

**RETURN BIDS TO:**

## RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government  
Services Canada/Réception des  
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gouvernementaux Canada  
Building S-111, Rm C-114  
101 Menin Rd. Garrison Petawawa  
Petawawa  
Ontario  
K8H 2X3  
Bid Fax: (613) 687-6656**

## 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 Supply  
and Services Operation  
Petawawa Procurement  
Building S-111, Rm C-114  
101 Menin Rd. Garrison Petawawa  
Petawawa  
Ontario  
K8H 2X3

<b>Title - Sujet</b> Catering Services	
<b>Solicitation No. - N° de l'invitation</b> W3659-190004/A	<b>Date</b> 2019-12-18
<b>Client Reference No. - N° de référence du client</b> W3659-19-0004	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PET-908-1608
<b>File No. - N° de dossier</b> PET-9-51012 (908)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-01-06</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> McCartney, Sharon	<b>Buyer Id - Id de l'acheteur</b> pet908
<b>Telephone No. - N° de téléphone</b> (613)545-8674 ( )	<b>FAX No. - N° de FAX</b> (613)545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE TO BE IDENTIFIED ON CALL UP Ontario K1A0K2 Canada	
<b>Security - Sécurité</b> 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**

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into six (6) 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 | 6A, Standing Offer, and 6B, Resulting Contract Clauses:   |
|        | 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;  |
|        | 6B, 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 Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

### **1.2 Summary**

- 1.2.1** The Department of National Defence (DND), 33 Canadian Brigade Group (33 CBG) requires a three (3) year Regional Individual Standing Offer (RISO) for the provision of Catering Services for the supply and delivery of Dispersed Hot Meals, Boxed/Bag Cold Meals, Between Meal Supplements and Workplace Refreshments on an "as and when requested" basis to various Military Reserve Units operating in Ontario.

The period of the Standing Offer is from date of issuance to 31 December, 2022.

This Request for Standing Offer may result in the issuance of up to three (3) Regional Individual Standing Offer (RISO).

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**1.2.2** 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 6.12 Transition to an e-Procurement Solution (EPS).

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

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## 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) (<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: 90 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  
Petawawa Procurement  
Building S-111, Rm C-114  
101 Menin Rd. Garrison Petawawa  
Petawawa, Ontario, K8H 2X3  
Bid Fax: (613) 687-6656  
Email address for epost Connect service: [TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@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 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

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## **2.4 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 Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

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## **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: Financial Offer

Section II: Certifications

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

Section I: Financial Offer (one (1) hard copy)

Section II: Certifications (one (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: 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 Annex "E" Electronic Payment Instruments, to identify which ones are accepted.

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

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

### **3.1.2 Exchange Rate Fluctuation**

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

### **Section II: Certifications**

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

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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) 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 Financial Evaluation**

##### **4.1.1.1 Mandatory Financial Criteria**

Any offer which fails to meet the following mandatory requirements will be deemed non-responsive and will receive no further consideration.

- (a) The Offeror must complete and submit its financial offer in accordance with Annex "B", Basis of Payment.
- (b) All prices are in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included; and
- (c) Offerors must provide pricing for all line items in at least one of the following Annex "B", Basis of Payment, Pricing Bases:
  - a. Annex "B", Basis of Payment, Pricing Basis "A" – Zone 1; and/or
  - b. Annex "B", Basis of Payment, Pricing Basis "B" – Zone 2; and/or
  - c. Annex "B", Basis of Payment, Pricing Basis "C" – Zone 3.

**4.1.1.2** As stipulated in [2006](#), Standard Instructions, the quantity of goods specified in the RFSO are only an approximation of requirements given in good faith.

##### **4.1.1.3 Financial Evaluation**

Each pricing basis will be evaluated separately.

The Extended Price for each Pricing Basis will be calculated as follows:

The Extended Price for each year for all line items listed in a Pricing Basis will be calculated by multiplying the Estimated Yearly Usage by the Firm Unit Price offered by the Offerors.

The Extended Prices for each year for all line items listed in a Pricing Basis will be added together to calculate the Offeror's evaluated price for that Pricing Basis.

##### **4.1.1.4 Evaluation of Price - Offer**

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price - Offer

### **4.2 Basis of Selection**

- 4.2.1** An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offers will be recommended for further evaluation as outlined below.
- 4.2.2** Of the responsive offers received, Canada will determine the lowest Evaluated Price for each Pricing Basis and recommend those for issuance of a standing offer. Where Offerors are declared

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to be the lowest Evaluated Price on multiple Pricing Basis, the applicable Pricing Basis will be combined into one Standing Offer.

#### **4.2.3 Basis of Selection**

SACC Manual Clause [M0069T](#) (2007-05-25), Basis of Selection

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## **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.

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## **5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer**

### **5.2.3.1 Board of Directors Certification**

In accordance with the [Ineligibility and Suspension Policy](#), Section 17, Bidders are required to provide a list of their Board of Directors as part of their bid. Bidders are requested to complete Annex "G" Additional Certification Information 1. Board of Directors.

### **5.2.3.2 Procurement Business Number (PBN)**

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) as part of their bid. Bidders are requested to complete Annex "G" Additional Certification Information 2. Procurement Business Number (PBN).

Suppliers may register for a PBN online at [Supplier Registration Information](#) (SRI). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

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## 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 Statement of Work 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" entitled "Standing Offer Reporting Requirements". If some data is not available, the reason must be indicated in the report. If no goods or services are 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: January 1 to March 31;
- second quarter: April 1 to June 30;
- third quarter: July 1 to September 30nd
- fourth quarter: October 1 to December 31.

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

#### 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 date of issuance to 31 December, 2022.

##### 6.4.2 Delivery Points

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

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## 6.5 Authorities

### 6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Sharon McCartney  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Ontario Region/Petawawa Procurement  
Address: Bldg S-111, Rm C-114  
101 Menin Rd. Garrison Petawawa  
Petawawa, ON, K8H 2X3

Telephone: 613-545-8674  
Facsimile: 613-545-8067  
E-mail address: [Sharon.McCartney@pwgsc-tpsgc.gc.ca](mailto:Sharon.McCartney@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 (to be completed by the offeror):

Name and telephone number of the person responsible for:

General Enquires:

Name: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Delivery Follow-up:

Name: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is in accordance with Annex "A", Statement of Work, Appendix "F" - Call-up Authorities.

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## 6.7 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.

## 6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable Taxes included).

## 6.9 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 [2010A](#) (2018-06-21), General Conditions - Goods (Medium Complexity);
- e) Annex "A", Statement of Work;
- f) Annex "B", Basis of Payment;
- g) Annex "F", Insurance Requirements; and
- h) the Offeror's offer dated \_\_\_\_\_ (to be insert at issuance of offer).

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## **6.10 Certifications and Additional Information**

### **6.10.1 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.

### **6.11 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 \_\_\_\_\_ **(to be completed by the Offeror)**.

### **6.12 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.

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## **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 Statement of Work**

The Contractor must provide the items detailed in the call-up against the Standing Offer.

### **6.2 Standard Clauses and Conditions**

#### **6.2.1 General Conditions**

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

Section 16 Interest on Overdue Accounts, of 2010A (2018-06-21), General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards (**This clause will be inserted if payment by credit cards is accepted by the Offeror, otherwise it will be deleted**).

### **6.3 Term of Contract**

#### **6.3.1 Period of the Contract**

The period of the Contract is from date of Contract plus two (2) months inclusive.

#### **6.3.2 Delivery Date**

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

### **6.4 Payment**

#### **6.4.1 Basis of Payment - Firm Unit Price(s)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) as specified in in Annex "B" Basis of Payment. Customs duties are included and Applicable Taxes are extra.

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

#### **6.4.2 Limitation of Price**

SACC *Manual* clause C6000C (2017-08-17), Limitation of Price

#### **6.4.3 Single Payment**

SACC *Manual* clause H1000C (2008-05-12), Single Payment

#### **6.4.4 Electronic Payment of Invoices – Call-up**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s) **(to be updated at issuance of offer)**:

- 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)

#### **6.5 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. The following must be followed when submitting invoices:
  - a) The invoices must be in sequence with the table in Annex "B" Basis of Payment, showing the item number, description, unit of issue, quantity, unit price, extended price, sub-total, GST/HST and total;
  - b) The invoice must identify the call-up number;
  - c) The invoice must identify the consignee address where the goods were delivered; and
  - d) Each call-up and consignee point must be invoiced separately.
3. Invoices must be distributed as follows:
  - a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

#### **6.6 Insurance Requirements**

##### **6.6.1 Insurance – Specific Requirements**

The Contractor must comply with the insurance requirements specified in Annex "F". 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.

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## **6.7 SACC Manual Clauses**

SACC Manual clause [A9062C](#) (2011-05-16), Canadian Forces Site Regulations  
SACC Manual clause [B7500C](#) (2006-06-16), Excess Goods  
SACC Manual clause [D0014C](#) (2007-11-30), Delivery of Fresh Chilled or Frozen Products  
SACC Manual clause [D0018C](#) (2007-11-30), Delivery and Unloading  
SACC Manual clause [D3004C](#) (2007-11-30), Type of Transport

## **6.8 Inspection and Acceptance**

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

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## ANNEX "A"

### STATEMENT OF WORK

#### 1.0 Scope

##### 1.1 Objective

The Department of National Defence (DND), 33 Canadian Brigade Group (33 CBG) requires a three (3) year Regional Individual Standing Offer (RISO) for the provision of Catering Service for the supply and delivery of Dispersed Hot Meals, Boxed/Bag Cold Meals, Between Meal Supplements and Workplace Refreshments on an "as and when requested" basis to various Military Reserve Units operating in Ontario.

##### 1.2 Background

33 Canadian Brigade Group (33 CBG) is responsible for providing meals and meal supplements when access to food services establishment are not available due to operational and training requirements. The meals and meal supplements must be nutritional, fulfilling and meet the standards of the Canadian Food Guide.

##### 1.3 Terminology

###### 1.3.1 Acronyms and Definitions

The following is a glossary of acronyms and definitions that apply to the content of any resulting Standing Offer.

