

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

Government of Canada Building
101 - 22nd Street East, Suite 110

**Saskatoon
Saskatchewan**

S7K 0E1
Bid Fax: (306) 975-5397

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada/Travaux
publics et Services gouvernementaux Canada
Harry Hays Building (HHB)
Room 759, 220-4th Avenue SE
Calgary
Alberta
T2G 4X3

Title - Sujet Catering services etc	
Solicitation No. - N° de l'invitation W3666-19H009/A	Date 2019-10-30
Client Reference No. - N° de référence du client W3666-19H009	GETS Ref. No. - N° de réf. de SEAG PW-\$CAL-129-6983
File No. - N° de dossier CAL-9-42011 (129)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-12-10	Time Zone Fuseau horaire Central Standard Time CST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Izzotti, Diana	Buyer Id - Id de l'acheteur cal129
Telephone No. - N° de téléphone (403)680-6109 ()	FAX No. - N° de FAX (306)975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Cormack Armoury 4402 55th Str 4225 CROWCHILD TRAIL S.W. 4225 Crowchild Trail S.W. Red Deer Alberta T4N2H1 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided; |
| Part 6 | Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Requirement, the Basis of Payment, the Electronic Payment Instruments, and any other annexes

1.2 Summary

For the provision of all material, equipment, labour, tools and supervision to provide meals and catering services for the Cormack Armoury and any user units at Red Deer, Alberta OR the 20th Independent Field Battery Regiment, Royal Canadian Artillery (RCA) and any user units at Lethbridge, Alberta on an as and when required basis during the period of the Standing Offer.

The period of the Standing Offer is one year (approx. January 1st 2020 to December 31st 2020) with 2 option years of 1 year each to follow consecutively as required.

*NOTE: There are two delivery locations. Bidders may choose to bid on one or both locations. Bidders must bid on a minimum of one location to be considered responsive.

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

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This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

1.4 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2019-03-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days Insert: 120 days

2.2 Submission of Offers

Offers must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the RFSO:

Bid Receiving Public Works and Government Services Canada
Government of Canada Building
101 22nd Street East, Suite 110
Saskatoon, SK S7K 0E1

FAX number: (306) 975-5397

ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca

Note: Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instruction [2006](#), or to send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants;
- or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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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 \$5,000,00 including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 12 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 Alberta.

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.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions.

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

Section I: Technical Offer
Section II: Financial Offer
Section III: Certifications
Section IV: Additional Information

- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Offer (1 hard copy)
Section II: Financial Offer (1 hard copy)
Section III: Certifications (1 hard copy)
Section IV: Additional Information (1 hard copy)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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

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, Offerors 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 Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment.

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete **Item 7.4.4 Electronic Payment Instruments, to identify which ones are accepted.**

If 7.4.4 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.

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

See Annex C

4.1.1.2 Point Rated Technical Criteria

See Annex C

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price - Offer

[Evaluation of Price - Offer \(2016-01-28\) M0220T](#)

4.2 Basis of Selection

4.2.1 Basis of Selection - Minimum Point Rating

1. To be declared responsive, an offer must:
 - a. comply with all the requirements of the Request for Standing Offers (RFSO); and
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of 80 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.

2. Offers not meeting (a) or (b) or (c) above will be declared non-responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer 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 property 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 Offeror 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 - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Status and Availability of Resources

[Status of Availability of Resources - Offer \(2016-01-28\) M3020T](#)

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

6.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

6.2 Security Requirements

6.2.1 There is no security requirement applicable to the Standing Offer.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

6.3.1 General Conditions

[2005](#) (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in annex C. If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

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6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from (anticipated) January 1st 2020 to December 31st 2020.

6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for 2 additional x 1 year periods, from (anticipated) January 1st 2021 to December 31st 2021 and January 1st 2022 to December 31st 2022 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.4.3 Delivery Points

Delivery of the requirement will be made to the delivery point(s) specified at Annex "A" of the Standing Offer.

