



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

PWGSC/TPSGC Acquisitions Bid Receiving
Box/Boîte de Réception des Soumissions
Bid Receiving Box/Boîte de Récepti
1st Floor/1ère étage, Suite 1212
100-1045 Main Street
Moncton
New Brunswick
E1C 1H1
Bid Fax: (506) 851-6759

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Acquisitions NB/PEI (Moncton Office) – Bureau
d'acquisitions N.-B./Î.-P.-É. (Moncton)
1045 Main Street / 1045, rue Main
Moncton
New Bruns
E1C 1H1

Title - Sujet Timothy C Thompson		
Solicitation No. - N° de l'invitation W0105-190001/A	Date 2019-04-11	
Client Reference No. - N° de référence du client W0105-190001		
GETS Reference No. - N° de référence de SEAG PW-\$MCT-032-5561		
File No. - N° de dossier MCT-8-41118 (032)	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-05-22		Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
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: Savoie (MCT), Ginette		Buyer Id - Id de l'acheteur mct032
Telephone No. - N° de téléphone (506) 381-2680 ()		FAX No. - N° de FAX (506) 851-6759
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Argonaut Army Cadet Summer Training Centre 3 ASG Gagetown PO Box 1700 STN Forces OROMOCTO New Brunswick E2V4J5 Canada		

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Food Services - Camp Argonaut	W0105	W0105	1	Each	\$	XXXXXXXXXXXX	See Herein	

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 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:

- Annex 1 – Requirement
- Annex 2 – Basis of Payment
- Annex 3 – Technical Evaluation Criteria
- Annex A - Weekly Productive Hours – Staff
- Annex B - Minimum Standard Menu Patterns
- Annex C - Standard of Food Quality
- Annex D – Minimum Portion Size
- Annex E – Contractor Performance Rating
 - Annex E-1 – Table of Work Requirements/Tasks
 - Annex E-2 – Evaluation Elements
- Annex F- Catering Staff Attendance Register
- Annex G – Catering Staff Attendance Register
- Annex H – Caterer's Semi-Monthly Invoice
- Annex I – Certified Daily Ration Entitlement Statement
- Annex J – Catering Contract Incident Register
- Annex K – Daily Meal Forecast
- Annex L – Details of Operating Facilities
 - (1) Meal Hours
 - (2) Estimated Ration strength by week – Summer Training
 - (3) Special Functions Schedule
- Annex M - Hygiene and Sanitation, Food Handling and Food Services
- Annex N - Electronic Payment Instrument
- Annex O - List of Directors
- Part I – Definitions
- Part II – Caterer's Responsibilities

Part III – DND Responsibilities

1.2 Summary

To provide Food and Food Services to the Department of National Defense, Argonaut Army Cadet Summer Training Center (ACSTC), 3 Area Support Group (3 ASG) Canadian Forces Base (CFB) Gagetown, Oromocto, New Brunswick during the period from May 27, 2019 to March 31, 2021 with (3) three (1) one year option periods (April 1, 2021 to March 31, 2022; April 1, 2022 to March 31, 2023 and from April 1, 2023 to March 31, 2024).

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

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

1.3 Debriefings

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

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](#) (2017/04/27) 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 in the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant

Former Public Servant - Competitive Bid

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 FPS, 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.R-10, and the [*Royal Canadian Mounted Police Pension Continuation Act*](#), R.S., 1985, c.R-11, the [*Members of Parliament Retiring Allowances Act*](#), R.S., 1985, c.M-5, and that portion of pension payable to the [*Canada Pension Plan Act*](#), R.S., 1985, c.C-8.

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

If so, the Bidder must provide the following information, for all FPS 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.

(Derived from - Provenant de: A3025T, 2014/06/26)

2.4 Enquiries - Bid Solicitation

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

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

2.6 Improvement of Requirement during Solicitation Period

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

(Derived from - Provenant de: A9076T, 2007/05/25)

2.7 Optional Site Visit

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 N118 5 CDSG Gagetown, Oromocto, New Brunswick** on **May 2, 2019**. The site visit will begin at 11:00 Atlantic Standard Time, in **Building N310 5 CDSG Gagetown, Oromocto, New Brunswick**.

Bidders are requested to communicate with the Contracting Authority no later than **April 30, 2019 at 2:00 pm** 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.

(Derived from - Provenant de: A9038T, 2014/06/26)

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

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

Section I: Technical Bid

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with Basis of Payment in Annex 2.

Substantial Information

Bidders must demonstrate their compliance with the following sections of the bid solicitation by providing substantial information describing completely and in detail how the requirement is met or addressed. Bidders must provide with their technical bid, a document indicating clearly where the substantial information for each of the sections identified below can be found.

Technical Evaluation Criteria – Annex 3 – Mandatory Requirements and Point Rates Requirements

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex N Electronic Payment Instruments, to identify which ones are accepted.

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

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

3.1.3 Exchange Rate Fluctuation

[C3011T](#) (2013/11/06), Exchange Rate Fluctuation

3.1.4 SACC Manual Clauses

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

Mandatory and point rated criteria are included in Annex 3.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

The evaluated cost/total bid price will be based on the aggregate of the total estimated cost for the period of the contract and the three one year optional periods detailed at Annex 2 – Basis of Payment.

SACC Manual Clause [A0220T](#) (2014/06/26), Evaluation of Price

4.2 Basis of Selection

Basis of Selection - Minimum Point Rating

1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation; and
 - (b) meet all mandatory technical evaluation criteria; and
 - (c) obtain the required minimum of 75% overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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 of the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the ["FCP Limited Eligibility to Bid"](#) list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3.2 Status and Availability of Resources

SACC Reference	Section	Date
A3005T	Status and Availability of Resources	2010/08/16

5.2.3.3 Education and Experience

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

5.2.3.4 Workers Compensation Certification - Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within (10) ten days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

(Derived from - Provenant de: A0285T, 2012/07/16)

PART 6 – FINANCIAL AND OTHER REQUIREMENTS

6.1 Financial Capability

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

6.2 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 part 7 Resulting Contract Clauses.

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.

(Derived from - Provenant de: G1007T, 2016/01/28)

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work - Contract

The Contractor must perform the Work in accordance with the Statement of Work at Annex 1 and the Contractor's technical bid entitled _____, dated _____.

(Derived from - Provenant de: B4007C, 2014/06/26)

7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

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

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The Work is to be performed during the period of May 27, 2019 to March 31, 2021.

(Derived from - Provenant de: A9022C, 2007/05/25)

7.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to (3) three additional (1) one year period(s) 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 (15) fifteen 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.

(Derived from - Provenant de: A9009C, 2008/12/12)

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Ginette Savoie
Title: Supply Specialist
Public Services and Procurement Canada
Acquisitions Branch
Address: 1045 Main Street, 4th Floor
Moncton, New Brunswick
E1C 1H1

Telephone: (506) 381-2680
Facsimile: (506) 851-6759
E-mail address: @pwgsc-tpsgc.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

Solicitation No. - N° de l'invitation
W0105-190001
Client Ref. No. - N° de réf. du client
W0105-190001

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

Buyer ID - Id de l'acheteur
mct032
CCC No./N° CCC - FMS No./N° VME

work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

7.5.2 Project Authority

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative (bidder please complete)

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

(Derived from - Provenant de: A3025C, 2013/03/21)

7.7 Payment

7.7.1 Basis of Payment

Basis of Payment: Limitation of Expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in annex 2 to a limitation of expenditure of \$_____ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

7.7.2 Limitation of expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

(Derived from - Provenant de: C6001C, 2017/08/17)

7.7.3 SACC Manual Clauses

SACC Reference	Section	Date
H1001C	Multiple Payments	2008/05/12
A9117C	T1204 - Direct Request by Customer Department	2007/11/30
C2000C	Taxes - Foreign-based Contractor	2007/11/30
C0710C	Time and Contract Price Verification	2007/11/30
C6000C	Limitation of Price	2011/05/16

7.7.4 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

(Derived from - Provenant de: H3027C, 2016/01/28)

7.8

Invoicing Instructions

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.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.9.3 SACC Manual Clauses

SACC Reference
A0285C

Section
Workers Compensation

Date
2007/05/25

7.10 Applicable Laws

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

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) 2035 (2018/06/21), General Conditions - Higher Complexity - Services;
- (c) Annex 1, Statement of Work
 - Annex A - Weekly Productive Hours – Staff
 - Annex B - Minimum Standard Menu Patterns
 - Annex C - Standard of Food Quality
 - Annex D – Minimum Portion Size
 - Annex E – Contractor Performance Rating
 - Annex E-1 – Table of Work Requirements/Tasks
 - Annex E-2 – Evaluation Elements
 - Annex F- Catering Staff Attendance Register
 - Annex G – Catering Staff Attendance Register
 - Annex H – Caterer's Semi-Monthly Invoice
 - Annex I – Certified Daily Ration Entitlement Statement
 - Annex J – Catering Contract Incident Register
 - Annex K – Daily Meal Forecast
 - Annex L – Details of Operating Facilities
 - (1) Meal Hours
 - (2) Estimated Ration strength by week – Summer Training
 - (3) Special Functions Schedule
 - Annex M - Hygiene and Sanitation, Food Handling and Food Services
 - Annex N - Electronic Payment Instrument
 - Annex O - List of Directors
 - Part I – Definitions
 - Part II – Caterer's Responsibilities
 - Part III – DND Responsibilities
- (d) Annex 2, Basis of Payment
- (e) the Contractor's bid dated _____, *(insert date of bid)* *(If the bid was clarified or amended, insert at the time of contract award: ", as clarified on _____ " or ", as amended on _____ " and insert date(s) of clarification(s) or amendment(s)).*

7.12 SACC Manuel Clauses

SACC Reference	Section	Date
A9062C	Canadian Forces Site Regulations	2011/05/16

7.13 Insurance - Specific Requirements

The Contractor must comply with the insurance requirements specified in herein. 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.

(Derived from - Provenant de: G1001C, 2013/11/06)

Commercial General Liability Insurance

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

- i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j) Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n) Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o) All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- p) Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
- q) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- r) Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result

Solicitation No. - N° de l'invitation

W0105-190001

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

W0105-190001

Amd. No. - N° de la modif.

File No. - N° du dossier

Buyer ID - Id de l'acheteur

mct032

CCC No./N° CCC - FMS No./N° VME

in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

(Derived from - Provenant de: G2001C, 2018/06/21)

ANNEX "1" REQUIREMENT

REQUIREMENT

To Provide Food and Food Services to the Department of National Defense, Argonaut Cadet Training Centre (CTC), 5 Canadian Division Support Group (3 CDSG)/CFB Gagetown, Oromocto, NB, in accordance with this Statement of Work.

Period of the Proposed Contract: 27 May 2019 to 31 Mar 2021

Option Period 1: 1 April 2021 to 31 Mar 2022

Option Period 2: 1 April 2022 to 31 Mar 2023

Option Period 3: 1 April 2023 to 31 Mar 2024

INDEX OF ATTACHMENTS

1. Part I - Definitions;
Part II - Caterer's Responsibilities;
Part III - DND Responsibilities; and
Annexes: A, B, C, D, E, F, G, H, I, J, K, L and M.

MINIMUM GUARANTEE

DND will pay for a minimum of 80% of the estimated ration days utilized under the contract during the periods of 27 May 2019 to 31 Mar 2021, inclusive and for the option period if exercised. Estimates are subject to change in accordance with operational requirements. Increases or decreases will affect the minimum guarantee. The Site Authority will provide notification, in writing, thirty (30) days prior notice of such changes.

LIQUIDATED DAMAGES

Any contract resulting from this RFP will contain the following clause:

In the event the Contractor fails to perform any aspect of the service in accordance with the specifications and if this failure is not corrected within five (5) hours of notification by the Site Manager or his/her Representative, the Contractor agrees to pay to Canada as Liquidated Damages the following:

- a) twenty (20) percent of the day's total invoice amount based on the applicable price per Ration Day, multiplied by the number of personnel on strength and entitled to food and food services as shown on the applicable certified daily statement of Ration Entitlement & Ration Days Chargeable; OR

In the event the Contractor fails, or is unable to perform the total service in accordance with the specifications and if this failure is not corrected within five (5) hours of notification by the Site Manager or his/her Representative, the Contractor agrees to pay to Canada as Liquidated Damages the following:

ANNEX "1"
REQUIREMENT

- a) The cost to Canada to have the food and food services performed by another Contractor;
OR
- b) The cost to Canada to have the service performed by alternate internal food services, as determined by DND.

The Parties agree that the aforesaid amount is their best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is it to be construed as, a penalty.

Canada shall have the right to hold back, drawback, deduct or set off from and against the amounts of any moneys owing at any time by Canada to the Contractor, any liquidated damages owing and unpaid under this article.

Nothing in this article is to be interpreted as limiting the rights and remedies which Canada or the Minister may otherwise be entitled to under this Contract.

1	For the initial period from 27 May 2019 to 31 Mar 2021							
Item No.	Description	Estimated quantities per year (A)	Pricing Per	Year 1 27 May 2019 to 31 March 2020		Year 2 1 April 2020 to 31 March 2021		Extended Price Year 1 + 2
				Unit Price (B)	Extended Price (A x B)	Unit Price (B)	Extended Price (A x B)	
A.	General Ration Requirements							
A.1	Meal Ration	32000	each					
A.2	Snack Ration	36000	each					
A.3	Between Meal Allowance	36000	each					
B.	Additional Labour							
B.1	Additional Labour	208	hour					
Total Estimated Cost (2019 to 2021)								

2 For the option period 1 from 1 April 2021 - 31 Mar 2022					
Item No.	Description	Estimated quantities per year (A)	Pricing Per	Unit Price (B)	Extended Price (A x B)
A. General Ration Requirements					
A.1	Meal Ration	32000	each		
A.2	Snack Ration	36000	each		
A.3	Between Meal Allowance	36000	each		
B. Additional Labour					
B.1	Additional Labour	208	hour		
19.Total Estimated Cost (2021 to 2022)					

3 For the option period 2 from 1 April 2022 - 31 Mar 2023					
Item No.	Description	Estimated quantities per year (A)	Pricing Per	Unit Price (B)	Extended Price (A x B)
A. General Ration Requirements					
A.1	Meal Ration	32000	each		
A.2	Snack Ration	36000	each		
A.3	Between Meal Allowance	36000	each		
B. Additional Labour					
B.1	Additional Labour	208	hour		
19.Total Estimated Cost (2022 to 2023)					

4	For the option period 3 from 1 April 2023 - 31 Mar 2024				
Item No.	Description	Estimated quantities per year (A)	Pricing Per	Unit Price (B)	Extended Price (A x B)
A.	General Ration Requirements				
A.1	Meal Ration	32000	each		
A.2	Snack Ration	36000	each		
A.3	Between Meal Allowance	36000	each		
B.	Additional Labour				
B.1	Additional Labour	208	hour		
19.Total Estimated Cost (2023 to 2024)					

ANNEX 3
TECHNICAL EVALUATION CRITERIA

MANDATORY REQUIREMENTS

It is understood by the parties submitting offers that to be considered valid, an offer **MUST** meet all of the following mandatory requirements. Proposals must be supported by proper and adequate detail, particularly where supporting evidence is required by a mandatory item. Those not meeting all of these mandatory requirements will be given no further consideration.

ATTENTION BIDDERS: WRITE BESIDE THE CRITERIA BELOW THE RELEVANT PAGE NUMBER(S) FROM YOUR PROPOSAL WHICH ADDRESSES THE ISSUE.

<u>The contractor shall:</u> <input type="checkbox"/>		PAGE #		FOR EVALUATION PURPOSES	
		MET	NOT MET	COMMENTS	
1	<p>State your approach and proposed concept of operation as it relates to food production location(s). Ensure the proposal contains sufficient detail to demonstrate your grasp of the requirement and your competence to meet it, including:</p> <ul style="list-style-type: none"> a) Specify how you propose to control the management of the program and identify the project manager who will be responsible for the overall control. b) A detailed statement of duties and terms of reference, including qualifications and years of experience, required for every type of position required for the performance of the work (e.g. site-manager, kitchen supervisor, cook, waiting staff, kitchen helpers, etc.); c) Detailed food services standing operating procedures and staffing plan that will govern all food services activities and those of the staff (e.g. food storage dish washing, meal service, housekeeping, staff department, etc.); d) Written comprehensive hygiene, sanitation and general safety instructions (WHMIS); e) An in-house staff training program stipulating how, 				

ANNEX 3
TECHNICAL EVALUATION CRITERIA

	when, where and by whom the information contained in the management tools in subparagraphs (a), (b) and (c) above is passed to employees; and f) Provide a Standardized recipe file for quantity food preparation for all items included in the "three week cycle menu".				
2	Provide resumes for the kitchen manager and kitchen supervisor(s) who will be employed at the ATC and confirm that these personnel meet the mandatory requirements specified below and are available for employment by the caterer for the duration of the contract.				
3	Provide a resident manager who has a minimum of FOUR YEARS successful experience in a similar appointment. Formal training may be treated as experience equivalents if title of courses taken, of hours of theoretical and practical instruction for every course and the name of the institution are specified.				
4	Provide one kitchen supervisor (formerly Executive Chef) for each kitchen to be operated who has a minimum of THREE YEARS experience in a similar appointment and holds cook journeyman papers <u>or</u> have a minimum of five years experience as a kitchen supervisor in an operation of similar size.				
5	Outline the background and experience of your organization, particularly as it relates to this requirement.				
6	Indicate whether you have held contracts for the provision of the food and/or food services for contracts of a similar size, scope and duration in the past three years and provide a client contact list and letters of reference with your proposal.				

ANNEX 3
TECHNICAL EVALUATION CRITERIA

POINT RATED REQUIREMENTS

In addition to meeting all of the mandatory requirements, the technical proposal will be evaluated on the basis of the following. The proposal must obtain 75% overall of the points for the technical evaluation criteria which are subject to point rating in order to be deemed responsive.

ATTENTION BIDDERS: WRITE BESIDE THE CRITERIA BELOW THE RELEVANT PAGE NUMBER(S) FROM YOUR PROPOSAL WHICH ADDRESSES THE ISSUE.

<div><input type="checkbox"/></div>		PAGE #	FOR EVALUATION PURPOSES	
			SCORE	COMMENTS
APPROACH AND METHODOLOGY (maximum 20 points)				
1	Addresses all requirements of the Request for Proposal and Statement of Work. (5 POINTS)		/5	
2	Understands scope and objectives of the Statement of Work and proposes appropriate approach, concept and methodology. (15 POINTS)		/15	
TOTAL SCORE - APPROACH AND METHODOLOGY				
ORGANIZATION - OVERALL PROPOSAL (maximum 40 points)				
1	Overall organization of the Contract and the Contract Team, including operating procedures, hygiene and safety standards, planned staff training program and recipe file provided. (20 POINTS)		/20	
2	Availability of assigned personnel/equipment/ backups (10 POINTS)		/10	
3	Potential for successful completion of the work based on the strategy proposed and information provided. (10 POINTS)		/10	
TOTAL SCORE - ORGANIZATION - OVERALL PROPOSAL				

ANNEX 3
TECHNICAL EVALUATION CRITERIA

STAFF TRAINING AND EXPERIENCE (maximum 25 points)				
1	Additional years (to the Mandatory requirements) of relevant experience of the on-site Resident Manager and Kitchen Supervisor with Food Service Contracts of a similar size, scope and duration. Education/Training may be treated as experience equivalents if course titles, number of hours of theoretical and practical instruction and the name of the institution are specified. (15 POINTS)		/15	
2	Suitability of education/training and experience background of all other assigned personnel. (5 POINTS)		/5	
3	Availability of bilingual (English/French) personnel (5 POINTS)		/5	
TOTAL SCORE - STAFF TRAINING AND EXPERIENCE				
COMPANY BACKGROUND AND EXPERIENCE (maximum 15 points)				
1	Company experience with Food Service Contracts of a similar size, scope and duration. For each of two (2) Contracts that have occurred within the past two (2) years include a brief description of work, letters of reference, contacts and at least 3 consecutive Inspection Reports for Hygiene and Sanitation from a qualified federal/provincial/municipal inspector. (15 POINTS)		/15	
TOTAL SCORE – COMPANY BACKGROUND AND EXPERIENCE				
GRAND TOTAL SCORE (maximum 100 points, minimum 75 points)				

Annex “A”
Minimum Staffing Standard

MINIMUM STAFFING STANDARD

1. WEEKLY PRODUCTIVE HOURS

- a. All personnel hired to fill kitchen supervisor or cook positions shall have training and/or experience commensurate with the duties of the position. The contractor shall provide suitable proof of this experience and/or training. In New Brunswick, caterers must comply with New Brunswick Public Health Act. It requires:

Beginning July 1st, 2012, a licensee who operates a Class 4 food premises shall ensure that there is at least one person present at all times in the area of a food premises where food is being prepared who holds a certificate confirming his or her successful completion of a food handling program offered by a community college or industry association or that has been determined by the Minister to be equivalent in content to that set out in the *National Guidelines for Food Safety Programs in the Food Retail and Food Service Sectors* as endorsed by the Federal/Provincial/Territorial Committee on Food Safety Policy, dated May 9, 2006.