- a. **33 CBG** - 33 Canadian Brigade Group.
- b. **Between Meal Supplements** – are between meal food and beverage items provided when access to food services establishment are not available due to operational and training requirements.
- c. **Boxed/Bag Cold Meals** – are refrigerated cold meal that travels well and are individually packed in boxes or bags (including vegetarian, halal and kosher cold meals).
- d. **Boxed/Bag Cold Meal Pattern** – defines the Boxed/Bag Cold Meal components for Lunch and Supper which constitute an all-inclusive meal.
- e. **Boxed/Bag Meal Pick-up Service** - a method of providing cold food wherein boxed/bag cold meals are made available pick-up by a DND Establishment using a military vehicle.
- f. **Boxed/Bag Meal Delivery Service** - a method of providing cold food wherein boxed/bag cold meals are delivered to remote site locations away from a dining facility by the Caterer's Staff using the Caterer's delivery vehicle.
- g. **Cafeteria (Buffet-Style) Meal Service** - a buffet-style method of providing hot food wherein catering staff serves a variety of meal items and condiments to a diner from chafing dishes at a serving table and includes without limitation the supply of delivery vehicles, staff, mobile hot food holding equipment, chafing dishes, serving utensils, waste containers and waste removal, and disposable wares.
- h. **Catering Services** – is the provision of food to various locations away from the Caterer's food production facility.
- i. **Caterer** – a business that provides food, supplies and service to remote site locations away from a dining facility.
- j. **Diner** - the individual consuming food.
- k. **Dispersed Hot Meals** – are hot meals that travels well and can withstand being held at the required temperature for reasonable periods of time in insulated containers that meets the Safe Food for Canadians Regulations (including vegetarian, halal and kosher hot meals).
- l. **Dispersed Hot Meal Pattern** - defines the Dispersed Hot Meal components for Breakfast, Lunch and Supper which constitute an all- inclusive meal.
- m. **Disposable Wares** – are single-use disposable plastic utensils and disposable paper dinnerware and includes but is not limited to bowls, plates, cups, knives, forks, spoons and napkins (Note:

paper products must contain a minimum of 30% post-consumer recycle content and no Styrofoam).

- n. **DND** - Department of National Defence.
- o. **DND Establishment** - Base, Camp, Unit or other organization where the work is performed or delivered.
- p. **DND Food Quality Specifications** – are the specifications that must be met or exceeded when providing and/or supplying Food Products and Food Services to DND.
- l. **DND Food Services Inspector** - a DND Food Services representative appointed by the supporting Base/Unit Commander or his representative to conduct unannounced periodic inspections of the Contractor's facilities for sanitation and hygiene purposes. The Contractor must not unreasonably deny the DND Food Services representative access to the Contractor's facilities for the purpose of Facility Inspections.
- m. **DND On-Site Representative** - a DND representative appointed to act as the On-site point of contact for the Caterer.
- n. **DND Representative** – a DND representative appointed to liaise with the Caterer when DND pick-up services are requested.
- q. **Insulated Food Container/Carriers** - individual or bulk insulated containers/carriers used for the transportation of Dispersed Hot Meal, Boxed/Bag Cold Meals, Between Meal Supplements and Workplace Refreshments to locations away from a dining facility that meets the Safe Food for Canadians Regulations.
- r. **Meal Unsatisfactory Checklist (Appendix “D”)** - a satisfaction report completed by a DND On-Site Representative that has received the Catering Service and indicate the Caterer's performance, the quality of the catered meal and any deficiencies.
- s. **Portion Size Standard (Appendix “C”)** - identifies the quantity of each food item that constitutes a portion size for all DND feeding.
- t. **Standard Meal Entitlement Pattern (Appendix “A”)** - defines the combination of meal components for Dispersed Hot Meals, Boxed/Bag Cold Meals, Between Meal Supplements and Workplace Refreshments. Diners are free to choose any reasonable combination of choices from the menu offerings, within the meal entitlement pattern.
- u. **Standard Meal Item Availability (Appendix “B”)** – provides the number of types and/or varieties of food and beverage choices that must be offered for each meal component. It also provides the minimum requirements for the provision of healthier choices at all meals.
- v. **Workplace Refreshments** - are hot and/or cold beverage items provided when access to food services establishment are not available due to operational and training requirements.

### 1.3.2 Appendices

The following Appendices are incorporated into and form part of Annex “A”.

- a. Appendix “A” - Standard Meal Entitlement Pattern
- b. Appendix “B” - Standard Meal Item Availability
- c. Appendix “C” - Portion Size Standard
- d. Appendix “D” - Meal Unsatisfactory Checklist
- e. Appendix “E” - Delivery Zones
- f. Appendix “F” - Call-up Authorities

## 2.0 Reference Documents

### 2.1 Standards

All foods must comply with the following Standards and Regulations, but not limited to:

- i. The Canadian Food and Drug Regulations;
- ii. Canadian Food Inspection Agency (CFIA) Inspection Standards;
- iii. Canada Agriculture Products Act; and
- iv. Consumer Packaging and Handling Act (as it relates to food).

### 2.2 DND Food Quality Specifications

All DND Food Quality Specifications documents can be found at the following website:

[http://publications.gc.ca/site/eng/search/search.html?st=1&ssti=1&ast=food+quality+specifications+food+purchased+by+federal+government+departments&cnst=&\\_e=on&\\_f=on&\\_adof=on](http://publications.gc.ca/site/eng/search/search.html?st=1&ssti=1&ast=food+quality+specifications+food+purchased+by+federal+government+departments&cnst=&_e=on&_f=on&_adof=on)

FQS # & Description	Catalogue #
FQS-01 Eggs	D2-531/01-2018E-PDF
FQS-02 Beef	D2-531/02-2018E-PDF
FQS-03 Veal	D2-531/03-2018E-PDF
FQS-04 Pork	D2-531/04-2018E-PDF
FQS-05 Lamb	D2-531/05-2018E-PDF
FQS-06 Poultry	D2-531/06-2018E-PDF
FQS-07 Variety Meats	D2-531/07-2018E-PDF
FQS-08 Prepared Meat and Meat by Products	D2-531/08-2018E-PDF
FQS-09 Fish and Seafood	D2-531/09-2018E-PDF
FQS-10 Fresh Fruit	D2-531/10-2018E-PDF
FQS-11 Fresh Vegetables	D2-531/11-2018E-PDF
FQS-12 Frozen Fruit	D2-531/12-2018E-PDF
FQS-13 Frozen Vegetables	D2-531/13-2018E-PDF
FQS-14 Canned Fruit	D2-531/14-2018E-PDF
FQS-15 Canned Vegetables	D2-531/15-2018E-PDF
FQS-16 Dried Fruit	D2-531/16-2018E-PDF
FQS-17 Dehydrated Vegetables	D2-531/17-2018E-PDF
FQS-18 Milk and Milk Products	D2-531/18-2018E-PDF
FQS-19 Cheese	D2-531/19-2018E-PDF
FQS-20 Misc Groceries	D2-531/20-2018E-PDF
FQS-21 Pasta	D2-531/21-2018E-PDF
FQS-22 Rice	D2-531/22-2018E-PDF
FQS-23 Legumes	D2-531/23-2018E-PDF
FQS-24 Grains	D2-531/24-2018E-PDF
FQS-25 Shortenings, Fats and Oils	D2-531/25-2018E-PDF

FQS # & Description	Catalogue #
FQS-26 Butter and Margarine	D2-531/26-2018E-PDF
FQS-27 Sugar and Preserves	D2-531/27-2018E-PDF
FQS-28 Coffee and Tea	D2-531/28-2018E-PDF
FQS-29 Ice Cream and Sorbets	D2-531/29-2018E-PDF
FQS-30 Pie Fillings and Pie Fruits	D2-531/30-2018E-PDF
FQS-31 Herbs, Spices and Seasonings	D2-531/31-2018E-PDF
FQS-32 Soups, Sauces and Gravies	D2-531/32-2018E-PDF
FQS-33 Condiments and Condiment Sauces	D2-531/33-2018E-PDF
FQS-34 Bread and Baked Products	D2-531/34-2018E-PDF
FQS-35 Fruit Juice	D2-531/35-2018E-PDF
FQS-36 Cereals	D2-531/36-2018E-PDF
FQS-37 Flour and Mixes	D2-531/37-2018E-PDF
FQS-38 Game	D2-531/38-2018E-PDF

### 3.0 Requirements

#### 3.1 Requirements

The Department of National Defence (DND), 33 Canadian Brigade Group (33 CBG) requires a three (3) year Regional Individual Standing Offer (RISO) for the provision of Catering Service for the supply and delivery of Dispersed Hot Meals, Boxed/Bag Cold Meals, Between Meal Supplements and Workplace Refreshments on an "as and when requested" basis to various Military Reserve Units operating in Ontario.

The Catering Service provided must satisfy the following:

- a. Be diner focused;
- b. Provide flexible and responsive support to the Military Reserve Units;
- c. Provide a good variety of nutritious, wholesome, tasty food choices that are well prepared to Canadian standards, preferences and cooking styles;
- d. Provide timely and courteous service; and
- e. Be cost effective.

The Contractor must be available throughout the year and must be available to provide services throughout the entire week and on weekends. The Contractor must provide contact information for an individual who can be reached on weekends and statutory holidays.

The majority of service is expected to be during September to June period to coincide with weekend training of the various Military Reserve Units.

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## **3.2 Orders**

All Orders for Dispersed Hot Meals, Boxed/Bag Cold Meals, Between Meal Supplements and Workplace Refreshments are to be placed using a Call-Up document.

### **3.2.1 Regular Orders**

The Contractor will be given a minimum of seven (7) calendar days' notice by DND..  
The Contractor must acknowledge receipt of all Call-Up document within twenty-four (24) hours.

### **3.2.2 Emergency Orders**

There will be occasions where Dispersed Hot Meals, Boxed/Bag Cold Meals, Between Meal Supplements and Workplace Refreshments must be provided within twenty-four (24) hours of the Call-Up document. The Contractor must respond within six (6) hours of receiving the Call-Up document if service can be provided.

### **3.2.3 Regular Orders Amendments**

The Contractor must accept amendments (changes/quantity increases/ quantity decreases) to Call-Up document if they occur forty-eight (48) hours in advance of delivery of the service. Notification of amendments may be made verbally or by telephone, but will be confirmed in writing with by DND with amended Call-Up document.

### **3.2.4 Regular Orders Cancellations**

The Contractor must accept cancellation to Call-Up document if they occur forty-eight (48) hours in advance of delivery without financial penalty. Notification of cancellation may be made verbally or by telephone, but will be confirmed in writing with by DND with a cancelled Call-Up document.

## **3.3 Deliverables and Acceptance Criteria**

### **3.3.1 Capacity**

The Contractor must have the capability to feed between seventy-five (75) and one hundred and twenty (120) diners. The number of meals on average is estimated at fifty plus (50+) for Dispersed Hot Meals, twenty-five plus (25+) for Boxed/Bag Cold Meals, fifty plus (50+) for Between Meal Supplements and fifty plus (50+) for Workplace Refreshments.

