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

Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services
Canada/Réception des soumissions Travaux publics et
Services gouvernementaux Canada
Government of Canada Building
101 - 22nd Street East
Suite 110
Saskatoon
Saskatche
S7K 0E1

Title - Sujet Food Services	
Solicitation No. - N° de l'invitation W4295-20C001/A	Date 2020-02-21
Client Reference No. - N° de référence du client W4295-20C001	Amendment No. - N° modif. 001
File No. - N° de dossier STN-9-42081 (201)	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$STN-201-5269	
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale	
2020-02-21	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-04-06	
Time Zone Fuseau horaire Central Standard Time CST	
Address Enquiries to: - Adresser toutes questions à: Marsland, Rina	Buyer Id - Id de l'acheteur stn201
Telephone No. - N° de téléphone (306) 241-5742 ()	FAX No. - N° de FAX (306) 975-5397
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	
Security - Sécurité This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required	Yes - Oui	No - Non
Accusé de réception requis	<input type="checkbox"/>	<input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

Solicitation No. - N° de l'invitation
W4295-20C001/A
Client Ref. No. - N° de réf. du client
W4295-20C001

Amd. No. - N° de la modif.
001
File No. - N° du dossier
STN-9-42081

Buyer ID - Id de l'acheteur
STN201
CCC No./N° CCC - FMS No./N° VME

This amendment is issued for solicitation number **W4295-20C001/A** to attach Annex A.

STATEMENT OF WORK

SECTION 1

1. Description of Work

1.1 Work under this contract is for the provision of all labour, additional equipment, materials, food products, supervision and transportation required to provide catering services at the Rocky Mountain Cadet Training Centre (RMCTC) located at Ghost River Ranger Station approximately 45 km Northwest of Cochrane, Alberta.

Section 1 General Conditions

Section 2 Statement of Work

Section 3 Appendices

Appendix 1 - Minimum Staffing Qualification and Standards

Appendix 2 - Minimum Standard Menu Pattern, Cycle Menus, and Portion Size

Appendix 3 – Standard Portion Size

Appendix 4 - DND Food Quality Standards

Appendix 5 - Caterer's Semi-Monthly Invoice (Sample)

Appendix 6 - Certified Daily Ration Entitlement Statement

Appendix 7 - Catering Contract Incident Register

Appendix 8 - Daily Meal Forecast

Appendix 9 - Details of Operating Facilities

Appendix 10- Meal Service Schedule

Appendix 11 - Estimated Ration Strength

Appendix 12 - Hygiene and Sanitation, Food Handling and Food Services

Appendix 13 - Non Food Accessory and Packaging items

1.2 Amendments to the Meal Service Schedule at Appendix 2 may be made by mutual consent of DND and the contractor.

1.3 Period of Contract will be for 1 year from date of Contract award until 31-Mar-21 inclusive with the option to extend the contract by up to two (2) additional one (1) year period in accordance with section 7.4.2 of the contract.

2. Standards

2.1 National Building Code, National Fire Code, Canadian Electrical Code, Canadian Plumbing Code, Canada Labour Code, Canada Occupational Safety and Health Regulations, Workplace Hazardous Materials Information System 2015 (WHMIS 2015), Workers' Compensation Board and all other applicable Federal, Provincial and Municipal codes pertaining to the trades involved in the work.

2.2 In the event of conflict between any provisions of the above authorities, the most stringent provision will apply.

Annex A

- 2.3 The Contractor must ensure all of their employees are trained in WHMIS 2015, Occupational Health and Safety and Fire Safety.
- 2.4 The Contractor and their staff must comply with the requirements of WHMIS 2015 regarding the use, handling, storage, disposal of hazardous materials; labeling and provision of material safety data sheets acceptable to authorities having jurisdiction.

3. **Materials, Supplies and Equipment**

- 3.1 The Contractor must supply all labour, additional equipment, and material required to perform the work as detailed in Section 2.
- 3.2 Contractor must provide and use only **environmentally friendly** products that meet Green Seal's or the EcoLogo (also known as Environmental Choice) standards for industrial and institutional cleaners. Examples of acceptable products can be found at :

www.greenseal.org/FindGreenSealProductsAndServices.aspx,
www.productguide.ulenvironment.com/QuickSearch.aspx, www.ecolabelindex.com , or
www.greenerchoices.org/eco-labels/eco-home.cfm.

- 3.3 Upon award, and prior to any work commencing, the Contractor will provide DND with a list of proposed cleaning products to be used for the work. DND will advise the Contractor of products not approved for use in carrying out the work.
- 3.4 Request for acceptance of cleaning materials in addition to those established as acceptable must be submitted to DND for approval prior to it being used.

4. **Workmanship, Staffing and Supervision**

- 4.1 The Contractor must provide sufficient personnel and supervision to ensure that the work can be carried out. Mandatory Personnel Qualification requirements and recommended staffing level are detailed in Appendix 1.
- 4.2 Any personnel not acceptable to DND due to incompetence, improper conduct, security risk or an inability to communicate shall be removed from the site and replaced forthwith by the contractor.
- 4.3 The training centre is operational seven (7) days per week as well as evenings and holidays. The Contractor must ensure standby staff are available for vacation leave, sick leave or other days off by regular staff.
- 4.4 A supervisor shall be provided who has the authority to receive for the Contractor, any orders or communication in respect to the Contract. The supervisor must be equipped with a pager or similar communication device, available to contact, during the workday, after hours and/or on week-ends, unless arranged otherwise.
- 4.5 The Contractor's supervisor must co-ordinate operations in accordance with the schedule and to the satisfaction of DND.