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Diana Izzotti
Title: A/Procurement Specialist
Organization: Public Works and Government Services Canada - Acquisitions Branch
Directorate: Western
Address: Harry Hays Building, 759, 220-4th Avenue SE
Calgary, AB - T2G 4X3
Telephone: 403-680-6109
Facsimile: 403-292-5786
E-mail address: diana.izzotti@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

6.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

6.5.3 Offeror's Representative

Name: _____

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Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

PBN # _____

To register for a Procurement Business Number (PBN) please go to:

<https://srisupplier.contractsCanada.gc.ca/index-eng.cfm?af=ZnVzZWJdGlVbj1yZWdpc3Rlci5pbmRybyZpZD0x>

6.6 Proactive Disclosure of Contracts with Former Public Servants

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S. 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the 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.

6.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: the Department of National Defence.

6.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:

- standing offer number;
- statement that incorporates the terms and conditions of the Standing Offer;
- description and unit price for each line item;
- total value of the call-up;
- point of delivery;
- confirmation that funds are available under section 32 of the Financial Administration Act;
- confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 40,000.00 (Applicable Taxes included).

6.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ To be Determined (TBD) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority

6.11 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions: General conditions: Goods (medium complexity) (2018-06-21) 2010A
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated _____ (*insert date of offer*).

6.12 Certifications and Additional Information

6.12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

6.12.2 SACC Manual Clauses

Status of Availability of Resources - Standing Offer (2016-01-28) M3020C

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Canadian Forces Site Regulations (2011-05-16) A9062C
Foreign Nationals (Canadian Contractor) (2006-06-16) A2000C

6.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

6.14 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

6.1 Requirement

The Contractor must perform the Work described in the call-up against the Standing Offer.

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

General conditions: Services (medium complexity) (2018-06-21) 2010C apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of General conditions: Services (medium complexity) (2018-06-21) 2010C will not apply to payments made by credit cards.

6.2.2 SACC Manual Clauses

Delivery of Fresh Chilled or Frozen Products (2007-11-30) D0014C

6.3 Term of Contract

6.3.1 Period of the Contract

The period of the Contract is from; date of Call-up to delivery date inclusive.

6.3.2 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

6.4 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.

6.5 Payment

6.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B for a cost of \$ To be Determined. Customs duties are included and Applicable Taxes are extra.

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

6.5.2 Limitation of Price

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

6.5.3 Single Payment

[Single Payment \(2008-05-12\) H1000C](#)

6.5.4 SACC Manual Clauses

[Discretionary Audit - Commercial Goods and/or Services \(2010-01-11\) C0100C](#)

6.5.5 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using 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); []

6.6 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:

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- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
and
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.7 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

6.8 SACC Manual Clauses

[Excess Goods \(2006-06-16\) B7500C](#)

ANNEX "A" - REQUIREMENT

Background

For the provision of all material, equipment, labour, tools and supervision to provide meals and catering services for the Cormack Armoury and any user units at Red Deer, Alberta **OR** the 20th Independent Field Battery Regiment, Royal Canadian Artillery (RCA) and any user units at Lethbridge, Alberta on an as required basis during the period of the Contract.

***NOTE:** There are two delivery locations. Bidders may choose to bid on one or both locations.

Bidders must bid on a minimum of one location to be deemed responsive. One (1) Standing Offer is to be awarded per location as a result of this procurement process. If a bidder is being recommended for award of a Standing Offer for both locations, only one Standing Offer will be issued.

Indicate location: ☐ Red Deer, Alberta

☐ Lethbridge, Alberta

The Contractor must provide the following:

- A. Provide a catering service for 10 – 150 personnel in the Red Deer, Alberta area on an as required basis. Although there may be a requirement for another location, most of the feeding and catering services will be at Cormack Armoury for the 20th Field Regiment, RCA and 41 Signal Regiment, RCCS at 4402 55th Street in Red Deer, Alberta. On rare occasions, alternate points within 50 km of Red Deer, Alberta may be required.