### **3.3.2 Menus**

#### **3.3.2.1 Dispersed Hot Meals**

The Contractor must prepare and provide a rotating seven (7) day menu cycle for Dispersed Hot Meals that includes meal menu options for vegetarian, halal and kosher meals. The menus must incorporate the food category as listed in the Standard Meal Entitlement Pattern (Appendix "A"), the food category quantities/varieties as listed in the Standard Meal Item Availability (Appendix "B"), and follow the Portion Size Standards as listed in Portion Size Standard (Appendix "C") to ensure that a variety in the menu is offered and available. The Contractor must ensure that all meals follow standardized recipes, are prepared as close as possible to the actual time of consumption, and are prepared from ingredients which meet the standards described herein.

The menus once approved by the Project Authority must not be altered without prior written consent from the Project Authority.

### **3.3.2.2 Boxed/Bag Cold Meals**

The Contractor must prepare and provide a rotating seven (7) day menu cycle for Boxed/Bag Cold Meals that includes meal menu options for vegetarian, halal and kosher meals. The menus must incorporate the food category as listed in the Standard Meal Entitlement Pattern (Appendix "A"), the food category quantities/varieties as listed in the Standard Meal Item Availability (Appendix "B"), and follow the Portion Size Standards as listed in Portion Size Standard (Appendix "C") to ensure that a variety in the menu is offered and available. The Contractor must ensure that all meals follow standardized recipes, are prepared as close as possible to the actual time of consumption, and are prepared from ingredients which meet the standards described herein.

The menus once approved by the Project Authority must not be altered without prior written consent from the Project Authority.

### **3.3.2.3 Between Meal Supplements**

The Contractor must prepare and provide a menu for Between Meal Supplements. The menus must incorporate the food category as listed in the Standard Meal Entitlement Pattern (Appendix "A"), the food category quantities/varieties as listed in the Standard Meal Item Availability (Appendix "B"), and follow the Portion Size Standards as listed in Portion Size Standard (Appendix "C") to ensure that a variety in the menu is offered and available. The Contractor must ensure that all meals follow standardized recipes, are prepared as close as possible to the actual time of consumption, and are prepared from ingredients which meet the standards described herein.

The menus once approved by the Project Authority must not be altered without prior written consent from the Project Authority.

### **3.3.2.4 Workplace Refreshments**

The Contractor must prepare and provide a menu for Workplace Refreshments. The menus must incorporate the food category as listed in the Standard Meal Entitlement Pattern (Appendix "A"), the food category quantities/varieties as listed in the Standard Meal Item Availability (Appendix "B"), and follow the Portion Size Standards as listed in Portion Size Standard (Appendix "C") to ensure that a variety in the menu is offered and available. The Contractor must ensure that all meals follow standardized recipes, are prepared as close as possible to the actual time of consumption, and are prepared from ingredients which meet the standards described herein.

The menus once approved by the Project Authority must not be altered without prior written consent from the Project Authority.

## **3.4 Food Services**

### **3.4.1 Food Services Style**

The Contractor must provide the following food services style during the hours of operation as identified in the Call-Up document:

- a. Cafeteria (Buffet-Style) Meal Service for Dispersed Hot Meals;
- b. Delivery Service for Boxed/Bag Cold Meals;
- c. Delivery Service for Between Meal Supplements;
- d. DND Pick-up Service for Dispersed Hot Meals;
- e. DND Pick-up Service for Boxed/Bag Cold Meals;
- f. DND Pick-up Service for Between Meal Supplements; and
- g. DND Pick-up Service for Workplace Refreshments.

### **3.4.1.1 Cafeteria (Buffet-Style) Meal Service for Dispersed Hot Meals**

When providing Cafeteria (Buffet-Style) Meal Service for Dispersed Hot Meals the Contractor must:

- a. Provide sufficient qualified management and non-management staff to provide the Cafeteria (Buffet-Style) Meal Service.
- b. Ensure all staff wear disposable gloves, disposable hats and apron. Hats that are worn to and from location are not allowed.
- c. Ensure that on-site staff are equipped with and trained to use food service quality thermometers to verify holding temperatures.
- d. Provide the DND On-site Representative with Statement of Meals with each Cafeteria (Buffet-Style) Meal Service for Dispersed Hot Meals. This document must reference the call-up number in order to confirm that the food received was what was ordered.
- e. Provide the DND On-site Representative with a Food Equipment Checklist. The Food Equipment Checklist must detail the equipment delivered to remote site location. The form must be verified the On-site Representative at the time of delivery of the meal service and initialed. The Food Equipment Checklist must be signed by both parties after the meal service.
- f. Ensure that all serving areas are clean prior to set up of the area and after meal service has been completed and includes the removal of garbage.
- g. Provide nutritious Dispersed Hot Meals to the standards outlined in the Appendixes to Annex "A".
- h. Present a sufficient quantity of each menu item to provide for a well-balanced food intake, generally pleasing to the diner. An adequate quantity of each selection on the menu must be prepared to ensure that the last diners have the same choice as the first diners. The quantity for the main protein dish and starch choice must be 10% greater than the number of meals requested.
- i. A display a card at each chafing dish, detailing the portion of food to be allocated to each individual (e.g. Pork Chop - 1, Boiled Potato - 2 pieces, Cookies - 3, Scramble Eggs – 1 ladle, etc.).
- j. Provide the DND On-site Representative (upon request) with a Meal Unsatisfactory Checklist, attached herein as Appendix "D". The form is to be filled out by the DND On-site Representative when the meal was unsatisfactory. Copies must be forwarded to the Standing Offer Authority, to the Project Authority, and to the Contractor's representative(s) within 48 hours of meal service.

All Cafeteria (Buffet-Style) Meal Service for Dispersed Hot Meals must be provided in a timely manner that promotes safe service of foods and observes the following maximum hold times and procedures:

- a. Hot foods that have been prepared, cooked, and are to be served hot, must be held at room temperature for at least 140° F (60° C). Hot food must be served within two (2) hours of preparation. Frozen vegetables must be cooked directly from frozen.
- b. Salads containing mayonnaise, salad dressing, poultry, eggs, fish, meat, cheese or whipped cream must be served no more than 12 hours after preparation and must be refrigerated at all times after preparation. Once removed from refrigeration, these items must be served within one (1) hour - after which time they must be discarded.
- c. Other salads must be served no more than 24 hours after preparation and must be refrigerated at all times following preparation. Once removed from refrigeration, these items must be served within one and a half (1.5) hours - after which time they must be discarded.
- d. Desserts containing custard, milk, eggs, cream, whipped egg, edible oil, simulated fillers, etc. must be served no more than 24 hours after preparation and must be refrigerated at all times following preparation. Once removed from refrigeration, these items must be served within one and a half (1.5) hours, after which time they must be discarded. These items must be chilled prior to service.
- e. Other bakery items must be served no more than twelve (12) hours after preparation and must be covered during storage.
- f. Fresh milk must be dispensed from the original container and must not be held at room temperature for more than one (1) hour.

### 3.4.1.2 Delivery Service for Boxed/Bag Cold Meals

When providing Delivery Service for Boxed/Bag Cold Meals the Contractor must:

- a. Provide sufficient qualified management and non-management staff to provide the Delivery Service for Boxed/Bag Cold Meals.
- b. Ensure all staff wear disposable gloves when off-loading the Boxed/Bag Meals at the remote site location.
- c. Provide the DND On-site Representative with Statement of Meals with each Delivery Service for Boxed/Bag Cold Meals. This document must reference the call-up number in order to confirm that the food received was what was ordered.
- d. Provide nutritious Boxed/Bag Cold Meals to the standards outlined in the Appendixes to Annex "A".
- e. Ensure each Boxed/Bag Cold Meal is stamped with a preparation date.
- f. Ensure each Boxed/Bag Cold Meal is stamped or labeled in English and French with **"Consumption must be within four (4) hours and "Doit être consommé dans les quatre (4) heures"**.
- g. Ensure each Boxed/Bag Cold Meal is stamped with the Boxed/Bag Cold Meal menu cycle day and menu type (e.g. Boxed/Bag Cold Meal Menu Cycle Day 1/Lunch).
- h. Provide the DND On-site Representative (upon request) with a Meal Unsatisfactory Checklist, attached herein as Appendix "D". The form is to be filled out by the DND On-site Representative when the meal was unsatisfactory. Copies must be forwarded to the Standing Offer Authority, to the Project Authority, and to the Contractor's representative(s) within 48 hours of meal service.

All Delivery Service for Boxed/Bag Cold Meals must be provided in a timely manner that observes the following procedures:

- a. During meal preparation and service, cold foods must be kept below 45° F (7° C).
- b. Foods used for Boxed/Bag Meals must be freshly prepared.
- c. At no time may leftovers be used.
- d. Boxed/Bag Meals must be consumed within four (4) hours.
- e. All Boxed/Bag Meals are to be provided in an appropriate box or bag to accommodate the meal.

### 3.4.1.3 Delivery Service for Between Meal Supplements

When providing Delivery Service for Between Meal Supplements the Contractor must:

- a. Provide sufficient qualified management and non-management staff to provide the Delivery Service for Between Meal Supplements.
- b. Ensure all staff wear disposable gloves when off-loading the Between Meal Supplements at the remote site location.
- c. Provide the DND On-site Representative with Statement of Meals with each Delivery Service for Between Meal Supplements. This document must reference the call-up number in order to confirm that the food received was what was ordered.
- d. Provide nutritious Boxed/Bag Cold Meals to the standards outlined in the Appendixes to Annex "A".
- e. Provide the DND On-site Representative (upon request) with a Meal Unsatisfactory Checklist, attached herein as Appendix "D". The form is to be filled out by the DND On-site Representative when the meal was unsatisfactory. Copies must be forwarded to the Standing Offer Authority, to the Project Authority, and to the Contractor's representative(s) within 48 hours of meal service.

All Delivery Service for Between Meal Supplements must be provided in a timely manner that observes the following procedures:

- a. During meal preparation and service, cold foods must be kept below 45° F (7° C).

- b. Foods used for Between Meal Supplements must be fresh with an expiration date not less than ten (10) calendar days.
- c. At no time may leftovers be used.
- d. All Between Meal Supplements are to be provided in their original packaging.
- e. All Between Meal Supplements are to be provided in a cardboard box/boxes to accommodate transportation.