5. **Safety and Security**

- 5.1 The Contractor must adhere to all fire and safety measures as recommended by National and Provincial codes and/or as prescribed by the authorities having jurisdiction, concerning equipment, work habits and procedures.
- 5.2 Contractor and all company personnel must be familiar with Fire Safety requirements of the facility.

Annex A

- 5.3 All hazardous materials, cleaning compounds, etc. are to be stored and handled in such a manner as to prevent danger to federal employees or members of the public.
- 5.4 Smoking is prohibited in crown-owned buildings and, other than in designated areas, on the grounds.
- 5.5 Only those employees whose names appear on DND's approved list of Contractor personnel will be allowed access to the site.
- 5.6 All keys entrusted to the Contractor for the fulfillment of this contract must be fully protected at all times. Lost or misplaced keys will result in rekeying the building locks at the Contractor's expense. The Contractor must provide a list of key holders to the DND Training Centre Co-coordinator and update as required.resident
- 5.7 Entry to locked or off-limit rooms will be restricted unless otherwise directed by the DND Training Centre Coordinator or a designated representative.

6. Start-Up

- 6.1 Contractor and all Contractor personnel on site must attend a Harassment and Abuse Program briefing provided by National Defence prior to cadets arrival. For the first year, this date will be 5 July 2020.
- 6.2 Prior to commencement of the work the Contractor must submit to the DND Property Manager for approval the following documents for all personnel:
 - a. Proof of Workplace Hazardous Material Information System 2015 (WHMIS 2015) training;
 - b. Copy of Police Records Check (PRC) and Vulnerable Sector Screening (VSS) checks;
 - c. Proof of compliance with mandatory staff qualification requirements detailed in Appendix 1; and;
 - d. List of cleaning products, including MSDS sheets.

7. Building Operations

- 7.1 Contractor must report plumbing, electrical or structural repairs which are required as sighted during the performance of work/cleaning operation to the DND Training Centre Coordinator.

8. Contractor's Use of Site

- 8.1 DND will provide the contractor with the space necessary for the performance of their duties without undue inconvenience.
- 8.2 The Contractor must not list, publicize or use in any fashion for business purposes, the address of a building owned by the Government of Canada. A telephone may be provided but must not, under any circumstance, appear in any telephone directory or be advertised as a business telephone. Any long distance charges will be at the expense of the contractor.
- 8.3 The Crown is not responsible for any damage to the Contractor's supplies, materials or equipment in the building nor to the contractor's employees personal belongings brought onto the site;
- 8.4 Electricity and water will be provided free of charge to the contractor for the performance of their duties.

9. Meals and Accommodation

- 9.1 There are rooms available for the Contractor's staff on site at no cost. This includes 32 beds in a mix of shared two or four person rooms and access to shared ablution facilities in an adjacent building. Bed linens and access to laundry facilities are provided; staff must provide their own laundry detergent. Staff are responsible for cleaning of their personal space, but not washrooms in mess or accommodation areas.
- 9.2 Dedicated staff parking is available at no cost.
- 9.3 Meals for Contractor's employees will be provided at the Contractor's expense.
- 9.4 The contractor may negotiate with the President of the Mess Committee for access to the Adult Staff Mess, and for provision of internet access for staff.

SECTION 2 – STATEMENT OF WORK

PART I

The following definitions apply to the content of the Statement of Work (SOW):

1.1 DEFINITIONS

- a. **"BOX LUNCH"** means a take-out form of meal prepared in lieu of a meal normally served in the dining room and which has the same ration value.
- b. **"CAFETERIA SERVICE"** means a method of serving food wherein:
 - (1) The diner collects their meal at the serving counter;
 - (2) Tables are laid with necessary condiments or condiment stands if available.
 - (3) At the end of their meal the diner removes their cutlery, crockery glassware and leftovers to an area provided for their reception.
- c. **"CATERER (CONTRACTOR)"** means the organization responsible for provision of food services, which are the subject of this Statement of Work;
- d. **"CATERING STAFF"** means the employees of the caterer engaged to perform the work.
- e. **"CLIENT"** means the base, unit or group seeking food services for its personnel;
- f. **"COMMANDING OFFICER (CO)"** means the senior officer appointed to command the establishment.
- g. **"CONTRACT MANAGER"**: The person will be the Technical Authority as listed in the Contract, the individual appointed by DND for oversight of all technical aspects of the Contract, and to act as the primary client contact for the Contractor.
- h. **"CONTRACT MANAGER'S TECHNICAL ADVISOR"** means a DND Food Services Officer or a cook of the rank of WO or above of the supporting unit 17 Wing Winnipeg, appointed by the supporting Wing / Unit Commander/CO. The technical advisor, or their representative, is to make periodic visits (one at opening, and/or as required). The Technical Advisor is to be available to give specialist advice to ensure that contract specifications are observed, to provide the caterer with administrative advice, and to assist in interpreting the specifications as related to food, food services, sanitation and hygiene.
- i. **"CROWN"** means the Government of Canada;
- j. **"CROWN PAID"** refers to food services which are paid by the Crown;
- k. **"CUSTOMER (DINER)"** means the individual consuming food;
- l. **"DEPARTMENT OF NATIONAL DEFENCE (DND)"**: For the purpose of this Contract, DND refers to Rocky Mountain Cadet Training Centre (RMCTC).
- m. **"DINER STRENGTH"** means the total number of DND personnel at the establishment entitled to receive meals;

