogs (2)	Chicken Caesar wrap ▼	Croque-Monsieur sandwich	Dressed submarine	BBQ McRib	Salisbury steak /hunter sauce ▼	Chicken burger				
VEGETARIAN OPTION (2-5%)	Nachos with cheese sauce, toppings and salsa ▼	Moroccan chickpea stew ▼	Tofu, broccoli, orange and sesame stir-fry ▼	Veggie pot pie ▼	Tex Mex wrap ▼	Vegetarian lasagna ▼	Potato and wild rice cake with grilled corn salsa ▼				
STARCH	French Fries	Oven baked quarter potatoes	Chinese fried rice	Deep fried potato wedges	Mashed Potatoes	Baker's potatoes	Duchess potatoes				
VEGETABLE	Mixed Vegetables	Green beans	Asian mixed vegetables	Plain cauliflower	Corn on a Cob	Plain broccoli	Baby carrots with honey				
Salad bar / dessert bar for lunch and dinner as per Annex B—Standard Meal Item Availability Table – Salad and Dessert Buffet											

** Selection that can be included in dispersed meals eaten outside the dining room

▼ Healthy choice



SECTION 5		BAGOTVILLE CYCLICAL MENUS							31 Days		
LUNCH	Day 15	Day 16	Day 17	Day 18	Day 19	Day 20	Day 21	Day 20	Day 21	Day 21	
SOUP	Cream of broccoli	Beef vegetable	Vegetable cream soup	Bean and rice noodle	Andalouse Soup	Tomato noodle soup	Beef & barley				
MAIN COURSE	Cabbage rolls ▼***	Teriyaki beef ▼**	Chicken cordon Swiss ▼***	Mild herbed sausage ▼***	Salmon pie with egg sauce ▼***	Pork medallion with apple jelly ▼***	Coq au vin ▼***				
VEGETARIAN OPTION (2-5%)	Vegetarian Ukrainian cabbage rolls ▼	Eggplant parmesan ▼	Black bean cake with salsa ▼	Bucatini with fennel and chickpea sauce ▼	Cheese-stuffed baked peppers ▼	Vegetarian moussaka ▼	Vegetarian Hungarian goulash ▼				
STARCH	Mashed potatoes	Vegetable fried rice	Oven-roasted herbed potato wedges	German-style sautéed potatoes	Biarriz potatoes	Lyonnais potatoes	Mousseline potatoes				
VEGETABLE	Buttered yellow wax beans	Bean sprouts and vegetables	Mexican corn	Braised red cabbage	Mixed vegetables	Whole green beans	Parisian mix				
PASTA	Bucatini	Ravioli ▼	Spagheffini	Shell noodle	Penne ▼	Rigatoni	Fettuccine				
SAUCE 1	Mushroom sauce ▼	Parma rosa	Carbonara	Rosé	Tomato/garlic	Mornay ▼	Tomato and Italian sausage ▼				
SAUCE 2	Meat	Meat	Meat	Meat	Meat	Meat	Meat				
Dinner	Day 15	Day 16	Day 17	Day 18	Day 19	Day 20	Day 21	Day 20	Day 21	Day 21	
SOUP	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day	
MAIN COURSE 1	Kentucky-style fried chicken ▼***	Tilapia Florentine ▼	Veal Parmigiana ▼**	Steak with BBQ sauce ▼***	Chicken breast cacciatore ▼**	Beef meatball ragout ▼	Beef and bell pepper stir-fry ▼***				
MAIN COURSE 2	Beefaroni au gratin ▼	Bologna steak **	Hot chicken sandwich	All-dressed pizza	Sloppy Joes (chili served on 1/2 hamburger bun) ▼	All-dressed hot dogs ▼***	Chicken fajitas ▼				
VEGETARIAN OPTION (2-5%)	Mushroom and penne casserole ▼	Spinach and cheese baked omelette ▼	Asparagus and mushroom gratin ▼	Garden chili ▼	Quinoa cakes with lemon yogurt sauce ▼	Falafel pita	Tofu Parmigiana				
STARCH	Spicy curly fries	Dauphinois	French fries	Oven-roasted half potatoes	Sautéed	Buttered rice	Flemish potatoes				
VEGETABLE	California mix	Italian mix	Sweet peas	Sautéed onions/mushrooms	Carrot puree	Peas and carrots	Diced turnips				
Salad bar / dessert bar for lunch and dinner as per Annex B—Standard Meal Item Availability Table – Salad and Dessert Buffet											