Beginning July 1st, 2012, a licensee who operates a Class 4 food premises shall ensure that **the manager** of the food premises holds a certificate confirming his or her successful completion of a food handling program offered by a community college or industry association or that has been determined by the Minister to be equivalent in content to that set out in the *National Guidelines for Food Safety Programs in the Food Retail and Food Service Sectors* as endorsed by the Federal/Provincial/Territorial Committee on Food Safety Policy, dated May 9, 2006.

The following courses have been deemed equivalent to the *National Guidelines for Food Safety Programs in the Food Retail and Food Service Sectors* and are accepted in New Brunswick, as per Section 39(1)(2) of *Food Premises Regulation 2009-138* under the *New Brunswick Public Health Act*:

Important: This list is subject to change. The Department of Health reserves the right to conduct a course review at any time.

Course	Provider	Telephone Number	Website
• Costco Food Safety Certification Program • National Registry of Food Safety Professionals (no longer offered; current certifications will be accepted until expiry)	Costco Wholesale	N/A	N/A
• Food Safe Level 1 • Food Safe Level 2	Province of British Columbia	1-250-370-4781	www.foodsafe.ca (Website in English only)
FoodWise Note: FoodWise is specifically designed and suitable for the retail sector only.	Retail Council of Canada (RCC)	1-888-373-8245	www.retailcouncil.org (Website in English only)
• National Food Safety Training Program • National Food Safety Training Program (Online)	Canadian Restaurant and Foodservices Association (CRFA)	1-888-829-3177	www.nfstp.ca
• ServSafe for Managers	National Restaurant	1-800-765-2122	www.servsafe.com

Annex “A”
Minimum Staffing Standard

• ServSafe for Managers (Online)	Association		(Website in English only)
• Traincan BASICS.fst • Traincan BASICS.fst (Online) • Traincan ADVANCED.fst	Traincan, Inc.	1-888-687-8796	www.traincan.com (Website in English only)

- b. All personnel hired to fill storemen positions shall have training and/or experience commensurate with the duties of the position. This will ensure proper stock controls, storage procedures, etc. The contractor shall provide suitable proof of this experience and/or training.
- c. The following guide, supplied from A-85-269-001FP-006 is used as a suggested staffing guide. The total weekly productive hours listed is a minimum and should be used only as a guide, ensuring that total production is not less. The contractor **MUST** fulfill the requirements as specified in the Contract.
- d. The kitchen supervisor will only do productive cooking when the kitchen ration strength falls below 100 persons. At all other times the kitchen supervisor will be supervising the catering staff.

MINIMUM STAFFING STANDARD

DATES	RES. MGR.	KITCHEN SUPERVS.	COOKS	KITCHEN HELPERS	STORESMAN & CLEANERS
28/05 – 07/02	1	1	1	6	2
07/03 – 21/08	1	1	4	35	3
22/08 – 28/08	1	1	2	6	2

Annex “B”
Minimum Standard Menu Patterns and Cycle Menus

MINIMUM STANDARD
MENU PATTERNS AND CYCLE MENUS

1. MINIMUM STANDARD DAILY MENU PATTERN

(extracted from A-85-269-001/FP-001 - Food Services Direction & Guidance Manual, Chapter 2 - Standards & Procedures- Annex B – Standard Meal Item Availability Table)

a.

BREAKFAST			
Category	Meal Item Availability Standard	Definition/ Specification	Healthier Choices
Fruit	6 - 8 varieties IAW season	May include a maximum of 2 canned and 1 dried varieties.	Fresh, frozen without added sugar or canned in unsweetened fruit juice.
Entrée	Eggs any style Cereals: 1 hot variety 7 varieties ready to eat 1 breakfast entrée	In accordance with the Egg Regulations under the Canadian Agricultural Products Standards Act and Canadian Food And Drug Regulations or equivalent. A minimum of 4 varieties must have a minimum of 3 grams of fibre and a maximum of 12 grams of sugar (may exceed 12 grams of sugar if high fibre cereal containing dried fruit). e.g. pancakes, French toast, waffles etc.	Cooked with little or no fat. Hot cereal cooked without sugar instead of instant with sugar. Whole grains.
Meats	1 - 2 hot breakfast meats	e.g. bacon, ham, sausage, back bacon. Meat from federally inspected source and CFIA approved or equivalent.	Lean meat (less than 5 grams fat/serving).
	2 cold meats or 1 cold meat and 1 meat spread	1 cold meat must be must be lean (less than 5 grams fat/serving). Meat from federally inspected source and CFIA approved or equivalent.	Lean meat (less than 5 grams fat/serving).
Cheese/Yogurt	2 - 3 varieties of cheese 4 varieties of yogurt	Cheese products produced in a dairy establishment registered by CFIA. To include a minimum of 2 with M.F. 2% or less.	Made from milk less than 2% M.F. Less than 2% M.F.
Starch	2 breakfast starch items	e.g. baked beans, potatoes etc.	Prepared with little or no fat.
Vegetable	1 breakfast vegetable	e.g. sliced tomatoes, stewed tomatoes etc.	
Bread Products	1 - 2 freshly baked products	e.g. muffins, sweet buns etc. If 2 are provided, 1 must be low fat/high fibre (less than 30% of calories from fat and a	Low fat, high fibre whole grain

Annex “B”

[illegible]

¹Where potable water is available, bottled water shall not be provided. Canned soda pop, sports drinks, energy drinks, thirst quenchers, flavoured/sparkling/fortified bottled water products are not authorized.

Annex “B”
Minimum Standard Menu Patterns and Cycle Menus

	-meat sauce		
LUNCH			
Category	Meal Item Availability Standard	Definition/ Specification ²	Healthier Choices
Soup	1 soup		Broth based or milk based using milk with less than 2% M.F.
Main Entrée³ At least one choice is to be a healthier choice⁴ prepared with little or no fat. One meatless protein dish to be included³. Vary on a rotating basis.	1 freshly prepared hot protein dish with appropriate accompaniments	Provide fish option at least twice per week. Meat must be federally inspected and CFIA approved .	Lean meat, fish, seafood and vegetarian choices prepared with cheese made from milk less than 2% M.F.
	1 pasta dish (optional)		Little or no added fat or salt. Whole grains.
	2 different à la carte items.	Whole wheat or multi-grain pasta to be offered as 25% of pasta menu items. 2 varieties of sauce, one of which contains a source of protein.	Whole grain pasta, 2% M.F. or less sauce, tomato sauce.
	Sandwiches 2 - 6 varieties of sandwich fillings	1 is to be a healthier choice. See Healthier Choice Entrée Recipes on the D Food Svcs website. Vary on a rotating basis. 1 - 2 mixed fillings e.g. tuna, salmon, egg etc. 1 - 4 sliced meats, at least 1 lean meat containing less than 5 grams of fat per serving and containing less than 1,000 milligrams of sodium per serving. Low calorie condiments (calorie reduced mayo, mustard, etc.) to be provided. 2 - 4 varieties of sliced bread, at least 50% must be 100% whole wheat or multi-grain containing a minimum of 2.5 grams of fibre per slice. 1 - 2 varieties of specialty bread, e.g. roll/bun, flat bread, sliced bread, tortilla wraps, etc. If 2 are provided, 1 must be low fat/high fibre (less than 30% of calories from fat and a minimum of 3 grams of fibre per serving).	Lean meat (ham, turkey), salmon or tuna packed in water. cheese made from less than 2% M.F.
			Whole grain products.

² Standardized recipes are to be followed. Food for 50, Professional Chef, CF Recipes (CFP 225) and CF Healthier Choice Recipes are approved sources.

³ When serving less than 30, an à la carte menu may be used; however, one healthier choice main entrée must be available.

⁴ Criteria: 400 calories, 15 g fat (5 g saturated & 10 g unsaturated), 600 mg sodium per serving.

Annex “B”
Minimum Standard Menu Patterns and Cycle Menus

LUNCH continued			
Category	Meal Item Availability Standard	Definition/ Specification	Healthier Choices
Starch	1 -2 starch items	e.g. potato, rice, couscous etc. At least one prepared with little or no fat.	Brown/wild rice. Potatoes with skin. Prepared with little/ no fat.
Vegetables	1 -2 cooked vegetables	At least 1 prepared with no added fat. Offer at least one dark green and one orange vegetable daily.	Fresh or frozen vegetables, prepared with little or no added fat, sugar or salt.
Salads	Salads	Selection of salads as per the salad bar standard.	Made with little or no fat
Fruit	6 - 8 varieties IAW season	May include a maximum of 2 canned and 1 dried varieties.	Fresh, frozen without added sugar or canned in unsweetened fruit juice.
Dessert	1 - 2 prepared desserts	e.g. milk puddings, gelatin, fruit based desserts (i.e. cobblers, crisps), cereal squares.	2% or less M.F. and whole grains.
	2 - 4 baked desserts	e.g. cakes, cookies, pies, squares.	Low fat and whole grain.
	Ice cream/frozen yogurt (1 - 2 flavours)	To include low fat varieties.	2% or less M.F.
	Yogurt (4 flavours)	To include a minimum of two with M.F. 2% or less.	2% or less M.F.
Bread Products	2 - 4 varieties of sliced bread	Minimum of 50% must be 100% whole wheat or multi-grain with a minimum of 2.5 grams of fibre per slice.	Whole grain products.
	1 - 2 types of specialty bread products	e.g. bagels, pita bread etc. If 2 are provided, 1 must be low fat/high fibre (less than 30% of calories from fat and a minimum of 3 grams of fibre per serving).	Whole grain products.
LUNCH continued			
Category	Meal Item Availability Standard	Definition/ Specification	Healthier Choices
Beverage⁵	3 hot beverages	Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavoured) and Hot Chocolate.	Decaffeinated/ caffeine-free.
	Dairy (2 - 3 varieties)	A minimum of 1 must be skim milk or 1% M.F. Pasteurized cow's milk with vitamin D and A added IAW Canada's	Less than 2%

⁵ Where potable water is available, bottled water shall not be provided. Canned soda pop, sports drinks, energy drinks, thirst quenchers, bottled water, flavoured, sparkling, fortified or other bottled water products are not authorized.

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Minimum Standard Menu Patterns and Cycle Menus

	<p>Fruit juice (2 - 3 varieties)</p> <p>Veg juice (1 - 2 varieties)</p> <p>Non-dairy beverages, up to 2 varieties, if required</p> <p>Optional: fruit flavoured drinks</p> <p>(0- 2 varieties)</p> <p>Optional: pop</p> <p>(0 - 4 varieties)</p>	<p><u>Food and Drug Regulations</u>.</p> <p>Pasteurized 100% juice with no sugar added IAW <u>Canada's Food and Drug Regulations</u> and the <u>Canadian Food Inspection Agency</u> (CFIA). 1 fruit juice may have sugar added, such as cranberry cocktail.</p> <p>Lactose free containing calcium, vitamin D and vitamin A in comparable quantities to cow's milk e.g. soy/rice milk.</p> <p>If provided, to include a maximum of 2 flavours. Made of natural fruit flavour extract and/or artificial fruit flavours. Shall contain 24 - 48 mg of vitamin C per 100 ml of ready to serve portion IAW <u>Canada's Food and Drug Regulations</u>.</p> <p>If provided, to include a minimum of one low calorie variety and a maximum of 4 flavours.</p>	<p>M.F.</p> <p>Less than 2% M.F.</p> <p>Low calorie, low sugar.</p>
SUPPER - Same as Lunch Except:			
Category	Meal Item Availability Standard	Definition/ Specification ⁶	Healthier Choices
<p>Main Entrée</p> <p>At least one choice is to be a healthier choice⁷ prepared with little or no fat. One meatless protein dish to be included³. Vary on a rotating basis.</p>	<p>1 - 2 freshly prepared hot protein dish with appropriate accompaniments.</p> <p>1 pasta or sandwich choice</p> <p>1 à la carte item. See <u>Healthier Choice Entrée Recipes</u> on the D Food Svcs</p>	<p>Provide fish option at least twice per week. Meat must be <u>federally inspected</u> and <u>CFIA approved</u>.</p> <p>Whole wheat or multi-grain pasta to be offered as 25% of pasta menu items. 2 varieties of sauce, one of which contains a source of protein.</p> <p>Recommend <u>Healthier Choice Entrée Recipes</u> on the D Food Svcs website.</p> <p>Vary on a rotating basis.</p>	<p>Lean meat, fish, seafood and vegetarian choices prepared with cheese made from milk less than 2% M.F.</p> <p>Little or no added fat or salt. Whole grains.</p> <p>Whole grain pasta, 2% M.F. or less sauce, tomato sauce.</p>

⁶ Standardized recipes are to be followed. Food for 50, Professional Chef, CF Recipes (CFP 225) and CF Healthier Choice Recipes are approved sources.

⁷ Criteria: 400 calories, 15 g fat (5 g saturated & 10 g unsaturated), 600 mg sodium per serving.

Annex “B”
Minimum Standard Menu Patterns and Cycle Menus

	website for options.		
SALAD BAR - Each brunch, lunch, and supper shall offer:			
Category	Meal Item Availability Standard	Definition/ Specification	Healthier Choices
Leaf	1 leaf salad without dressing/ ingredients containing fat Optional: 1 other salad that may contain dressing/ ingredients containing fat	e.g. Tossed Salad, Spinach Salad etc. e.g. Caesar salad, Spinach etc.	Prepared with little or no fat/high fat ingredients.
Raw Vegetables	5 - 8	e.g. radishes, green onions, celery sticks, carrot sticks, turnip sticks, sliced cucumber, tomato wedges, mushrooms, sliced zucchini, green/red pepper, broccoli, cauliflower etc.	
Starch, Bean, or Marinated Salad	3 - 4	e.g. coleslaw, pasta salad, three-bean salad, marinated vegetable salad etc. Ensure a variety at each meal.	Prepared with little or no fat.
Protein Choice	1 type of protein choice	e.g. sliced meat, fish product etc. Meat from <u>federally inspected source</u> and <u>CFIA approved only</u> .	Fish and lean meat/poultry less than 5 grams of fat per serving.
Meatless Protein Choice	1 meatless protein choice and 2 - 4 types of cheese	e.g. chick peas, other legumes, egg, hummus, bean dip etc. Cheese products produced in a dairy establishment registered by CFIA or equivalent. To include at least one low fat variety such as cottage cheese containing less than 2% M.F.	Prepared with little or no fat. Less than 2% M.F.
Pickles/Olives	2 - 3 varieties of pickles/olives	e.g. olives, beets, onions, dill pickles, gherkin pickles etc.	

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Condiments	<ul style="list-style-type: none"> ➤ mustard, ketchup, mayonnaise (reg and low fat), vinegar, oil ➤ 3 varieties of meat sauce ➤ <u>salad dressings:</u> <ul style="list-style-type: none"> • 3 - 5 varieties of regular • 3 - 5 varieties of low fat ➤ 2 - 3 varieties of crackers ➤ salt, pepper, and other assorted spices ➤ butter and/or margarine 	<p>e.g. BBQ Sauce, hot sauce etc.</p> <p>e.g. melba toast, bread sticks, biscuits etc.</p>	
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NOTE:

1. The minimum standard as outlined in this annex and the menus in Appendix 1 to Annex B shall be incorporated to maintain a reasonable and effective minimum guide to food quantities applicable to this contract.
2. Officers Mess to be stocked with hot and cold beverages, snacks and applicable condiments.
3. n/a

Annex “B”
Minimum Standard Menu Patterns and Cycle Menus

ANNEX B

4. SALAD TABLE MENU PATTERN

- a. Each lunch and dinner/supper shall have a salad table and offer as a minimum the following choices:

Protein Choice: 1 type of protein choice (e.g. sliced meat or fish product)

Meatless protein choice: 1 meatless protein choice e.g. chick peas, other legumes, egg, hummus, bean dip and 2 types of cheese (hard (e.g. cheddar), soft (e.g. brie, cream, cottage etc...)) four varieties

Condiments: mustard, ketchup, mayonnaise (reg and low fat) 3 varieties of meat sauce (e.g. BBQ Sauce), vinegar, oil and salad dressing (5 varieties of regular and 5 varieties of low fat), 3 varieties of crackers (including melba toast, bread sticks, and biscuits), salt, pepper, and other assorted spices

Pickles: 5 varieties of pickles (e.g. olives, beets, onions, dill pickles, gherkin pickles etc...)

Leaf Salads: Two leaf salad is to be premixed e.g. Caesar Salad, Spinach etc... and one leaf salad which allows the diner to assemble from provided ingredients. Ingredients will include, sliced radishes, onion rings, diced cucumber, diced tomato, diced green peppers

Vegetables: Fresh raw vegetables - 8 varieties (e.g. radishes, green onions, celery sticks, carrot sticks, turnip sticks, sliced cucumber, tomato wedges, mushrooms, sliced zucchini, green/red pepper, broccoli, cauliflower, etc...)

Starch, bean or marinated vegetable salad: 3 per meal, prepared using oil or dressing sparingly (e.g. coleslaw, pasta salad, three bean salad etc...)

Annex “B”
Minimum Standard Menu Patterns and Cycle Menus

ANNEX B

5. DISPERSED HOT MEALS (HAY BOX) AND HOSPITAL HOT PACK MENU PATTERN

- a. Each dispersed hot meal (hay box) shall be produced using the foods prepared for the meal that is to be served in the dining room at the same time. It shall consist of:
 - (1). soup (with crackers);
 - (2) main protein meal (as indicated by an asterisk (*) on weekly menu pattern);
 - (3) starch item;
 - (4) vegetable (cook's choice);
 - (5) tossed salad, or coleslaw or assorted raw vegetables;
 - (6) fresh fruit;
 - (7) one prepared or baked dessert (cook's choice);
 - (8) bread or rolls and butter or margarine; and
 - (9) Two beverages
 - (10) appropriate condiments.

Note: The quantity for the main protein dish and starch choice shall be 10% for dispersed meals.

- b. Each meal shall be accompanied by a card indicating the amount per serving, etc. pork chop - one; boiled potato - two pieces; cookies - three.
- c. Hospital Hot Pack meals normally over 6 per meal. (There is an 8 - bed medical facility at the Training Centre)
- d. Remote feeding standards shall be as per minimum standard. Daily menu patterns (minus light lunch). Feeding standard as per portion size in Annex D.