Annex A

- n. **"DISPERSED MEALS"** means meals, hot or cold, provided in the form of box lunches or bulk insulated containers (Hay Boxes) for consumption away from dining facilities;
- o. **"ENTITLEMENT"** means the amount of food that a Customer may consume which is Crown Paid, expressed as a dollar value, for a specific Entitlement Period;
- p. **" ENTITLEMENT PERIOD "** means the period of time for which a Customer is granted an Entitlement;
- q. **"ESTABLISHMENT"** means base, RMCTC, unit or other organization where the work is performed.
- r. **"FOOD SERVICES CONTRACT"** means the provision of meals where the Caterer provides the food services staff and managerial services using DND food commodities, equipment and facilities.
- s. **"FOOD AND FOOD SERVICES CONTRACT IN DND FACILITIES"** means the provision of meals where the caterer provides food commodities, food services staff, and managerial services using DND facilities and equipment.
- t. **"FOOD AND FOOD SERVICE IN NON-DND FACILITIES"** means the provision of meals where the caterer provides all food service resources using caterer's own facilities and equipment.
- u. **"FOOD SERVICES CONTRACT INCIDENT REGISTER"** means a register for Incident Reports raised by the DND Contract Manager or designated representative in accordance with Appendix 7, in which the Contractor's deficiencies are recorded with confirmation that satisfactory corrective measures were taken by the Contractor within ten (10) calendar days of the incident;
- v. **"PROCEDURES"** means the Procedures for Raising and Managing Food Services Contracts.
- w. **"PSPC"** means Public Services Procurement Canada (previously PWGSC-Public Works and Government Services Canada).
- x. **"RATION"** means a total of three meals plus morning and afternoon breaks and evening snacks provided to one authorized person for one day. In the context of catering Contracts, the term ration also encompasses all the activities associated with the provision of these meals. Whenever less than three (3) meals are provided to a given diner, the meals have the ration value stated in Appendix 6.
- y. **"STANDARD DAILY ENTITLEMENT"** means the dollar value of the prepared food items contained in the Standard Meal Entitlement Pattern to be provided to a Customer by the Contractor. This dollar value must cover associated operating costs;
- z. **"STANDARD MEAL ENTITLEMENT PATTERN"**: The meal items for breakfast, lunch, dinner and snacks for which the Crown is prepared to pay, as detailed in Appendix 6.
- aa. **"SPECIFICATIONS"** means Contract specifications for the Supply of Food Services or Food and Food Services.
- bb. **"TERM"** means the length of the Contract between DND and the Contractor; and
- cc. **"RMCTC FOOD SERVICES REPRESENTATIVE (FSR)"** (RMCTC FSR) the individual appointed by the RMCTC CO to liaise with the caterer about day-to-day contract implementation.

PART II

2.1 CONTRACTOR'S RESPONSIBILITIES & AVAILABILITY

- 2.1.1 The Contractor's Resident Manager and Kitchen Supervisor must be available at the site of operations prior to commencement of the contract to conclude final details with the Training Centre Food Services representative and the Contract Supervisor. A pre-camp meeting will be held between the Caterer's representative(s) and the Contract Supervisor prior to 1 May at a time convenient when all parties are available.
- 2.1.2 The Contractor's Resident Manager, or their authorized representative, must advise the RMCTC FSR of their intended whereabouts, including after normal working hours. In case there is a need for urgent communication.

2.2 CONTRACTOR STAFF

The Contractor must:

- 2.2.1 Provide an experienced Resident Manager, as specified in Appendix 1, who may also act as the kitchen supervisor when the total number of daily diners is less than 150;
- 2.2.2 Provide an experienced Kitchen Supervisor, as specified in Appendix 1, who must supervise the catering staff and participate in preparation and service of meals. When the total number of diners in any one ration-day equals or exceeds 150, then the Site Manager and Kitchen Supervisor may not be the same individual. The Kitchen Supervisor must be a fully qualified Red-Seal Cook. The Kitchen Supervisor or a Red-Seal qualified cook is required to taste test meals to ensure quality of meals;
- 2.2.3 Provide the catering staff required to meet the Canadian Armed Forces (CAF) standards at Appendix 4 for meal production and service, hygiene, sanitation and general safety. Appendix 1 is provided as a guide and applies to continuous feeding situations. It is the ratio of staff to diners which has proven to be the most effective for the operation of food services facilities which meet the CAF standard for meal production and hygiene, where three meals are provided, seven days a week. Thus the caterer should employ personnel to meet the total weekly productive working hours for each category of employee. Where the catering requirement is less than three meals per day, seven days per week, a proportionate number of staff may be employed;
- 2.2.4 Provide in-house staff training according to the program submitted with this proposal prior to work commencement, to include Workplace Hazardous Material Information System 2015 (WHMIS 2015);
- 2.2.5 Ensure that food handlers abide by the pertinent city and/or provincial health regulations and those specified in the "Sanitation Code for Canada's Food Services Industry";
- 2.2.6 Ensure that the catering staff comply with orders and regulations issued by the Commanding Officer;
- 2.2.7 Provides meals to the Catering staff at the contractor's own expense;
- 2.2.8 Provide uniforms to all catering staff in sufficient quantities to permit a daily change and be responsible for laundering these uniforms; and

- 2.2.9 Provide all cleaning and disinfecting agents and small equipment i.e., tea towels, garbage bags, dishwasher detergent, tin foil, saran wrap, mop and mop heads, packing boxes, foil containers for rationing vessels, masking tape, felt markers, bags, paper and plastic and like items required to meet feeding commitments.

2.3 MEDICAL REQUIREMENTS

- 2.3.1 The Contractor must only employ personnel who are free from contagious or infectious disease. The Resident Manager will provide a signed release for all employees that they are free from contagious or infectious disease for all employees upon request.