OR

- A. Provide a catering service for 10 – 200 personnel in the Lethbridge, Alberta area on an as required basis. Although there may be a requirement for another location, most of the feeding and catering services will be at Vimy Ridge Armoury for the 20th Independent Field Battery, RCA at 337 Stubb Ross Rd in Lethbridge, Alberta. On rare occasions, alternate points within 50 km of Lethbridge, Alberta may be required.
- B. Provide all paper plates, paper cups, plastic cutlery, napkins and condiments.
- C. Provide served plated meals for **Formal Mess Dinners**, which will include: five course meals, serving staff, linen, china and cutlery.
- D. Delivery, set-up and clean-up must be performed by the Contractor.
- E. All meals must be of nutritional value and in accordance with the menu selected in accordance with the most current edition of the Canada Food Guide. Contractor must also include a vegetarian option.
- F. Contractor must ensure that all food preparation/cooking follows standardized recipes or equivalent, takes place as close as possible to actual time of consumption and that meals/box lunches are prepared from quality ingredients.
- G. The Contractor will be notified of rations requirements as soon as possible and no later than 48 hours prior to the requirement. Cancellations will be made at least 24 hours prior to the requirement.
- H. On site Catering staff are only required for special dinners (Vimy Dinner – usually the first Saturday in April, and Christmas – usually held in the first or second week of December).

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Anticipated catering staff required for these dinners would be a maximum of 15 per occasion. For summer training, city courses and individual call-ups throughout the year, the supplier's catering staff are only required for meal drop-off and pick-up.

- I. Peak usage periods are anticipated to be May to early July and September on an as required basis, and the annual Christmas Dinner at both locations scheduled for mid-December.
- J. Catering service for 10 – 150 personnel at the Lethbridge, Alberta and Kipp, Alberta sites, on an as required basis.
- K. All food preparation staff must have a current food handling certificate, and a copy must be provided to the Contracting officer prior to Standing Offer issuance. A copy shall also be provided for all new staff throughout the standing offer.

ANNEX B BASIS OF PAYMENT

1. Bidders must bid on a minimum of one requirement to be deemed responsive.
2. Rates quoted must include **ALL** relative costs associated with providing the service in accordance with Annex "A" – Statement of Work, contained herein and remain firm for the period of the Contract.
3. Applicable taxes will be added as a separate item on any invoice.
4. Meals listed below are examples of options to be provided. Meals must consist of one protein, one starch, and one vegetable. Meals must also include a salad, drinks and dessert. Price includes all items per meal. Additional drinks are listed in Table 6.
5. The extended price for the breakfast, lunch and dinner menu items is to be calculated by multiplying the estimated annual quantity by each yearly unit price. Then those totals summed together for the extended price. **A x (B+C+D) = E**
6. The extended price for the drinks shall be calculated as: **A x (B+C+D) = E**
7. The total evaluated bid price will be calculated by adding together all extended prices, indicated by the yellow highlighted cells below:

Location 1: Red Deer, AB

Table 1 - Breakfast Menu

	A	B	C	D	E
Item	Estimated Annual Quantity	Unit Price Year 1	Unit Price Option Year 1	Unit Price Option Year 2	Extended Price A x (B+C+D)
Hot Breakfast	1000	\$_____/Meal	\$_____/Meal	\$_____/Meal	\$_____
Items A-D below are examples of hot breakfasts to be provided per the end user's request					
A. Scrambled eggs; Bacon or Ham or Sausage; Hash browns; Toast with jam or muffins; Coffee or tea; Juice					
B. Pancakes or French Toast; Bacon or Ham or Sausage; Hash browns; Toast with jam or muffins; Coffee or tea; Juice					
C. Hot cereal; Muffins or Danish or Croissant; Fresh fruit cup; Milk; Coffee or tea; Juice					
D. Omelet with choice of three of the following: ham, red/green peppers, onions, mushrooms, cheese and hash browns; Muffins or Danish or Croissant; Coffee or tea; Juice					