#### **3.4.1.4 DND Pick-up Service for Dispersed Hot Meals**

When providing DND Pick-up Service for Dispersed Hot Meals the Contractor must:

- a. Provide the DND On-site Representative with Statement of Meals with each Cafeteria (Buffet-Style) Meal Service for Dispersed Hot Meals. This document must reference the call-up number in order to confirm that the food received was what was ordered.
- b. Fill all DND supplied insulated containers with the various hot food menu items.
- c. Provide DND all dry/cold food menu items in a cardboard box/boxes for transportation.
- d. Provide nutritious Dispersed Hot Meals to the standards outlined in the Appendixes to Annex "A".
- e. Present a sufficient quantity of each menu item to provide for a well-balanced food intake, generally pleasing to the diner. An adequate quantity of each selection on the menu must be prepared to ensure that last diners have the same choice as the first diners. The quantity for the main protein dish and starch choice must be 10% greater than the number of meals requested.
- f. Provide the DND On-site Representative (upon request) with a Meal Unsatisfactory Checklist, attached herein as Appendix "D". The form is to be filled out by the DND On-site Representative when the meal was unsatisfactory. Copies must be forwarded to the Standing Offer Authority, to the Project Authority, and to the Contractor's representative(s) within 48 hours of meal service.

All DND Pick-up Service for Dispersed Hot Meals must be provided in a timely manner that promotes safe service of foods and observes the following maximum hold times and procedures:

- a. Hot foods that have been prepared, cooked, and are to be served hot, must be held at room temperature for at least 140° F (60° C). Hot food must be served within two (2) hours of preparation. Frozen vegetables must be cooked directly from frozen.
- b. Salads containing mayonnaise, salad dressing, poultry, eggs, fish, meat, cheese or whipped cream must be served no more than 12 hours after preparation and must be refrigerated at all times after preparation. Once removed from refrigeration, these items must be served within one (1) hour - after which time they must be discarded.
- c. Other salads must be served no more than 24 hours after preparation and must be refrigerated at all times following preparation. Once removed from refrigeration, these items must be served within one and a half (1.5) hours - after which time they must be discarded.
- d. Desserts containing custard, milk, eggs, cream, whipped egg, edible oil, simulated fillers, etc. must be served no more than 24 hours after preparation and must be refrigerated at all times following preparation. Once removed from refrigeration, these items must be served within one and a half (1.5) hours, after which time they must be discarded. These items must be chilled prior to service.
- e. Other bakery items must be served no more than 12 hours after preparation and must be covered during storage.
- f. Fresh milk must be dispensed from the original container and must not be held at room temperature for more than one (1) hour.

#### **3.4.1.5 DND Pick-up Service for Boxed/Bag Cold Meals**

When providing DND Pick-up Service for Boxed/Bag Cold Meals the Contractor must:

- a. Provide the DND representative with Statement of Meals with each DND Pick-up Service for Boxed/Bag Cold Meals. This document must reference the call-up number in order to confirm that the food received was what was ordered.

- b. Provide nutritious Boxed/Bag Cold Meals to the standards outlined in the Appendixes to Annex "A".
- c. Ensure each Boxed/Bag Cold Meal is stamped with a preparation date.
- d. Ensure each Boxed/Bag Cold Meal is stamped or labeled in English and French with **"Consumption must be within four (4) hours and "Doit être consommé dans les quatre (4) heures"**.
- e. Ensure each Boxed/Bag Cold Meal is stamped with the Boxed/Bag Cold Meal menu cycle day and menu type (e.g. Boxed/Bag Cold Meal Menu Cycle Day 1/Lunch).
- f. Provide the DND Representative (upon request) with a Meal Unsatisfactory Checklist, attached herein as Appendix "D". The form is to be filled out by the DND Representative when the meal was unsatisfactory. Copies must be forwarded to the Standing Offer Authority, to the Project Authority, and to the Contractor's representative(s) within 48 hours of meal service.

All DND Pick-up Service for Boxed/Bag Cold Meals must be provided in a timely manner that observes the following procedures:

- a. During meal preparation and service, cold foods must be kept below 45° F (7° C).
- b. Foods used for Boxed/Bag Cold Meals must be freshly prepared.
- c. At no time may leftovers be used.
- d. Boxed/Bag Cold Meals must be consumed within four (4) hours.
- e. All Boxed/Bag Cold Meals are to be provided in an appropriate bag or box to accommodate the meal.
- f. All Boxed/Bag Cold Meals are to be provided in a cardboard box/boxes to accommodate transportation.

#### 3.4.1.6 DND Pick-up Service for Between Meal Supplements

When providing DND Pick-up Service for Between Meal Supplements the Contractor must:

- a. Provide the DND representative with Statement of Meals with each DND Pick-up Service for Between Meal Supplements. This document must reference the call-up number in order to confirm that the food received was what was ordered.
- b. Provide nutritious Between Meal Supplements to the standards outlined in the Appendixes to Annex "A".
- c. Provide the DND Representative (upon request) with a Meal Unsatisfactory Checklist, attached herein as Appendix "D". The form is to be filled out by the DND Representative when the meal was unsatisfactory. Copies must be forwarded to the Standing Offer Authority, to the Project Authority, and to the Contractor's representative(s) within 48 hours of meal service.

All Delivery Service for Between Meal Supplements must be provided in a timely manner that observes the following procedures:

- a. Foods used for Between Meal Supplements must be fresh with an expiration date not less than ten (10) calendar days.
- b. At no time may leftovers be used.
- c. All Between Meal Supplements are to be provided in their original packaging.
- d. All Between Meal Supplements are to be provided in a cardboard box/boxes to accommodate transportation.

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### **3.4.1.7 DND Pick-up Service for Workplace Refreshments**

When providing DND Pick-up Service for Workplace Refreshments the Contractor must:

- a. Provide the DND representative with Statement of Meals with each DND Pick-up Service for Workplace Refreshments. This document must reference the call-up number in order to confirm that the food received was what was ordered.
- b. Fill all DND supplied insulated containers with the various hot/cold beverage items.
- c. Provide DND all dry/cold food menu items in a cardboard box/boxes for transportation.
- d. Provide nutritious Workplace Refreshments to the standards outlined in the Appendixes to Annex "A".
- e. Provide the DND Representative (upon request) with a Meal Unsatisfactory Checklist, attached herein as Appendix "D". The form is to be filled out by the DND Representative when the meal was unsatisfactory. Copies must be forwarded to the Standing Offer Authority, to the Project Authority, and to the Contractor's representative(s) within 48 hours of meal service.

All Delivery Service for Workplace Refreshments must be provided in a timely manner that observes the following procedures:

- a. Hot beverages must be held at room temperature of at least 140° F (60° C).
- b. Cold beverages must be held at room temperature between 32° F (0° C) and 55° F (12° C)
- c. At no time may leftovers be used.

## **3.5 Equipment**

### **3.5.1 Contractor Supplied Equipment for Delivery Service**

The Contractor is responsible to provide all equipment deemed necessary for the following Food Service Style requested in the Call-Up document:

- a. Cafeteria (Buffet-Style) Meal Service for Dispersed Hot Meals;
- b. Delivery Service for Boxed/Bag Cold Meals;
- c. Delivery Service for Between Meal Supplements;

The equipment to be provided is to include but not limited to the following:

- a. All packaging materials related to the supply and delivery various meals, supplements and refreshments;
- b. Serving dishes including chafing dishes;
- c. Appropriate serving utensils;
- d. All disposable plates, bowls, tumblers, and cutlery;
- e. Paper napkins; and
- f. Garbage Bags.

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### **3.5.2 Contractor Supplied Equipment for Pick-up Service**

The Contractor is responsible to provide all equipment deemed necessary for the following Food Service Style requested in the Call-Up document:

- a. DND Pick-up Service for Dispersed Hot Meals;
- b. DND Pick-up Service for Between Meal Supplements; and
- c. DND Pick-up Service for Workplace Refreshments.

The equipment to be provided is to include but not limited to the following:

- g. All packaging materials related to the supply and delivery various meals, supplements and refreshments;
- h. Appropriate disposable serving utensils;
- i. All disposable plates, bowls, tumblers, and cutlery;
- j. Paper napkins; and
- k. Garbage Bags.

### **3.5.3 DND Supplied**

DND is responsible to provide all equipment deemed necessary for the following Food Service Style requested in the Call-Up document:

- d. DND Pick-up Service for Dispersed Hot Meals;
- e. DND Pick-up Service for Between Meal Supplements; and
- f. DND Pick-up Service for Workplace Refreshments.

The equipment to be provided is to include the following:

- a. Insulated food and beverage containers.

## **3.6 Constraints**

### **3.6.1 Dispersed Hot Meals Portion Size**

Portion sizes and/or quantities for Dispersed Hot Meals, for all units, provided by the Contractor must conform to the specifications outlined in Appendix "C" - Portion Size Standard (attached). All condiments must be portion control pack sizes to prevent cross contamination.

### **3.6.2 Boxed/Bag Cold Meals Portion Size**

Portion sizes and/or quantities for Boxed/Bag Cold Meals, for all units, provided by the Contractor must conform to the specifications outlined in Appendix "C" - Portion Size Standard (attached). All condiments must be portion control pack sizes to prevent cross contamination.

### **3.6.3 Between Meal Supplements Portion Size**

Portion sizes and/or quantities for Between Meal Supplements, for all units, provided by the Contractor must conform to the specifications outlined in Appendix "C" - Portion Size Standard (attached). All condiments must be portion control pack sizes to prevent cross contamination.

### **3.6.4 Workplace Refreshments Portion Size**

Portion sizes and/or quantities for Workplace Refreshments, for all units, provided by the Contractor must conform to the specifications outlined in Appendix "C" - Portion Size Standard (attached). All condiments must be portion control pack sizes to prevent cross contamination.

### **3.6.5 Food Handler Training**

The Contractor's Staff (charge with the preparation and handling of food) must have a valid Ontario Food Handler Certification. At such times as Canada may reasonably request the Contractor must provide evidence that their personnel are in compliance and hold a valid Ontario Food Handler Certification.

### **3.6.6 Staff Meals**

The Contractor is responsible for all of the Contractor's Staff meals and are to be at the Contractor's expense.

### **3.6.7 Transportation Cost**

The Contractor is responsible for all transportation costs in support of the food service operation. Only one meal service in a vehicle for each delivery location.

### **3.6.8 Food Preparation**

The Contractor must follow the following guidelines for food preparation:

- a. Maintain control, receive and store food supplies, properly ensuring storage and first-in, first-out basis with minimum wastage.
- b. Ensure that all food preparation/cooking takes place as close as possible to actual time of consumption and that Dispersed Hot Meals, Boxed/Bag Cold Meals, Between Meal Supplements and Workplace Refreshments are prepared from ingredients as per the minimum standards set out in the Appendixes to Annex "A".
- c. During meal preparation and service, cold foods must be kept below 45° F (7° C) while hot foods must be maintained at a minimum of 140° F (60° C).