2.4 CONTRACT REQUIREMENTS

- 2.4.1 Provide meals and snacks in accordance with the two-week cycle menu in Appendix 2, and the minimum standard menu patterns in Appendix 2. Contractor is to develop a two week cycle menu for approval by the Training Center Commanding Officer (CO) prior to startup of the kitchen. The CO is normally available to review this the first week of May;
- 2.4.2 Ensure that all food preparation/cooking follows standardized recipes, is flavorful, takes place as close as possible to actual time of consumption and that meals/box lunches are prepared from ingredients which meet the standards described at Appendix 4 (Food Quality Standards);
- 2.4.3 Ensure the timely and safe service of food by covering all food and observing the following maximum holding times and procedures:
- (1) Hot food: hold at 140 F (60 C) or higher for no longer than two hours. Batch cooking must be the norm (i.e. staggered cooking). Leftovers must be covered and cooled quickly and may be served within 48 hours as an additional menu item,
 - (2) all desserts containing custard, milk, eggs, cream and edible oil simulated fillers and all salads refrigerated for no longer than 24 hours, and total exposure at room temperature no longer than 90 minutes, any remaining is to be discarded,
 - (3) bakery items: no longer than 36 hours; and
 - (4) fresh milk must be dispensed from the original container and must not be held longer than one hour at room temperature.
- 2.4.4 Present a sufficient quantity of each menu item to satisfy the portion size requirements at Appendix 3. An adequate quantity of each selection on the menu must be prepared to ensure that last diners have the same choice as the first. Extra Calories may be required for some diners participating a physically arduous activity. This may be provided in accordance with the CAF Food Services Manual, A-85-269-001/FP-001, Chapter 2;
- 2.4.5 Display the daily menu in each dining facility;
- 2.4.6 Provide efficient and pleasant service to the diner according to the Meal Service Schedule at Appendix 10. Caterer's staff must assist in service if dispersed meals are required;
- 2.4.7 Control, receive and store food supplies properly in accordance with "The Sanitation Code for Canada's Food Services Industry", and ensure that foods are used on the first-in, first-out basis, and minimize wastage; and
- 2.4.8 Provide snacks for graduation parades as coordinated by RMCTC FSR as applicable

2.5 ADMINISTRATION

The Contractor must:

- 2.5.1 Provide the RMCTC Food Services Representative (FSR), as applicable, with a certified daily nominal roll of the catering staff for the kitchen using the format at Appendix 6.
- 2.5.2 Submit semi-monthly invoices (Appendix 5) to the DND Contract Manager for services rendered under the contract for the periods from the first to the fifteenth and from the sixteenth to the last day of each month. Invoices will be based on the information contained in the Certified Daily Ration Entitlement Statement (Appendix 6) prepared by the RMCTC Food Services Representative (FSR).

PART III

3.1 CONTRACTOR'S RESPONSIBILITIES

- 3.1.1 With regards to their staff, the Caterer must:
- a. Arrange necessary transportation for the catering staff;
 - b. Liaise with the Site Harassment Advisor for catering staff training concerning sensitivity and harassment prevention prior to the first week of July; and
 - c. Liaise with the Site General Safety Officer fire prevention training for members of the catering staff prior to the first week of July.
- 3.1.2 With regards to DND equipment and facilities, the Contractor must:
- a. Sign an inventory listing of all DND equipment provided by RMCTC from the Supply Section prior to commencement;
 - b. Properly use the storage facilities for swill and garbage and keep the adjacent areas clean;
 - c. Sharpen knives daily and/or as required;
 - d. Promptly advise the Site Food Services Representative of any equipment malfunction, refrigeration failures, problems with heat, electricity, plumbing, sewage, garbage disposal, inadequate food supplies, etc.;
 - e. Conduct a complete cleaning of the entire Food Services area before closing for the season. This includes kitchen, kitchen equipment, dining room, all fridges and freezers, and all storage areas. Return the premises and equipment in the same condition as when they became the Contractor's responsibility and to the satisfaction of the Contract Manager and Food Services Representative, at the end of the contract. The Caterer will not be responsible for changes in conditions and/or quantities of equipment or buildings resulting from normal and reasonable wear and tear, and will not be required to prepare kitchen fixtures, by greasing or otherwise for dormant storage unless negotiated to cover this work;
 - f. Reimburse DND, at the expiration of the contract for losses, shortages or damages to equipment except as indicated in sub-paragraph d above. The Contractor is financially responsible for any tableware deficiencies attributable to their actions or negligence by the Contract Manager and/or Food Services Representative (FSR);
 - g. At the expiration of the contract, perform an inventory check of all DND supplied equipment with the DND Contract Manager or their representative. The deficiencies must be recorded and recovery action must be taken prior to the Contractor's departure. DND will provide the Contractor with a written release against further inventory shortages; and
 - h. Provide a computer for the Catering Manager's Office;

3.2 DND RESPONSIBILITIES

- 3.2.1 DND will provide the following equipment and facilities:
- a. facilities and equipment as listed in the Supply Customer Account (SCA) in a ready and sanitary condition. (An inventory of all DND equipment will be prepared);
 - b. water, electricity, fuel for kitchen equipment, heating, refrigeration, adequate storage facilities and removal services for swill and kitchen refuse;
 - c. mops and buckets for floor cleaning;
 - d. tableware, (chinaware, earthenware, glassware, cutlery, flatware, and plastic ware) in amounts equal to the number to be fed;
 - e. cookware and service ware;
 - f. tablecloths, as required;
 - g. rodent/pest control, as required;
 - h. locks, keys, window grills, bars and other safeguards for the custody of food and equipment, deemed advisable by the Site Food Services Rep and satisfactory to the Contractor;
 - i. copies of Standing Orders, Fire Orders, operating and maintenance instructions for kitchen equipment;
 - j. maintenance service for DND kitchen facilities and equipment including knife sharpening once, prior to the season start; and
 - k. disposable plates and cutlery for any unforeseen breakdowns of dishwashing equipment
 - l. The Contractor may choose to bring in their own minor equipment such as knives.
- 3.2.2. DND will provide the following services:
- a. well water quality testing;
 - b. internet for the Catering Manager's Office; and
 - c. a thorough cleaning of the entire Food Services area prior to the season commencing.