Table 2 - Lunch Menu

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	A	B	C	D	E
Item	Estimated Annual Quantity	Unit Price Year 1	Unit Price Option Year 1	Unit Price Option Year 2	Extended Price A x (B+C+D)
Hot Lunch	500	\$_____/Meal	\$_____/Meal	\$_____/Meal	\$_____
Items A-K below are examples of hot lunches to be provided per the end user's request					
A. Chicken cordon bleu; Rice or potato; Hot vegetable; Salad; Coffee or tea; Juice or milk					
B. Chicken tetrazzini; Rice or noodles; Hot vegetable; Salad; Coffee or tea; Juice or milk					
C. Chicken stir fry; Rice or noodles; Hot vegetables; Salad; Coffee or tea; Juice or milk					
D. Roast chicken; Rice or potato; Hot vegetable; Salad; Coffee or tea; Juice or milk					
E. Italian lasagna (beef); Hot vegetable; Garlic bread; Salad; Coffee or tea; Juice or milk					
F. Beef stroganoff; Rice or noodles; Hot vegetable; Salad; Coffee or tea; Juice or milk					
G. Hot roast beef sandwich; Rice or potato; Hot vegetable; Salad; Coffee or tea; Juice or milk					
H. Stir fry beef; Rice or noodles; Hot vegetable; Salad; Coffee or tea; Juice or milk					
I. Fettuccine alfredo with chicken; Hot vegetable; Garlic bread; Salad; Coffee or tea; Juice or milk					
J. Chili in a bread bowl; Rice or potato; Hot vegetable; Salad; Coffee or tea; Juice or milk					
K. Breaded fish (cod or haddock); Rice or potato; Hot vegetable; Salad; Coffee or tea; Juice or milk					
All hot lunches are to include a bun with butter/margarine and dessert trays					
<i>Salad choices as follows: tossed, Caesar, pasta, Greek, potato or coleslaw</i>					
<i>Potato choices as follows: mashed, roasted, boiled or scalloped</i>					
<i>Choice of two desserts to be available: assorted finger pastries, fruit pies, puddings, doughnuts, mixed fresh fruit, cakes</i>					

Table 3 - Classic Lunch

	A	B	C	D	E
Item	Estimated Annual Quantity	Unit Price Year 1	Unit Price Option Year 1	Unit Price Option Year 2	Extended Price A x (B+C+D)
Classic Lunch	500	\$_____/Meal	\$_____/Meal	\$_____/Meal	\$_____
Items A-C below are examples of classic lunches to be provided per the end user's request					
A. Soup or salad; Sandwich; Dessert; Coffee or tea; Juice or milk					
B. Soup or salad; Quiche (Vegetable or Ham and cheese); Dessert; Coffee or tea; Juice or milk					

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C. Soup or salad; tourtière; dessert; Coffee or tea; Juice or milk

Table 4 – Box lunch

	A	B	C	D	E
Item	Estimated Annual Quantity	Unit Price Year 1	Unit Price Option Year 1	Unit Price Option Year 2	Extended Price A x (B+C+D)
Box Lunch	500	\$_____/Meal	\$_____/Meal	\$_____/Meal	\$_____
Items A-C below are examples of box lunches to be provided per the end user's request					
A. Sandwich; Fruit; Dessert; Cheese and crackers; Salad or vegetable with dip; Juice or milk					
B. Sandwich; Fruit; Chocolate or Nutri Grain bar; Cheese and crackers; Salad or vegetable with dip; Juice or milk					
C. Sandwich; Fruit; Chips; Cheese and crackers; Salad or vegetable with dip; Juice or milk					
<i>All box lunches must come in separate containers (preferable a cardboard box) with condiments, napkins and utensils.</i>					
<i>Sandwiches to include a deli meat (roast beef, turkey, ham, kielbasa, summer sausage), cheese slices and lettuce.</i>					