ANNEX B

6. INDIVIDUAL BOXED MEALS

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

Appendix 1 to Annex B – Sample Three Week Cycle Menus

APPENDIX 1
ANNEX B
ARGONAUT FOOD SERVICES

WEEKLY MENUS AS ATTACHED

L A T E M E A L S	<div>NOTES: 1. SANDWICHES, AS FEATURED ON THE MENUS ARE TO BE ASSEMBLED, CHILLED, AND GARNISHED, THEN WRAPPED IN SARAN. 2. THE SALAD BAR AS OUTLINED IN ANNEX B MUST BE MAINTAINED. 3. CHOICES OF BREAD/TOAST SHALL INCLUDE AT LEAST THREE OF THE FOLLOWING AT EACH MEAL: WHITE, WHOLE-WHEAT, RYE, FRUIT, RAISIN AND VARIOUS DINNER ROLLS BUTTER OR SOFT MARGARINE SHALL BE AVAILABLE. 4. VEGETABLES SHALL BE FRESH OR FROZEN EXCEPT CORN, BEETS, ASPARAGUS, AND STEWED TOMATOES. 5. FRESH FRUIT SHALL INCLUDE AT LEAST ONE SELECTION FROM THE FOLLOWING EACH DAY: STRAWBERRIES, PLUMS, PINEAPPLE, MELONS(WATERMELON, HONEY DEW, CANTALOUPE), PEACHES, NECTARINES, KIWI, OR BLUEBERRIES. THE SECOND FRESH FRUIT OF THE DAY MAY BE ONE OF THE FOLLOWING: ORANGES, APPLES, BANANAS, PEARS, GRAPES. SELECTION VARY FROM DAY TO DAY. 6. THE SELECTION FOR THE DISPERSED MEALS WILL BE ACCORDING TO ANNEX B, UNDER CONTROL OF THE ACSTC ARGONAUT FOOD SERVICE REPRESENTATIVE.</div> <div>ADDITIONAL FOOD ITEMS SERVED FOR LUNCH AND DINNER</div>
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Appendix 1 to Annex B – Sample Three Week Cycle Menus

THREE WEEK CYCLE MENU

BREAKFAST WEEK 1

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

Appendix 1 to Annex B – Sample Three Week Cycle Menus

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

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

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

Appendix 1 to Annex B – Sample Three Week Cycle Menus

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

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

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

Appendix 1 to Annex B – Sample Three Week Cycle Menus

THREE WEEK CYCLE MENU MAIN KITCHEN

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

THREE WEEK CYCLE MENU

LUNCH WEEK 2						
STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
HEALTHIER SOUP	Carrot and Potato	Tomato and Vegetable Florentine Soup	Navy Bean	Purée of Roasted Sweet Potato and Red Pepper	Chicken and Okra	Beef and Barley
HEARTIER SOUP	Italian Wedding	Cream of Chicken	Goulash	Turkey Noodle	Seafood Chowder	Cream of Asparagus
HEALTHIER CHOICE	Apple Jelly Pork Medallions	Lemon Rice-Stuffed Cod	Hawaiian Glazed Turkey Breast	Beef Teriyaki	Chicken Cacciatore	Veal Cutlets Continental
VEGETARIAN CHOICE	Vegetarian Three Sisters Stew	Tex Mex Wrap	Mushroom Tofu Ragout	Tofu Chili	Vegetable Frittata	Tofu Cauliflower Shepherd's Pie
THIRD CHOICE	Meatball Sub	Buffalo Chicken Wrap	Burgers	Club Wrap	Battered Fish	Poor Boy Sandwich
GRACY/SAUCE						
STARCH #1	Jasmin Rice	Couscous w Lemon & Basil	Vegetable Rice Pilaf	Quinoa Pilaf	House Cut Fries	Festive Coconut Wild Rice w/ Cranberries & Pears
STARCH #2	Oven Roasted	Country Fried	French Fries	Baked Steak Fries	Couscous	Grilled Penne
VEGETABLE #1	Spinach	Kale	Edamame	Carrots	Spinach	Butternut Squash
VEGETABLE #2	Tomato Provencal	PEI Mixed	Sauteed Box Choy	Waxed Green Beans	Sauteed Zucchini	Green Beans
SALAD BAR	See Salad Menu					
SANDWICH BAR	See Sandwich Bar Menu					
DESSERT	Boston Cream Pie Oreo Cookies Banana Pudding Sliced Pineapple Watermelon Jello	Peach Square Blueberry Turnover Bread Pudding w/ Raisin Sauce Pear Halves Peach Jell-o	Lemon Cake w/ Orange Icing Coconut Cream Pie Butterscotch Pudding Fruit Cocktail Lime Jello	Blueberry Crisp w/ Whipped Topping Butter Tart Rice Pudding Sliced Cantaloupe Raspberry Jell-o	Poor Man's Pudding w/ Fresh Cream Jellied Donut Fruit Trifle Fruit Salad Lemon Jello	Glazed Cinnamon Roll Cherry Pie Chocolate Pudding Slice Honeydew Strawberry Jell-o
BREAD PRODUCT	Two type Bread Product e.g. Rolls/Buns, Flat Bread, etc					
FRESH FRUITS	Three varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc					
CONDIMENTS	4 varieties of Fresh Fruits , 1 could be replaced by a canned variety and will be in the dessert menu list. Two Spreads e.g. Peanut Butter, Chocolate, Caramel, etc.					

Appendix 1 to Annex B – Sample Three Week Cycle Menus

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

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

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

THREE WEEK CYCLE MENU

BREAD PRODUCT	Two type Bread Product e.g. Rolls/Buns, Flat Bread, etc Three varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc
FRESH FRUITS	4 varieties of Fresh Fruits , 1 could be replaced by a canned variety and Two Spreads e.g. Peanut Butter, Chocolate, Caramel, etc. Three varieties of Jam/Jellies e.g. Strawberry, Raspberry, Apple Jelly, etc
CONDIMENTS	

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

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

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

Appendix 1 to Annex B – Sample Three Week Cycle Menus

THREE WEEK CYCLE MENU

MAIN KITCHEN

BREAKFAST WEEK 3

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

THREE WEEK CYCLE MENU MAIN KITCHEN

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
HEALTHIER SOUP	Asian Chicken Rice Noodle	Three Legume	Bean Rice Noodle	Mediterranean Chicken	Purée of Roasted Carrot	Country-Style Beef and Vegetable	Bean and Beet Borscht
HEARTIER SOUP	French Onion	Barley Mushroom	Turkey Tortilla Soup	Vegetable Soup	Clam Chowder	Chicken Tortellini	Potato Chowder
Healthier Choice	Curried Shrimp	Lemon Pepper Chicken Breast	Ginger Lemon Beef and Broccoli	Turkey and Five Bean Chili	Lamb Tagine	Whole Wheat Spaghetti with Italian Meat Sauce	Sautéed Pork with Rainbow Sweet Peppers
Vegetarian Choice	Black Bean and Avocado Whole Wheat Tortilla Wrap	Szechuan Tempeh	Portobello Penne Pasta Casserole	Spinach and Cheese Pie	Asparagus and Mushroom Gratin	Cheese Omelet	Pan-Fried Polenta with Corn, Kale & Goat Cheese
THIRD CHOICE	Grilled Ham & Cheese	BLT Wrap	Burgers	Chicken Fajita	Battered Fish	Poor Boy	Buffalo Chicken Ranch Wrap
GRACY/SAUCE							
STARCH #1	Raisin and Spice Brown Rice	Mushroom Risotto	Barley Risotto	Oven Roasted Potato	French Fries	Toasted Millet Pilaf	Bulgur with Fresh Ginger and Spring Onions
STARCH #2	Oven Roasted	Sliced Baked Potato	Dollar Fries	Rice Pilaf	Mexican Fried Rice	Potato Skins	Rice Pilaf
VEGETABLE #1	Asian-Mixed Vegetables	Edamame	Butternut Squash	Brussels Sprouts	Mixed Vegetables	Cream Style Corn	Swiss Chard
VEGETABLE #2	Baked Mixed Root Vegetables	Green Beans	Chinese Vegetables	Tomato Provencal	Steamed Lima Beans	Baby Carrots	Fresh Cut Beans
SALAD BAR	See Salad Menu						
SANDWICH BAR	See Sandwich Bar Menu						
DESSERT	Iced White Cake Blueberry Pie Rice Pudding Peaches Halves Orange Jell-o	Boston Cream Pie Peanut Butter Cookies Rice Krispies Square Pineapple Sliced Lime Jell-o	Nanaimo Bars Oreo Cookies Butterscotch Pudding Pears Halves Pineapple Jell-o	Apple Pie Iced Chocolate Chip Cake Tapioca Pudding Fruit Cocktail Raspberry Jell-o	Pecan Pie Rocky Road Square Granola & Yogurt Pudding Canned Cherry Lemon Jell-o	Iced Blueberry Cake Cherry Cheesecake Chocolate Pudding Slice Honeydew Peach Jell-o	Strawberry Rhubarb Pie
							Fruit Trifle Chocolate Chip Cookies Pear Halves Strawberry Jell-o
BREAD PRODUCT	Two type Bread Product e.g. Rolls/Buns, Flat Bread, etc Three varieties loaves e.g. Whole Wheat, White, Raisin Multi-grain, etc						
FRESH FRUITS	4 varieties of Fresh Fruits . 1 could be replaced by a canned variety and will be in the dessert menu list.						

Appendix 1 to Annex B – Sample Three Week Cycle Menus

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

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

Appendix 1 to Annex B – Sample Three Week Cycle Menus

THREE WEEK CYCLE MENU MAIN KITCHEN

DINNER WEEK 3

STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
HEALTHIER SOUP	Asian Chicken Rice Noodle	Three Legume	Bean Rice Noodle	Mediterranean Chicken	Purée of Roasted Carrot	Country-Style Beef and Vegetable	Bean and Beet Borscht
HEARTIER SOUP	Mulgatawny	Barley Mushroom	Pepper Pot	Vegetable Soup	Clam Chowder	Chicken Tortellini	Potato Chowder
Healthier Choice	Roast Beef Inside Round with Au Jus	Moroccan-Flavoured Pork Ragu	Maple Glazed Salmon Loin	Oriental Skinless Chicken Quarter	Hickory Pork Loin with Spicy Apple Chutney	Thai BBQ Chicken Breast	Roast Turkey with Giblet Gravy
Vegetarian Choice	Butternut Squash Dhal	Lentil Sloppy Joe	Curried Tempeh	Roasted Vegetable and Black Bean Tacos	Vegetable Quesadillas	Lentil Loaf	Spaghetti with Red Lentil Sauce
THIRD CHOICE	Seafood Newburg	Southern Fried Chicken	Turkey Pot Pie	Striploin Steak	Meat Loaf	Pizza	Cod O'Graten
GRACY/SAUCE	Beef Gravy & Yorkshire Pudding	Rich Brown Gravy					
STARCH #1	Garlic Mashed	Couscous with Dried Fruits	Vegetable Rice Pilaf	Herbed pearled Couscous	Brown Rice with Butternut Squash, Black Beans and Cranberries	Wild Rice W Toasted Almonds	Mashed
STARCH #2	Linguini	Basmati Rice	French Fries	Baked Stuffed	Jasmine Rice	Roasted Baby Reds	Parmeasan Risotto
VEGETABLE #1	Okra	Carrots	Spinach	Butternut Squash	Broccoli	Kale	Beets
VEGETABLE #2	Snow Peas	Winter Mixed	Corn	Mushrooms & Onions	Steamed Waxed Beans	PEI Mixed	Peas & Carrots
SALAD BAR	See Salad Menu						
SANDWICH BAR	See Sandwich Bar Menu						
DESSERT	Carrot Apple Square	Lemon Meringue Pie	Peach Upside-Down Cake	Carrot Cake w/ Cheese Icing	Iced Marble Cake	Banana Cream Pie	Black Forest Cake
	Nanaimo Bar	Apple Turnover	Sugar Cookies	Glazed Donut	Blueberry Danish	Shortbread	Jellied Donut
	Hermit Cookies	Fruit Cocktail Square	Bread Pudding w/ Raisin Sauce	Chocolate Pudding	Banana Pudding Sliced	Cookies Fruit Squares	Rice Pudding
	Fresh Fruit Salad	Sliced Cantaloupe	Fresh Strawberry /w Fresh Cream	Fresh Fruit Salad	Watermelon	Pineapple Sliced	Banana in Fresh Cream
CONDIMENTS	Orange Jell-o	Lime Jell-o	Pineapple Jell-o	Raspberry Jell-o	Lemon Jell-o	Peach Jell-o	Strawberry Jell-o
	Two type Bread Product e.g. Rolls/Buns, Flat Bread, etc						
	Three varieties loaves e.g. Whole Wheat, White, Raisin Multigrain, etc						
	4 varieties of Fresh Fruits , 1 could be replaced by a canned variety and will be in the dessert menu list.						

Appendix 1 to Annex B – Sample Three Week Cycle Menus

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

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

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

Appendix 1 to Annex B – Sample Three Week Cycle Menus

THREE WEEK CYCLE MENU MAIN KITCHEN SANDWICH BAR

WEEK 1

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

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

WEEK 2

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

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

WEEK 3

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

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

Appendix 1 to Annex B – Sample Three Week Cycle Menus

**HOT DISPERSED MEALS
THREE WEEK CYCLE MENU**

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

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

Appendix 1 to Annex B – Sample Three Week Cycle Menus

**HOT DISPERSED MEALS
THREE WEEK CYCLE MENU**

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

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

Appendix 1 to Annex B – Sample Three Week Cycle Menus

**HOT DISPERSED MEALS
THREE WEEK CYCLE MENU**

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

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

Appendix 1 to Annex B – Sample Three Week Cycle Menus

**HOT DISPERSED MEALS
THREE WEEK CYCLE MENU**

BREAKFAST WEEK 2

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

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

Appendix 1 to Annex B – Sample Three Week Cycle Menus

**HOT DISPERSED MEALS
THREE WEEK CYCLE MENU**

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

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

Appendix 1 to Annex B – Sample Three Week Cycle Menus

**HOT DISPERSED MEALS
THREE WEEK CYCLE MENU**

LUNCH WEEK 2

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

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

Appendix 1 to Annex B – Sample Three Week Cycle Menus

**HOT DISPERSED MEALS
THREE WEEK CYCLE MENU**

DINNER WEEK 2

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

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

Appendix 1 to Annex B – Sample Three Week Cycle Menus

**HOT DISPERSED MEALS
THREE WEEK CYCLE MENU**

BREAKFAST WEEK 3

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

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

Appendix 1 to Annex B – Sample Three Week Cycle Menus

**HOT DISPERSED MEALS
THREE WEEK CYCLE MENU**

LUNCH WEEK 3

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

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

Appendix 1 to Annex B – Sample Three Week Cycle Menus

**HOT DISPERSED MEALS
THREE WEEK CYCLE MENU**

DINNER WEEK 3

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

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

Appendix 1 to Annex B – Sample Three Week Cycle Menus

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

WEEK 1

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

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

**BOX LUNCHESE CYCLE MENU
THREE WEEK CYCLE MENU**

WEEK 2

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

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

**BOX LUNCHESE CYCLE MENU
THREE WEEK CYCLE MENU**

WEEK 3

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

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

STANDARDS OF FOOD QUALITY

N.B. The food specifications listed below are the minimum quality acceptable. Substitutions will be acceptable only if the products offered are of an equal or higher quality.

Spec Codes are as per the Food Service Meat Manual, 3rd Edition, Nov 2000, ISBN 0-920391-20-6 which is provided by the Canadian Meat Council (http://www.cmc-cvc.com/english/publications_e.asp).

Title: Milk & Milk Creamers

DESCRIPTION
Milk, White 2%,
Milk, Chocolate 2%,
Milk, White Skimmed,
Milk Cream 10%,
Milk, White 2%,
Milk, Chocolate 2%,
Milk Creamers, 18%,

ANNEX C

Title: Bread and Bakery Products

Description
Bread, white, Sliced, Expiry date/Best before Date MUST be 12 to 14 days from the day of delivery
Bread, Texas Toast White
Bread, 100% Whole Wheat, Sliced, Expiry date/Best before Date MUST be 12 to 14 days from the day of delivery
Bread, Multigrain
Bread, Raisin, Cinnamon Raisin also acceptable
Bread, French must be Thick Slice
Bread, Rye Dark
Sausage Buns (must be 6" and sliced) No Substitute
Rolls, Sesame Seed Top, Hamburger Buns
Rolls, Hotdog, Side Split Bun or Top Sliced Bun
Rolls, Kaiser Rolls
Rolls, Sub Buns must be 9 inch and must be pre-sliced no substitute
English Muffins, Raisin or Cinnamon Raisin are preferable, Whole Wheat will also be acceptable approx 62g each
English Muffins, Plain approximately 62 g each

ANNEX C

Bagels, Plain
Bagels, Sesame
Bagels, Cinnamon Raisin
Bagels, 12 Grain
Bagels, Whole Wheat Sesame
Pita Bread 8” No Substitute
Tortilla, White Wheat and Flax, 10” No Substitute
Tortilla, Original White, 10” No Substitute
Tortilla, Tomato Basil, 10” No Substitute
Miscellaneous additional other items not listed herein at wholesale price

Title: EGGS

Fresh Canada Grade “A” Large Eggs, Minimum 56 grams per Eggs, 180 Eggs per Case. Advise Grams being Offered: Guaranteed 56 grams
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Title: Fresh Fruit & Vegetables

Description
Apples, Gala 113 count size only, No Substitute
Apples, Granny Smith 113 count size only, No Substitute

ANNEX C

Apples, Red Delicious 113 count size only, No Substitute
Apples, Golden Delicious 113 count size only, No Substitute
Apples, McIntosh 125 Count Size only, No Substitute
Bananas No. 1 Premium Chiquita or Dole, No Substitute
Broccoli, Fresh, 18 count size, No Substitute
Cabbage, Greens, Fresh
Cantaloupes, 18 count size. DND will accept the 15 count size only when the 18's are unavailable. Only the 15-count size will be accepted as a substitute. DND MUST be notified immediately, at time of ordering, which size will be provided to adjust the quantities required.
Carrots, Large (Not Jumbo) No Substitute
Califlower, Fresh 12 count size, No Substitutes
Celery, Fresh
English Cucumbers, Medium 12 count size, No Substitute
Grapes, Greens, Seedless must be Medium size only, No Substitute

ANNEX C

Grapes, Red, Seedless, must be Medium size only, No Substitute
Honeydew Melon, 9 count size, No Substitute
Kiwi, Avg weight 99g must be 36 Volume Filled Size, No Substitute
Lemons, Medium, 140 count size, No Substitute
Lettuce, Romaine, 24 count size case only
Lettuce, Iceberg, 24 count size case only
Mushrooms, Bulk, MUST be #1 quality, No Substitute
Onions, Spanish, Bulk, No Substitute
Onions, Red, No Substitute
Onions Green
Oranges, 113 count size, No Substitute
Peppers, Green, Large, Fancy, No Substitute
Peppers, Orange, Large, Fancy, Hot House Peppers only,

ANNEX C

No Substitute
Peppers, Red, Large, Fancy, Hot House Peppers only No Substitute
Peppers, Yellow, Large, Fancy, Hot House Peppers only No Substitute
Potatoes, Chef, Round White, Range from 2-3/4 to 4-1/2, No Substitute
Potatoes, <Baker> 80 ct size only No Substitute
Radishes
Spinach
Squash Zucchini
Tomatoes, 6 x 7 medium only No Substitutes
Turnip
Watermelon, Seedless
Cabbage, Red
Cherry Tomatoes
Muselin Mix Lettuce
Kale, Flowering, 24 count No Substitute
Parsley, Fresh
Romaine Lettuce, (Vacuum- Packed)

ANNEX C

No Substitute
Tossed Salad, consisting of Lettuce, Red Cabbage & Shredded Carrot, Washed (Ready to Eat)
Pears, 110-120 count
Pineapples
Squash Buttercup
Strawberries, 8 to 12 one pound size containers per case (1 pound size containers maximum
Alfalfa Sprouts
Miscellaneous additional other items not listed herein at cost price plus 20% markup

Title: Meat, Poultry & Fish

DESCRIPTION
Beef Inside Round, Grade A or AA, fat content 1/4" trim (Canadian), Spec code 168 FROZEN
Beef Inside Round, Grade A or AA, fat content 1/4" trim (Canadian), Spec code 168,FRESH
Beef Whole Striploin, Grade A or AA, Maximum Fat Content 1/4" trim Spec Code C11, FROZEN

ANNEX C

Beef Whole Striploin, Grade A or AA, Maximum Fat Content 1/4" trim, Spec Code C11, FRESH
Beef Prime Rib Cap Off Shortcut (Boneless), Grade A or AA (Oven Ready) Maximum Fat Content 1/4" trim, Spec Code 110 FROZEN
Beef Prime Rib Cap Off Shortcut (Boneless), Grade A or AA (Oven Ready) Maximum Fat Content 1/4" trim, Spec Code 110 FRESH
Beef Striploin Steak Center Cut 3/ 4" thick, Grade A or AA, Maximum Fat Content 1/4" trim, 8 oz Cut Spec Code 1180 A FRESH
Beef Striploin Steak Center Cut 3/ 4" thick, Grade A or AA, Maximum Fat Content 1/4" trim, 8 oz Cut, NOT individually wrapped Spec Code 1180 A FROZEN
Beef Brisket Pickled (Brisket Point) 83% Lean, (in brine in a pail only no substitute) Grade AA minimum
Beef Ground Lean 83% or greater (Twice Ground), No organs added. Spec Code 136 FROZEN
Beef Ground Lean 83% or greater (Twice Ground), No organs added. Spec Code 136 FRESH
Diced Beef 1" (7% Fat) Spec Code 135 FROZEN
Baby Beef Liver Skinned & Deveined, 4oz portion, Grade AA