APPENDIX 1

MINIMUM STAFFING QUALIFICATIONS AND STANDARDS

1. Resident Manager

The Contractor must provide the services of a Resident Manager who will be the manager of the contracted staff for the whole duration of the requirement and responsible for overseeing all operations as detailed in the contract. The Resident Manager also serves as the primary point of contact for the RMCTC. The Resident Manager may also act as the Kitchen Supervisor when the total number of daily diners is less than 150. If acting, the Site Manager must have a minimum of three (3) years experience of relevant experience within the past five (5) years for food and food services contracts of comparable scope and size.

2. Kitchen Supervisor

The Contractor must provide an experienced Kitchen Supervisor who must supervise the catering staff and participate in preparation and service of meals. When the total number of diners in any one ration-day equals or exceeds 150, then the Site Manager and Kitchen Supervisor may not be the same individual.

The Kitchen Supervisor must be a fully qualified Red-Seal Cook

(<http://www.red-seal.ca/trades/c.4.4k@-eng.jsp>).

The Kitchen Supervisor or a Red-Seal qualified cook is required to taste test meals to ensure quality of meals.

The Site Manager must have a minimum of three (3) years experience of relevant experience within the past five (5) years for food and food services contracts of comparable scope and size.

3. All other kitchen and catering staff

All kitchen personnel and staff handling or serving food must hold a valid Food Safety Alberta Certification or equivalent.

(<http://www.albertahealthservices.ca/assets/wf/eph/wf-eh-food-safety-courses-approved-alberta.pdf>)

4. All Contractor Staff

In addition to the above-noted requirements, and prior to commencing the work, the Contractor must submit to the DND Property Manager for approval the following documents for all personnel:

- a. Proof of Workplace Hazardous Material Information System 2015 (WHMIS 2015) training;
- b. Copy of Police Records Check (PRC) and Vulnerable Sector Screening (VSS);

5. Staffing Standard

The following guide, supplied from A-85-269-001FP-006 is used as a suggested staffing guide. The total weekly productive hours listed is a minimum and should be used only as a guide, ensuring that total production is not less. The contractor MUST fulfill the requirements as specified in the Contract.

Ration Strength	Resident Manager	Assistant Resident Manager	Kitchen Supervisor
1-200	1		1
201-600	1		1
601-1200	1		1
1201-Up	1	1	1

Ration Strength	Cooks	Ration Strength	Cooks	Ration Strength	Cooks
17-40	4	376-439	13	1024-1098	22
41-62	5	440-504	14	1099-1173	23
63-92	6	505-579	15	1174-1248	24
93-127	7	580-654	16	1249-1323	25
127-167	8	655-729	17	1324-1398	26
168-212	10	730-804	18	1399-1474	27
213-262	11	805-879	20	1475-1548	28
263-375	12	880-1023	21		

Ration Strength	Kitchen Helpers	Ration Strength	Kitchen Helpers	Ration Strength	Kitchen Helpers
17-40	4	377-408	17	781-815	30
41-53	5	409-440	18	816-850	31
54-67	6	441-470	19	851-885	32
68-83	7	471-500	20	886-925	33
84-100	8	501-530	21	926-965	34
101-120	9	531-560	22	966-1005	35
121-150	10	561-590	23	1006-1045	36
151-185	11	591-620	24	1046-1085	37
186-225	12	621-650	25	1086-1125	38
226-266	13	651-680	26	1126-1165	39
267-307	14	681-710	27	1166-1210	40
308-343	15	711-745	28		
344-376	16	746-780	29		

Standard Meal Item Availability Table –
CADET FEEDING OPERATIONS

Applies to Cadet Summer Camps and other cadet feeding activities

BREAKFAST			
Category	Meal Item Availability Standard¹	Definition/ Specification	Healthy Choices
Fruit	Fruit Salad 3 other varieties of fresh fruit	A total of 4 varieties of fresh fruit. Vary variety throughout week and season. The term “fresh” implies that the food has not been processed or preserved in any way (i.e. not canned, cured, dehydrated, frozen or otherwise processed or preserved).	All
Juice	3 flavors (2 Fruit and 1 Vegetable)	Pasteurized 100% fruit juice from the named fruit or vegetable, no sugar added, with in accordance with Canada’s Food and Drug Regulations and the Canadian Food Inspection Agency (CFIA). Vary selection throughout the week.	All
Entrée	Eggs any style Cereals 7 varieties – ready to eat 1 Breakfast entrée	In accordance with the Egg Regulations under the Canadian Agricultural Products Standards Act and Canadian Food And Drug Regulations . Includes 2 whole grain varieties and 2 sweetened varieties. Since this standard is primarily intended for summer camps, there is no requirement for hot cereals. Should a requirement for hot cereal be identified, then one hot cereal can be added and 6 varieties of ready to eat provided. e.g. pancakes, French toast, waffles	Cooked with little or no fat. Whole grain cereal. Less than 12 gm of sugar per recommended portion size. Made with whole wheat flour
Meats	1 hot breakfast meat 1 cold meat	E.g. bacon, ham, sausage, back bacon. Meat from federally inspected source and CFIA approved only . E.g. Sliced ham. In accordance with the Canadian Food And Drug Regulations or equivalent.	Lean Meat
Cheese	2 varieties of cheese 4 varieties of yogurt	E.g. cream cheese, cheddar cheese, Swiss cheese. Cheese products produced in a dairy establishment registered by CFIA or equivalent To include low fat varieties.	Less than 2% M.F. Less than 2% M.F.