*** Selection that can be included in dispersed meals eaten outside the dining room

▼ Healthy choice



SECTION 5		BAGOTVILLE CYCLICAL MENUS							31 Days	
LUNCH	Day 22	Day 23	Day 24	Day 25	Day 26	Day 27	Day 28	Day 27	Day 28	
SOUP	Beef and noodle	Tomato cream soup	Minestrone	Split pea soup	Cabbage soup	Cream of cauliflower	Tomato and rice			
MAIN COURSE	Honey garlic pork loin ▼***	Beef stew with vegetables ▼***	Shepherd's pie ▼***	Lemon chicken breast with peppers ▼***	Cod à l'anglaise	Swedish meatballs ▼***	Turkey divan ▼***			
VEGETARIAN OPTION (2-5%)	Chickpea loaf with tomato sauce ▼	Asparagus and bean burritos ▼	Vegetarian shepherd's pie ▼	Yellow curry with tofu and vegetables ▼	Vegetable frittata ▼	Quiche Lorraine ▼	Tofu chili ▼			
STARCH	Lemon & fennel Basmati rice	Boiled potatoes	-	Couscous ▼	French fries	Buttered rice	Mashed potatoes with chives			
VEGETABLE	Turnip puree	Braised cabbage	Plain broccoli	Mixed vegetables	Green beans	Buttered carrots	Sweet peas with thyme			
PASTA	Fusilli	Egg Noodles	Penne	Macaroni	Fettuccini	Egg noodles ▼	Vegetable fusilli ▼			
SAUCE 1	Tomato/garlic ▼	Primavera	Lenetil ▼	Three cheese	Alfredo	Spinach pesto ▼	Tomato/basil			
SAUCE 2	Meat	Meat	Meat	Meat	Meat	Meat	Meat			
DINNER	Day 22	Day 23	Day 24	Day 25	Day 26	Day 27	Day 28			
SOUP	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day			
MAIN COURSE 1	Chicken kebab ▼**	Fillet of salmon with egg sauce ▼***	Lyonnaise Veal ▼***	Hamburger steak with demi-glace ▼***	Tetrazzini Chicken au Gratin ▼***	Moroccan pork ragout ▼***	Meat pie with brown gravy ▼***			
MAIN COURSE 2	Beef fajitas ▼**	Crispy chicken fingers with BBQ sauce	Bratwurst on cornmeal bread	Poutine meal	Simulated BBQ ribs on kaiser bun	Donair with tzatziki sauce	Pulled pork on kaiser bun ▼			
VEGETARIAN OPTION (2-5%)	Calzone with broccoli and ricotta ▼	Curried chickpeas ▼	Sweet potato and feta quesadillas ▼	Butternut squash and beet stew ▼	Black-eyed peas with grilled tempeh & kale ▼	California Hoppin' John ▼	Vegetable paella ▼			
STARCH	Mousseline	Portuguese-style potatoes	Vegetable fried rice	Fries	Spicy swirls	Greek-style potatoes	Potatoes O'Brien			
VEGETABLE	Green beans	Buttered corn	Garden vegetables	Baby carrots	Cauliflower florets	Yellow beans with herbs	Peas & carrots			
Salad bar / dessert bar for lunch and dinner as per Annex B—Standard Meal Item Availability Table – Salad and Dessert Buffet										

*** Selection that can be included in dispersed meals eaten outside the dining room

▼ Healthy choice



SECTION 5		BAGOTVILLE CYCLICAL MENUS			31 Days
LUNCH	Day 29	Day 30	Day 31		
SOUP	Cream of vegetable	Chicken noodle	Carrot and potato cream soup		
MAIN COURSE	Veal cutlet parmigiana ♥**	Deluxe hamburger ♥**	Chicken vol au vent ♥**		
VEGETARIAN OPTION (2-5%)	Spanakopita ♥	Lentil burger ♥	Portobello mushroom stroganoff ♥		
STARCH	Lyonnaise potatoes	Spicy spirals	Boiled potatoes		
VEGETABLE	Carrot puree	Sweet peas	Kernel Corn		
PASTA	Spiral	Spaghetti	Fettuccine		
SAUCE 1	Parmesan cream ♥	Arrabbiata ♥	Béchamel/vegetable		
SAUCE 2	Meat	Meat	Meat		
DINNER	Day 29	Day 30	Day 31		
SOUP	Soup of the day	Soup of the day	Soup of the day		
MAIN COURSE 1	Italian poutine ♥**	Grilled fillet of haddock with Mornay sauce ♥	Vegetable egg roll (1) (baked) chicken balls (3), Chinese chicken noodles with plum sauce ♥**		
MAIN COURSE 2	Corn dogs (2)	Chicken Caesar wrap ♥	Croque-Monsieur sandwich		
VEGETARIAN OPTION (2-5%)	Nachos with cheese sauce, toppings and salsa ♥	Moroccan chickpea stew ♥	Tofu, broccoli, orange and sesame stir-fry ♥		
STARCH	French Fries	Oven baked quarter potatoes	Chinese fried rice		
VEGETABLE	Mixed Vegetables	Green beans	Asian mixed vegetables		
Salad bar / dessert bar for lunch and dinner as per Annex B—Standard Meal Item Availability Table – Salad and Dessert Buffet					