ANNEX C

minimum FROZEN Skylark No Substitute
Fresh Dry Cooked Roast Beef Round, Harvest Gold No Substitute
Beef Cookhouse Burgers, 6oz servings Maple Leaf® No Substitute
Broiled Meatballs, 1/2 oz servings, Fully Cooked, FROZEN, Maple Leaf no substitute
Donair Meat, Regular, Must be Pre Sliced, Mr. Donair no substitute
Veal Inside Round B & R, Spec Code C 31 FROZEN
Veal Cutlet Delicated twice, 6 oz portions Spec Code 1336, FROZEN
Veal Cutlet Delicated twice, 6 oz portions Spec Code 1336, FRESH
Pork Ham Fresh, B & R, Canada Grade A or AA, fat content 1/4" thick, Spec Code 1402 R FROZEN
Pork Ham Fresh, B & R, Canada Grade A or AA, fat content 1/4" thick, Spec Code 1402 R FRESH
Pork Loin Boneless Canada Grade A or AA, Fat content 1/4" thick, Spec Code 413 FROZEN

ANNEX C

Pork Loin Boneless Canada Grade A or AA, Fat content 1/4" thick, Spec Code 413 FRESH
Pork Spareribs, without shinbone & tail off (Spec code 416B), FROZEN Olymel No Substitute
Pork Spareribs, without shinbone & tail off (Spec code 416B), FRESH Olymel no substitute
Pork Chops Centre Cut, 4 oz portions, Canada Grade A or AA, Spec code 1412 FROZEN, must be layered
Pork Chops Centre Cut, 4 oz portions, Canada Grade A or AA, Spec code 1412 FRESH
Pork Culet Centre Cut from Boneless Loin, Delicated twice, Grade A minimum, 6 oz Portions FROZEN
Smoked Hot Italian Sausage (Sized 7" - 4 kg case) FROZEN Schneider's No Substitute
Toupie Ham, FRESH Melrose no substitute
Ham Cooked LOAF Solid Muscle 5kg 4" x 6" (pullman) 17% Protein FRESH
Ham Leg Smoked, Shankless, Skinless Low Moisture (Netting Off) FRESH Boucher No Substitute
Ham, Black Forest, Solid Muscle 17 % Protein FRESH Olymel No Substitute

ANNEX C

Chicken, 114 Cut, Canada Grade A, approx 8-10 oz portions Spec code 1232 FROZEN
Chicken, 114 Cut, Canada Grade A, approx 8-10 oz portions Spec code 1232 FRESH
Chicken Breast, Natural Boneless, 6 oz Portions, 20% Protein (water & salt content only no phosphate no fowl) FRESH
Chicken Breast, Natural Boneless, 6 oz Portions, 20% Protein (water & salt content only no phosphate no fowl) FROZEN Valley House No Substitute
Chicken, Diced, Natural Meat (1/2" Dice) FROZEN Flamingo no substitute
Chicken Cordon Bleu, 6 oz portions, FROZEN Galco No Substitute
Chicken Kiev, 5 oz portions, FROZEN Galco No Substitute
Chicken Balls, FROZEN Valley House No Substitute
Chicken Breast Strips Solid Muscle and ALL White Meat, FROZEN Agro no substitute
Chicken Breast Breaded, 35 x 3.5 to 4 oz portions, Galco's Thunder Crunch sold under Olymel Logo No Substitute FROZEN
Chicken Wings Plain (Drumetts & Wingetts in two pieces), Pre Cooked FROZEN, Type 3 Class 9

ANNEX C

Chicken Wings Plain (Drumetts & Wingetts in two pieces), FRESH Type 2 Class 9
Turkey, Whole Utility, Grade A (10 kg and up) FROZEN
Turkey, Whole Utility, Grade A (10 kg and up)FRESH
Turkey Roast Cooked Solid White Meat, FRESH Flamingo, NO Substitute
Fajita Chicken Roast, fully cooked (strips not acceptable) FRESH Maple Lodge No Substitute
Roasted Fajita Chicken Strips (3/8 thick 1" wide, 4" in length) Fully Cooked Frozen, Maple Leaf No Substitute
Bologna, Fresh Lester's No Substitute
Weiners 5" 12/lb (all beef only) FROZEN Maple Leaf No Substitute
Pastrami Bottoms, FRESH Shopsy® No Substitute
Montreal Style Smoked Meat FRESH Shopsy No Substitute
Salami All Beef, FRESH Maple Leaf no substitute
Kielbasas Coil, 3 kg, FRESH Maple Leaf no substitute
Shrimp Raw headless, Peeled & Deveined, Tail off, 31-40 ct (Black Tiger) FROZEN, Highline, NO Substitute

ANNEX C

Shrimp Lightly Breaded, 21 - 25 Ct FROZEN FPI No Substitute
Imitation Crab, FROZEN by Reeds Choice no substitute
Cooked Salad Shrimp (Warm Water) 90-130 ct, tail off and peeled, Frozen, FRI code 97052 No Substitute.
Scallops Lightly Breaded, IQF, 13-20ct Canadian East Coast Highliner No Substitute
Scallops, IQF, 30-40ct Canadian East Cost, Highline, No Substitute
Sole IQF, 6 oz Portions FPI No Substitute
Cod Loin IQF, 4 oz Portions Highliner No Substitute
Atlantic Salmon Fillets Supreme 6oz Portions, FROZEN True North Salmon Co no substitute
Whole Salmon (Atlantic) FRESH, 8 to 10 lb per salmon True North No substitute
Salmon Steaks, 6 oz portions, IQF Highliner no substitute
Rainbow Trout Fillets Boneless 6 to 70z portions FROZEN Mirabel, No Substitute
Halibut Steak, 6 oz portions, FROZEN Mirabel No Substitute
Pub Style Batter Crisp Haddock Fillets, 112 g each, FROZEN Highliner no substitute

ANNEX C

Haddock Loins, 5 oz portions, IQF, Highliner No Substitute
Salt Cod Bits, FROZEN 20 x 1 lb Ocean Blue No Substitute
Captain Burgers by Highliner, 66 x 2 .33 oz portions, FROZEN, No Substitute
Pork and Creton, Seasoned by LaFleur No Substitute
Lamb Leg Boneless (must be New Zealand) Spring Lamb FROZEN
Grilled Steak Strips (3/8" thick, 1" wide, 4" in length), Fully Cooked, FROZEN Maple Leaf No Substitute
Cooked Beef / Onions & Peppers by The Original Philadelphia Cooked Steak FROZEN No Substitute
Pork Loin Skewer, Seasoned (40 x 85g), FROZEN Expresco No Substitute
Chicken Breast Skewer, Seasoned (40 x 90g), FROZEN Expresco No Substitute
Samosa Beef, 60 x 42g FROZEN Born Bay No Substitutes
Samosa Vegetable, 60 x 42g FROZEN Born Bay No substitute
Meatless Beef (Soy Beef), Medium Shred, FROZEN, Oh Natural by Schneider's No Substitute

ANNEX C

Title: Miscellaneous Groceries

Description
Cake Mix, Chocolate, Quaker no substitute
Cake Mix, White, Quaker no substitute
Brownie Mix, Quaker no substitute
Cheese Cake Mix, Shirriff no substitute
Graham Crumbs, Christie no substitute
Marshmallows Mini Fruit, Kraft no Substitute
Marshmallows Mini White, Kraft no substitute
Jelly Powder, Lemon, Shirriff No substitute
Jelly Powder, Lime, Shirriff No substitute
Jelly Powder, Orange, Shirriff no substitute
Jelly Powder, Peach, Shirriff No substitute
Jelly Powder, Raspberry, Shirriff No substitute
Jelly Powder Strawberry Shirriff, No substitute
Pie Filling, Apple, E.D. Smith

ANNEX C

No Substitute
Pie Filling Blueberry E.D. Smith No Substitute
Pie Filling Cherry E.D. Smith No Substitute
Pie Filling Lemon Shirriff, No Substitute
Pudding, Instant, Banana Cream, Shirriff No Substitute
Pudding, Instant, Butterscotch, Shirriff, No Substitute
Pudding, Instant, Chocolate, Shirriff, No Substitute
Pudding, Instant , Vanilla, Shirriff No Substitute
Flour, All Purpose, Robin Hood No Substitute
Flour, Pastry Monarch by ADM No Substitute
Rolled Oats, Robin Hood No Substitute
Sugar, Brown Lantic No Substitute
Sugar, Icing, Lantic No Substitute
Sugar, White, Lantic No Substitute

ANNEX C

Sugar, White, Individuals, Lantic No Substitute
Bacon Bits, Schneiders No Substitute
Beef Gravy Mix, Knorr No Substitute
Chicken Gravy Mix, Knorr No Substitute
Gravy Mix Au Jus, Knorr No Substitute
Cereal, Variety, Individual Servings, Kellogg's, No Substitute
Cheerio's, General Mills No Substitute
Honey Nut Cheerio's, General Mills No Substitute
Multigrain Cheerios, General Mills No Substitute
Oatmeal Crisp, General Mills No Substitute
Nature Valley Granola with Fruit, by General Mills No Substitute
Lucky Charms, General Mills No Substitute
Cereal, Raisin Bran, Sleeve Pack, Kellogg's No Substitute
Cereal, Rice Krispies, Sleeve Pack, Kellogg's No Substitute

ANNEX C

Cereal, Harvest Crunch, Quaker No Substitute
Oatmeal, Plain, Individual Servings, Quaker No Substitute
Oatmeal, Variety Pack Individuals, Quaker No Substitute
Cookies, Fruit Creme, Peek Freen No Substitute
Cookies, Fudgee-O, Christie No Substitute
Cookies, Shortcake, Peek Freen No Substitute
Cookies, Chocolate Chip Peek Freen, No Substitute
Granola Bar, Chewy Chocolate, Quaker No Substitute
Crackers, French Onion, Christie No Substitute
Crackers, Ritz Plain, Christie No Substitute
Crackers, Vegetable Thins, Christie No Substitute
Crackers, Bacon Dippers, Christie No Substitute
Crackers, Individuals, Christie No Substitute
Croutons, Seasoned, Brownberry Ovens

ANNEX C

No Substitute
Bread Crumbs, White Only, Branded No Substitute
Dressing, Creamy Ceasar, Kraft No Substitute
Dressing, Golden Italian, Kraft No Substitute
Dressing Greek / Feta & Oregano Kraft No Substitute
Dressing, Zesty Italian, Kraft No Substitute
Dressing, Rancher's Choice, Kraft, No Substitute
Dressing 1000 Island, Individuals, Hellmann's (only pouch packaging will be accepted and a dispensing unit from Hellmann's is required) No Substitute
Dressing, French, Individuals, Hellmann's (only pouch packaging will be accepted and a dispensing unit from Hellmann's is required) No Substitute
Dressing, Italian, Individuals Hellmann's (only pouch packaging will) be accepted and a dispensing unit from Hellmann's is required) No Substitute

ANNEX C

<p>Dressing, Ranchers Choice, Individuals,</p> <p>Hellmann's (only pouch packaging will be accepted and a dispensing unit from Hellmann's is required) No Substitute</p>
<p>Dressing, French, Individuals, Hellmann's</p> <p>(only pouch packaging will be accepted and a dispensing unit from Hellmann's is required)</p> <p>No Substitute</p>
<p>Dressing, Italian, Individuals Hellmann's</p> <p>(only pouch packaging will be accepted and a dispensing unit from Hellmann's is required)</p> <p>No Substitute</p>
<p>Dressing, Ranchers Choice, Individuals,</p> <p>Hellmann's (only pouch packaging will be accepted and a dispensing unit from Hellmann's is required) No Substitute</p>
<p>Dressing, Mayonnaise, Low Calorie, Kraft No Substitute</p>
<p>Dressing, Salad Bowl by Kraft, No Substitute</p>
<p>Miracle Whip by Kraft</p> <p>No Substitute</p>
<p>Horseradish, Mrs. Whytes</p> <p>No Substitute</p>

ANNEX C

Jam, Blueberry, Individuals, (Pure) Smucker's, No Substitute
Jam, Raspberry, Individuals (Pure) Smucker's, No Substitute
Double Fruit, Individual (Pure) (Strawberry), Smucker's No Substitute
Dressing, Balsamic, Individuals, Hellmann's (only pouch packaging will be accepted and a dispensing unit from Hellmann's is required) No Substitute
Dressing, Ceasar LIGHT, Individuals Hellmann's (only pouch packaging will be accepted and a dispensing unit from Hellmann's is required) No Substitute
Dressing, Italian LIGHT, Individuals, Hellmann's (only pouch packaging will be accepted and a dispensing unit from Hellmann's is required) Hellmann's No Substitute
Cheese Whiz, Kraft No Substitute
Honey, Individual Portions, Kraft No Substitute
Honey, Beekist No Substitute
Kidney Beans, Primo No Substitute
White Beans, Branded No Substitute

ANNEX C

Peas, Yellow, Split, Branded No Substitute
Pot Barley, Branded No Substitute
Wine, White, Cooking, alcohol free, Rudersheim distributed by Elco No Substitute
Wine, Red, Cooking, alcohol free, Rudersheim distributed by Elco No Substitute
Cornstarch, Canada No Substitute
Beans, in Tomato Sauce, Paula No Substitute
Cream Style Corn, Paula No Substitute
Mushrooms Pieces & Stems (North America), Riviera No Substitute
Tomato Puree, Heinz No Substitute
Tomatoes, Diced, Primo No Substitute
Tomatoes, Whole, Bell' Orto No Substitute
Sliced Beets, Paula No Substitute
Pancake Mix, Complete, Robin Hood, No Substitute

ANNEX C

Pancake Syrup, Old Style No Substitute
Rice, Long Grain, Uncle Ben's No Substitute
Pasta, Bow Ties, Medium, Primo, No Substitute
Pasta, Egg Noodle, BROAD, Italipasta No Substitute
Pasta, Fettuccine, Italipasta No Substitute
Pasta, Fusilli, Italipasta No Substitute
Pasta, Lasagna, Italipasta No Substitute
Pasta, Macaroni Elbows, Italipasta No Substitute
Pasta, Spaghetti 10", Italipasta No Substitute
Pasta, Penne Rigate, Italipasta No Substitute
Pasta, Radiatori Tricolour, Italipasta, No Substitute
Pasta, Rotini, Italipasta No Substitute
Pasta Sauce, Alfredo, Knorr No Substitute
Pasta Sauce, Parma Rosa, Knorr No Substitute

ANNEX C

Hollandaise Sauce Mix, Knorr No Substitute
Pickled Beets, Sliced, Bick's No Substitute
Pickled Cocktail Onions, Mrs. Whytes No Substitute
Pickles, Bread N Butter, Bick's No Substitute
Pickles, Dill, Hamburger Sliced, Bick's, No Substitutes
Pickles, Dill, Medium Kosher Style, Bick's, No Substitute
Hot Peppers, Sliced, Bick's, No Substitute
Pickles, Gherkins, Bick's No Substitute
Pickles, Olives Manzanilla, Trans Alpine No Substitute
Pickles Pimentos, Mrs. Whytes No Substitute
Pickles, Sweet Mixed, Bick's No Substitute
Sauerkraut, Bick's No Substitute
Chopped Garlic in Oil
Applesauce, Individual portions, Kraft No Substitute

ANNEX C

Peach Halves in Light Syrup, Tropic No Substitute
Pineapple Slices in its Own Juice, Dole No Substitute
Pear Halves in Light Syrup, Tropic No Substitute
Orange Mandarin Sections, Tropic No Substitute
Grapefruit Sections, SunGem No Substitute
Salt, Disposable Shakers, Diamond No Substitute
Salt, Individuals, Wings No Substitute
Pepper Disposable Shakers, Diamond No Substitute
Pepper, Individuals, Wings No Substitute
Salt, Table, Windsor No Substitute
Soup Base, Beef, Stafford No Substitute
Soup Base, Chicken, Stafford No Substitute
Soup Mix, DRY, Chicken Noodle Lipton Soup D'Jour No Substitute
Soup Mix, DRY French Canadian Pea Mix

ANNEX C

Lipton Soup D'Jour No Substitute
Soup Mix, DRY, Ministroni Lipton Soup D'Jour No Substitute
Soup Mix, DRY Turkey Smoked Rice Lipton Soup D'Jour No Substitute
Soup Mix, DRY Vegetable Beef Lipton Soup D'Jour No Substitute
Soya Sauce, Wong Wing No Substitute
Soya Sauce, Individuals, Wong Wing No Substitute
Steak Sauce 57, Heinz No Substitute
Steak Sauce A-1, Intercorp Excelle Foods No Substitute
Steak Sauce H.P made & distributed by Heinz No Substitute
Bar-B-Q Sauce, Richardson's No Substitute
Bar-B-Q Sauce, Individual Portions, Kraft No Substitute
Honey Mustard Sauce, Individual Portions, Richardson's

ANNEX C

distributed by Heinz No Substitute
Sweet & Sour Sauce, Individual Portions, Kraft No Substitute
Honey Garlic Sauce, Sauce maker No Substitute
Teriyaki Sauce, Sauce maker No Substitute
Donair Sauce, Sweet, Bonte No Substitute
Ketchup Cry 0 Vac, Heinz No Substitute
Ketchup, PLASTIC Bottle, Heinz No Substitute
Ketchup, Heinz No Substitute
Mustard, Heinz No Substitute
Mustard, Individuals, Heinz No Substitute
Relish, Individuals, Heinz No Substitute
Relish, Sweet Corn, Bick's No Substitute
Chili Sauce, Heinz No Substitute
Salsa Sauce, Mild, Pace Chunky

ANNEX C

No Substitute
Marinara Sauce, Bell' Orto by Heinz No Substitute
Sugar Waffle Cones, Medium, Rio brand from Baxter's or Joy Brand, No Substitute
Chopped Surf Clams, Sea Watch No Substitute
Baby Clams, Deep Cove No Substitute
Clam Nectar, Captain Fred (now under the Sea Watch Logo) No Substitutes
Tuna, Chunk, Light in Water, Oceans No Substitute
Salmon, Pink, Oceans No Substitute
Vinegar, White, Heinz No Substitute
Worcestershire Sauce, Lea & Perrin No Substitute
Cooking Spray, Pam No Substitute

ANNEX C

Oil, Canola Harvest Hi Lo, 0 Trans Fat Frying Oil, JIB (jug in box) w/antifoam No Substitute
Canola Harvest Canola Oil by Canbra No Substitute
Olive Oil, Extra Virgin, Carapelli No Substitute
Shortening (Baking), Snowflake No Substitute
Tomato Juice, Heinz No Substitute
Juice Vegetable V-8 Plastishield only, No Substitute
Orange Juice, PET only, Everfresh No Substitute
Apple Juice, PET only, Everfresh No Substitute
Ruby Red Grapefruit Cocktail, PET only, Everfresh No Substitute
Fruit Punch Drink, PET only, Everfresh, No Substitute
Cranberry Cocktail, PET only, Everfresh, No Substitute
Apple Tetra Pack Juice, Oasis by Lassonde, No Substitute
Orange Tetra Pack Juice, Oasis by Lassonde No Substitute

ANNEX C

7-Fruit Tropical Juice, Tetra Pack from Oasis by Lassonde No Substitute
Drink, Apple Cocktail Express, concentrated by Vitality No Substitute
Drink, Passion Orange Guava Express, concentrated by Vitality No Substitute
Drink, Premium Orange Express, concentrated by Vitality No Substitute
Drink, Ruby Red Grapefruit Express, concentrated by Ocean Spray No Substitute
Tomato Juice, concentrated in a BIB (bag in a box) by BC Pride No Substitute
Crystal Drink, Cherry, Lipton No Substitute
Crystal Drink, Peach, Lipton No Substitute
Crystal Drink, Strawberry/Kiwi, Lipton No Substitute
Crystal Drink, Raspberry/Blue, Lipton, No Substitute
Crystal Drink, Tropical Punch, Lipton, No Substitute
Drink Crystals, Grape, Lipton No Substitute
Drink Crystals, Orange, Lipton No Substitute