¹ There may be deviation from the standard for traditional, holiday, or theme meals.

**Standard Meal Item Availability Table –
CADET FEEDING OPERATIONS**

Applies to Cadet Summer Camps and other cadet feeding activities

BREAKFAST			
Category	Meal Item Availability Standard¹	Definition/ Specification	Healthy Choices
Starch	1 breakfast starch item	e.g. baked beans, potatoes	Prepared with little or no fat
Vegetable	Not required		
Bread Product	1 baked product	e.g. muffins, croissants, sweet buns.	Low fat, high fiber muffins, whole grain products 100% Whole grain products
	1 type commercial bread products and 1 variety of each type	e.g. Bagels and English muffins	
	3 types of loaves	e.g. whole wheat, multi grain, white, flax, oat, linseed	100% whole grain products
Beverage²	3 types of Hot beverages 2 types of cold beverages, 3 if non-dairy are provided: Dairy (3 varieties) Fruit Flavored Drinks (4 varieties) Non-Dairy Beverages (2 varieties) - when requested	e.g. Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavored), Hot Chocolate Refers to pasteurized cow's milk with Vitamin D and A added, in accordance with Canada's Food and Drug Regulations . No chocolate milk at breakfast. Made of natural fruit flavor extract, of artificial fruit flavors, or any combination thereof. Shall contain Vitamin C not less than 24 mg and not more than 48 mg per 100 ml of ready to serve portion, in accordance with Canada's Food and Drug Regulations . Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow's milk. I.e. Soya milk, rice milk.	Less than 2% M.F. Less than 2% M.F. Low calorie, low sugar

² Where potable water is available in a dining facility, bottled water shall not be provided. Sports Drinks, Energy Drinks, Thirst Quenchers, Bottled water, flavored, sparkling and fortified water are not covered within this standard

**Standard Meal Item Availability Table –
CADET FEEDING OPERATIONS**

Applies to Cadet Summer Camps and other cadet feeding activities

BREAKFAST			
Category	Meal Item Availability Standard¹	Definition/ Specification	Healthy Choices
Condiments	2 types of spreads 3 varieties jam/jellies plus honey, syrup, butter, margarine, ketchup, mustard, mayonnaise, hot sauce, meat sauce	e.g. Peanut butter, chocolate nut spread, cheese spread	Low fat varieties

LUNCH			
Category	Meal Item Availability Standard¹	Definition/ Specification	Healthy Choices
Soup	1 freshly prepared soup		Homemade vegetable soups Homemade milk based soups or chowders made from milk with less than 2% M.F.
Main Entrée At least one choice is to be a healthy choice² prepared with little or no fat. One meatless protein dish to be included³. Vary on a rotating basis.	1 freshly prepared hot protein dish⁴ with appropriate accompaniments. 1 pasta dish 1 item from the following dishes: Pizza	To ensure that the minimum standard of protein content is met, the recipes used for main entrées should be in the CF recipe file or come from a standardized tested quantity recipe and contain a minimum of 18 gms of protein per serving ⁵ . Provide fish option at least twice per week. Meat from federally inspected source and CFIA approved only . With 2 varieties of sauce, one of which contains a source of protein. Vary on a rotating basis.	Lean meats prepared with little or no added fat or salt. Meat alternatives such as beans, lentils and tofu. Whole-wheat pasta, 2% M.F. or less sauce, tomato sauce.

¹ There may be deviation from the standard for traditional, holiday, or theme meals.

² Criteria: 400 calories, 15 g fat (5 g saturated & 10 g unsaturated), 600 mg Na per portion.

³ This may include fish, seafood, cheese or vegetarian dishes including legumes, tofu, nuts, etc.

⁴ Unplanned leftovers may be utilized as a menu choice in addition to the standard.

⁵ Foods for 50, Professional Chef, or the CAF recipes are approved resources for recipes.

**Standard Meal Item Availability Table –
CADET FEEDING OPERATIONS**

Applies to Cadet Summer Camps and other cadet feeding activities

LUNCH			
Category	Meal Item Availability Standard¹	Definition/ Specification	Healthy Choices
	Hamburger Hot dog Tacos Burritos and similar dishes Cold Sandwiches 3 varieties of sandwich fillings	1 mixed filling 2 sliced meat 3 types of bread, e.g. roll/bun, flat bread, sliced bread, tortilla wraps, etc. 3 varieties of sliced bread, e.g. whole wheat, multi grain, white, etc.	Lean meats prepared with little or no added fat or salt. Meatless burritos. Crusts/buns made with whole-wheat flour. Salmon provides omega 3 fatty acids, tuna packed in water. Low fat spreads, e.g. mustard. Lean meats (ham, turkey) Whole grain products
Starch	1 starch item	Potato, rice, couscous, not fried or is prepared with little or no fat.	Brown or wild rice. Potatoes with skin. Prepared with little or no fat.
Vegetables	1 cooked vegetable	Prepared with no added fat. Offer at least one dark green and one orange vegetable daily	Fresh or frozen vegetables, prepared with little or no added fat, sugar or salt.
Salads	Salads	Selection of salads as per the salad bar menu	Made with little or no fat
Fruit	4 varieties of fresh fruit A maximum of one variety of fruit can be replaced by a canned variety.	The term “fresh” implies that the fruit has not been processed or preserved in any way. (i.e. not canned, cured, dehydrated, frozen or otherwise processed or preserved). Vary selection throughout the week and season.	Fresh fruit Frozen fruit without added sugar. Fruit canned in unsweetened or natural fruit juice.