** Selection that can be included in dispersed meals eaten outside the dining room

♥ Healthy choice



Box Meal Cyclical Menu							
	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Breakfast	<ul style="list-style-type: none"> - Cold cereal (2 ea.) - Ind. milk (1 ea.) - Ind. juice box/bottled water - Fruit/fruit salad (1 ea.) - Ind. cheese (1) - Asst. muffin (1) - Granola bar (1) - Yogurt (1) - KFS + condiments 	<ul style="list-style-type: none"> - Ham, cheese and lettuce croissant sandwich (1) - Ind. milk or chocolate milk (1) - Hard-boiled egg (2) - Ind. cheese (1) - Yogurt (1) - Fresh fruit/fruit salad (1) - Ind. juice box/bottled water (1) - Homemade cookie (1) - KFS + condiments 	<ul style="list-style-type: none"> - Bagel + ind. cream cheese (1 ea.) + sliced chicken - Ind. milk or chocolate milk (1) - Ind. juice box/bottled water - Fresh fruit/fruit salad - Yogurt (1) - Ind. cheese (1) - KFS + condiments 	<ul style="list-style-type: none"> - White bread (2 slices) - Peanut butter (2 ea.) - Strawberry jam (2) - Banana - White milk/chocolate milk - Ind. juice box/bottled water - Ind. cheese (1) - Asst. yogurt (1) - Asst. muffin (1) - Granola bars - KFS + condiments 	<ul style="list-style-type: none"> - Plain croissant - Ind. cretons (2 ea.) - Jam + condiments - Hard-boiled eggs (2) - Fresh fruit/fruit salad - Ind. milk/chocolate milk - Ind. juice box/bottled water - Cheese - Yogurt - Homemade cookie - KFS + condiments 	<ul style="list-style-type: none"> - Breakfast burritos (2) - Ind. salsa (2) - Ind. milk or chocolate milk (1) - Ind. juice box/bottled water - Fresh fruit/fruit salad (1) - Ind. cheese (1) - Yogurt (1) - Asst. muffin (1) - Banana bread - KFS + condiments 	<ul style="list-style-type: none"> - Cold cereal (2 ea.) - Ind. milk (1 ea.) - Ind. juice box/bottled water - Fruit/fruit salad (1 ea.) - Ind. cheese (1) - Asst. muffin (1) - Granola bar (1) - Yogurt (1) - KFS + condiments
Lunch	<ul style="list-style-type: none"> - Chicken salad/whole-wheat bread - Bologna/white bread - Ind. juice box/bottled water (2) - Ind. cheese (1) - Alternately side salad or raw vegetables - Alternately fresh fruit or canned fruit - Alternately prepared dessert or baked dessert - KFS + condiment 	<ul style="list-style-type: none"> - Meat trio submarine - Egg salad/tortilla - Ind. juice box/bottled water (2) - Ind. cheese (1) - Alternately side salad or raw vegetables - Alternately fresh fruit or canned fruit - Alternately prepared dessert or baked dessert - KFS + condiment 	<ul style="list-style-type: none"> - Ham salad/stuffed roll - Pastrami/whole-wheat - Ind. juice box/bottled water (2) - Ind. cheese (1) - Alternately side salad or raw vegetables - Alternately fresh fruit or canned fruit - Alternately prepared dessert or baked dessert - KFS + condiment 	<ul style="list-style-type: none"> - Smoked roast beef/pretzel bread - Turkey roll - Ind. juice box/bottled water (2) - Ind. cheese (1) - Alternately side salad or raw vegetables - Alternately fresh fruit or canned fruit - Alternately prepared dessert or baked dessert - KFS + condiment 	<ul style="list-style-type: none"> - Sliced pork/white bread - Salmon salad/roll - Ind. juice box/bottled water (2) - Ind. cheese (1) - Alternately side salad or raw vegetables - Alternately fresh fruit or canned fruit - Alternately prepared dessert or baked dessert - KFS + condiment 	<ul style="list-style-type: none"> - Sliced pork/white bread - Salmon salad/roll - Ind. juice box/bottled water (2) - Ind. cheese (1) - Alternately side salad or raw vegetables - Alternately fresh fruit or canned fruit - Alternately prepared dessert or baked dessert - KFS + condiment 	<ul style="list-style-type: none"> - Philly steak/cheese wrap - Turkey salad/stuffed roll - Ind. juice box/bottled water (2) - Ind. cheese (1) - Alternately side salad or raw vegetables - Alternately fresh fruit or canned fruit - Alternately prepared dessert or baked dessert - KFS + condiment
Dinner	<ul style="list-style-type: none"> - 6" pizza submarine - Ind. sweet pepper hummus and crackers - Ind. juice box/bottled water (2) - Ind. cheese (1) - Alternately side salad or raw vegetables - Alternately fresh fruit or canned fruit - Alternately prepared dessert or baked dessert - KFS + condiment 	<ul style="list-style-type: none"> - Chicken Caesar wrap - Mini spinach quiche - Ind. juice box/bottled water (2) - Ind. cheese (1) - Alternately side salad or raw vegetables - Alternately fresh fruit or canned fruit - Alternately prepared dessert or baked dessert - KFS + condiment 	<ul style="list-style-type: none"> - Gyros with toppings/tzatziki sauce/pita - Cretons sandwich - Ind. juice box/bottled water (2) - Ind. cheese (1) - Alternately side salad or raw vegetables - Alternately fresh fruit or canned fruit - Alternately prepared dessert or baked dessert - KFS + condiment 	<ul style="list-style-type: none"> - Croissant with mortadella/red pepper/onion/lettuce cheese and dill - Ind. juice box/bottled water (2) - Ind. cheese (1) - Alternately side salad or raw vegetables - Alternately fresh fruit or canned fruit - Alternately prepared dessert or baked dessert - KFS + condiment 	<ul style="list-style-type: none"> - Croissant with mortadella/red pepper/onion/lettuce cheese and dill - Ind. juice box/bottled water (2) - Ind. cheese (1) - Alternately side salad or raw vegetables - Alternately fresh fruit or canned fruit - Alternately prepared dessert or baked dessert - KFS + condiment 	<ul style="list-style-type: none"> - BBQ rib sandwich on baguette - Nachos and salsa - Ind. juice box/bottled water (2) - Ind. cheese (1) - Alternately side salad or raw vegetables - Alternately fresh fruit or canned fruit - Alternately prepared dessert or baked dessert - KFS + condiment 	<ul style="list-style-type: none"> - Mild Italian sausage/ciabatta/Dijon mustard - Waldorf chicken salad/pita - Ind. juice box/bottled water (2) - Ind. cheese (1) - Alternately side salad or raw vegetables - Alternately fresh fruit or canned fruit - Alternately prepared dessert or baked dessert - KFS + condiment

*** Selection that can be included in dispersed meals eaten outside the dining room

♥ Healthy choice



SECTION 6

**COMPLEMENTARY ITEMS SERVED
WITH EACH MEAL**

1. Baked goods include:

- sliced white bread;
- sliced whole-wheat bread;
- sliced multigrain bread;
- sliced rye bread;
- sliced raisin bread;
- panini;
- Vienna rolls;
- muffins;
- croissants;
- sweet rolls;
- bagels;
- English muffins;
- pita bread; and
- flatbread.