### **3.6.9 Hazardous Materials**

The Contractor must not bring chemicals and hazardous materials onto the DND property except as may be necessary in connection with food services. Any such materials must be transported, labeled, used, stored and any waste in respect thereof must be removed, all in accordance with applicable laws. Further, for any such materials, the Contractor must supply Material Safety Data Sheets which must be provided to the Camp Food Services Officer before transport, use or storage of any such materials on the premises. The Contractor must ensure compliance with all Workplace Hazardous Materials Information System or similar laws applicable to Food Services; and must dedicate specific, appropriate locations within the premises for Material Safety Data Sheets.

### **3.6.10 Hygiene and Sanitation**

The standards of Preparation, Handling, Storage and Serving of Food and Food Waste and Garbage listed in the Canada Occupational Health and Safety Regulations must be adhered to.

## **3.7 Support Provided by Canada**

### **3.7.1 Service Validation**

DND will provide the Contractor with the following information for each Call-Up against a Standing Offer:

- a. The name of the Unit being served;
- b. The food service style requested;
- c. The delivery location of the Unit being served or pick-up time;
- d. The DND On-site Representative name and contact number for the Unit being served;

- e. The meal service hours requested for the Unit being served;
- f. The food service style requested for the Unit being served;
- g. The meal menu requested for the Unit being served; and
- h. The numbers of diners to be fed for the Unit being served.

### **3.8 Timeframe and Delivery Dates**

#### **3.8.1 Meal Hours**

As and when requested, the Contractor will provide meal service for up to three (3) meals per day.

The following are typical meal service hours but are subject to change to reflect training requirements:

Breakfast - 0630 hours to 0800 hours inclusive

Lunch - 1100 hours to 1300 hours inclusive (Sunday 1030 hours to 1330 hours inclusive)

Supper - 1630 hours to 1800 hours inclusive

The Contractor will be notified at time of call-up, of any changes to the meal times described above.

Delivery Services – All Dispersed Hot Meals, Boxed/Bag Cold Meals and Between Meal Supplements must be available for delivery upon request by a DND representative.

Dispersed Hot Meals, Boxed/Bag Cold Meals, Between Meal Supplements and Workplace Refreshments maybe requested for multiple units at the same location or to multiple locations at one time.

The Contractor must have sufficient transportation available to make multiple deliveries to different locations at the same time to meet the meal time specified.

The Contractor must deliver Dispersed Hot Meals, Boxed/Bag Cold Meals, Between Meal Supplements and Workplace Refreshments to the destination address request by a DND.

Transport Dispersed Hot Meals, Boxed/Bag Cold Meals, Between Meal Supplements and Workplace Refreshments must be delivered at the recommended food service temperatures during transport.

The Contractor's vehicles used for transportation of these meals must be clean to prevent cross contamination.

All food must be properly covered for protection from the elements.

Food requiring refrigeration must be kept on ice or in insulated containers that meets the Safe Food for Canadians Regulations.

Hot food must be transported in insulated containers that will maintain holding temperatures that meets the Safe Food for Canadians Regulations.

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### 3.8.2 Pick-up Services

All Dispersed Hot Meals, Boxed/Bag Cold Meals, Between Meal Supplements and Workplace Refreshments must be available for pick-up upon request by a DND representative.

### 3.8.3 Delivery

Reserve units are established across Ontario, from Sault Ste. Marie to Ottawa. In general, feeding will occur in the locations identified below, although the Project Authority may occasionally request services at other locations and will be identified on the Call-Up against a Standing Offer.

#### 3.8.3.1 Delivery Zones

In order to address factors such as distance, travel time, the effects of inclement weather, regional costs, and, most importantly, food quality, safety and presentation, the delivery area has been divided into three (3) Zones. Postal codes listed below and the Delivery Zones map (Appendix "E" – Delivery Zones) are to be used to determine a delivery area zone.

Zone 1 – (Northern Ontario) – postal codes starting with P1B, P3E, P4N and P6B;  
Zone 2 – (Central Ontario) – postal codes starting with K8N, K9A, K9H and L1G;  
Zone 3 – (Eastern Ontario) – postal codes starting with K1G, K6H and K6V.

#### 3.8.3.2 Delivery Locations

Delivery is required throughout the entire zone(s) for which the Contractor holds a Standing Offer(s).

The locations listed in below are anticipated delivery points, however other locations may be required.

Deliveries must be made directly to the location detailed in the Call-up.

The Delivery locations are illustrated on the Delivery Zones map in Appendix "E".

Delivery Zones	#	Delivery Locations/Invoice Address
Zone 1 – Northern Ontario	1	Algonquin Regiment (ALQ Regt) 540 Chippewa St W North Bay, ON P1B 6T8
	2	33 Service Battalion (33 Svc Bn) 540 Chippewa St W North Bay, ON P1B 6T8
	3	33 Canadian Brigade Group Battle School (33 CBG BSL) 333 Riverside Dr Sudbury, Ontario P3E 1H5
	4	2 Battalion, The Irish Regiment of Canada (2IRRC) 333 Riverside Dr Sudbury, Ontario P3E 1H5
	5	Combat Training Centre Burwash (address to be identified on the Call-Up against a Standing Offer)

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	<b>6</b>	33 Canadian Brigade Group (33 CBG) 375 Pine St Sault Ste Marie, ON P6B 3E6
	<b>7</b>	33 Service Battalion 375 Pine St Sault Ste Marie, ON P6B 3E6
	<b>8</b>	49th Field Artillery Regiment 375 Pine St. Sault Ste. Marie, ON P6B 3E6
	<b>9</b>	Algonquin Regiment (ALQ Regt) 355 Algonquin Blvd East Timmins, ON P4N 1B5
<b>Zone 2 – Central Ontario</b>	<b>1</b>	Belleville Armoury 187 Pinnacle St Belleville, ON K8N 3A5
	<b>2</b>	Peterborough Armoury 220 Murray St. Peterborough, ON K9H 2S8
	<b>3</b>	Cobourg Armoury 210 Willmott St. Cobourg, ON K9A 0E9
	<b>4</b>	Col R.S. McLaughlin Armoury 53 Simcoe St. N Oshawa, ON L1G 4R9
<b>Zone 3 – Eastern Ontario</b>	<b>1</b>	33 Service Battalion (33 Svc Bn), Major E.J.G Holland VC Armoury 2100 Walkley Rd Ottawa, ON K1G 3V3
	<b>2</b>	Cornwall Armoury 505 4th St. E Cornwall, ON K6H 2J7
	<b>3</b>	Brockville Armoury 144 King St E. Brockville, ON K6V 1C2

## Appendix "A" - Standard Meal Entitlement Pattern

1. Regular Meal Pattern must offer the standard items as described in Table A-1 below.

Table A-1: Regular Meal Pattern
Breakfast
Juice Fruit Breakfast entrée Breakfast meat or alternative Cheese or yogurt Breakfast starch Breakfast vegetable Bread product Two beverages Condiments/Preserves
Lunch
Soup Main Entrée Choice of freshly prepared protein dish, pasta (optional), or sandwich Starch Cooked vegetable Salad Bar Fruit Dessert Bread product Three beverages Condiments
Supper
Soup Main Entrée dish Choice of freshly prepared protein dish or pasta (optional) Starch Cooked vegetable Salad Bar Fruit Dessert Bread product Three beverages Condiments

2. Dispersed Hot Meals must offer the standard items as described in Table A-2 below.

Table A-2: Dispersed Hot Meals	
Dispersed Hot Meals - Breakfast	Dispersed Hot Meals - Lunch / Supper
Same as Regular meal pattern	Soup Main protein dish Starch item Vegetable Tossed salad, coleslaw and assorted raw vegetables Fresh fruit One prepared or baked dessert Bread or rolls and butter or margarine Two beverages Appropriate condiments

3. Boxed/Bag Cold Meals must offer the standard items as described in Table A-3 below.

Table A-3: Boxed/Bag Cold Meals	
Boxed/Bag Cold Meals - Breakfast	Boxed/Bag Cold Meals - Lunch / Supper
1 fruit (1 piece or 175 ml canned fruit) 1 juice (250 ml) Individual cereal with 250 ml milk 2 Eggs Breakfast meat (45 grams), Cheese (30 grams) or Yogurt (175 ml) 2 breakfast bread products. (Note: at least one bread product must be whole grain). -Condiments (Note: a breakfast wrap (115 grams) may be used in place of egg, breakfast meat and bread product)	2 sandwiches - 1 of sliced solid meat (90 g meat, less than 5 grams of fat and less than 1,000 mg of sodium per serving) and 1 with a mixed filling (110 grams filling) <b>Or</b> 1 sandwich with a mixed filling e.g. tuna, salmon, egg (110 grams filling) and 1 solid meat item with a roll (90 grams meat less than 5 grams of fat and less than 1,000 mg of sodium per serving) <b>Or</b> 1 cold plate with sliced meats that are from a federally inspected source and CFIA approved, with 2 rolls (90 grams meat) (Note: at least one bread product must be whole grain). Vegetable salad and assorted raw vegetables (125 ml) (Note: if salad is rice, pasta or potato, an additional serving of vegetables must also be provided). Condiments including at least 1 low-calorie/reduced fat condiment (e.g. mustard). Fresh or canned fruit (1 piece fresh or 175 ml canned). 1 dessert or pocket supplement (e.g. granola bar or cookies) in accordance with portion size standard. 1 milk and 1 juice (250 ml each). Milk may be substituted with another juice of a different variety. <b>Note: canned pop and bottled water are not permitted.</b> <b>Note: potato chips are not permitted.</b>

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4. Between Meal Supplements must offer the standard items as described in Table A-4 below.

Table A-4: Between Meal Supplement
Loaf of sliced white bread – 1 loaf per 10 individuals
Loaf of sliced whole 100 % wheat bread – 1 loaf per 10 individuals
Peanut butter packets – 2 per individual
Jams/jellies packets – 5 varieties – 2 per individual
Honey packets – 1 per individual
Cheese spread packets – 2 per individual
Fruit juice - Tetra pack – various flavours – 3 per individual
Fresh fruit (orange or apples) – 1 per individual
Individual cookie package (shortcake, chocolate chip, oatmeal chocolate chip, cream filled, fruit and nut cookies, or fig newton) – 2 varieties – 2 per individual
Plastic knives – 1 per individual

5. Workplace Refreshment must the standard items as described in Table A-5 below.

Table A-5: Workplace Refreshment
Coffee or tea, plus cream or milk, plus sugar
Hot chocolate beverage mix
Fruit beverage powder drink mix
Iced tea mx

## Appendix "B" – Standard Meal Item Availability

### Dispersed Hot Meals

The Contractor must provide meals which include the meal items listed below and which respect the following conditions:

- Dispersed Hot Meals must be produced using foods that travel well and can withstand being held at the required temperature for reasonable periods of time in insulated containers that meets the Safe Food for Canadians Regulations.
- A card indicating the amount per serving (for example: pork chop – 1; boiled potato – 2; cookies – 2) must accompany each meal.
- Food and equipment must be prepared in accordance with the direction in the Statement of Work.
- A vegetarian, halal and kosher Dispersed Hot Meals option must be available to meet Religious and Spiritual Accommodations.
- The quantity for main protein dish and starch choice must be 10% greater for Dispersed Hot Meals than for regular meals served in the dining room.