**Standard Meal Item Availability Table –
CADET FEEDING OPERATIONS**

Applies to Cadet Summer Camps and other cadet feeding activities

LUNCH			
Category	Meal Item Availability Standard¹	Definition/ Specification	Healthy Choices
Dessert	1 prepared dessert	e.g. milk puddings, Jell-o, fruit	2% or less M.F.
	Baked desserts (2 types)	based desserts (i.e. cobblers, crisps), cereal squares.	Make with whole-wheat flour or whole grains.
	Ice Cream (2 flavours)	e.g. cakes, cookies, pies, square.	2% or less M.F
	Yogurt (4 flavours)	To include low fat varieties, can include sorbets and parfaits To include low fat varieties	2% or less M.F
Bread Product	2 types of bread	e.g. roll/bun, flat bread, loaves, bagels, pita	Whole grain products
	Loaves - 3 varieties	e.g. Whole wheat, multi grain, white, etc. (whole wheat bread containing not less than 60 % whole wheat flour)	Whole grain products
Beverage¹	3 types of Hot beverages	e.g. Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavoured) Hot Chocolate	Less than 2% M.F.
	3 types of cold beverages, 4 if non-dairy are provided: Dairy (4 varieties)	Refers to pasteurized cow's milk with Vitamin D and A added, in accordance with Canada's Food and Drug Regulations .	Less than 2% M.F.
	Fruit/vegetable juice	Pasteurized fruit juice from the named fruit in accordance with Canada's Food and Drug Regulations s and the Canadian Food Inspection Agency (CFIA) Vary selection throughout the week	All Low calorie,

¹ Where potable water is available in a dining facility, bottled water shall not be provided. Sports Drinks, Energy Drinks, Thirst Quenchers, Bottled water, flavoured, sparkling, and fortified water are not covered within this standard

**Standard Meal Item Availability Table –
CADET FEEDING OPERATIONS**

Applies to Cadet Summer Camps and other cadet feeding activities

SUPPER			
Category	Meal Item Availability Standard¹	Definition/ Specification	Healthy Choices
included³. Vary on a rotating basis.	dishes	protein per serving ⁵ . Provide fish option at least twice per week. Meat from federally inspected source and CFIA approved only . Vary on a rotating basis Vary on a rotating basis.	
Starch	1 starch item	Potato, rice, couscous, not fried or prepared with little or no fat.	Brown or wild rice, Potatoes with skin. Prepared with little or no fat.
Vegetables	1 cooked vegetable	Prepared with no added fat. Offer at least one dark green and one orange vegetable daily	Fresh or frozen vegetables, prepared with little or no added fat, sugar or salt.
Salads	Salads	Selection of salads as per the salad bar menu	Made with little or no fat
Fruit	4 varieties of fresh fruit A maximum of one fresh fruit can be replaced by a canned variety.	The term “fresh” implies that the fruit has not been processed or preserved in any way. (i.e. not canned, cured, dehydrated, frozen or otherwise processed or preserved). Vary selection throughout the week and season.	Fresh fruit Frozen fruit without added sugar. Fruit canned in unsweetened or natural fruit juice.
Dessert	1 prepared dessert Baked desserts (2 types)	e.g. milk puddings, Jell-o, fruit based desserts (i.e. cobblers, crisps), cereal squares, e.g. cakes, cookies, pies, square.	2% or less M.F. Made with whole-wheat flour or whole grains.

³ This may include fish, seafood, cheese or vegetarian dishes including legumes, tofu, nuts, etc.

⁵ Foods for 50, Professional Chef, or the CAF recipes are approved resources for recipes.

**Standard Meal Item Availability Table –
CADET FEEDING OPERATIONS**

Applies to Cadet Summer Camps and other cadet feeding activities

SUPPER			
Category	Meal Item Availability Standard¹	Definition/ Specification	Healthy Choices
	Ice Cream (2 flavours) Yogurt (4 flavours)	To include low fat varieties, can include sorbets and parfaits To include low fat varieties	2% or less M.F.
Beverage¹	3 types of Hot beverages 3 types of cold beverages, 4 if non-dairy are provided: Dairy (4 varieties) Fruit/vegetable juice (2 Varieties) Fruit Flavoured Drinks (4 varieties) Non-Dairy Beverages (2 varieties) - when requested	e.g. Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated, flavoured) Hot Chocolate Refers to pasteurized cow's milk with Vitamin D and A added, in accordance with Canada's Food and Drug Regulations . Pasteurized fruit juice from the named fruit in accordance with Canada's Food and Drug Regulations and the Canadian Food Inspection Agency (CFIA) Vary selection throughout the week Made of natural fruit flavoured extract of artificial fruit flavours or any combination thereof. Shall contain Vitamin C not less than 24 mg and not more than 48 mg per 100 ml of ready to serve portion, in accordance with Canada's Food and Drug Regulations Lactose free contains calcium, vitamin D and vitamin A in comparable quantities to cow's milk i.e. Soya milk, rice milk.	Less than 2% M.F. Less than 2% M.F. All Low calorie, low sugar
Bread Product	2 types of bread Loaves - 3 varieties	e.g. roll/bun, flat bread, loaves, bagels, pita e.g. Whole wheat, multi grain, white, etc. (whole wheat bread containing not less than 60 % whole wheat flour)	Whole grain products Whole grain products

¹ Where potable water is available in a dining facility, bottled water shall not be provided. Sports Drinks, Energy Drinks, Thirst Quenchers, Bottled water, flavoured, sparkling, and fortified water are not covered within this standard