2. Drinks include:

- tea;
- herbal tea;
- decaffeinated coffee;
- coffee;
- flavoured coffee;
- hot chocolate and partly skimmed chocolate milk (breakfast only);
- partly skimmed milk;
- soy milk (when required);
- 100% pure juice (breakfast only);
- fruit juice cocktail, 60% concentrate or higher, no added sugar;
- vegetable juice; and
- sparkling water.

3. Fresh fruits include:

- apples;
- pears;
- plums;
- assorted melons;
- peaches;
- nectarines;
- assorted grapes;
- kiwis;
- pineapples;
- grapefruits;
- bananas;
- oranges;
- raspberries;
- strawberries;
- blueberries; or
- cherries.



4. **Vegetables must be fresh or frozen, with the exception of beets and stewed tomatoes, which may be canned.**

5. SALAD BAR		
Type	Standard Meal Item Availability	Details
Each brunch, lunch and dinner shall include an unlimited salad bar (included on the menu) and offer the following complementary selections, which should vary from meal to meal:		
Salads	1 green salad without dressing or other products containing fat. Option: 1 green salad that may contain dressing / ingredients with fat.	E.g. tossed salad, spinach salad, etc. E.g. Caesar salad, spinach salad, etc.
Meatless protein	1 meatless protein dish 2 types of cheese	E.g., chickpeas, other legumes, bean sprouts, beans, tofu, accompanying dip, etc. Cheese products produced in a dairy establishment registered by CFIA or equivalent. Provide at least one cheese like cottage cheese containing less than 2% fat.
Raw vegetables	5 varieties	E.g., radishes, green onions, celery sticks, carrot sticks, turnip sticks, sliced cucumber, tomato wedges, mushrooms, sliced zucchini, red/green peppers, broccoli, cauliflower, etc.
Starch, bean, or marinated vegetable salad	3 varieties (prepared using oil or dressing sparingly)	E.g. coleslaw, pasta salad, three-bean salad, marinated vegetable salad, etc. Ensure a variety at each meal.
Pickles	3 varieties of pickles	E.g., olives, beets, onions, dill pickles, gherkin pickles, etc.
Condiments	Mustard, ketchup, mayonnaise (regular and low-fat), vinegar, oil and parmesan cheese 3 types of sauce for meat <u>Salad dressing:</u> 2 varieties of regular dressing 1 balsamic vinaigrette 3 varieties of low-fat dressing 3 varieties of crackers Salt, pepper and other spices	E.g., BBQ sauce, HP sauce, A1 sauce, etc. (no more than 3 g of fat per 15 ml) E.g., melba toast, grissini, rusks, etc. (margarine with no more than 2 g of trans and saturated fat combined per 10 ml)

Definitions:

Type: Designates a group of foods belonging to the same **category** and having similar characteristics. For example, the *dessert category* includes the following types: prepared, baked and frozen.

The fruit category includes the following types: apple, orange, banana, grapes, berries, etc.

Variety: Designates a group of foods which are of the same **type** and have similar characteristics. For example, *prepared desserts* include the following varieties: milk-based, gelatine, with fruit (baked, stewed or fresh), cereal squares (not baked). Varieties of apples include the following: Macintosh, Gala, Granny Smith, etc.



6. DESSERT BAR		
Type	Standard Meal Item Availability	Details
Each lunch and dinner shall include a dessert bar (included on the menu) and offer the following complementary selections, which should vary from meal to meal:		
Prepared desserts	2 varieties	E.g. milk puddings, Jell-O, fruit based desserts (i.e. cobblers, crisps), cereal squares.
Baked desserts	2 varieties	E.g. cakes, pies, cookies, squares.
Ice cream / sorbet	1 or 2 flavours	Ensure at least one low-fat variety (2% fat or less).
Yogurt	4 varieties	Ensure at least two with 2% fat or less.
Fresh fruit salad	Based on fruit availability.	Seasonal fruits

Definitions:

Type: Designates a group of foods belonging to the same **category** and having similar characteristics. For example, the *dessert category* includes the following types: prepared, baked and frozen.

The fruit category includes the following types: apple, orange, banana, grapes, berries, etc.

Variety: Designates a group of foods which are of the same **type** and have similar characteristics. For example, *prepared desserts* include the following varieties: milk-based, gelatine, with fruit (baked, stewed or fresh), cereal squares (not baked). Varieties of apples include the following: Macintosh, Gala, Granny Smith, etc.