Dispersed Hot Meals			
Breakfast			
Category	Meal Item Availability Standard	Definition/ Specification	Healthier Choices
Fruit	3 – 4 varieties in accordance with season	e.g. oranges, apples, bananas, etc.	Must be fresh
Breakfast Entrée	Eggs Large any style	In accordance with the Egg Regulations and the Canadian Agricultural Products Standards Act and Canadian Food and Drug Regulations or equivalent.	Cooked with little or no fat.
	Cereals: 3 – 4 ready to eat	A minimum of 3 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).	
	1 breakfast entrée	E.g. Pancakes or French Toast	
Breakfast meat	2 hot breakfast meats	E.g. bacon, ham, sausage, back bacon – 1 Beef, 1 Pork (may substitute one type with a Chicken product)  Meat from federally inspected source and Canadian Food Inspection Agency (CFIA) approved or equivalent.	Lean meat (less than 5 grams fat/serving).

Breakfast (cont.)			
Category	Meal Item Availability Standard	Definition/ Specification	Healthier Choices
<b>Cheese</b>	1 – 2 varieties of cheese	Cheese products produced in a dairy establishment registered by Canadian Food Inspection Agency (CFIA) or equivalent.	2% MF or less.
<b>Yogurt</b>	4 – 5 varieties of yogurt	To include a minimum of 4 varieties with MF. 2% or less.	2% MF or less.
<b>Bread Product</b>	1 freshly baked product	e.g. muffins, sweet buns.	Low fat, high fibre whole grain products.
	2 – 3 varieties of sliced bread	Mixture of whole wheat, multi grain and white. Minimum of 50% must be 100% whole wheat or multigrain with a minimum of 2.5 grams of fibre per slice.	Low fat, high fibre whole grain products.
	1 variety of specialty bread	e.g. bagels, English muffins	Low fat, high fibre whole grain products.
<b>Beverages</b>	Hot beverages – 3 varieties	Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavoured) and Hot Chocolate.	Decaffeinated/Caffeine-free.
	Fruit juice: 1 – 2 varieties Vegetable juice; 1 variety	Pasteurized 100% juice with no sugar added, in accordance with Canada's Food and Drug Regulations and the Canadian Food Inspection Agency (CFIA). 1 fruit juice may have sugar added, such as cranberry cocktail.	
	Dairy: 2 varieties	A minimum of 1 must be skim milk or 1% MF. Pasteurized cow's milk with vitamin D and vitamin A added in accordance with Canada's Food and Drug Regulations.	2% MF or less.
	Bottled Water	Provided as an alternate for 1 serving of Hot Beverage, Fruit Juice or Dairy and only when the client has confirmed potable water is not available.	Canned soda pop, sports drinks, energy drinks, thirst quenchers, flavoured/sparkling/fortified bottled water products are not authorized.

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Breakfast (cont.)			
Category	Meal Item Availability Standard	Definition/ Specification	Healthier Choices
Condiments/Preserves	2 varieties of spreads	e.g. peanut butter, chocolate nut spread, cheese spread.	Offer a variety for regular and reduced sugar/fat.
	2 - 3 varieties jam/jellies		Offer a variety for regular and reduced sugar/fat.
	plus: - salt and pepper -honey -syrup -butter and/or margarine -ketchup -mustard -mayonnaise -hot sauce -meat sauce (e.g. HP, Plum sauce, BBQ sauce). -sugar -sweetener -coffee mate and/or creamers		Condiments must match the entrées provided.

Notes:

1. Canned soda pop, sports drinks, energy drinks, thirst quenchers, flavoured/sparkling/fortified bottled water products are not authorized.
2. Portion sizes and quantities must conform to Appendix "C"– Portion Size Standard.

Lunch and Supper			
Category	Meal Item Availability Standard	Definition/ Specification	Healthier Choices
<b>Soup</b>	1 soup		Broth or 2% milk based.
<b>Main Entrée</b>	2 freshly prepared hot protein dish with appropriate accompaniments	Protein Variety to consist of Chicken breast/leg, pork, beef, veal, and turkey ( <b>non</b> -pork option upon request only).  Meat must be from federally inspected source and Canadian Food Inspection Agency (CFIA) approved or equivalent.	Lean meat with little or no added fat or salt.  Criteria: 400 calories, less than 15 g fat (5 g saturated & 10 g unsaturated), less than 600 mg sodium per serving.
<b>Vegetarian Entrée</b>	1 vegetarian protein dish	Meatless protein dish (upon request only).	Prepared with cheese made from milk less than 2% M.F.  Little or no added fat or salt. Whole grains. Criteria: 400 calories, less than 15 g fat (5 g saturated & 10 g unsaturated), less than 600 mg sodium per serving.
<b>Pasta Dish</b>	1 pasta dish	Whole wheat or multi-grain pasta to be offered as 25% of pasta menu item.  1 variety of sauce.  (provided only as an alternate for the starch category).	Whole grain pasta, 2% M.F. or less sauce, tomato sauce.
<b>Starch</b>	1 starch item	e.g. potato, rice, couscous. (provided only as an alternate for the pasta dish category).	Brown/wild rice, Potatoes with skin. Prepared with little/no fat.
<b>Vegetables</b>	1 cooked vegetables	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.
<b>Salads</b>	2 prepared  And  1 green	Selection of salads as per the Salad Bar menu e.g. tossed salad, coleslaw, assorted raw vegetables.	

Lunch and Supper (cont.)			
Category	Meal Item Availability Standard	Definition/ Specification	Healthier Choices
<b>Dessert</b>	2 prepared dessert	e.g. pudding, gelatin, cobblers, crisps.	2% or less M.F and whole grains.
	And  2 baked dessert	e.g. cakes, cookies, pies, squares  <b>(Note: granola or other pre-made bars are unacceptable)</b>	Low fat and whole grain.
<b>Yogurt</b>	4 – 5 varieties of yogurt	To include a minimum of 4 varieties with MF. 2% or less.	2% MF or less.
<b>Bread Products</b>	3 - 4 varieties of sliced bread	Mixture of whole wheat, multi grain and white. Minimum of 50% must be 100% whole wheat or multigrain with a minimum of 2.5 grams of fibre per slice.	Low fat, high fibre whole grain products.
<b>Beverage</b>	Hot beverages – 3 varieties	Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavoured) and Hot Chocolate.	Decaffeinated/Caffeine-free.
	Fruit juice: 1 – 2 varieties Vegetable juice; 1 variety	Pasteurized 100% juice with no sugar added, in accordance with Canada's Food and Drug Regulations and the Canadian Food Inspection Agency (CFIA). 1 fruit juice may have sugar added, such as cranberry cocktail.	
	Dairy: 2 varieties	A minimum of 1 must be skim milk or 1% MF. Pasteurized cow's milk with vitamin D and vitamin A added in accordance with Canada's Food and Drug Regulations.	2% MF or less.
	Bottled Water	Provided as an alternate for 1 serving of Fruit Juice and only when the client has confirmed potable water is not available.	Canned soda pop, sports drinks, energy drinks, thirst quenchers, flavoured/sparkling/fortified bottled water products are not authorized.

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Lunch and Supper (cont.)			
Category	Meal Item Availability Standard	Definition/ Specification	Healthier Choices
Condiments/Preserves	2 varieties of spreads	e.g. peanut butter, chocolate nut spread, cheese spread.	Offer a variety for regular and reduced sugar/fat.
	2 - 3 varieties jam/jellies		Offer a variety for regular and reduced sugar/fat.
	plus: - salt and pepper -honey -syrup -butter and/or margarine -ketchup -mustard -mayonnaise -hot sauce -meat sauce (e.g. HP, Plum sauce, BBQ sauce). -sugar -sweetener -coffee mate and/or creamers		Condiments must match the entrées provided.

Notes:

1. Canned soda pop, sports drinks, energy drinks, thirst quenchers, flavoured/sparkling/fortified bottled water products are not authorized.
2. Portion sizes and quantities must conform to Appendix "C"– Portion Size Standard.

## Boxed/Bag Cold Meals

The Contractor must provide Boxed/Bag Cold Meals which include the meal items listed below and which respect the following conditions:

- Foods used for Boxed/Bag Cold Meals must be freshly prepared. At no time may leftovers be used.
- Boxed/Bag Cold Meals must be consumed within twenty-four (24) hours of preparation and be clearly marked to show date, time of preparation, person preparing the meal, and dietary consideration (i.e. vegetarian), if applicable.
- A vegetarian, halal and kosher hot meals option must be available to meet Religious and Spiritual Accommodations.
- Vegetarian Boxed/Bag Cold Meals must contain a minimum 23-29 grams of protein, which can be achieved in a variety of ways including protein sandwich replacements (e.g. egg salad sandwich), salads (e.g. bean salad), and snacks (e.g. nuts, cheese).

Boxed/Bag Cold Meals			
Lunch and Supper			
Category	Meal Item Availability Standard	Definition/ Specification	Healthier Choices
Entrée	1 large egg hard boiled	In accordance with the Egg Regulations und the Canadian Agricultural Products Standards Act and Canadian Food and Drug Regulations or equivalent.	
Main Entrée	2 varieties of sandwiches	70 grams bread (2 slices of bread 35 grams each) 90 grams meat, 30 grams cheese and 14 grams butter. <b>(Note: At least one bread product must be whole grain, the meat must be less than 5 grams of fat and less than 1,000 milligram of sodium per serving.) No mayonnaise-based sandwiches will be provided.</b>	Meat must be from federally inspected source and Canadian Food Inspection Agency (CFIA) approved or equivalent.
Vegetables	assorted raw vegetables (3 varieties)	Wrapped or in sealed container – 125 milliliters  e.g. carrots, celery, peppers, etc.	Fresh vegetables, prepared with little or no added fat, sugar or salt.
Fruit	1 variety of fresh fruit	e.g. oranges, apples, bananas, etc.	Must be fresh

Lunch and Supper			
Category	Meal Item Availability Standard	Definition/ Specification	Healthier Choices
Dessert	1 prepared dessert	1 x pudding cup or gelatin cup	
	And  1 baked dessert	e.g. cookies or squares  <b>(No granola or other pre-made bars are unacceptable)</b>	
Beverage	Fruit juice (Tetra Pack): 1 - 2 varieties	Pasteurized 100% juice with no sugar added, in accordance with Canada's Food and Drug Regulations and the Canadian Food Inspection Agency (CFIA). e.g. apple, orange, grapes, fruit punch, etc.	
	Bottled Water	Provided as an alternate for 1 serving of Fruit Juice and only when the client has confirmed potable water is not available.	Canned soda pop, sports drinks, energy drinks, thirst quenchers, flavoured/sparkling/fortified bottled water products are not authorized.
Condiments/Preserves	1 variety of pickles	50 grams e.g. dill, bread and butter, etc.	
	1 variety of vegetable dip	Individual portion - 24 to 45 milliliters	
	plus:  - salt and pepper -mustard x 2 -mayonnaise x 2 - other spread as applicable to the sandwich.		
Disposable Cutlery Kit	1 package	Consist of one each of the following: plastic knife, fork, spoon, paper napkin and wet napkin.	