Table 5 - Dinner Menu

	A	B	C	D	E
Item	Estimated Annual Quantity	Unit Price Year 1	Unit Price Option Year 1	Unit Price Option Year 2	Extended Price A x (B+C+D)
Buffet Dinner	500	\$_____/Meal	\$_____/Meal	\$_____/Meal	\$_____
Items A-K below are examples of dinners to be provided per the end user's request					
A. Chicken cordon bleu; Rice or potato; Hot vegetable; Salad; Coffee or tea; Juice or milk					
B. Chicken tetrazzini; Rice or noodles; Hot vegetable; Salad; Coffee or tea; Juice or milk					
C. Chicken stir fry; Rice or noodles; Hot vegetables; Salad; Coffee or tea; Juice or milk					
D. Roast chicken; Rice or potato; Hot vegetable; Salad; Coffee or tea; Juice or milk					
E. Italian lasagna (beef); Hot vegetable; Garlic bread; Salad; Coffee or tea; Juice or milk					
F. Beef stroganoff; Rice or noodles; Hot vegetable; Salad; Coffee or tea; Juice or milk					
G. Hot roast beef sandwich; Rice or potato; Hot vegetable; Salad; Coffee or tea; Juice or milk					
H. Stir fry beef; Rice or noodles; Hot vegetable; Salad; Coffee or tea; Juice or milk					

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I. Fettuccine alfredo with chicken; Hot vegetable; Garlic bread; Salad; Coffee or tea; Juice or milk
J. Chili in a bread bowl; Rice or potato; Hot vegetable; Salad; Coffee or tea; Juice or milk
K. Breaded fish (cod or haddock); Rice or potato; Hot vegetable; Salad; Coffee or tea; Juice or milk
All dinners are to include a bun with butter/margarine and dessert trays
<i>Salad choices as follows: tossed, Caesar, pasta, Greek, potato or coleslaw</i>
<i>Potato choices as follows: mashed, roasted, boiled or scalloped</i>
<i>Choice of two desserts to be available: assorted finger pastries, fruit pies, puddings, doughnuts, mixed fresh fruit, cakes</i>

Table 6 - Beverages

	A	B	C	D	E
Item	Estimated Annual Quantity	Unit Price Year 1	Unit Price Option Year 1	Unit Price Option Year 2	Extended Price A x (B+C+D)
A. Coffee/tea with meals/tray	1000	\$_____/Cup	\$_____/Cup	\$_____/Cup	\$_____
B. Milk with meals/tray (min 250ml)	1000	\$_____/Glass	\$_____/Glass	\$_____/Glass	\$_____
C. Juice with meals/tray (min 250ml)	1000	\$_____/EA	\$_____/EA	\$_____/EA	\$_____
D. Soft drink with meals/tray (min 250ml)	1000	\$_____/EA	\$_____/EA	\$_____/EA	\$_____
E. Bottled water with meals/tray (min 250ml)	1000	\$_____/EA	\$_____/EA	\$_____/EA	\$_____

Total evaluated bid price for location 1 (sum of all extended prices: Tables 1 -6): \$_____

Location 2: Lethbridge, AB

Table 1 - Breakfast Menu

	A	B	C	D	E
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Item	Estimated Annual Quantity	Unit Price Year 1	Unit Price Option Year 1	Unit Price Option Year 2	Extended Price A x (B+C+D)
Hot Breakfast	6620	\$_____/Meal	\$_____/Meal	\$_____/Meal	\$_____
Items A-D below are examples of hot breakfasts to be provided per the end user's request					
A. Scrambled eggs; Bacon or Ham or Sausage; Hash browns; Toast with jam or muffins; Coffee or tea; Juice					
B. Pancakes or French Toast; Bacon or Ham or Sausage; Hash browns; Toast with jam or muffins; Coffee or tea; Juice					
C. Hot cereal; Muffins or Danish or Croissant; Fresh fruit cup; Milk; Coffee or tea; Juice					
D. Omelet with choice of three of the following: ham, red/green peppers, onions, mushrooms, cheese and hash browns; Muffins or Danish or Croissant; Coffee or tea; Juice					