MEAL PLAN	SECTION 7
<p>Each client may select food items from the following assortment in the minimum amounts specified below and in Section 9. GIVEN THAT NO BREAKFAST MENU IS SPECIFIED, THE MEAL PLAN BELOW MUST BE STRICTLY FOLLOWED AND THE FOOD SELECTION MUST VARY FROM DAY TO DAY.</p>	
<p>BREAKFAST</p>	
<p>a. one main dish, such as:</p> <ol style="list-style-type: none"> 1) cereal (clients may select one from the following cereals): <ol style="list-style-type: none"> a) one cooked (175 ml + 125 ml of milk) or b) one from an assortment of five ready-to-eat cereals (250 ml + 125 ml of milk), including two whole-grain and one with sugar added, varying from day to day; or 2) two large eggs, cooked to order; or 3) two breakfast foods from among the following: two pieces of French toast, two waffles or two pancakes; and <p>b. one hot breakfast meat (ham [45 g]), two sausages or three slices of bacon) that varies from day to day; and</p> <p>c. one spreadable meat (28 g) (cretons, head cheese); and</p> <p>d. a bread product (e.g. bagel (1) or English muffins (2), or a choice from four sliced breads: white bread (2), whole-wheat bread (2), five-grain bread (2) or raisin bread (2)), one fresh bakery product of the day (e.g. muffins, or sweet croissants or rolls); and</p> <p>e. one item of fruit from among the following five choices: 1/2 grapefruit, orange, fruit salad (fresh, frozen or canned), banana, kiwi, grapes; and</p> <p>f. a juice from a choice of 100% pure vegetable juice and two fruit juices (125 ml); and</p> <p>g. two drinks, 200 ml each, as specified in Section 6 above; and</p> <p>h. one serving of cheese (30 g), hard (cheddar, Gouda and Emmenthal, etc.), processed (sliced, cream, spreadable) available every morning; or one yogurt (100 ml) from a choice of four kinds; and</p> <p>i. one starchy food (baked beans, potatoes, etc.); and</p> <p>j. one breakfast vegetable (e.g. sliced tomatoes, stewed tomatoes); and</p> <p>k. a choice of three condiments from the following: peanut butter, three kinds of jam/jelly, honey, pure maple syrup, artificial syrup, butter, margarine, ketchup, mayonnaise, mustard, hot sauce, meat sauce.</p>	



Each client may select food items from the following assortment in accordance with Sections 5 and 6, in the minimum amounts specified below and in Section 9.

LUNCH

- a.** one soup or equivalent; **and**
- b.** two protein dishes, hot and freshly prepared, one of which must be a healthy choice prepared with little or no fat, such as:
 - 1) a hot main dish, freshly made, offering a source of protein and served with appropriate side dishes **or**
 - 2) a pasta dish, freshly prepared, offering a source of protein and served with two varieties of sauce; **or**
 - 3) a choice of cold sandwiches
 - * served with appropriate condiments (for example, sliced cheese, lettuce, tomato); **and**
- c.** a choice of starchy food; **and**
- d.** a choice of hot vegetable (**prepared without added fat**); **and**
- e.** a variety of salads and complementary foods; **and**
- f.** a dessert from among the following selection:
 - (1) two types of prepared desserts (e.g., milk-based pudding, fruit-based Jell-O, cereal bars, cookies, fruit mousse, custard);
 - (2) two types of baked dessert (e.g., cake, pie, meringue, crisp, whole-wheat pancakes garnished with fruit);
 - (3) a variety of sorbets, fruit parfaits and yogurts (low-fat);
 - (4) fresh fruit salad; **and**
- g.** one fresh fruit (4 choices), varying throughout the week and according to the season, it may be a mixture of fresh, frozen and canned fruit; **and**
- h.** one bread product from the following selection:
 - 1) two varieties of specialty bread (e.g., buns/sweet rolls, flatbread);
 - 2) three varieties of sliced bread (e.g., whole-wheat, multi-grain and white); **and**
- i.** two drinks, 200 ml each, from the following choices:
 - 1) three varieties of hot drinks as listed above in Section 6; **and**
 - 2) three varieties of cold drinks, as listed above in Section 6;
- j.** **condiments** from among the following selections: butter (2), margarine (2), ketchup (2), mayonnaise (2), mustard (2), relish (2), hot sauce and meat sauce as needed and any other condiments that accompany the menu of the day.



Each client may select food items from the following assortment in accordance with Sections 5 and 6, in the minimum amounts specified below and in Section 9.

DINNER

- a. one soup or equivalent; **and**
- b. two protein dishes, hot and freshly prepared, one of which must be a healthy choice prepared with little or no fat, such as:
 - 1) one hot main dish, freshly prepared, consisting of meat, fish or poultry (e.g., roast, cutlet, steak, chop, fillet or breast) and served with appropriate side dishes; **or**
 - 2) a choice of vegetarian or multiethnic foods or lighter foods and served with appropriate side dishes;**and**
- c. a choice of starchy food; **and**
- d. a choice of hot vegetable (**prepared without added fat**); **and**
- e. a variety of salads and complementary foods; **and**
- f. a dessert from among the following selection:
 - (1) two types of prepared desserts (e.g., milk-based pudding, fruit-based Jell-O, cereal bars, cookies, fruit mousse, custard);
 - (2) two types of baked dessert (e.g., cake, pie, meringue, crisp, whole-wheat pancakes garnished with fruit);
 - (3) a variety of sorbets, fruit parfaits and yogurts (low-fat);
 - (4) fresh fruit salad; **and**
- g. one fresh fruit (4 choices), varying throughout the week and according to the season, it may be a mixture of fresh, frozen and canned fruit; **and**
- h. one bread product from the following selection:
 - 1) two varieties of specialty bread (e.g., buns/sweet rolls, flatbread);
 - 2) three varieties of sliced bread (e.g., whole-wheat, multi-grain and white); **and**
- i. two drinks, 200 ml each, from the following choices:
 - 1) three varieties of hot drinks as listed above in Section 6; and
 - 2) three varieties of cold drinks, as listed above in Section 6;
- j. **condiments** from among the following selections: butter (2), margarine (2), ketchup (2) mayonnaise (2), mustard (2), relish (2), hot sauce and meat sauce as needed and any other condiments that accompany the menu of the day;



MENU PLAN	SECTION 8
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Standard Meal Entitlement Pattern

Dispersed Meal Pattern

Hot Meals

Dispersed hot meals must be prepared from ingredients that can be transported and conserved at appropriate temperatures for a reasonable length of time in CAF-approved containers. A card indicating the amount per serving (for example, pork chop - 1; boiled potato - 2 pieces; cookies - 3) shall accompany each meal. ¹

Breakfast	Lunch/Dinner
Same pattern as for regular meals	Soup Main protein dish Starch Vegetable Green salad, coleslaw or assorted raw vegetables Fresh fruit Prepared or baked dessert Bread or buns with butter or margarine Two drinks Appropriate condiments

Notes:

1. Main course and starchy food portions must be **10% larger** for dispersed hot meals than for regular meals served in a dining room.
2. Menu selections marked with a double asterisk (**) are the recommended choices to be offered and served in insulated containers.