ANNEX C

Drink Crystals, Pineapple/Orange/Banana, Lipton, No Substitute
Coffee Mate, Individual Portions, Carnation, No Substitute
Evaporated Milk, Carnation No Substitute
Hot Chocolate, Individuals, Swiss Treat, No Substitute
Tea Bags: 1 cup (tagged), Tetley (not individually wrapped) No Substitute
Coffee, Instant, Individuals Maxwell House No Substitute
Whirl, (liquid butter) Ach No Substitute
Butter, Dairy Town No Substitute
Butter, Individuals, Lanctancia No Substitute
Margarine, Individuals, Becel No Substitute
Margarine, Soft, Monarch No Substitute
Eggs, Whole, Liquid, Burnabrae Farms No Substitute
Cheese, Cheddar, Medium (Yellow), Kraft No Substitute
Cheese, Cheddar, Marble, Kraft No Substitute

ANNEX C

Cheese, Cheddar, Mild, Shredded, Kraft, No Substitute
Cheese, Mozzarella, Shredded Racoli No Substitute
Cheese, Parmesan, Shredded Delissio No Substitute
Cheese, Parmesan, Grated Delissio by Kraft, No Substitute
Cheese, Ribbon Sliced, Clover Valley No Substitute
Cheese, Sub Cut, White, Diamond, No Substitute
Cheese, Swiss, Kraft No Substitute
Cheese, Havarti Dansburg distributed by Bights Cheese House No Substitute
Cheese, Cheddar, Old, Black Diamond No Substitute
Cheese, Monetary Jack Casino No Substitute
Cheese, Feta, Krinos No Substitute
Philadelphia Cream Cheese, Kraft No Substitute
Philadelphia Cream Cheese, Kraft No Substitute
Philadelphia Cream Cheese, Herb & Garlic, Kraft No Substitute

ANNEX C

Philadelphia Cream Cheese, Strawberry, Light only Kraft No Substitute
Nutrifil Topping, Nutrifil No Substitute
Fresh Fruit Salad, (Fruit Blend Chunks) in Light Syrup, Sun Gem product code 5400 No Substitute
Coleslaw, King's only, must come in PAILS No Substitute
Salad Macaroni King's only, must come in PAILS, No Substitute
Salad, Macaroni & Cheese Keybrand only, must come in PAILS No Substitute
Potato Salad, Johnston's by Keybrand only, must come in PAILS, No Substitute
French Fries 3/8 cut, skin on, Lamb Weston or McCain's only No Substitute
Potatoes, Diced, Seasoned, Cavendish Farms or McCain's only, No Substitute
Potato Fry Seasoned Twisters, Lamb Weston or McCain's

ANNEX C

No Substitute
Potato Slices, Lamb Weston No Substitute
Asparagus Spears, Whole, Canada Grade A, Omstead No Substitute
Brussel Sprouts, Canada Grade A, Omstead No Substitute
California Garden Blend, Canada Grade A , Omstead No Substitute
French Green Beans Canada Grade A , Omstead No Substitute
Green Beans, Cut, Canada Grade A, Omstead, No Substitute
Whole Green Beans Canada Grade A, Omstead No Substitute
Italian Vegetable Blend, Canada Grade A, Omstead No Substitute
Whole Kernel Corn Canada Grade A, Omstead, No Substitute
Lima Beans Canada Grade A, Omstead, No Substitute
Scandinavian Vegetable Blend, Canada Grade A, Omstead No Substitute
Oriental Vegetable Blend, Canada Grade A, Omstead No Substitute
Southwest Blend, Canada Grade A, Omstead No Substitute

ANNEX C

Peas, Canada Grade A, Omstead No Substitute
Peas and Carrots, Canada Grade A, Omstead, No Substitute
International Classic, Canada Grade A, Omstead No Substitute
Wax Beans, Cut, Canada Grade A, Omstead, No Substitute
Whole Baby Carrots, Canada Grade A, Arctic Gardens, No Substitute
Winter Mix, Canada Grade A, Omstead No Substitute
Prince Edward Classic, Canada Grade A, Arctic Gardens No Substitute
Peppers, Green, Diced Omstead, No Substitute
Peppers, Red, Diced, Omstead No Substitute
Stew Mix, (mixture of potatoes, rutabaga, carrots and onions) Arctic Garden #30003 No Substitute
Mirepoix Mix,(mixture of carrots, celery and onions) Arctic Gardens No Substitute
Bagels, Blueberry, Dough Delight, No Substitute
Bagels, Plain, Dough Delight No Substitute

ANNEX C

Bagels, Honey Wheat, Dough Delight, No Substitute
Cinnamon Rolls, FTO (Freezer to Oven), Pillsbury , No Substitute
Cinnamon Rolls, FTO (Freezer to Oven), Pillsbury, No Substitute
Fruit Sticks, Apple, Richs No Substitute
Fruit Sticks, Raspberry, Richs No Substitute
Muffin Batter, Banana, Quaker No Substitute
Muffin Batter, Blueberry, Quaker No Substitute
Muffin Batter, Carrot, Quaker No Substitute
Muffin Batter, Carrot Pineapple, Slim Sensations by Quaker No Substitute
Muffin Batter, Morning Glory, Quaker No Substitute
Cookie Batter Dough, Assorted, English Bay No Substitute
Puff Pastry Sheets, Pepperidge Farm by Campbell's No Substitute
Tart Shells Sweet 3", Richs No Substitute
Nanaimo Bars Assorted Gourmet Baker No Substitute
Strawberry Cream Bar Cake, Cut 8 , Gourmet Baker code 20100

ANNEX C

No Substitute
Sheet Cake, Lemon, Gourmet Baker No Substitute
Sheet Cake, Combo Pack, Gourmet Baker No Substitute
Dessert Bar Assortment Pack, Sara Lee # 921120 No Substitute
Sara Lee un-iced White Sheet Cake, Sara Lee No Substitute
Rich's Sugared Apple Turnovers, Rich's No Substitute
Egg Rolls with Meat, Wong Wing No Substitute
Egg Omelet, Cheddar Cheese, Prestige No Substitute
Egg Omelet, Plain, Prestige No Substitute
Egg Omelette, Western, Prestige No Substitute
Pita Bread, Bonte No Substitute
Tortilla Shells, 8", Pepe No Substitute
Tortilla Shells, 10" El-Milagro No Substitute
Tortilla Shells, 10" Spinach,

ANNEX C

El-Milagro, No Substitute
Tortilla Shells, 10" Salsa, El-Milagro No Substitute
Pie, Apple, Unbaked, Sarsfield No Substitute
Pie, Blueberry, Unbaked, Sarsfield No Substitute
Pie, Cherry, Unbaked, Sarsfield No Substitute
Pie, Strawberry Rhubarb, Sarsfield No Substitute
Pie, Banana Cream, Thaw & Serve, Chef Pierre, No Substitute
Pie, Chocolate Cream, Thaw & Serve, Chef Pierre No Substitute
Pie, Coconut Cream, Thaw & Serve, Chef Pierre No Substitute
Perogies & Cheese, Chemo No Substitute
Manicotti, Stuffed with Cheese, Casa Dia, No Substitute
Rainbow Tortelli with Three Cheese, Olivieri, No Substitute
Beef Tortellini, Olivieri, No Substitute
Cheese & Spinach Cannelloni, Olivieri

ANNEX C

No Substitute
Beef Cannelloni, Olivieri, No Substitute
Ravioli/Cheese, Casa Dia No Substitute
Pudding Cake, Orange Cranberry, Tasty Selection by Quaker No Substitute
Pudding Cake, Apple Cinnamon, Tasty Batters by Quaker No Substitute
Pudding Cake, Lemon, Tasty Selection by Quaker No Substitute
Pudding Cake, Chocolate Raspberry, Tasty Batters by Quaker No Substitute
Pancake, Frozen, Kellogg's No Substitute
Waffles, Blueberry, Kellogg's No Substitute
Waffles, Plain, Kellogg's No Substitute
Pizza, Pepperoni 16" McCain No Substitute
Pizza, Three Cheese 16" McCain

ANNEX C

No Substitute
Pizza, Vegetable 16" McCain No Substitute
Pizza, Deluxe 16" McCain No Substitute
Pizza, Hawaiian, Ham & Pineapple 16" McCain No Substitute
Pizza, Freshchetta 16" Pizzeria Style Meat lovers Pizza, McCain No Substitute
Spanakopita, J.M. Schneider No Substitute
Cabbage Rolls, Campbell's No Substitute
Pizza Crust 7", Par Baked, Rich's No Substitute
Yogurt, assorted flavors, Dairyland @ 125g containers, No Substitute in Brand or Container Size
Ice Cream, Vanilla Baxter, Northumberland, Farmers or Scotsburn only
Ice Cream, Chocolate, Baxter, Northumberland, Farmers or Scotsburn only
Ice Cream, Strawberry, Baxter, Northumberland, Farmers or Scotsburn only
Ice Cream, Maple Walnut, Baxter, Northumberland, Farmers or Scotsburn only

ANNEX C

Ice Cream, Butterscotch, Baxter, Northumberland, Farmers or Scotsburn only
Ice Cream, Raspberry Cheese Cake, Baxter, Northumberland, Farmers or Scotsburn only
Ice Cream, Heavenly Hash, Baxter, Northumberland, Farmers or Scotsburn only
Ice Cream, Death by Chocolate, Baxter, Northumberland, Farmers or Scotsburn only
Ice Cream, Butter Pecan, Baxter, Northumberland, Farmers or Scotsburn only
Ice Cream, Puppy Paws, Baxter, Northumberland, Farmers or Scotsburn only
Ice Cream, Vanilla, Individual Portions, Northumberland, Farmers or Scotsburn No Substitute
Ice Cream, Chocolate, Individual Portions, Northumberland, Farmers or Scotsburn No Substitute
Ice Cream, Strawberry, Individual Portions, Northumberland, Farmers or Scotsburn No Substitute
Ice Cream, Butterscotch Ripple, Individual Portions, Northumberland, Farmers or Scotsburn No Substitute
Sour Cream, Baxter, Northumberland, Farmers or Scotsburn only

ANNEX C

Cottage Cheese, Baxter, Northumberland, Farmers or Scotsburn only (estimated quantity is based on a 500g container)
So Nice Original Fortified Soy Beverage by Soya World No Substitute
So Nice Chocolate Fortified Soy Beverage by Soya World No Substitute
So Good Chocolate UHT Prisma Soy Beverage by Soya World, No Substitute
So Good Vanilla UHT Prisma Soy Beverage by Soya World No Substitute
So Good Strawberry UHT Prisma Soy Beverage by Soya World, No Substitute
Baked Cookies, Thaw & Serve, Chocolate Chip, English Bay No Substitute
Baked Cookies, Thaw & Serve, Chocolate Chip Pecan, English Bay No Substitute
Baked Cookies, Thaw & Serve, Chocolate Chunk, English Bay No Substitute
Baked Cookies, Thaw & Serve, White Chocolate Macadamia, English Bay, No Substitute
Baked Cookies, Thaw & Serve, Double Chocolate, English Bay No Substitute

ANNEX C

Baked Cookies, Thaw & Serve, Oatmeal Raisin, English Bay No Substitute
Baked Croissants, Large & Sliced, Thaw & Serve, Gourmet Baker No Substitute
Vitality RTS, Cranberry, 10 Litre, Vitality code 107743 No Substitute (RTS=Ready to Serve)
Vitality RTS, Orange , 10 Litre, Vitality code 820275 No Substitute
Vitality RTS, Apple, 10 Litre, Vitality code 820276 No Substitute
Vitality Velocity Sport Drink, Blue Raspberry, 10 Litre, Vitality code 140138 No Substitute
Vitality BIB Products, 10 L Pride Peach Drink Vitality code 111258 No Substitute
Vitality BIB Products, 10L Pride IcedTea, Vitality code 111260 No Substitute
Vitality BIB Products, 10 L Pride Raspberry, Vitality code 111284 No Substitute

ANNEX C

Vitality BIB Products, 12L Cranberry Cocktail by Ocean Spray, Vitality code 110975 No Substitute
Express-Vitality 4 x 3 Litre, Pineapple Premium, Vitality code 109125 No Substitute

ANNEX D

MINIMUM PORTION SIZE STANDARD

BREAKFAST

EGGS, LARGE	2 ea
HAM/ BACK BACON	45 g(raw)
BACON	3 slices (40/48 slices per kg) (raw)
SAUSAGES	2 ea
CHEESE	30 g
HOT CAKES,	2 x 90 ml ladles of batter
FRENCH TOAST	2 slices
MUFFIN	130 g
BAGEL	110 g
CROISSANTS	60 g
JUICE (by the glass)	250 ml
MILK (2%, 1%, skim or chocolate, lactose intolerant)	237 ml - 250 ml
TOAST	2 slices (each slice 35 g)
CEREAL W/ MILK – HOT	175 ml (cooked) 125 ml of milk
CEREAL W/ MILK – COLD	250 ml by volume plus 125 ml of milk

ANNEX D

ANNEX D

LUNCH AND SUPPER

SOUP	250 ml
BONELESS MEAT/ POULTRY	180 g cooked
STEAK (BONELESS)	225 g (raw)
STEAKS AND CHOPS (BONE IN)	250 g (raw)
FISH (STEAKS, FILLET)	150 g (raw)
CHICKEN PIECES (BONE IN)	275 g (raw)
CASSEROLE DISHES	300 g (cooked)
PASTA W/SAUCE (MAIN MEAL)	150 g of pasta, 175 ml of sauce
STEWES	300 g (cooked)
THREE DECKER SANDWICH	1 ea 90g of meat total
HAMBURGER	2 ea 167 g (raw)
HOT DOG	80 g (two @ 40 g or one @ 80 g)
SUBMARINE (15 cm long)	1 ea 90 g of sliced meat or 110 g of filling
PIZZA	1 ea (1/6 of a 40 cm diameter pizza) 240 g
TACOS	2 ea
BURRITOS	1 ea
SANDWICH	1 ea 90 g of sliced meat or 110 g of filling
SANDWICH FILLING – SALAD	110 g
SANDWICH FILLING – SLICED MEAT	90 g
SLICED MEAT – FOR COLD PLATE	90 g
POTATOES, RICE, PASTA (SIDE DISH)	125 g (cooked)

ANNEX D

ANNEX D

VEGETABLES	90 g	
MILK (2%, 1%, Skim or choc, lactose intolerant) and cold beverages		250 ml
HOT BEVERAGES	250 ml	
SALAD ITEMS	6" bowl or 8" plate (Refer to Annex B)	
CANNED FRUIT	175 ml	
FRESH FRUIT (INDIVIDUAL)	1 ea	
FRESH GRAPES/ BERRIES/ SLICED FRUITS	125 ml or 90 g	
PUDDING	125 ml	
JELLO	125 ml	
ICE CREAM	125 ml	
FRUIT YOGURT	150 ml	
CAKE	1 piece (5cm x 5cm x 2.5 cm)	
PIE	1 piece (1/8 of a 22 cm diameter pie)	
SQUARES	1 piece (5cm x 5cm x 2.5 cm)	
COOKIES (7.5 cm diam)	2 ea	
COOKIES (12.5 cm diam)	1 ea	
DOUGHNUTS/ SWEET BUNS	1 ea	
BREAD	1 slice	
DINNER ROLL	1 ea	

ANNEX E

Contractor Performance Rating

1. Each Meal Service Meal and Dispersed Meal provided under the Contract shall be subject to inspection and assessment by a representative of DND (hereby referred to as PM which is the abbreviation used for CTC FOOD SERVICES OFFICER (C Food svc O) / PERFORMANCE MONITOR (PM).
2. Each Meal Service Meal and Dispersed Meal shall be subject to inspection and an assessment based on criteria stated in Annex "E-2" - "Table of Work Requirements / Tasks. Annex "E-1" is available on page 87 of the Statement of Work.
3. Each task listed Annex "E-1" , as applicable to the type of meal being provided, will be assessed and a rating score assigned by the PM, based on the degree to which performance requirements stated for each task have been met. Annex "E-2" "Evaluation Elements will be used by the PM as a guide in determining the assigned point rating. Annex "E-1" is available on page 96 of the Statement of Work. Any task listed in Annex "E-2 not being performed will not be rated and the Rating Scale will be adjusted to reflect a proper percentage on the final score.
4. A total score will be calculated by adding the PM's point allocation for each task performed according to Annex "E-2". The sum of the assigned points shall represent the overall score of the task performed on Annex "E-1". The grand total for the Rating Scale is 845. Where item has not been assessed, this will reduce the grand total by that number of points.
5. The overall score shall be divided by the total of the rating scale of the performed tasks multiplied by 100 to obtain a Meal Service score on a scale of 100.
6. The total cost of each Meal Service Meal and/or Dispersed Meal, calculated in accordance with the applicable Basis of Payment, shall be adjusted as follows:
 - 9.1 For each Meal Service score having a range from 95 to 100, the Contractor shall be paid the amount calculated in accordance with the applicable Basis of Payment, for that particular meal category plus an additional 5%;
 - 9.2 For each Meal Service score having a range from 80 to 94, the Contractor shall be paid the actual amount calculated in accordance with the applicable Basis of Payment, for that particular meal category;
 - 9.3 For each Meal Service score having a range from 60 to 79, the Contractor shall be paid the amount calculated in accordance with the applicable Basis of Payment, for that particular meal category, less 5% of the total calculated payment;
 - 9.4 For each Meal Service score 60, the Contractor shall be paid the amount calculated in accordance with the applicable Basis of Payment, for that particular meal category, less 15% of the total calculated payment;

ANNEX E

7. Any meal service not inspected / assessed shall be deemed to have a Meal Service score of 87.
8. If the Contractor receives a Meal Service score of 59 or less, on three consecutive occasions, it will be deemed in default of the Contract in which Canada may pursue termination of the Contract in accordance with General Conditions 9676 (12/12/03) General Conditions – Services. In addition, if the Contractor receives a Meal Service score of 59 or less on any 8 occasions during any individual Contract period, Canada may pursue termination for default by the Contractor.
9. The Contractor will be provided with a copy of each completed Annex “E-2” immediately following each meal service.
10. If the Contractor has any disagreement with its Meal Service score, it must submit its complaint, with detailed rationale, in writing, to the Contracting Authority named herein. The Contracting Authority will investigate the disagreement and provide written response to the Contractor in regards to the outcome of the complaint.

The initial seven, operational calendar days of the Contract, will be considered a trial period. During that time, inspection and assessments will be completed and Meal Service score calculated, but no adjustments will be made to the total cost of the meal service, the Contractor will be provided with a copy of each completed Annex “E-2” during this seven day period.