Table 2 - Lunch Menu

Item	A	B	C	D	E
Item	Estimated Annual Quantity	Unit Price Year 1	Unit Price Option Year 1	Unit Price Option Year 2	Extended Price A x (B+C+D)
Hot Lunch	6620	\$_____/Meal	\$_____/Meal	\$_____/Meal	\$_____
Items A-K below are examples of hot lunches to be provided per the end user's request					
A. Chicken cordon bleu; Rice or potato; Hot vegetable; Salad; Coffee or tea; Juice or milk					
B. Chicken tetrazzini; Rice or noodles; Hot vegetable; Salad; Coffee or tea; Juice or milk					
C. Chicken stir fry; Rice or noodles; Hot vegetables; Salad; Coffee or tea; Juice or milk					
D. Roast chicken; Rice or potato; Hot vegetable; Salad; Coffee or tea; Juice or milk					
E. Italian lasagna (beef); Hot vegetable; Garlic bread; Salad; Coffee or tea; Juice or milk					
F. Beef stroganoff; Rice or noodles; Hot vegetable; Salad; Coffee or tea; Juice or milk					
G. Hot roast beef sandwich; Rice or potato; Hot vegetable; Salad; Coffee or tea; Juice or milk					
H. Stir fry beef; Rice or noodles; Hot vegetable; Salad; Coffee or tea; Juice or milk					
I. Fettuccine alfredo with chicken; Hot vegetable; Garlic bread; Salad; Coffee or tea; Juice or milk					
J. Chili in a bread bowl; Rice or potato; Hot vegetable; Salad; Coffee or tea; Juice or milk					
K. Breaded fish (cod or haddock); Rice or potato; Hot vegetable; Salad; Coffee or tea; Juice or milk					
All hot lunches are to include a bun with butter/margarine and dessert trays					
<i>Salad choices as follows: tossed, Caesar, pasta, Greek, potato or coleslaw</i>					

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<i>Potato choices as follows: mashed, roasted, boiled or scalloped</i>
<i>Choice of two desserts to be available: assorted finger pastries, fruit pies, puddings, doughnuts, mixed fresh fruit, cakes</i>

Table 3 – Classic Lunch

	A	B	C	D	E
Item	Estimated Annual Quantity	Unit Price Year 1	Unit Price Option Year 1	Unit Price Option Year 2	Extended Price A x (B+C+D)
Classic Lunch	3310	\$_____/Meal	\$_____/Meal	\$_____/Meal	\$_____
Items A-C below are examples of classic lunches to be provided per the end user's request					
A. Soup or salad; Sandwich; Dessert; Coffee or tea; Juice or milk					
B. Soup or salad; Quiche (Vegetable or Ham and cheese); Dessert; Coffee or tea; Juice or milk					
C. Soup or salad; Tour tier; Dessert; Coffee or tea; Juice or milk					

Table 4 – Box Lunch

	A	B	C	D	E
Item	Estimated Annual Quantity	Unit Price Year 1	Unit Price Option Year 1	Unit Price Option Year 2	Extended Price A x (B+C+D)
Box Lunch	3310	\$_____/Meal	\$_____/Meal	\$_____/Meal	\$_____
Items A-C below are examples of box lunches to be provided per the end user's request					
A. Sandwich; Fruit; Dessert; Cheese and crackers; Salad or vegetable with dip; Juice or milk					
B. Sandwich; Fruit; Chocolate or Nutri Grain bar; Cheese and crackers; Salad or vegetable with dip; Juice or milk					
C. Sandwich; Fruit; Chips; Cheese and crackers; Salad or vegetable with dip; Juice or milk					
<i>All box lunches must come in separate containers (preferably a cardboard box) with condiments, napkins and utensils.</i>					
<i>Sandwiches to include a deli meat (roast beef, turkey, ham, kielbasa, summer sausage), cheese slices and lettuce.</i>					

Table 5 - Dinner Menu

	A	B	C	D	E
Item	Estimated Annual Quantity	Unit Price Year 1	Unit Price Option Year 1	Unit Price Option Year 2	Extended Price A x (B+C+D)