¹ Rations and equipment must be prepared according to the rules that apply to dispersed meals, as specified in Section 4 – Hygiene and Safety.



c. Food items

The following individually packaged food items will be offered on an alternating basis:

- Fresh fruit, 1 ea.
- Whole-grain, low-fat crackers, 30 g;
- Mixed dried fruit, 30 g;
- Unsalted mixed nuts, 30 g;
- Yogurt tubes, 60 g;
- Multi-grain muffin bars (like Hop & Go);
- Cookies, 40 g (e.g. oatmeal, chocolate chip, jelly, etc.);
- Individual cheese packages, 21 g; and
- Granola bars, 28 g.

PICNIC MEALS

Definition: A picnic meal is a meal taken outside of the Contractor’s facilities but within the boundaries of the Training Centre / School, in accordance with the menu below.

This type of meal is authorized only for clients of the Training Centre / School. This type of meal may only be ordered and consumed for group picnic meals (section, platoon, company, etc.). No activity limit.

Requests for such meals must be submitted to the Food Services Officer at least 10 days prior to the activity, using the food requisition form. The Contractor will be responsible for ordering, cooking, preparing and distributing the requested meals.

Transportation, the erection of the site, the reheating of cooked food, food services and the return of the equipment borrowed from the kitchen is the requester’s responsibility. The requester is also responsible for identifying the number of diners requiring either a vegetarian or religious meal.

- **Vegetarian hot dog (tofu, grain-based or other); or**
- **Vegetarian hamburger (tofu, grain-based or other); or**
- **Hot dog; or**
- **Hamburger (83 g of meat); and**
- Chips (43 g); and
- Coleslaw with vinaigrette (100 ml); or
- Pasta salad (100 ml); and
- Lettuce (for hamburgers); and
- Sliced tomato (for hamburgers); and
- Sliced cheese (2 slices per person); and
- Chopped onions (as required); and
- The following condiments: mustard (1), ketchup (2), relish (2), mayonnaise (1), salt (1) and pepper (1) in **individual packets**; and
- Dessert (one 5 cm x 5 cm x 7 cm dessert each); and
- A soft drink (1 x 355 ml).

Maximum of two items from the first four choices

Note: All required serving implements, disposable utensils, cleaning products and personal hygiene products will be provided by DND.



SECTION 9		MINIMUM PORTION STANDARDS
DESCRIPTION	UNIT OF MEASUREMENT	QUANTITY
Breakfast		
Eggs, large		2 each
Ham		45 g (raw)
Bacon		3 slices (40/48 slices per kg raw)
Breakfast sausages		2 each (12/500 g raw)
Cretons		28 g
Pancakes		2 x 90 ml ladles of pancake mixture
French toast		2 slices
Cereal with milk		
- hot		175 ml (cooked) plus 125 ml of milk
- cold		Individual packages or 250 ml plus 125 ml of milk
Cheese		30 g
Muffin		1 (130 g)
Sweet roll		1 (130 g)
Bagel		1 (110 g)
Croissants		2 (60 g)
Hot sauce, meat sauce		As needed
Pure maple syrup, artificial syrup		60 ml
Butter, margarine		3 x 5 g
Ketchup, mayonnaise, mustard		3 x 10 ml
Peanut butter, jams/jellies, honey		3 x 16 ml
Toast		2 slices
Lunch and Dinner		
Soup		250 ml
Steak and chops (bone-in)		300 g (raw)
Chicken pieces (bone-in)		300 g (raw)
Steak (boneless)		225 g (raw)
Boneless meat/poultry		150 g (cooked) / 180 g (raw)
Fish (steaks and fillets)		150 g (raw)
Fish (battered)		150 g (cooked)
Stews		300 g (cooked) (250-ml ladle)
Casseroles		300 g (cooked) (250-ml ladle)
Pasta with sauce (main dish)		150 g pasta, 175 ml sauce
Triple-decker sandwich		1 each (90 g total meat)
Hamburger		1 each (167 g of raw meat)
Hot dog		160 g (2 x 80 g or 1 x 160 g, German style)
Pizza		1 slice (1/6 of a 40-cm diameter pizza, 240 g) or one slice (6" x 8" piece of a 18" x 24" pan-size pizza)
Tacos		2 each
Burrito		1 each (150 g)
Submarine (15 cm)		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
Meats – for cold dish		90 g



Starches – potatoes, rice, pasta	125 g (cooked) (2 x 125 ml spoon, 2 x #16 spoons)
Vegetables	90 g (125 ml spoon)
Salad ingredients	8"-diameter plate or 6"-diameter bowl
Canned fruit	175 ml
Fresh fruit	1 each
Grapes/fresh berries/sliced fruit	125 ml or 90 g
Cream pudding	125 ml
Frozen dessert	125 ml
Ice cream	100 ml
Fruit yogurt	100 ml
Cake	1 piece (5 cm x 5 cm x 7 cm)
Pie	1 piece (1/8 of a 22-cm diameter pie)
Squares	1 piece (5 cm x 5 cm x 2.5 cm)
Cookies (7.5 cm in diameter)	2 each
Cookies (12.5 cm in diameter)	1 each
Doughnuts/sweet buns	1 each
Bread	2 slices
Dinner roll	1 each
Beverages	
100% pure vegetable or fruit juice (breakfast only)	1 x 125 ml
60% real fruit juice (no sugar added)	2 x 200 ml
Milk (2%, 1%, skimmed, chocolate, non-dairy)	2 x 200 ml
Hot beverages	2 x 200 ml
Sparkling water	2 x 200 ml