Notes:

1. All Boxed/Bag Cold Meals are to be provided in an appropriate bag or box to accommodate the meal.
2. Portion sizes and quantities must conform to Appendix "C" – Portion Size Standard.

## Between Meal Supplements

The Contractor must provide Between Meal Supplements which include the meal items listed below and which respect the following conditions:

- Foods used for Between Meal Supplements must be freshly prepared. At no time may leftovers be used.
- Between Meal Supplements must be consumed within twenty-four (24) hours of preparation and be clearly marked to show date and time of preparation.

Between Meal Supplements			
Category	Meal Item Availability Standard	Definition/ Specification	Healthier Choices
<b>Fruit</b>	1 - 2 varieties in accordance with season	e.g. oranges, apples, bananas, etc.	Must be fresh.
<b>Dessert</b>	Individual cookie package – 2 varieties	e.g. shortcake, chocolate chip, oatmeal chocolate chip, cream filled, fruit and nut cookies, or fig newton	
<b>Bread Product</b>	Sliced loaf bread	Must be a mixture of whole wheat, multi grain and white. Low fat, high fibre whole grain products. Note: at least one bread product must be whole wheat or multi-grain.	
<b>Beverage</b>	Fruit juice 1 – 2 varieties	Pasteurized 100% juice with no sugar added, in accordance with Canada's Food and Drug Regulations and the Canadian Food Inspection Agency (CFIA). One fruit juice may have sugar added, such as cranberry cocktail.	

Between Meal Supplements (cont.)			
Category	Meal Item Availability Standard	Definition/ Specification	Healthier Choices
Condiments/Preserves	2 varieties of spread	e.g. peanut butter, chocolate nut spread, cheese spread.	Offer a variety for regular and reduced sugar/fat.
	5 varieties of jam/jellies		Offer a variety for regular and reduced sugar/fat.
	plus: -honey -butter and/or margarine -sugar -sweetener -coffee mate and/or creamers		Condiments must match the entrée provided.
Disposable Cutlery	1 package	Consist of one each of the following: plastic knife, fork, spoon, paper napkin and wet napkin.	

Notes:

1. High-energy bars, sports drinks or other meal replacement beverages are not included as a standard BMA. These items are not nutritionally differentiated by the body, and therefore, cannot be endorsed as nutritional beverages and supplement.

## Workplace Refreshments

The Contractor must provide Workplace Refreshments which include the meal items listed below and which respect the following conditions:

- a. Workplace Refreshments must be consumed within twenty-four (24) hours of preparation and be clearly marked to show date, time of preparation, and person preparing the meal.

Workplace Refreshment			
Category	Meal Item Availability Standard	Definition/ Specification	Healthier Choices
Beverage	Hot beverages – 3 varieties	Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavoured) and Hot Chocolate.	Decaffeinated/Caffeine-free.
	Fruit juice 1 – 2 varieties	Pasteurized 100% juice with no sugar added, in accordance with Canada's Food and Drug Regulations and the Canadian Food Inspection Agency (CFIA). One fruit juice may have sugar added, such as cranberry cocktail.	
	Ice tea – 1 variety		
Condiments/Preserves	plus: -sugar -sweetener -coffee mate and/or creamers		
Disposable Cutlery	1 package	Consist of one each of the following: plastic knife, fork, spoon, paper napkin and wet napkin.	

### Notes:

1. Up to a maximum of two issues per person per 24 hour period.
2. The standard portion size is 250 ml per issue (reconstituted).

## Appendix "C" – Portion Size Standard

Portion Size Standard	
Eggs, large	2 each
Ham/Back Bacon	45 g (raw)
Bacon	3 slices (40/48 slices per kg raw)
Sausages	2 each (12/500 g raw)
Hot cakes	2 X 90 ml ladles of batter
French toast	2 slices
Cereal w/milk – hot	175 ml (cooked) plus 125 ml of milk
– cold	1nd pkg or 250 ml plus 125 ml of milk
Cheese	30 g
Muffin	1 each (130 g)
Bagel	1 each (110 g)
Croissants	1 each (60 g)
Toast/bread	2 slices (each 35 g)
Soup	250 ml
Steaks and chops (bone in)	250 g (raw)
Chicken pieces (bone-in)	275 g (raw)
Steak (boneless)	225 g (raw)
Boneless meat/poultry	150 g cooked (180 g raw)
Fish (steaks, fillet)	150 g (raw)
Fish (battered)	150 g (cooked)
Stews	300 g (cooked) (250 ml ladle)
Casserole dishes	300 g (cooked) (250 ml ladle)
Pasta w/ sauce (main entrée)	150 g of pasta, 175 ml of sauce
Three decker sandwich	1 each (90 g of meat total)
Hamburger	1 each (167 g raw)
Hot dog	80 g (2 ea @ 40 g or 1 ea @ 80 g)
Pizza	1 each (1/6 of a 40 cm diameter pizza or slice) 240 g
Tacos	2 each
Burritos	1 each (150 g)
Submarine (15 cm long)	1 each (90 g sliced meat or 110 g mixed filling)
Sandwich	1 each
Sandwich filling – salad	110 g
Sandwich filling – sliced meat	90 g
Sliced meat – for cold plate	90 g
Starch Item – potatoes, rice, pasta	125 g (cooked) (2 ea 125 ml spoon, 2 ea #16 scoop)
Vegetables	200 ml spoon
Salad Items	6" bowl or 8" plate
Canned fruit	175 ml
Fresh fruit (individual)	1 each
Fresh grapes/berries/sliced fruits	125 ml or 90 g
Pudding	125 ml
Gelatin dessert	125 ml
Ice cream	125 ml
Fruit yogurt	100g
Cake	1 piece (5 cm X 5 cm X 7 cm)
Pie	1 piece (1/8 of a 22 cm diameter pie)
Squares	1 piece (5 cm X 5 cm X 2.5 cm)
Cookies (7.5 cm diam.)	2 each
Cookies (12.5 cm diam.)	1 each
Doughnuts / Sweet Buns	1 each
Bread	1 slice (35 g)

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Portion Size Standard (cont.)	
Dinner Roll	1 each
Juice	250 ml
Milk (2%, 1%, skim, choc, non-dairy)	250 ml
Fruit Drinks	250 ml
Pop	250 ml
Bottle Water	330 ml
Hot Beverages	250 ml

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## Appendix "D" – Meal Unsatisfactory Checklist

### UNSATISFACTORY MEAL FORM

NAME \_\_\_\_\_ RANK \_\_\_\_\_ POSITION \_\_\_\_\_

UNIT \_\_\_\_\_ DATE \_\_\_\_\_

TIME MEAL REQUESTED \_\_\_\_\_ TIME MEAL SERVED \_\_\_\_\_

<i><b>BREAKFAST</b></i>		<i><b>LUNCH</b></i>		<i><b>SUPPER</b></i>
<b>ITEM</b>		<b>POOR</b>	<b>Comments</b>	
1. MAIN DISH				
2. SIDE DISH				
3. SALAD				
4. DESSERT				
5. BEVERAGE				

OTHER COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

CONTRACTOR SIGNATURE

\_\_\_\_\_

UNIT AUTHORITY SIGNATURE

\_\_\_\_\_

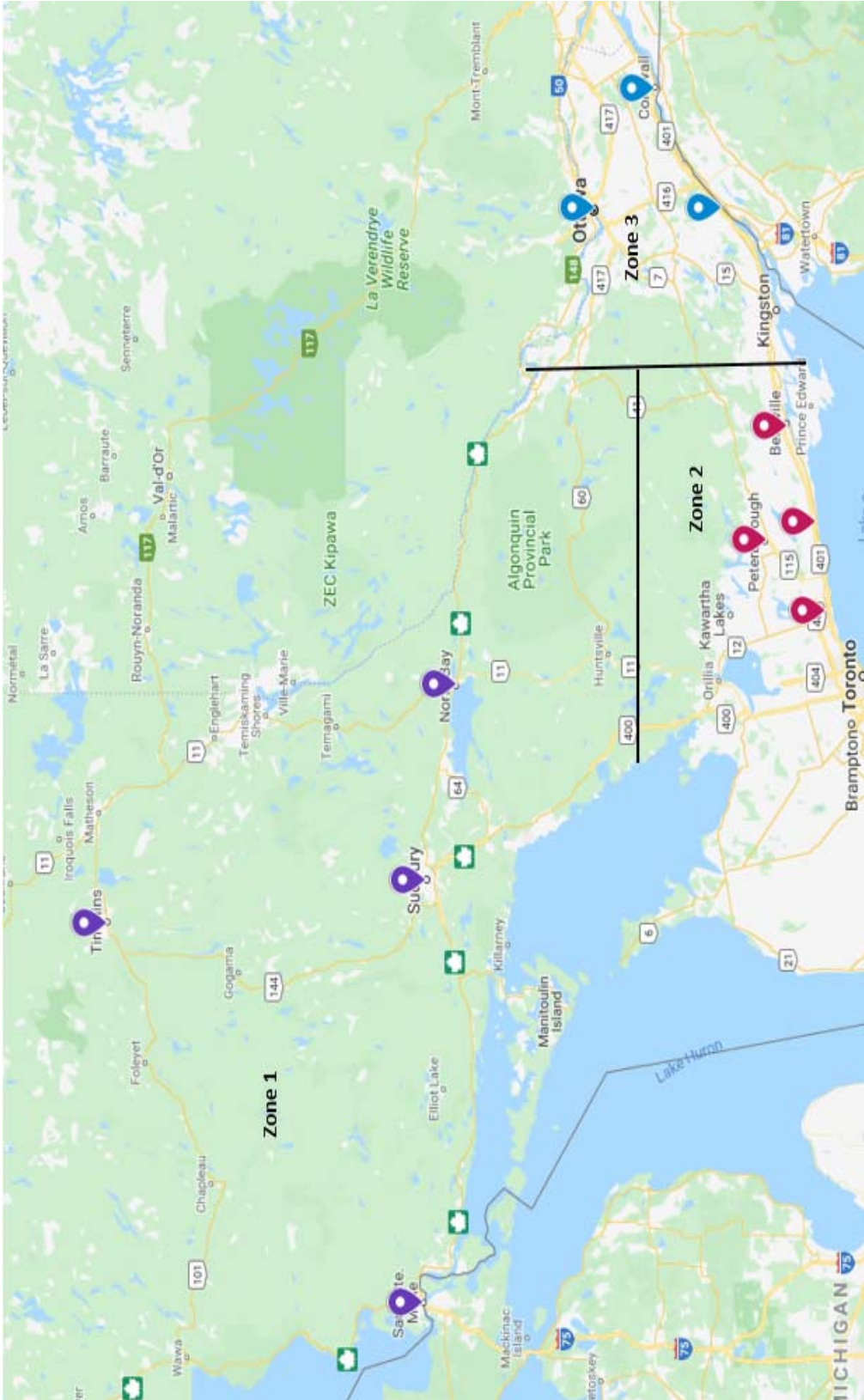
CONTRACTOR PRINT NAME

\_\_\_\_\_

UNIT AUTHORITY PRINT NAME

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Appendix “E” – Delivery Zones



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## Appendix "F" – Call-Up Authorities

Only the units listed below are authorized to place Call-ups against the Standing Offer.  
Each call-up is to be invoiced separately as indicated in the call-up document.