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Buffet Dinner	6620	\$_____/Meal	\$_____/Meal	\$_____/Meal	\$_____
Items A-K below are examples of dinners to be provided per the end user's request					
A. Chicken cordon bleu; Rice or potato; Hot vegetable; Salad; Coffee or tea; Juice or milk					
B. Chicken tetrazzini; Rice or noodles; Hot vegetable; Salad; Coffee or tea; Juice or milk					
C. Chicken stir fry; Rice or noodles; Hot vegetables; Salad; Coffee or tea; Juice or milk					
D. Roast chicken; Rice or potato; Hot vegetable; Salad; Coffee or tea; Juice or milk					
E. Italian lasagna (beef); Hot vegetable; Garlic bread; Salad; Coffee or tea; Juice or milk					
F. Beef stroganoff; Rice or noodles; Hot vegetable; Salad; Coffee or tea; Juice or milk					
G. Hot roast beef sandwich; Rice or potato; Hot vegetable; Salad; Coffee or tea; Juice or milk					
H. Stir fry beef; Rice or noodles; Hot vegetable; Salad; Coffee or tea; Juice or milk					
I. Fettuccine alfredo with chicken; Hot vegetable; Garlic bread; Salad; Coffee or tea; Juice or milk					
J. Chili in a bread bowl; Rice or potato; Hot vegetable; Salad; Coffee or tea; Juice or milk					
K. Breaded fish (cod or haddock); Rice or potato; Hot vegetable; Salad; Coffee or tea; Juice or milk					
All dinners are to include a bun with butter/margarine and dessert trays					
<i>Salad choices as follows: tossed, Caesar, pasta, Greek, potato or coleslaw</i>					
<i>Potato choices as follows: mashed, roasted, boiled or scalloped</i>					
<i>Choice of two desserts to be available: assorted finger pastries, fruit pies, puddings, doughnuts, mixed fresh fruit, cakes</i>					

Table 6 - Beverages

	A	B	C	D	E
Item	Estimated Annual Quantity	Unit Price Year 1	Unit Price Option Year 1	Unit Price Option Year 2	Extended Price A x (B+C+D)
A. Coffee/tea with meals/tray	1000	\$_____/Cup	\$_____/Cup	\$_____/Cup	\$_____
B. Milk with meals/tray (min 250ml)	1000	\$_____/Glass	\$_____/Glass	\$_____/Glass	\$_____

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C. Juice with meals/tray (min 250ml)	1000	\$_____/EA	\$_____/EA	\$_____/EA	\$_____
D. Soft drink with meals/tray (min 250ml)	1000	\$_____/EA	\$_____/EA	\$_____/EA	\$_____
E. Bottled water with meals/tray (min 250ml)	1000	\$_____/EA	\$_____/EA	\$_____/EA	\$_____

Total evaluated bid price for location 2 – Lethbridge (sum of all extended prices – Tables 1-6):

\$_____

Total evaluated bid price for both locations (complete only if bidding on both): \$_____

ANNEX C MANDATORY REQUIREMENTS AND POINT-RATED CRITERIA

Mandatory Criteria

The mandatory requirements are listed below. They must all be met or exceeded in order for an offer to be compliant.

Points are available based on the supporting information provided to a maximum of 100 points. A minimum of 80 points must be achieved for an offer to be considered compliant.

If available, the supplier should include supporting information with their bid and make reference in the table below as to where the supporting information can be found in the offer package.

Should the supplier not provide supporting information with their offer, it may be requested for clarification. No additional information will be requested or accepted.

Failure to provide the requested supporting information within two (2) business days of request will render the bid **non-responsive** with no further consideration given.

Suppliers MUST fill out the column indicating compliance or non-compliance for each requirement. Failure to complete this column at time of bid submission will result in your bid being deemed non-responsive.

Item	Specifications	Meets Yes or No	Available Points	Supporting Information
1	Bidder must currently be in the catering business. Submission of a resume or company profile should be included to support this requirement.		20	Please attach resume, written narrative or company profile.
2	Bidders are requested to outline their ability to prepare a variety of menus for breakfast, lunch and supper, and that they can provide this service for up to 90 people daily for up to 45 days consecutively.		20	Please attach resume, written narrative or company profile.
3	The Contractor must prepare food from a Health Department inspected premises and provide current Proof of Inspection		20	Please include copy of proof of inspection.
4	The Contractor's head chef must hold a minimum qualification of a journeyman's certificate in cooking.		20	Please include a copy of certification.
5	Food preparation staff must have current food handling certification		20	Please include a copy of each certification.
	TOTAL Points			