SECTION 10		FOOD QUALITY STANDARDS
RATION	CATEGORY	CGSB STANDARDS
Fresh milk, partly skimmed, 2%, homogenized		32.165M
Powdered skim milk, soluble	Canada No. 1	32.168M
Coffee whitener		
Bread (white enriched with rye, raisin, whole-wheat, French, cracked wheat)		32.1M, 2M, 3M, 4M
Flour (all-purpose, cake and pastry, rye, whole-wheat)		32.5M, 6M
Rolls, bread, enriched flour (white or whole-wheat)		32.4M
Pancake mixture (buckwheat, buttermilk, plain)		32.11M
Ready-to-serve cereal, assorted (unsweetened)		32.13M
Fruit juice, unsweetened (apple, grapefruit, orange, grape, tomato, vegetable)	Apple juice, Canada Choice. Tomato juice, Canada Fancy	32.253M
Fruit juice, pure, concentrate, frozen unsweetened	Orange juice. Once reconstituted, the orange juice must have a Brix of at least 11.8. Brix/acid ratio of at least 12.5/1	32.254M
Fruit, fresh, assorted (except apples)	Canada or USA, No. 1, orange 113, grapefruit 48, lemon 140	32.250M
Fresh apples	Canada Fancy	



SECTION 10		FOOD QUALITY STANDARDS
RATION	CATEGORY	CGSB STANDARDS
Fruit, fresh, refrigerated, ready to serve (fruit salad, grapefruit sections, orange sections, pineapple sections)		
Fruit, canned in light syrup (apricot halves, grapefruit sections, pineapple slices, pineapple tidbits, crushed pineapple)	Canada Fancy or equivalent	32.253M
Fruit, frozen, unsweetened, dry (blueberries or whole strawberries)	Canada Choice	32.254M
Fruit, frozen, unsweetened (raspberries or rhubarb)	Canada Choice	32.254M
Fresh vegetables (mixed)	Canada No. 1	32.250M
Assorted canned vegetables (except creamed corn)	Canada No. 1	32.253M
Creamed corn	Canada Fancy	32.253M
Frozen vegetables (except asparagus tips and peas)	Canada Choice	32.254M
Frozen vegetables (asparagus tips, peas)	Canada Fancy	32.254M
Fresh potatoes	Canada No. 1	32.250M
Frozen potatoes, stick fries (3/8" x 3/8" or 1/4" x 1/4")	Canada Fancy	32.254M
White rice, parboiled (long grain or short grain)		32.17M
Brown rice		32.17M



SECTION 10		FOOD QUALITY STANDARDS
RATION	CATEGORY	CGSB STANDARDS
Pasta, enriched flour		32.16M
Dried peas (split or whole)	Grade A	32.262M
Dried beans (black, red, lima or white)	Grade A	32.262M
Lentils	Grade A	
Bacon, smoked, rindless, side, sliced 40-48 slices per kg		32.61M
All-pork sausages 12/500 g		32.69M
All-beef sausages 12/500 g		32.69M
Sausages, European style		32.69M
Frankfurters, skinless, all-beef, 12/500 g		32.69M
Carcass of fresh beef or various cuts or portions	Canada Grade AA, Cut 101. Yield classes A1 or A2. 4 to 12 mm max surface fat.	32.44M
Beef, front quarter	Canada Grade AA, Cut 102. Yield classes A1 or A2. 4 to 12 mm max surface fat. CGSB 80 kg to 95 kg.	32.44M
Beef, rear quarter	Canada Grade AA, Cut 155. Yield classes A1 or A2. 4 to 12 mm max surface fat. CGSB 65 kg to 75 kg.	32.44M
Ground beef, medium	Fat content 19% to 23%, excluding the brain, heart, tongue, offal, glands, organs.	32.44 - Cut 136



SECTION 10		FOOD QUALITY STANDARDS
RATION	CATEGORY	CGSB STANDARDS
Medium beef patties, 10-mm thick, 111 g	Fat content 19% to 23%, excluding the brain, heart, tongue, offal, glands, organs.	32.44 - Cut 1136
Veal cutlets or quarters, fresh or frozen (125 g)	Choice pale veal, Cut 1300, Canada A2	32.46M
Cuts or quarters of fresh or frozen lamb	Canada A1 or A2 or New Zealand spring lamb	32.48M
Cuts or quarters of fresh or frozen pork		32.50 - Cut 1400
Eviscerated, fresh or frozen, whole chicken or quarters of frying chicken	Canada A	32.181M
Turkey, eviscerated, fresh or frozen, whole	Canada A	32.183M
Pork shoulder roll, cured, salted (2.3–3.9 kg) or smoked (2.0–3.6 kg)		32.60M
Whole ham, smoked with rind and hock, 6–10 kg		32.63M - Type 1 - Style A
Smoked ham, without hock, rindless, fully cooked, canned, 3, 6-6, 4 kg		32.63M - Type 2 - Style B
Smoked ham, without hock, rindless, ready to serve, 3, 5–8 kg		32.63M - Type 2 - Style B
Canned ham, vacuum packed, pasteurized, Pullman-style	12% minimum protein	32.65M - Type 1
Fish, fresh, fillets or steak (assorted)		32.141M
Fish, fillet, raw, breaded, frozen		32.141M
Fish, frozen, fried fillet		32.141M