SCOPE OF WORK – FOOD SERVICES

Task	Performance Objectives	Performance Requirement	Performance Standard	Rating Scale	Unacceptable	Does not Meet	Meets/Exceeds
	Meals						
2.1.1	Planning and Production of Quality Meals – Provide prepared meal items and other food items in accordance with approved cycle menu and the prescribed standard for this objective	<p>The contractor shall provide prepared meal items and other food items in accordance with Approved cycle menu Appendix 1 to Annex A and standard Meal Item Availability Table Appendix 2 to Annex A.</p> <p>The contractor shall acquire, prepare, and cook sufficient quantities of quality, wholesome food items to feed entitled personnel 3 meals per day in accordance with the Daily Ration Forecast.</p> <p>Using meal and menu mix forecasting techniques, adequate quantities of each item shall be prepared to insure that, as much as possible, the last diner has the same choice as the first. Diner entitlement is set out in the Standard Meal Entitlement Pattern at Appendix 3 to Annex A. Serving sizes detailed in Appendix 4 to Annex A.</p> <p>Preparation of food and prepared products in accordance with the Food Safety Code of Practice for Canada's Foodservice Industry.</p>	<p>All menu items available throughout the meal period 95% of the time.</p> <p>Healthy cooking methods are consistently practiced 90% of the time, using standardized recipes for healthy cooking, and they are incorporated in at least one of the main course choices to insure that healthy choices are available at each meal.</p> <p>Ensure adequate quantities of each prepared item will be available from the first to the last diner 98% of the time</p> <p>Insure that food preparation and served is in accordance with the Food Safety code of practice.</p>	<p>40 points</p> <p>20 points</p> <p>30 points</p> <p>30 points</p>	<p>0-24 points</p> <p>0-9 points</p> <p>0-16 points</p> <p>0-16 points</p>	<p>25-34 points</p> <p>10-15 points</p> <p>17-23 points</p> <p>17-23 points</p>	<p>35-40 points</p> <p>16-20 points</p> <p>24-30 points</p> <p>24-30 points</p>

Task	Performance Objectives	Performance Requirement	Performance Standard	Rating Scale	Unacceptable	Does not Meet	Meets/Exceeds
		<p>Recipes <u>MUST</u> be made available to the Argonaut Food Services Officer upon request. All changes to menu require prior approval of the Argonaut Food Services Officer for modifications. The contractor shall establish a process to monitor and respond to customer's request and comments</p> <p>The contractor shall also set in place a mechanism to identify unpopular items on the menu and to submit proposed alternative choices of a similar quality and value to Argonaut Food Services Officer for approval.</p> <p>The contractor shall utilize and follow proper cooking techniques i.e. grilled items such as pork chops, breaded veal cutlets, etc... will be grilled NOT baked.</p>	<p>The Contractor shall insure that all changes to the daily menu has prior approval and that recipes used are available on request. He shall also monitor and respond to customer's request.</p> <p>Identify and resolve issues related to non-conformity of the approved cyclical menus to insure 95% compliance and successfully address unpopular menu choices no later then the beginning of the next menu cycle 90% of the time.</p> <p>The contractor shall insure a 95% compliance in the use of proper cooking techniques</p>	20 points	0-9 points	10-15 points	16-20 points
				20 points	0-9 points	10-15 points	16-20 points
				10 points	0-3 points	4-6 points	7-10 points
	Meal Service						
2.1.2							
	Provide meal service at specified locations, service points, and style of service and meal hours. Meals will be served to entitled diners in	Meal service is to be available seven days a week.	Meal service schedule as listed is to be met at least 95% of the time.	20 points	0-9 points	10-15 points	16-20 points

Task	Performance Objectives	Performance Requirement	Performance Standard	Rating Scale	Unacceptable	Does not Meet	Meets/Exceeds
	accordance with the Daily Ration Forecast	Normally dining room hours shall be from Monday to Saturday 0600 to 0830 hours for breakfast, 1130 to 1330 hours for lunch, 1630 to 1830 hours for dinner. Sunday Meal hours , 0730 to 1000 hours for breakfast, 1130 to 1330 hours for lunch, 1630 to 1830 hours for dinner. Exception to the above are as follows: 1. Intake day where serving hours will be extended as/if required; 2. Training days where hours may need to be extended; 3. Departure days when breakfast may be served earlier. During the main training period, the contractor is expected to operate a minimum of four (4) full service points in the Argonaut Mess Hall at breakfast and dinner. For the lunch meal, there will be an addition two (2) points of serving for the Soup and Sandwich Bar. Unless otherwise specified cafeteria-style service with self service salad, desert, condiment and beverage bars will be used.	A major (more than 15 minutes) delay in the commencement and / or delivery of meal service shall be tolerated only when it results from circumstances outside of the control of the contractor. Minor delays (less than 10 minutes) shall occur on no more than 3 occasions throughout each seven-day period.	20 points	0-9 points	10-15 points	16-20 points
			All food preparation, storage and related areas and equipment are to be maintained to the standard of the Food Safety Code of Practice for Canada's Foodservices Industry 100% of the time.	20 points	0-9 points	10-15 points	16-20 points
		Minimum rates of service are: each diner is served within ten minutes of accessing the dining room during peak diner flow periods, and within five minutes outside of peak periods. Where meal service includes items cooked to order, diners should not wait longer than five minutes between arriving at the service counter and receiving their meal order.	Rate of service must be met for peak periods 95% of the time and outside of peak periods 100% of the time. Rate of service must also be met for cook to order items 95% of the time.	30 points	0-16 points	17-23 points	24-30 points

Task	Performance Objectives	Performance Requirement	Performance Standard	Rating Scale	Unacceptable	Does not Meet	Meets/Exceeds
	Dispersed meals						
2.1.3	Provides other types of meals and meal service as required.	In addition to standard meal service, there is a requirement for a variety of type of meals and services to meet training requirements and social occasions. These meals, snacks, refreshments, etc may be consumed in the field or elsewhere. They are detail below	Assessed in task from 2.1.4 below.				
	Hot Bulk Meals						
2.1.4	Prepared and issue hot bulk meals. (Hay Box Meals)	To prepare and issue hot bulk meals in the quantity requested and in accordance with the Approved cyclical menu Appendix 1 to Annex A that complies with the Standard Meal Entitlement Pattern at Appendix 3 to Annex A . Only foods which retain their appearance and form with travel and which hold their temperature at safe levels for reasonable periods of time in accordance with the Food Safety Code of Practice for Canada's Foodservices Industry is to be used. A card indicating the amount per serving (e.g. pork chop – 1, boiled potatoes –	Tasty and appealing meals are to be prepared in accordance with the approved cyclical menu and the Standard Meal Entitlement Pattern 100% of the time when 24 hours notification is provided and 95% of the time when less than 24 hours notification is provided.	20 points	0-9 points	10-15 points	16-20 points

Task	Performance Objectives	Performance Requirement	Performance Standard	Rating Scale	Unacceptable	Does not Meet	Meets/Exceeds
		<p>two pieces, cookies – 2) is to accompany each issue, adequate quantities of each menu item shall be prepared to insure that, the last diner has the same choice as the first. Insulated food containers and all inserts for insulated food containers are to be maintained, cleaned and sanitized by the contractor. The contractor is responsible for all other material and condiments related to the provision and service of these meals including paper and plastic products (cups, utensils, napkins, etc...) unless otherwise advised. Where possible, the contractor will be advised by Argonaut Food Services Officer of requirement 24 hours in advance of pick-up.</p> <p>NOTE: food products returned from the field are not to be reused and must be disposed of immediately. The only exception is unopened canned goods.</p>	<p>Sufficient materials and condiments related to the provision and service of these meals and a card indicating the amount per serving are to accompany each issue, 95% of the time.</p> <p>Holding temperatures at the time of pick-up shall comply with the Food Safety Code of Practice for Canada's Foodservices Industry 100% of the time</p> <p>Requested meals shall be available at the required time for pick-up 100% of the time when provided with 24 hours notice or 95% of the time when provided with less than 24 hours notice.</p> <p>The contractor successfully addresses and corrects issues about food quality, quantity and safety to prevent re-occurrence in a prompt and effective manner.</p>	<p>20 points</p>	<p>0-9 points</p>	<p>10-15 points</p>	<p>16-20 points</p>
				<p>20 points</p>	<p>0-9 points</p>	<p>10-15 points</p>	<p>16-20 points</p>

Task	Performance Objectives	Performance Requirement	Performance Standard	Rating Scale	Unacceptable	Does not Meet	Meets/Exceeds
				20 points	0-9 points	10-15 points	16-20 points
2.1.4	Continue... Prepared and issue hot bulk meals. (Hay Box Meals)			20 points	0-9 points	10-15 points	16-20 points
	Field Night Snack						
2.1.5	Prepare and issue night snacks.	Night snack to be provided for personnel in the field over night in accordance with the Night Snack Entitlement Table at Appendix 6 to Annex A. Night snacks to be available daily, during the evening hours, (normal pick-up time 2000-2100hrs) only, as demanded by the Argonaut Food Service Officer.	All specified items are available in adequate quantity, in accordance with the Night Snack Entitlement Table at Appendix 6 to Annex A , at 95% of the time	20 points	0-9 points	10-15 points	16-20 points
	Individual Boxed Meal						

Task	Performance Objectives	Performance Requirement	Performance Standard	Rating Scale	Unacceptable	Does not Meet	Meets/Exceeds
	Prepare and issue individual boxed meals	<p>To prepare and issue, at the time requested, quality, individual cold-box meals, and condiments in the quantity requested and in accordance with the Approved cyclical menu Appendix 1 to Annex A that complies with the Standard Meal Entitlement Pattern at Appendix 3 to Annex A. The Contractor will be afforded insulated food containers when box lunches are required. It is the responsibility of the Contractor to return the food containers back to Canada in the same condition in which they were received. Each box meal is to be time and date stamped when completely assembled and stamped in English with "Consumption must be within four hours unless refrigerated" and in French "Doit être consommé dans les quatre heures, sauf si réfrigéré". Meals are to be held under refrigeration until pick-up. Holding times and temperatures must be in accordance with the Food Safety Code of Practice for Canada's Foodservices Industry. Meals are to be picked up by a designated member of Canada at a specified food service location. Where possible, the Contractor is to be advised by the CTC FSO of a requirement 48 hours in advance of pick-up.</p>	<p>Tasty and appealing meals are to be prepared in accordance with the approved cyclical menu and the Standard Meal Entitlement Pattern 100% of the time when 48 hours notification is provided and 95% of the time when less than 48 hours notification is provided.</p> <p>Sufficient materials and condiments related to the provision to accompany each issue, 100% of the time.</p> <p>Holding temperatures at the time of pick-up shall comply with the Food Safety Code of Practice for Canada's Foodservices Industry 100% of the time</p> <p>Requested meals shall be available at the required time for pick-up 100% of the time when provided with 48 hours notice or 95% of the time when provided with less than 48 hours notice.</p> <p>The contractor successfully addresses and corrects issues about food quality, quantity</p>	20 points	0-9 points	10-15 points	16-20 points
				20 points	0-9 points	10-15 points	16-20 points
				20 points	0-9 points	10-15 points	16-20 points
				20 points	0-9 points	10-15 points	16-20 points
				20 points	0-9 points	10-15 points	16-20 points

Task	Performance Objectives	Performance Requirement	Performance Standard	Rating Scale	Unacceptable	Does not Meet	Meets/Exceeds
			and safety to prevent re-occurrence in a prompt and effective manner.				
2.1.6	Special diet needs	The contractor shall be required to respond to special dietary needs to accommodate religious beliefs and medical allergy requirements, when directed by the designated Argonaut Food Services Officers and / or the Commanding Officer Argonaut .	Provide adequate food and meals 100% of the time to meet the specified dietary needs due to medical allergy and / or religious beliefs of Argonaut personnel, as requested and authorized by the designated Argonaut Food Services Officers and / or the Commanding Officer Argonaut .	20 points	0 points	N/A	20 points
2.17	Special Events, BBQ's, Sunset Ceremony, Mess Events, etc...	To provide items including pre-cooked meat in quantity requested and in accordance with Appendix 1 to Annex A – Cycle Menu Para. 7, 8 & 9 that complies with the Standard Meal Entitlement Pattern or as requested by client.	All specified items are available in adequate quantity in accordance with Appendix 1 to Annex A at least 95% of the time	20 points	0-9 points	10-15 points	16-20 points
	Contingency Feeding						
2.1.8	Plan For and Execute Contingency Feeding	To be prepared for contingency feeding, which includes, but is not limited to, the provision of meal service (typically on short notice) outside of hours stated in existing locations and/or the provision of meal service at a new location to meet emergency and / training requirements. Argonaut Food Services Officer or the Contract Manager may authorize modification of approved cycle menu and Standard meal Item Availability Table (at Appendix 2 to Annex A) .	The contractor shall ensure continuation of feeding support to training requirements while maintaining a record of event(s). No instance of failure to provide meals and meal service as requested in sufficient quantities, where required. The contractor shall have in place a feeding plan to adapt	10 points	0 points	N/A	10 points
				10 points	0 points	N/A	10 points

Task	Performance Objectives	Performance Requirement	Performance Standard	Rating Scale	Unacceptable	Does not Meet	Meets/Exceeds
			to emergency and/or training feeding requirements.	10 points	0 points	N/A	10 points
	QC/QA						
2.1.9	Provide a Quality Control/Quality Assurance and Self-Improvement program	To provide a Quality Control/Quality Assurance and continuous self-improvement program to increase productivity and improve customer service. The program is to monitor and control the quality, quantity and safety of goods used the quality, quantity and security of meals produced and the quality of all services provided.	The contractor shall provide a comprehensive quality control/quality assurance and self-improving program to insure the safety and well being of diners and staff, to the satisfaction of the designated DND Authority and the Technical Advisor.	20 points	0-9 points	10-15 points	16-20 points
	Sanitation and Safety						
2.2.1	During food production and service, all food must be kept in a properly controlled environment. Maintain all food preparation areas, service areas, dining rooms, storage and related areas, equipment, furniture, dishware, utensils, etc in a clean, safe and sanitary state.	At a minimum, all food is to be handled and stored in accordance with the Food Safety Code of Practice for Canada's Foodservice Industry and all areas are to be maintained in accordance with the Food Safety Code of Practice for Canada's Foodservice Industry. Workplace Hazardous Material Information System (WHMIS) Data sheets for all cleaning materials and chemicals in use are to be posted in the workplace. The contractor must implement a food service occupational safety-training program to insure the safety of the workers and the diners. Appendix 8 to Annex A Food Service Sanitation and Safety Standard	All food is to be handled and stored to the standard of the Food Safety Code of Practice for Canada's Foodservice Industry 100% of the time All areas are to be maintained to the standard of the Food Safety Code of Practice for Canada's	30 points	0 points	N/A	30 points
				30 points	0 points	N/A	30 points

Task	Performance Objectives	Performance Requirement	Performance Standard	Rating Scale	Unacceptable	Does not Meet	Meets/Exceeds
		<p>contains a collation of these specifications. Officials enforcing such applicable laws and standards shall be permitted to inspect the facilities or any portion thereof at any time during the contract period. Officials enforcing hygiene and sanitation standards shall be permitted to inspect the facilities or any portion thereof, or anything in connection therewith,</p> <p>Sanitation and Safety at any time during the period of the contract. The Argonaut Food Services Officer will inspect the facilities once a week for cleanliness in respect to the Basic Equipment Cleaning. Instruction and Schedule included at the end of Appendix 8 to Annex A Food Service Sanitation and Safety Standard. Pest control is the responsibility of DND.</p>	<p>Foodservice Industry 100% of the time.</p> <p>All services areas and dining room areas to be cleaned at the commencement of meal services in accordance with the Food Safety Code of Practice for Canada's Foodservice</p> <p>Industry and must be kept reasonable clean and tidy during the meal service period.</p> <p>The contractor must resolve issues within four (4) hours, regarding non-compliance with its food services occupational safety-training program, including the proper handling of cleaning and chemical products.</p>	30 points	0-16 points	17-23 points	24-30 points
				20 points	0-9 points	10-15 points	16-20 points
	Operation of Equipment						
2.2.2	Operate all equipment in accordance with manufacturer's	To insure the health and safety of workers and customers alike, all equipment is to be operated and maintained in accordance with manufacturer's instructions and operating	Safety guards and safety equipment used 100% of the time.	10 points	0 points	N/A	7-10 points

Task	Performance Objectives	Performance Requirement	Performance Standard	Rating Scale	Unacceptable	Does not Meet	Meets/Exceeds
	instructions and operating manuals.	procedures. All safety equipment needed to operate the equipment is to be used when operating the equipment.	<p>All food service staff operating food service equipment must have been instructed on the appropriate use and methods of operating equipment.</p> <p>Operated and maintain in accordance with</p> <p>Manufacture's instructions, operating manuals or standard operating procedures are available to staff in the workplace 100% of the time.</p> <p>The contractor shall correct any identified problems within 48 hours to the satisfaction of the Technical Authority and the applicable officials.</p> <p>All food services personnel have personal protective equipment (PPE) in good condition and in sufficient quantities required in work area, i.e. oven mitts, chain mail gloves, special purpose aprons, etc.</p>	20 points	0-9 points	10-15 points	16-20 points
				10 points	0-3 points	4-6 points	7-10 points
				10 points	0-3 points	4-6 points	7-10 points
2.2.2	Con...			10 points	0-3 points	4-6 points	7-10 points

Task	Performance Objectives	Performance Requirement	Performance Standard	Rating Scale	Unacceptable	Does not Meet	Meets/Exceeds
				10 points	0-3 points	4-6 points	7-10 points
	Distribution of Foodstuffs						
2.2.4	Distribution of foodstuffs	Foodstuffs are to be delivered under conditions that insure goods remain free of contamination and are maintained at the proper temperature in accordance with Food Safety Code of Practice for Canada's Foodservice Industry for subsequent distribution as Task 1 and its subtasks that relate to the various types of dispersed meals and service in Task 1 are to be distributed in refrigerated vehicles or containers to locations so as to maintain proper holding temperatures and to prevent possible contamination in accordance with Food Safety Code of Practice for Canada's Foodservice Industry .	The contractor shall insure that food delivered to Argonaut will be in accordance with Food Safety Code of Practice for Canada's Foodservice Industry. Frozen and refrigerated food supplies distributed within the CTC area and its field training areas must be approved food containers 100% of the time.	10 points	0-3 points	4-6 points	7-10 points
	Uniforms and Personal Hygiene						
2.2.5	Provide employee uniforms, including personal protective equipment where required, and	To insure the health and safety of the diner, the contractor is to insure sufficient quantities of clean, consistent in style and appropriate uniforms, are	Clean uniforms and hair coverings worn by all food	20 points	0-9 points	10-15 points	16-20 points

Task	Performance Objectives	Performance Requirement	Performance Standard	Rating Scale	Unacceptable	Does not Meet	Meets/Exceeds
	means for maintaining personal hygiene at work.	available for all personnel working in food preparation and in service areas to permit daily change. Contractor is also to insure sufficient quantities of aprons and hair coverings to permit change when soiled and that sufficient quantities of disposable gloves are available. Personal hygiene is to be maintained in accordance with Food Safety Code of Practice for Canada's Foodservice Industry .	<p>services personnel 95% of the time.</p> <p>Hand washing supply readily available to food services personnel at all times.</p> <p>All food services personnel have appropriate equipment to be used in cleaning in good condition and in sufficient quantities required in work area i.e. rubber gloves and boots.</p> <p>The contractor will correct any problems that have been identified by enforcing such applicable laws within four(4) hours to the satisfaction of the Technical Authority and the applicable officials.</p>	10 points	0-3 points	4-6 points	7-10 points
				10 points	0-3 points	4-6 points	7-10 points
				10 points	0-3 points	4-6 points	7-10 points

ANNEX F

ATTENDANCE REGISTER FOOD SERVICES STAFF NOMINAL ROLL

DATE		GROUP				KITCHEN	
Name of Employee (1)	Job Title (2)	PRESENT (4)	DAY OFF (5)	SICK (6)	ABSENT REASON (7)	NO. PRODUC-TIVE HRS	REMARKS

Note 1: Resident Manager (RM) or Kitchen Supervisor (KS) or cook (CK or kitchen helper (KH) Waitress staff (WS), or Storesman(ST).

Note 2: Exclude meal hours.

Note 3: Each group of employees will have their own staff attendance register as grouped together for accounting purposes.

GROUP 1 RESIDENT MANAGER AND KITCHEN SUPERVISOR

GROUP 2 COOKS

GROUP 3 KITCHEN HELPERS AND WAITRESS

GROUP 4 STOREMAN

Note 4: The attendance must be filled in properly, identifying each employee by group, attendance, day off, sick, etc. During spot checks, each employee identified will be accounted for.

ANNEX G

CATERING STAFF

SUMMARY OF PRODUCTIVE HOURS

<u>DATE</u>	<u>GROUP</u>	<u>KITCHEN</u>
	Resident Manager	_____ hours
	Kitchen Supervisor	_____ hours
	All Cooks	_____ hours
	All Kitchen Helpers	_____ hours
	All Wait Staff	_____ hours
	All Storesman	_____ hours
<u>Certified Correct</u>		<u>Signature</u> Resident Manager

ANNEX H

CATERER'S SEMI-MONTHLY INVOICE

(On Caterer's Letterhead if possible)

Argonaut Training Centre

Contract No.: _____

Cost per ration: \$_____ Billing Period _____

Cost per snack: \$_____

NAME OF CONTRACTING COMPANY: _____

Recapitulation of Certified Daily Ration Entitlement (Annex I) chargeable under the contract:

[illegible]

ANNEX I

CERTIFIED STATEMENT OF RATION ENTITLEMENT AND RATIONS

CHARGEABLE UNDER THE CONTRACT FOR FOOD SERVICES

ARGONAUT CADET TRAINING CENTRE

DATE:

	(1) NUMBERS ENTITLED TO RATION	(2) PORTION CHARGEABLE TO CONTRACT	(3) TOTAL RATION DAYS
1. Personnel entitled to all meals		1.00	
2. Personnel entitled to Breakfast only		0.33	
3. Personnel entitled to Breakfast & Lunch		0.67	
4. Personnel entitled to Lunch & Dinner		0.67	
5. Personnel entitled to Lunch or Dinner only		0.33	
		TOTAL:	_____

Certified number of Ration Days
chargeable under contract and claimable

Name/Rank/Position

INDIVIDUAL MEAL PACKS (IMP)	1.	x 1/3
	2.	x 2/3
	3.	x 1

TOTAL

Number of Ration Days chargeable
under contract and claimable

Name/Rank/Position

ANNEX J

CATERING CONTRACT INCIDENT REGISTER

[illegible]

ANNEX K

DAILY MEAL FORECAST

CTC ARGONAUT

DATE

DINING FACILITY	NUMBER OF MEALS			NUMBER OF SNACKS			SPECIAL INSTRUCTIONS
	BKFST	LNCH	DIN	AM	PM	NIGHT	

NOTE: Personnel subsisting on IMP's shall not be included in above forecast.