#	Call-Up Authorities
1	Algonquin Regiment (ALQ Regt) 540 Chippewa St W North Bay, ON P1B 6T8
2	33 Service Battalion (33 Svc Bn) 540 Chippewa St W North Bay, ON P1B 6T8
3	33 Canadian Brigade Group Battle School (33 CBG BSL) 333 Riverside Dr Sudbury, Ontario P3E 1H5
4	2 Battalion, The Irish Regiment of Canada (2IRRC) 333 Riverside Dr Sudbury, Ontario P3E 1H5
5	Combat Training Centre Burwash (address to be identified on the Call-UP against a Standing Offer)
6	33 Canadian Brigade Group (33 CBG) 375 Pine St Sault Ste Marie, ON P6B 3E6
7	33 Service Battalion 375 Pine St Sault Ste Marie, ON P6B 3E6
8	49th Field Artillery Regiment 375 Pine St. Sault Ste. Marie, ON P6B 3E6
9	Algonquin Regiment (ALQ Regt) 355 Algonquin Blvd East Timmins, ON P4N 1B5
10	Belleville Armoury 187 Pinnacle St Belleville, ON K8N 3A5
11	Peterborough Armoury 220 Murray St. Peterborough, ON K9H 2S8
12	Cobourg Armoury 210 Willmott St. Cobourg, ON K9A 0E9
13	Col R.S. McLaughlin Armoury 53 Simcoe St. N Oshawa, ON L1G 4R9

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<b>14</b>	33 Service Battalion (33 Svc Bn), Major E.J.G Holland VC Armoury 2100 Walkley Rd Ottawa, ON K1G 3V3
<b>15</b>	Cornwall Armoury 505 4th St. E Cornwall, ON K6H 2J7
<b>16</b>	Brockville Armoury 144 King St E. Brockville, ON K6V 1C2

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## **ANNEX "B"**

### **BASIS OF PAYMENT**

**Year 1 – Date of Issuance to 31 December 2020**

**Year 2 – 01 January 2021 to 31 December 2021**

**Year 3 – 01 January 2022 to 31 December 2022**

All prices are firm, all-inclusive unit prices in Canadian dollars, FOB Destination including staff wages, fuel costs, delivery costs, transportation/storage costs, and any overhead costs. Canadian customs duties, excise taxes are included, Applicable Taxes extra. Applicable Taxes are not included in the pricing and are to be shown separately on invoices.

#### ***Note to Offerors:***

***All text in italics in this Annex will be removed from the resulting Standing Offer.***

#### ***Estimated Usages:***

*The estimated usages provided are for the sole purpose of establishing an evaluation tool and are based only on best estimate and in no way reflect the actual usages expected or any commitment on the part of the Crown. The quantities as stated herein reflect the expected usage for each Pricing Period and are an estimate of the requirement made in good faith. The Standing Offer will be limited to the actual items ordered.*

#### ***Applicable Taxes:***

*HST must not be included in the unit prices (but will be added as a separate item to any invoice issued).*

**SEE ELECTRONIC ATTACHMENT 1 FOR ANNEX "B", BASIS OF PAYMENT**

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## ANNEX "C"

### STANDING OFFER REPORTING REQUIREMENTS

Send to the Standing Offer authority named herein.

Use the Standing Offer number in the Subject line and clearly indicate:

- The standing offer number for which the data is submitted;
- The period for which the data has been accumulated (start date to end date);
- The Department with whom the standing offer was arranged;
- The start date and end date for the standing offer; and
- The total spent to date, by government department.

Standing Offer Title		Standing Offer #		Start Date of SO (DD/MM/YYYY)	End Date of SO (DD/MM/YYYY)
Total Value to Date (\$)		Total Value for Reporting Period (\$)		Start of Reporting Period (DD/MM/YYYY)	End of Reporting Period (DD/MM/YYYY)
Department Requesting	Order Number	Description (Item#, Quantity)	Date of Order (DD/MM/YYYY)	Date of Delivery (DD/MM/YYYY)	Value of Order (not including GST/HST)

### PREPARED BY:

Name: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Signature: \_\_\_\_\_

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## ANNEX "D"

### PWGSC 942 CALL-UP AGAINST A STANDING OFFER TEMPLATE

Public Works and Government Services Canada Travaux publics et Services gouvernementaux Canada		Clear Data - Effacer l'information	
<b>Ship to - Expédier à</b>		<b>Consignee Code Code destinataire</b>	
		<b>Postal Code Code postal</b>	
<b>Supplier - Fournisseur</b>		<b>Procurement Business No. (PBN) Numéro d'entreprise - approvisionnement (NEA)</b>	
		<b>Call-up Against a Standing Offer Commande subséquente à une offre à commandes</b>	
		<b>To the supplier:</b> The standing offer identified below is accepted as follows: You are required to supply the goods or services, or both, shown below at the prices or on the pricing basis stated and in accordance with the other conditions stated in the standing offer. Only goods or services, or both, included in the standing offer will be supplied in the call-up against the standing offer.	
		<b>Au fournisseur:</b> L'offre à commandes indiquée ci-dessous est acceptée selon les modalités suivantes : Vous devez fournir les biens ou les services, ou les deux, indiqués ci-dessous selon les prix ou la base de tarification établie, et conformément avec les autres conditions stipulées dans l'offre à commandes. Seuls les biens ou les services, ou les deux, inclus dans l'offre à commandes seront fournis dans la commande subséquente à l'offre à commandes.	
		<b>Security:</b> The call-up includes security provisions. Sécurité : La demande comprend des exigences en matière de sécurité.	
		<input type="checkbox"/> NO NON <input type="checkbox"/> YES OUI If YES, attach a SRCL to the call-up Si OUI, joindre une LVERS à la demande	
Invoices must be sent in accordance with - Les factures doivent être envoyées selon :			
<input type="checkbox"/> The detailed instructions in the standing offer Les instructions détaillées dans l'offre à commandes			
<input type="checkbox"/> The address shown in the "Ship to" block L'adresse indiquée dans la case « Expédier à »			
<input type="checkbox"/> Special instructions below Les instructions particulières ci-dessous			
Each shipment must be accompanied by a packing or delivery slip. All invoices, bills of lading and packing slips must show the following reference numbers.			
Chaque expédition doit être accompagnée d'un bordereau d'emballage ou de livraison. Les factures, connaissements et bordereaux d'emballage doivent tous porter les numéros de référence suivants.			
Standing Offer No. - N° de l'offre à commandes		Requisition No. - N° de demande Order. Off. - Bur. dem. YY - AA Serial No. - N° de série	
		Client Reference No. (optional) N° de référence du client (facultatif)	
The representative of the Identified User signing the call-up form must indicate his or her physical address. This address will constitute the address most connected with the supply and will determine, where applicable, the place of supply for this procurement. Le représentant de l'utilisateur désigné qui signe le formulaire de commande subséquente doit indiquer son adresse municipale, qui constituera l'adresse la plus associée à l'approvisionnement et qui déterminera, le cas échéant, le lieu d'approvisionnement pour cette commande.			
Amendment No. N° de modification		Previous Value (\$) Valeur précédente (\$)	
		Value of increase or decrease (\$) Valeur de l'augmentation ou diminution (\$)	
		Total estimated expenditures or revised Total des dépenses estimatives ou révisées	
Item No. N° de l'article	NATO Stock No. / Item Description N° de nomenclature de l'OTAN / Description de l'article	U. of I. U. de d.	Quantity Quantité
			Unit Price Prix unitaire (\$)
			Extended Price Prix calculé (\$)
Special Instructions - Instructions particulières			
Total			
For further information, call - Pour renseignements supplémentaires, contacter		Delivery required by - Livraison requise le	
Name - Nom		(YYYY-MM-DD) (AAAA-MM-JJ)	
Telephone No. - N° de téléphone			
For Internal purposes only - Pour usage interne seulement		Approved for the Minister - Approuvé pour le Ministre	
Pursuant to subsection 32(1) of the Financial Administration Act, funds are available. En vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques, des fonds sont disponibles.			
Signature (Mandatory - Obligatoire)		Date (YYYY-MM-DD - AAAA-MM-JJ)	
		Signature (Mandatory - Obligatoire)	
		Date (YYYY-MM-DD - AAAA-MM-JJ)	
Canada			
PWGSC-TPSGC 942 (01/2014)			

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## **ANNEX “E”**

### **to PART 3 OF THE REQUEST FOR STANDING OFFERS**

#### **ELECTRONIC PAYMENT INSTRUMENTS**

The Offeror 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)

## **ANNEX "F"**

### **INSURANCE REQUIREMENTS**

#### **1. Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$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. 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.

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**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 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.

**2. Automobile Liability Insurance**

1. The Contractor must obtain Automobile 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.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. 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.

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## **ANNEX “G”**

### **ADDITIONAL CERTIFICATION INFORMATION**

#### **1. Board of Directors**

In accordance with the Ineligibility and Suspension Policy, Section 17, Bidders are required to provide a list of their Board of Directors before contract award. Bidders are requested to provide this information in their bid.

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

#### **2. Procurement Business Number (PBN)**

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) before Contract.

Procurement Business Number - \_\_\_\_\_

Suppliers may register for a PBN online at Supplier Registration Information. For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.