SECTION 10		FOOD QUALITY STANDARDS
RATION	CATEGORY	CGSB STANDARDS
Portions of fillet, lightly breaded, frozen (cod)		32.141M
Miscellaneous canned fish (tuna chunks, light flesh only, Coho salmon only)		32.143M
Large eggs, fresh, in shell	Grade A Large	32.184M
Cheddar cheese	Canada, Grade A	32.172M
Melted cheddar, melted cheddar spread		32.172M
Cottage cheese		32.172M
Whipped topping (ready-to- whip)		
Soft margarine, less than 25% saturated or maximum 2 g / 10 g of saturated fat per portion served		32.78M
Vegetable oil (corn, cotton seed, soybean, sunflower, canola)		32.76M
Pure jam or jelly or marmalade		32.236M
Honey, pasteurized	Canada No. 1	
Dessert sauces (chocolate, butterscotch, pineapple, strawberry)		
Peanut butter		32.237M



SECTION 10		FOOD QUALITY STANDARDS
RATION	CATEGORY	CGSB STANDARDS
Pure maple syrup and/or artificial table syrup		
Fruit beverage powder		32.283M
Herbal tea in bags (1 cup bag)		
Ground coffee		32.110M
Instant coffee		32.113M
Black tea in bags (1 cup bag)	3 stars – Tea Standards Council of Canada	
Ice cream or sorbet		32.163M
Assorted yogurts		
Assorted canned pie fillings		
Canned sliced apples, unsweetened fruit pie filling, compact	Canada Choice	32.253M
Gelatine-based dessert powders		
Starch-based dessert powders		
Dehydrated soup mixes and broths		32.281M
Sauce mixes		
Tomato ketchup		32.258M
Olives (stuffed green or black)		



SECTION 11	NON-FOOD AND PACKAGING ITEMS
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Note:

Non-food and packaging items will be distributed and used for the preparation, packaging, storage and handling of food supplied by DND (i.e., box meals and dispersed meals).

Use of these items will be regulated in accordance with the following list of authorized uses.

ITEM	STOCK NUMBER	STANDARD	AUTHORIZED USE
Aluminum foil (12" x 1000' roll) (18" x 450' roll)	8135-21-842-6664 8135-21-868-6981	43-GP-148	To cover food that must be kept hot or reheated.
Plastic bag (3" x 4")	8105-21-102-9188	D654 Type 2	To package pickles, radishes, hard-boiled eggs, carrot pieces, etc.
Plastic bag (4" x 7 1/2")	8105-21-102-9187	D654 Type 1	To pack meat pies, rolls, fruit, sandwiches, etc.
Canadian Armed Forces lunch boxes, folding box	8115-21-841-9984	D693B	1 for each lunch box
Pouch for disposable cutlery – knife, fork, teaspoon, salt, pepper, napkins, sugar, cream substitute and stir stick	7360-21-866-7181	D-85-001-009/SF-001 Type A	1 kit for each meal that is complete or eaten outside (not authorized for box meals). Must be supplied when it is not possible to have other cutlery and there is no allocation for a knife, fork and spoon kit for field service.



ITEM	STOCK NUMBER	STANDARD	AUTHORIZED USE
Disposable plastic plate, (89-mm diameter x 35-mm deep) with clear cover	7350-21-857-6824	D-85-001-115/SF-001	For salads, canned fruit and some desserts.
Plastic knife, 159-mm long	7340-21-545-4182	D-85-001-126/SF-001 Type 1	When cutlery kit is not required and there is no allocation for a knife, fork and spoon kit for field service.
Plastic fork, 165-mm long	7340-21-545-4184	D-85-001-126/SF-001 Type 2	When cutlery kit is not required and there is no allocation for a knife, fork and spoon kit for field service.
Plastic spoon, 165-mm long	7340-21-545-4184	D-85-001-126/SF-001 Type 3	When cutlery kit is not required and there is no allocation for a knife, fork and spoon kit for field service.
White waxed paper (18" x 2592')	8135-21-804-7614		For wrapping food.
Plastic-coated cardboard plate (15.24-cm diameter)	7350-21-805-3190	D-85-001-104/SF-001	To be used when it is impossible to serve food otherwise, e.g., on ordinary plates, in box meals, etc.
Plastic-coated cardboard plate (23-cm diameter)	7350-21-805-3284	D-85-001-104/SF-01	To be used when it is impossible to serve food otherwise, e.g., on ordinary plates, in box meals, etc.



ITEM	STOCK NUMBER	STANDARD	AUTHORIZED USE
Transparent wrap for food, food grade (12"/18" x 2000')	9330-21-862-6050 9330-21-862-6051		To cover cold cuts, salads and desserts or to wrap pieces of cold meat (chicken thighs), etc.
Pressure adhesive tape	7510-21-561-1930	CGSB-53-GP-20 Style 1	For box meals, plastic bags, etc.
Plastic straw: 3/16" diameter x 6" long	7350-21-802-2033	50 508	To be used when individual juice cans or milk cartons are supplied and cutlery kits are not required.



Daily Requisition

CTC Bagotville

01/06/2019

		<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
Dining Room	Cadets	0	0	0
	Officers	0	0	0
	Total	0	0	0
Box Meals	Cadets	0	0	0
	Officers	0	0	0
	Total	0	0	0
Insulated Containers	Cadets	0	0	0
	Officers	0	0	0
	Total	0	0	0
Supplements	Cadets	0	0	0
	Officers	0	0	0
	Total	0	0	0

Function Request

Comments

Daniel Béland

Food Services Officer

Signature

Petty Officer,
1st Class

Rank

Date