Signature
CTC Food Services Representative

ANNEX L

DETAILS OF OPERATING FACILITIES

GENERAL INFORMATION

1. LOCATION – Argonaut Training Centre - GAGETOWN, N.B.
2. DATE CONTRACT TO COMMENCE: 27 May 2019
3. DATE CONTRACT TO FINISH: 31 March 2021
4. TOTAL ESTIMATED NUMBER OF FORCASTED MEALS: 36,000
5. NAME, APPOINTMENT, ADDRESS AND TELEPHONE NUMBER OF OFFICER RESPONSIBLE FOR PROVIDING FURTHER INFORMATION REGARDING NUMBERS, OPERATIONAL FEEDING REQUIREMENTS, ETC., PRIOR TO TRAINING COMMENCEMENT:

<u>Title</u>	<u>Name</u>	<u>Telephone</u>
Contract Manager	Lt(N) T.C. Thompson	(506) 461-2736
Contract Manager's Technical Advisor	Capt D.G. Butt (3 ASG Food Svcs O)	(506) 422-2000 Local (2458)
CTC CTC Food Services Officer	To Be Announced	(506) 422-2000 Local (TBA)

NOTE: There are no quarters available for the Catering Staff on CTC Argonaut site.

6. OTHER PERTINENT OR USEFUL INFORMATION **CTC**

- a. Paper goods, plastic cutlery, etc., for packaging box lunches will be provided by the caterer and will be on-site at training commencement.
- b. Additional insulated food containers and beverage containers for meals/beverages sent out from the main kitchen will be arranged by DND.
- c. Garbage and swill contracts will be arranged by DND.
- d. CTC Argonaut Staff will provide vehicles and drivers to transport:
 - 1) rations for small boats
 - 2) food, equipment and food service staff for hay box feeding commitments;

- e. Adequate cleaning equipment will be provided to properly maintain all food services areas by the contractor.
- f. Office furniture will be provided to the Resident Manager in an office adjacent to the kitchen.

(Note: A phone line is available on a cost recovery basis).

DETAILS OF OPERATING FACILITIES

FOOD SERVICE FACILITIES

- 1. The basic floor plans of the building housing Food Services facilities are available from the Contract Manager.
- 2. Kitchen Area (Building # N118) is Argonaut Training Centre dining Hall.

DINING HALL INVENTORY

- 1. Basic galley inventory is part of a Supply Customer Account (SCA) held at CTC Argonaut Supply and will be provided at the Site Visit.
- 2. Dining utensils, cutlery, crockery, glassware, food trays and table items will be provided by DND for all dining areas.
- 3. Cooking utensils, pots and pans, food trolleys and other such equipment as is necessary to adequately outfit the kitchen will be provided by DND

DINING ROOM CAPACITIES

- 4. a Main Dining Room - 600 persons

GENERAL INFORMATION

- 5. The kitchen and fitted equipment are well maintained to the standards required by DND. Major thermal appliances are hooded and fitted with fire extinguishing systems.
- 6. The following are the minimum cleaning requirements, which must be completed prior to commencement of training:
 - a. All tables and chairs to be washed and positioned;
 - b. All inside, lower level windows, screens and sills to be washed; inside and out;

- c. All walls and shelves to be washed;
- d. All refrigeration units to be cleaned;
- e. All dishes, flatware, utensils and equipment to be washed and positioned;
- f. All condiment trays to be washed filled and positioned;
- g. All floors to be scrubbed;
- h. All washrooms, change rooms and lockers to be cleaned and disinfected;
- i. All entry steps and the back courtyard to be swept and hosed down;
- j. Garbage room to be cleaned, disinfected and hosed down; and all lights/lighting fixtures to be cleaned.

7. The following minimum cleaning schedules shall be maintained:

a After each meal:

- (1) All cooking surfaces cleaned within 90 minutes of end of posted meal hours;
- (2) All dishes, flatware, cooking utensils, trays, preparation equipment (ovens, refrigerators, mixers, slicers, etc.) to be washed/cleaned and, where applicable, stowed within 90 minutes of end of posted meal hours;
- (3) All kitchen, dining area, dishroom, bakery and serving area floors to be swept and mopped within 90 minutes of end of posted meal hours;
- (4) All garbage containers to be emptied and steam cleaned within one hour of end of posted meal hours;
- (5) All cardboard cartons to be broken down, folded and placed in designated containers (as per recycling regulations);
- (6) Steam table and dishwasher to be stripped and cleaned within 90 minutes of end of post meal hours.

b. Daily -

- (1) All hallway floors swept and mopped;
- (2) All washrooms to be cleaned and disinfected twice daily (1400 and 2200);
- (3) Garbage room swept and tidied;
- (4) Back compound and entry steps swept and hosed down as required;
- (5) All food service areas to be cleared and tidy at 2200 hours.

- (6) All chairs and tables washed;
- (7) All walls and shelving washed;
- (8) All windows, screens and sills to be washed inside;
- (9) All walk-in refrigerators to be cleaned;
- (10) All cups, glasses and dishes to be de-stained;
- (11) All silverware to be cleaned and polished;
- (12) All condiment trays to be emptied, washed, polished, sanitized and refilled;
- (13) All baseboards to be scrubbed; and
- (14) All hallway walls and baseboards to be scrubbed.

8. Inspections:

- a. A daily inspection of all food services areas shall be carried out by the CTC Argonaut Food Svcs O and/or other inspecting personnel as may be deemed necessary. A debrief will be provided to the caterer's resident manager. Recurring items will be annotated appropriately.
- b. Special inspections may be carried out as required.
- c. The Contract Manager, CTC Argonaut Food Services Rep, Preventive Medicine Technician and/or their representative(s), may be in attendance at any time that the food services are in use.

9. **Miscellaneous**

- (a) Standard of service
 - (1) Cafeteria/Limited Table Service - Service shall be at a minimum rate of 10 persons per minute. No one shall stand in line longer than five minutes.
 - (2) Two steam table lines are to be used in main dining room when feeding excess of 400 people.
- (b) Duty and cleaning schedules - schedules shall be prepared by the caterer, approved by the contract administrator and posted in an approved location.
- (c) Fire and safety training schedules must be approved by DND before implementation.

ANNEX L

MEAL SERVICE SCHEDULE

1. For convenience, this Annex is reproduced below. Adjustment to this schedule as required by training program changes may be made with prior notice (at least 24 hrs) to the contractor.

Meal Hours

Breakfast	Mon – Fri	0630 - 0800 hours
	Sat –Sun	0700- 0900 hours
Lunch	Mon-Sun	1130 - 1330 hours
Supper	Mon-Fri	1630 - 1830 hours
	Sat-Sun	1630-1800 hours

Snacks

Night	Daily	2000-2030 hours
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Note 1: Type of service: Cafeteria style for all meals is minimum requirements. Snack served on a buffet style service.

Note 2: Maximum 3 meals and 1 snacks per day.

ANNEX L

ESTIMATED RATION STRENGTH BY PERIOD CTC Argonaut 28 May 2019 - 27 August 2019

Date	Number of persons	Number of days	Total rations (pers/day)
28 May 2019	15 B 15 L 85S	1	115
28 May– 29 May 19	85	2	170
30 – 7 Jun 19	110	9	990
8-9 Jun 19	120	2	240
10-13 Jun 19	165	4	660
14-15 Jun 19	140	2	280
16 - 19 Jun 19	20	4	80
20 – 24 Jun 19	40	5	200
25 - 30 Jun 19	50	6	300
1 – 7 Jul 19	220	8	1,760
8 Jul – 16 Aug 19	870	40	34,800
17 Aug 19	255	1	255
18 – 22 Aug 19	25	6	150

Total contract Forecast **36,000**

The first and last meal dates will be confirmed NLT 30 days prior to commencement.

ANNEX L

SPECIAL FUNCTIONS SCHEDULE

1. Special functions may be held instead of, or in addition to regular meals. The majority of special functions will entirely or partially replace regular meal service for those involved. A meal may be served to those on ration strength and who attend special functions without charge provided the cost does not exceed that of a normal meal.
2. The contractor's staff will be required to set up and clean all dining areas used for special functions and will prepare and serve foods except as otherwise noted. The dates, times and numbers are approximate and will be confirmed well in advance. At least 24 hours notice will be given for any additional changes. The staff required is based on past experience, with some foods being pre-prepared by regular foods staff shifts. The Resident Manager will be advised when meals served at a special function are intended to substitute for a regular meal and for what numbers this will apply. Menus and foods will be available to the caterer in sufficient time to meet the schedules given.
3. Labour charges attributable to additional preparation time and to extend or special meal hours for TGIF's, Mess Dinners, social functions, special functions, etc, **SHALL NOT FORM PART OF THIS CONTRACT. HOWEVER, FOR INFORMATION PURPOSES, PLEASE QUOTE AND DEFINE ADDITIONAL LABOUR.**
4. The listing of or information provided for special functions is for the user and caterer's info only. All arrangements will be made with the concurrence of both parties.

	<u>DATE</u>	<u>FUNCTION</u>	<u>ATTENDING</u>
a.	TDB	Mess Dinner	225 Officers

THIS DATE TO BE CONFIRMED AFTER SCHEDULE HAS BEEN SET

This is a full course dinner served with wines, port and liqueurs under the direction of a Chief Steward.

b.	Every Saturday	BBQ	60 Staff
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ANNEX M

CFAO 34-13 - HYGIENE AND SANITATION FOOD HANDLING AND FOOD SERVICES

1. General

- a. The spread of certain infectious diseases may be attributed to inadequate hygiene practices or conditions in food services areas. The measures contained in this order are designed to prevent the spread of these diseases and shall be observed by military personnel, civilian caterers and civilian employees who are employed as food services personnel in DND establishments.

2. Definitions

- a. In this order "food services personnel" means those persons who are employed in:
 - (1) the handling, processing, serving or storage of food; or
 - (2) the cleaning of food service areas or food dispensing equipment.

3. Construction

- a. A satisfactory standard of sanitation in food services must begin with a building that is properly designed and constructed to be free of conditions that are hazardous to food and service. This includes the planning of space to provide adequate room for each operation and adequate separation of operations to reduce the possibility of food contamination.
- b. Floors shall be constructed of a smooth, slip-resistant, non-absorptive and non-flaking or peeling material. The flooring surface material should be carried up the wall for at least six inches. Any floor that is cleaned by water flushing or receives water discharges shall be suitably sloped to a drain.
- c. Wall and ceiling surfaces shall be of hard, smooth, non-absorbent and easily cleaned material that is capable of withstanding high humidity conditions. Joints shall be tight and sealed to eliminate harborage for insects.
- d. An adequate supply of potable hot and cold water shall be provided. Steam supplies, where used directly on food or food-contact surfaces, must be clean and non-toxic. The use of live steam produced by the central heating plant is not recommended for this purpose since the steam cannot be guaranteed clean or non-toxic. Potable water lines must be separate from, and installed so as to prevent any cross-connection with, sewage or non-potable water lines.

ANNEX M

- e. Floor drains shall be tapped, vented and sealed into the floor surface and should be provided with grilles which can be easily removed to allow cleaning.
 - f. Adequate lighting shall be provided for all food service areas. The recommended levels of illumination for these areas are contained in Annex to CFMO 40-06.
 - g. Ventilation systems must conform to fire regulations and be designed so as to prevent a back flow of contaminating material on to food or food preparation surfaces from vents or hoods. Air intakes should be designed to prevent the entrance of dirt, dust and insects. Filters shall be removable and cleaned at regular intervals, and systems must be kept free of grease and dust accumulation.
 - h. Washrooms and personnel locker or changing rooms should be structurally separated from food storage, handling, preparation and serving areas. Separate facilities shall be provided for male and female personnel.
 - i. Staff washrooms shall have an adequate supply of hot and cold water, soap, nail brushes, single service disposable towels or an approved hand-drying device.
4. Garbage Disposal
- a. Food wastes and garbage area source of food contamination and odours and attract insects and rodents. Since these wastes must be handled, stored or removed in such a way as to prevent food contamination or nuisances, the following measures shall be taken:
 - (1) Food services establishments should be provided with refrigerated garbage storage rooms, otherwise adequately ventilated and screened garbage rooms shall be made available.
 - (2) Garbage shall be held in leak-proof, non-absorptive, easily-cleaned containers with tight fitting lids. Garbage cans should be lined with plastic garbage bags to facilitate cleaning.
 - (3) Adequate facilities shall be provided for washing and sanitizing garbage containers after each use. Whenever possible a can washer-sterilizer unit should be installed.

ANNEX M

5. Pest Control

a. The prime consideration in the prevention of insect or rodent infestation in food service areas is cleanliness. Infestation will occur in food service areas unless particular attention is paid to building maintenance, garbage disposal, cleaning and sanitizing and storage of food.

b. The following measures, in addition to those prescribed in Para's. 3c, 3b, 4a, 6a, 6b and 9a, shall be taken to prevent insect or rodent infestation:

- (1) Cleanliness in all areas, including corners and behind the equipment, is mandatory.
- (2) All food shall be properly covered and stored.
- (3) Tight-fitting window screens and self-closing screen doors shall be provided for all food service areas during the fly season.

c. If insect or rodent infestation occurs, the following measures apply:

- (1) Cleanliness must be emphasized. Chemical control by the use of pesticides will not be effective unless the infested premises are kept scrupulously clean.
- (2) Pest control procedures shall be carried out in accordance with CFAO 34-46 and CFMO 36-03.

6. Equipment and utensils

a. All equipment and utensils must be of a design that is easily cleaned and be constructed of an approved material that is durable and resistant to corrosion.

b. The following measures shall be observed in the installation and maintenance of equipment:

- (1) Non-mobile equipment shall be either sealed into the floor or mounted on legs with a minimum six inch clearance between the floor and the base of the equipment. The sides and back of this equipment shall also be either sealed into adjacent walls or installed with an eight inch clearance to enable cleaning.

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(2) Wooden-topped preparation tables, meat blocks and cutting boards shall be kept clean and in good repair. Items with splits or open cracks shall be repaired or replaced. Locally made plywood cutting boards shall not be used.

- c. All chipped or cracked plastic ware or crockery, and other utensils or heavy equipment items, which have surface damage rendering them difficult to sanitize, shall be replaced. Plastic ware which has lost the glaze finish shall be replaced.
- d. Personnel shall not carry their field utensils into static dining rooms; they shall use the plates and cutlery normally provided in these facilities.

7. Cleaning and Sanitizing

- a. Since food is easily contaminated it is imperative that:
 - (1) all equipment and utensils be cleaned and sanitized at regular intervals;
 - (2) all food-contact surfaces be cleaned and sanitized after each use;
 - (3) cooking surfaces be kept free of waste food material and be scraped and cleaned daily on completion of use;
 - (4) infrequently used or stored equipment be cleaned and sanitized before used; and
 - (5) utensils and equipment when sanitized, be air dried and stored in a clean place to prevent recontamination.
- b. One of the following methods of washing and sanitizing shall be used for all food and beverage dishes and other equipment:
 - (1) Mechanical Dish washing Method
 - (i) Remove all food debris by pre-washing or scraping
 - (ii) The wash water shall contain suitable detergent and be maintained at a temperature between 120 F (49 C) and 140 F (60 C)
 - (iii) Rinse water shall be maintained at a minimum temperature of 180 F or 82 C.

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(2) Manual Dish washing Method

- (i) Normally, three-compartment sinks or sanitary containers will be provided. Where space limitations prohibit the installation of three-compartment sinks, two-compartment sinks may be used with the prior approval of NDHQ/Surgeon General.
- (ii) Remove all food debris by pre-washing or scraping
- iii) Wash the utensils in the first sink or container, using a suitable detergent. The water shall be maintained at a minimum temperature of 110 F or 44 C.
- (iv) In a three-compartment unit, rinse the utensils in clean water in the second sink or container. The water shall be maintained at a minimum temperature of 110 F or 44 C. In a two-compartment unit, the second sink shall be used both for the clean water rinse and as a sterilization compartment, and the sterilization procedure shall be the same as prescribed in subpara (5).
- (v) Sterilize in the third sink or container by:
 - (a) immersing the utensils for at least two minutes in a solution of not less than 100 PPM available chlorine (see subpara 3(i) or for at least 30 seconds in a quaternary ammonium solution (see subpara 3(ii)), and in either case the solution shall be maintained at a minimum temperature of 100 degrees F or 44 degrees C;
 - (b) immersing the utensils for at least two minutes, using a wire basket, in clean water maintained at a minimum temperature of 180 degrees F or 82 degrees C.

(3). Oversized and Electrical Equipment

Equipment that cannot be processed in accordance with subpara (1) or (2), e.g. oversized equipment or electrical appliances, shall be cleaned with a warm detergent solution, sanitized and rinsed with clear water. The following are recommended as sanitizing agents:

ANNEX M

- (i) Chlorine Solution
A 100 PPM (parts per million) available chlorine solution is produced by adding one-half ounce of ten percent sodium hypochlorite (NSN 6810-21-572-1850) to a gallon of cool water.
 - (ii) Quaternary Ammonium Solution
A satisfactory sanitizing agent may be produced by adding two ounces of quaternary ammonium compound (NSN 6505-21-570-2100) to a gallon of cool water.
 - c. Regardless of the dishwashing method used, the sanitizing of dishes and other utensils must meet recognized public health standards. The plate count must not exceed 100 bacterial per article when tested in accordance with the Standard Plate Test utilizing the "swab" technique.
 - d. Normally, after sanitizing the equipment and utensils can be air dried. However, where air drying is not possible, dish towels may be used, but it is essential that the towels be clean and used for this purpose only.
- 8. Food Handlers
 - a. As food services personnel can be carriers of disease organisms which contaminate food, the following precautions shall be taken:
 - (1) Civilians who are to be employed to prepare or handle food shall be examined in accordance with CFAO 34-12.
 - (2) Food services personnel who incur a common cold, sore throat, gastrointestinal upset, skin rash or an infected cut or sore, shall:
 - (i) report to the person in charge of food services and
 - (ii) be removed from food handling duties until approval has been obtained from a medical authority for their return to duty.
 - b. A high standard of personal hygiene is essential to prevent the transmission of infectious diseases through food. In order to maintain this standard, food services personnel shall adhere to the following:
 - (1) While on duty they shall wear clean outer garments provided for food service activities; however, this working dress shall not be worn outside the food services establishment.

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- (2) They shall avoid handling food with their hands; ladles, lifters, tongs or scoops should be used.
- (3) Smoking, combing hair, applying cosmetics, and changing clothing in food service areas are prohibited.
- (4) Female personnel shall wear a hair net. Male personnel who have a hair style that reaches or extends below the collar shall wear a hair net; other male personnel shall wear a cap. Beards shall not be worn by military personnel (CFAO 17-3 refers); beards worn by civilian food handlers shall be kept shorn, neatly trimmed and clean.
- (5) Personnel shall thoroughly wash their hands prior to starting work, and also after using the toilet facilities, handling raw foods, using a handkerchief, coughing or sneezing.

9. Storage and Refrigeration

- a. Food that does not require refrigeration or frozen storage shall be stored:
 - (1) in clean, well-ventilated rodent-proof areas;
 - (2) on racks or pallets with a minimum of six inches clearance from the floor to facilitate cleaning and pest control, and
 - (3) in unbroken packages or in closed containers to prevent insect contamination.
- b. All refrigeration units such as domestic and walk-in refrigerators, deep freezers, cold top tables and sandwich displays shall be maintained as follows:
 - (1) The interior surfaces, racks and trays shall be kept clean. Racks, shelves and trays shall be of corrosion-resistant metal.
 - (2) Cooling coils shall be defrosted regularly on units that are not equipped with automatic defrosting devices.
 - (3) Proper temperatures shall be maintained.
 - (4) An indicating thermometer, readily accessible for reading shall be located in each refrigerator, deep freeze and refrigerated food display counter.

ANNEX M

- c. Perishable foods, both cooked and uncooked, when not actually being used in the preparation of meals being served, shall be stored according to the Sanitation Code of Canada, current issue.

ANNEX N to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)

Buyer ID - Id de l'acheteur
mct032
CCC No./N° CCC - FMS No./N° VME

NOTE TO BIDDERS: WRITE DIRECTORS' AND/OR OWNERS' SURNAMES AND GIVEN NAMES

[illegible]

PART 1

THE FOLLOWING DEFINITIONS SHALL FORM PART OF ANY CONTRACT RESULTING FROM THIS REQUEST FOR PROPOSAL.

1. DEFINITIONS

- a. **“DND”** means Department of National Defence.
- b. **“PWGSC”** means Public Works Government Services Canada.
- c. **"ESTABLISHMENT"** means base, Argonaut Cadet Training Centre, unit or other organization where the work is performed.
- d. **"SUPPORT BASE"** means the unit which negotiates and manages the contract and which may be providing some logistic support to the establishment.
- e. **"FOOD SERVICES CONTRACT"** means the provision of meals where the caterer provides the food services staff and managerial services using DND food commodities, equipment and facilities.
- f. **"FOOD AND FOOD SERVICES CONTRACT IN DND FACILITIES"** means the provision of meals where the caterer provides food commodities, food services staff, and managerial services using DND facilities and equipment.
- g. **"FOOD AND FOOD SERVICE IN NON DND FACILITIES"** means the provision of meals where the caterer provides all food service resources and using caterer's own facilities and equipment.
- h. **"CATERER"** means that person, firm or corporation with whom an agreement has been entered into.
- i. **"COMMANDING OFFICER"** means the senior officer appointed to command the establishment.
- j. **“CONTRACT MANAGER”** means the Officer who oversees the negotiation of the contract with PWGSC and administers the contract for the Commanding Officer of the Regional Cadet Support Unit (Atlantic) (RCSU(A)).
- k. **“RESIDENT MANAGER”** means the representative of the caterer whose responsibility it is to oversee the operation as a whole and to act as a liaison between the caterer and the Argonaut Training Center.
- l. **“KITCHEN SUPERVISOR”** means the representative of the caterer whose responsibility it is to oversee the food service operation at the kitchen level.

- m. **"CONTRACT MANAGER'S TECHNICAL ADVISOR"** means a DND Food Services Officer or a cook of the rank of Sgt or above of the supporting unit (3 ASG Gagetown), appointed by the supporting Base/Unit Commander/CO. The technical advisor, or his representative, is to make periodic visits (one at facility opening, or once per week or month as required). He/she is to be available to give specialist advice to ensure that contract specifications are observed, to provide the caterer with administrative advice, and to assist in interpreting the specifications as related to food, food services, sanitation and hygiene.
- n. **"CTC FOOD SERVICES REPRESENTATIVE"** (CTC Food Svcs Rep.) the officer or senior non-commissioned member appointed by the CTC CO to liaise with the caterer about day-to-day contract implementation.
- o. **"CATERING STAFF"** means the employees of the caterer engaged to perform the work.
- p. **"SPECIFICATIONS"** as used in this document means Contract specifications for the Supply of a Food and Food Services in the caterer's facilities.
- q. **"PROCEDURES"** means the Procedures for Raising and Managing Food Services Contracts.
- r. **"FOOD SERVICES CONTRACT INCIDENT REGISTER"** means a register kept by the CTC Food Svcs O and in which he/she and the Contract Manager record the caterer's performance deficiencies as well as corrective measures taken by the caterer or administrative procedures initiated by the Contract Manager.
- s. **"DINER STRENGTH"** means the total number of personnel at the establishment entitled to receive meals at public expense.
- t. **"RATION"** means a total of three meals provided to one authorized person for one day. Whenever less than three meals are provided to a given diner, the meals have the ration value stated in Annex H.
- u. **"DISPERSED MEALS"** means hot food provided in insulated containers (Hay Boxes) and cold food provided as individual boxed meals for consumption away from dining facilities or hospital meal trays.
- v. **"INDIVIDUAL MEAL PACKS (IMP)"** means non-perishable foods to be prepared/re-heated by the user. The Individual Meal Pack (IMP) is provided by DND and is equivalent to one-third of one ration.

- w. **"FULL TABLE SERVICE"** means a method of dining room service wherein:
- (1) Diners are seated at tables previously set with cutlery, crockery, glassware and condiments in the accepted restaurant fashion;
 - (2) The entire meal is served; and
 - (3) Catering staff clears the tables.
- x. **"LIMITED TABLE SERVICE"** means a combination of table and cafeteria service wherein:
- (1) Dining tables are set with cutlery, crockery and condiments in the accepted restaurant fashion;
 - (2) The diner collects his meal at the serving counter, but may be served with coffee, etc. at the table; and
 - (3) Catering Staff clears the tables.
- y. **"CAFETERIA SERVICE"** means a method of serving food wherein:
- (1) The diner collects his meal at the serving counter;
 - (2) Tables are laid with necessary condiments or condiment stands if available.
 - (3) At the end of his meal the diner removes his cutlery, crockery glassware and leftovers to an area provided for their reception.
- z. **"SNACK RATION"** means a total of one snacks provided to one authorized person for one day.

PART II CATERER'S RESPONSIBILITIES

1. CATERER'S AVAILABILITY

- a. The Resident Manager and Kitchen Supervisor shall be available at the site of operations, a minimum of five (5) working days prior to commencement of the contract to conclude final details with the Contract Manager.
- b. The Resident Manager, or his authorized representative, shall advise the Food Svcs O of his intended whereabouts, including after normal working hours.

2. CATERING STAFF

- a. The caterer shall:
 - (1) Provide a Resident Manager with experience as specified in the contract who shall not be engaged in the actual preparation and serving of meals;
 - (2). Provide a kitchen supervisor with experience as specified in the contract that shall supervise the catering staff. When the average diner population of a kitchen is 100 or less, the kitchen supervisor may participate in preparation and service of meals.
 - (3). Provide the catering staff required to meet the CF standards for meal production and service, hygiene, sanitation and general safety. Annex A is provided as a guide and applies to continuous feeding situations. It is the ratio of staff to diners which has proven to be the most effective for the operation of food services facilities which meet the CF standard for meal production and hygiene, where three meals are provided, seven days a week. Thus the caterer should employ personnel to meet the total weekly productive working hours for each category of employee. Where the catering requirement is less than three meals per day seven days per week, a proportionate number of staff shall be employed;
 - (4) provide in-house staff training according to the program submitted with its proposal prior to work commencement, to include Workplace Hazardous Material Information System (WHMIS);
 - (5) ensure that food handlers abide by the pertinent city and/or provincial health regulations and those specified in the "Sanitation Code for Canada's Food Services Industry";
 - (6). ensures that the catering staff comply with orders and regulations issued by the Commanding Officer CTC Argonaut and or RCSU(A);
 - (7). provide meals to the Catering staff at his own expense;

- (8). provide uniforms to all Catering staff in sufficient quantities to permit a daily change and be responsible for laundering these uniforms; and
- (9). provide all cleaning and disinfecting agents and small equipment; i.e.; tea towels. Garbage bags, dish machine detergent, tin foil, saran wrap, mop and mop heads, packing boxes, foil containers for rationing vessels, masking tape, felt markers, bags, paper and plastic and like items required to meet feeding commitments.

3. MEDICAL REQUIREMENTS

- a. The Caterer shall only employ personnel who are free from contagious or infectious disease. All employees should have a medical examination prior to commencing work. The Resident Manager should keep all such records on file for inspection at any time. DND may require any member of the Food Services staff to submit to a medical examination at any time. In the event of a refusal to undertake a medical examination, or if as a result of such examination the employee is diagnosed as having a contagious or infectious disease, the Caterer on being notified thereof, shall arrange forthwith to remove such employee from the premises. Costs and arrangements for all physical and laboratory examinations are the responsibility of the Caterer.

4. RELIGIOUS REQUIREMENTS

- a. The caterer shall be able to accommodate religious practices. The caterer can do this by making some specific adjustment or accommodation to standard operating procedures, routine practices, or policies so that a Cadet can participate in a practice which is central to his/her religious beliefs and the observance of which is considered a fundamental requirement of the religion and not merely a religious custom.
- b. Some religious groups have beliefs that prohibit the consumption of specific foods or prescribe special preparation or times when food will not be consumed i.e. between sunrise and sunset during Ramadan for Muslims. Where the member's faith prohibits specific foods, it may be possible to meet the member's dietary needs by ensuring that alternative choices are available. Where the member's faith prescribes stringent requirements for the preparation and service of food, consideration should be given to the procurement of commercially prepared meals, where this is a reasonable option. It is up to DND to confirm the requirement each contract period.

5. CATERER REQUIREMENTS:

- a. provide meals and snacks in accordance with the three-week cycle menu in Annex B, and the minimum standard menu patterns in Appendix 1 to Annex B at Argonaut CTC main site and at remote sites.

- b. ensure that all food preparation/cooking follows standardized recipes, is flavorful, takes place as close as possible to actual time of consumption and that meals are prepared from ingredients which meet the standards described at Annex C (Standards of Food Quality);
- c. ensure the timely and safe service of food by covering all food and observing the following maximum holding times and procedures:
 - (1) Hot food: hold at 140 F (60 C) or higher for no longer than two hours. Batch cooking shall be the norm (i.e. staggered cooking). Leftovers shall be covered and cooled quickly and may be served within 48 hours as an additional menu item,
 - (2) all desserts containing custard, milk, eggs, cream and edible oil simulated fillers and all salads refrigerated for no longer than 24 hours, and total exposure at room temperature no longer than 90 minutes, any remaining is to be discarded,
 - (3) bakery items: no longer than 36 hours; and
 - (4) fresh milk shall be dispensed from the original container and shall not be held longer than one hour at room temperature.
- d. present a sufficient quantity of each menu item to satisfy the portion size requirements at Annex D. An adequate quantity of each selection on the menu shall be prepared to ensure that last diners have the same choice as the first;
- e. display the daily menu in each dining facility using menu folders at each table where table service is provided or menu boards in cafeteria and wardroom for limited table service;
- f. provide efficient and pleasant service to the diner according to the Meal Service Schedule, contained in the Requisition. Caterer's staff shall assist in service if dispersed meals are required;
- g. control, receive and store food supplies properly in accordance with "The Sanitation Code for Canada's Food Services Industry", and ensure that foods are used on the first-in, first-out basis, and minimize wastage; and
- h. provide and serve meals for two Officers' Mess Dinner and one staff cadet Mess Dinner (coordinated by CTC Food Services O and RCIS Log O). Provide meals for Xmas in July function (coordinated by CTC Food Svcs O). Provide snacks for graduation parades (two x two week, one x three week, and one x six week, as coordinated by CTC Food Svcs O).
- i. provide all necessary paper and plastic items for dispersed hot meals, hospital hot packs and boxed lunches including but not limited too utensils, plates, bowls, cups, and napkins.

6. FOOD, EQUIPMENT AND PREMISES

- a. The Caterer shall properly use the equipment and materials provided.

7. ADMINISTRATION

- a. The Caterer shall:
 - (1) Provide the CTC Food Services Representative with a certified daily nominal roll of the catering staff of each kitchen using the format of Annex F. Total productive working hours for each category of employee are to be indicated Annex G.
 - (2) Submit semi-monthly invoices (Annex H) to the Contract Manager for services rendered under the contract for the periods from the first to the fifteenth and from the sixteenth to the last day of each month. Invoices will be based on the information contained in the Certified Daily Ration Entitlement Statement (Annex I) prepared by the CTC Food Services Representative.
 - (3) Provide meal tickets for personnel not on ration strength. Price charged as established by CTC Coordinator.

8. FOOD AND FOOD SERVICES IN DND FACILITIES

- a. With regard to his staff, the Caterer shall:
 - (1) arrange necessary transportation for the catering staff;
 - (2) liaise with the CTC Conflict Management Advisor for catering staff training concerning the Positive Social Relations for Youth Program; and
 - (3) liaise with the CTC General Safety Officer for fire prevention training for members of the catering staff.
- b. All kitchen equipment will be listed and shortfalls will be identified before calling for submission of proposals. If DND cannot supply identified shortfall equipment the Caterer shall include purchase or rental of shortfall equipment in his bid. A written estimate of all costs involved in modifying existing plumbing, heating or electrical services as well as costs involved in the installation and removal of equipment and services shall accompany the tender. All such costs shall be paid by the Caterer and shall form part of the terms of the contract.
- c. With regard to DND equipment and facilities, the Caterer shall:

- (1). sign an inventory listing of all DND equipment through Argonaut Supply Section prior to meals commencement;
- (2) properly use the storage facilities for swill and garbage and keep the adjacent areas clean;
- (3) promptly advise the CTC Food Services Representative of any equipment malfunction, refrigeration failures, problems with heat, electricity, plumbing, sewage, garbage disposal, inadequate food supplies, etc.;
- (4) return the premises and equipment in the same condition as when they became the Caterer's responsibility and to the satisfaction of the Contract Manager and CTC Supply Section, at the end of the contract. The Caterer will not be responsible for changes in conditions and/or quantities of equipment or buildings resulting from normal and reasonable wear and tear or loss or damage to property through explosion, fire, lightning, tempest riot, strike or act of God or the Queen's enemies or any act or occurrence, whatsoever, beyond the control of the Caterer; and will not be required to prepare kitchen fixtures, by greasing or otherwise for dormant storage unless negotiated to cover this work;
- (5) reimburse DND, at the expiration of the contract for losses, shortages or damages to equipment except as indicated in sub-paragraph 4 above. The caterer shall be financially responsible for any tableware deficiencies considered by the Contract Manager to be attributed to his actions or negligence; and
- (6) at the expiration of the contract, perform an inventory check of all DND supplied equipment with the Contract Manager or his representative. The deficiencies shall be recorded and recovery action shall be taken prior to his departure. DND shall provide the Caterer with a written release against further inventory shortages.

PART III DND RESPONSIBILITIES

1. CONTRACT MANAGER

a. The Contract Manager is responsible to the Commanding Officer of RCSU(A) for the following:

- (1) Brief the CTC Food Services Representative prior to his/her commencement of employment on his/her terms of reference (duties) and the contract specifications.
- (2) Obtain advice from Contract Manager's Technical Advisor who shall provide advice and interpret the specifications related to food, food service, sanitation and hygiene;
- (3) Accompanied by the CTC Food Services Representative, conduct periodic assessments of meals served, the food services premises, and administrative procedures (paperwork) to ensure the Caterer is abiding by the terms of the contract.; and
- (4) The Contract Manager provides administrative advice to the Resident Manager.

2. CTC FOOD SERVICES REPRESENTATIVE

a. The CTC Food Services Representative is responsible to the CTC Commanding Officer for:

- (1). liaising with the Caterer about the day-to-day contract implementation by:
 - (i) discussing the contract specifications with the Contract Manager and the Caterer prior to or immediately after the CTC opening;
 - (ii) providing the Caterer, 24 hours in advance, with the Daily Meal Forecast (Annex K) in each dining area, including dispersed meals;
 - (iii) furnishing the Caterer, within 72 hours, with the Certified Daily Ration Entitlement Statement (Annex I);
 - (iv) ensuring that the Meal Service Schedule as established in the contract is followed. Any deviations from the scheduled meal hours require the CO's authorization. The Caterer shall be advised of change 24 hours in advance except under exceptional circumstances;
 - (v) ensuring that all services specified in the contract are provided (e.g. three meals and one snack); and

- (vi) ensuring that food services requirements over and above those listed in the sub-para above are treated as non-public activities and are paid for with non-public funds by the users;
- (2) monitoring the quality of food and food services by;
 - (i) ensuring that attractive and tasty meals are provided in accordance with the cycle menus at Annex B;
 - (ii) ensuring that the maximum holding times are not exceeded;
 - (iii) ensuring that all foods are prepared as close as possible to the actual time of consumption;
 - (iv) ensuring that efficient and pleasant service is provided.
 - (v) ensuring that sufficient quantities of each menu item are provided to satisfy the portion size requirements at Annex D. The most popular choice should be 75% of total choices.
 - (vi) ensuring that an adequate quantity of each selection on the menu is prepared to ensure that the last diners have the same choice as the first one;
 - (vii) ensuring that the hygiene and sanitation standards are in accordance with "The Sanitation Code for Canada's Food Services Industry";
 - (viii) ensuring that foods are controlled, received and stored properly;
 - (ix) documenting failure of the Caterer to meet any of the terms of the contract using the Incident Register (Annex J) and by informing the Contract Manager as necessary;
 - (x) confirms that documented unsatisfactory performance has been rectified by the contractor within the allotted time; and
 - (xi) informing the Contract Manager when unsatisfactory performance is not corrected or recurs.
- (3) Performs administrative and managerial tasks required in the Catering Contract by:
 - (i) ensuring that the Resident Manager is not engaged in the actual preparation and serving of meals;

- (ii) accompanied by the Contract Manager, conduct periodic assessments of meals served, the food services premises, and administrative procedures (paperwork) to ensure the Caterer is abiding by the terms of the contract. He/she shall record observations in the Catering Contract Incident Register (Annex J) and advise in writing the Commanding Officer, the Contract Manager, the Resident Manager and, when required, the Head Office of the Catering Company, of the deficiencies observed;
 - (iii) ensuring that the kitchen supervisor is supervising catering staff and is not engaged in the meal production and service unless the average diner population is 100 or less.
 - (iv) ensuring that the productive work hours are not less than those specified in Annex A;
 - (v) ensuring that the ration entitlement account is carried out in accordance with CFAO 36-21 and Annex I;
 - (vi) ensuring that the Caterer's invoices (Annex H) accurately reflect the Certified Daily Ration Entitlement Statements (Annex I) for that period and forwarding the certified (Annex H) to the Contract Manager;
 - (vii) ensuring that the Catering staff are attired in suitable food handlers uniforms;
 - (viii) ensuring that the Caterer provides meals to his staff at his own expense; and
 - (ix) ensuring that the Resident Manager or his authorized representative advises of his intended whereabouts during and after normal working hours; and
- (4) Shall not interfere with Catering staff in the performance of their duties and shall deal only with the Resident Manager or his representative.

3. FOOD AND FOOD SERVICES IN DND FACILITIES

a. DND shall provide the following equipment and facilities:

(1) facilities and equipment as listed in the Supply Customer Account (SCA) in a ready and sanitary condition. (An inventory of all DND equipment shall be prepared);

(2) non-food accessory (hay boxes, coolers, etc..) and packaging items for dispersed and boxed meals requirements only in accordance with Annex E;

(3) water, electricity, fuel for kitchen equipment, heating, refrigeration, adequate storage facilities and removal services for swill and kitchen refuse;

(4) tableware, (chinaware, earthenware, glassware, cutlery, flatware and plastic ware) in amounts to cater to the number being fed;

(5) tablecloths, as required; caterer to arrange for pickup/delivery to Argonaut CTC Supply Section;

(6) rodent/pest control compounds with equipment (use of the latter shall be controlled by hygiene technicians who shall be permitted facility access 24hrs/day without prior notice).

(7) floor cleaning machine, but not cleaning supplies as outlined in para 4 (i) Section 2 Part 2. The cleaning supplies are the caterer's responsibility.

(8) copies of Standing Orders, Fire Orders, operating and maintenance instructions for kitchen equipment; and

(9) maintenance service for DND kitchen facilities and equipment.

PART III

ANNEXES

- A. WEEKLY PRODUCTIVE HOURS - STAFF
- B. MINIMUM STANDARD MENU PATTERNS
 - 1) Cycle Menus
- C. STANDARDS OF FOOD QUALITY
- D. MINIMUM PORTION SIZE
- E. CONTRACTOR PERFORMANCE RATING
- F. CATERING STAFF ATTENDANCE REGISTER
- G. CATERING STAFF SUMMARY OF PRODUCTIVE HOURS
- H. CATERER'S SEMI-MONTHLY INVOICE
- I. CERTIFIED DAILY RATION ENTITLEMENT STATEMENT
- J. CATERING CONTRACT INCIDENT REGISTER
- K. DAILY MEAL FORECAST
- L. DETAILS OF OPERATING FACILITIES
 - 1) Meal hours
 - 2) Estimated Ration strength by week - Summer Training
 - 3) Special Functions Schedule
- M. HYGIENE AND SANITATION, FOOD HANDLING AND FOOD SERVICES