**Standard Meal Item Availability Table –
CADET FEEDING OPERATIONS**

Applies to Cadet Summer Camps and other cadet feeding activities

SALAD BAR			
Category	Meal Item Availability Standard	Definition/ Specification	Healthy Choices
<i>Each brunch, lunch, and supper shall have a salad bar and offer the following choices</i>			
Leaf	<p>1 leaf salad pre-mixed</p> <p>1 leaf salad which allows diner to select from following ingredients and add dressing: sliced radishes, onion rings, diced cucumber, diced tomato, diced green peppers</p>	<p>e.g. Caesar salad, Greek salad, etc.</p> <p>e.g. tossed salad, spinach salad, etc.</p>	Prepared with a small amount of dressing or low fat dressing.
Raw Vegetables	4 varieties	e.g. radishes, green onions, celery sticks, carrot sticks, turnip sticks, sliced cucumber, tomato wedges, mushrooms, sliced zucchini, green/red pepper, broccoli, cauliflower, etc., ensure a variety at each meal	All
Starch, Bean, or Marinated Salad	3 varieties per meal	e.g. coleslaw, pasta salad, three-bean salad, marinated vegetable salad, etc. ; ensure a variety at each meal	prepared using oil or dressing sparingly
Protein Choice	Not required		
Meatless Protein Choice	<p>1 meatless protein choice</p> <p>2 <u>types of cheese</u>:</p> <p>1 hard</p> <p>1 soft</p>	<p>e.g. chick peas, other legumes, egg, hummus, bean dip</p> <p>e.g. cheddar</p> <p>e.g. brie, cream, cottage, etc. Cheese products produced in a dairy establishment registered by CFIA or equivalent. To include low fat varieties.</p>	<p>All if prepared with little or no fat.</p> <p>Less than 2% M.F.</p>
Pickles	3 varieties of pickles	e.g. olives, beets, onions, dill pickles, gherkin pickles, etc.	

**Standard Meal Item Availability Table –
CADET FEEDING OPERATIONS**

Applies to Cadet Summer Camps and other cadet feeding activities

SALAD BAR			
Category	Meal Item Availability Standard	Definition/ Specification	Healthy Choices
Condiments	<ul style="list-style-type: none"> ➤ mustard, ketchup, mayonnaise (reg. and low fat), vinegar, oil ➤ 3 varieties of meat sauce ➤ <u>salad dressings:</u> 5 varieties of regular 5 varieties of low fat ➤ 3 varieties of crackers ➤ 2 spreads ➤ 3 varieties of jams/jellies ➤ salt, pepper, and other assorted spices 	<p>e.g. BBQ Sauce, HP Sauce</p> <p>e.g. melba toast, bread sticks, biscuits</p> <p>e.g. peanut butter, cheese</p>	

STANDARD PORTION SIZE

Portion Size Standard	
<i>Breakfast</i>	
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	2 slices (each 35 g)
<i>Lunch and Supper</i>	
Soup	250 ml
Steaks and chops (bone in)	250g (raw)
Chicken pieces (bone-in)	275g (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	300g (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) 240 g
Tacos	2 each
Burritos	1 each (150g)
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	90 g (125 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
Jello	125 ml
Ice cream	125 ml
Fruit yogurt	175 ml
Cake	1 piece (5 cm X 5 cm X 7 cm)

STANDARD PORTION SIZE

Portion Size Standard	
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
Dinner Roll	1 each
<i>Beverages</i>	
Juice	250 ml
Milk (2%, 1%, skim, choc, non-dairy)	250 ml
Fruit Drinks	250 ml
Pop	250 ml
Hot Beverages	250 ml

Snacks: The snacks shall include one beverage and two food items per person.

Beverages: Feature tea and coffee and at least two of the following: 2% milk, 2% chocolate milk, hot chocolate, fruit juices, and lemonade. N.B. 25% of milk will be chocolate milk

Food: Feature at least three of the following: fresh fruits, cookies, cakes, squares, pies, and doughnuts.

Note:

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

BOX LUNCH MENU PATTERN: (Minimum Standard)

- a. The pattern of the box lunch menu is two sandwiches or one sandwich and a cold plate:
 - (1) A variety of fresh breads (preferably whole grain) and specialty rolls shall be used in box lunches; e.g. whole wheat, multi-grain, rye, pumpernickel breads, crusty dinner rolls, submarines, kaisers, bagels, whole wheat pita, etc.
 - (2) Sandwich fillings shall be freshly prepared and the condiments provided separately to complement the filling. One filling shall be of cold sliced or shaved roasted or cooked meat, (NOT LESS THAN 50 g). The second filling may be one of the following: sliced cold cuts, preserved meats, cheese or prepared fillings of meat, fish or egg salad (NOT LESS THAN 50 g). Lettuce should be added to one or both of the sandwiches (NOT LESS THAN 20 g).

STANDARD PORTION SIZE

- (3) Cold plate shall consist of a serving of cold sliced roasted or cooked meats (NOT LESS THAN 50 g) or a quarter of roasted chicken served on a bed of lettuce (chopped or leaf) in an aluminum foil casserole. Two slices of bread or rolls shall be served separately with individual butters or margarines (NOT MORE THAN 10 g). Include plastic utensils.
- (4) Cheese (NOT LESS THAN 20 g) will be added to one sandwich choice every other day.

Note: All sandwiches shall be made with (NO MORE THAN 10 g) of butter or margarine at any time. The spread shall be soft to avoid tearing the bread or rolls and the entire piece of bread or roll shall be covered.

b. **Salad:**

- (1) A mixture of fresh vegetables will be provided to include such items as radishes, tomato wedges, cucumber slices, or sticks of celery, carrot, broccoli, or cauliflower pieces etc. (TO WEIGH NOT LESS THAN 160g per box lunch).

c. **Fruit:**

- (1) Fresh fruit, cleaned and sorted, such as apple, oranges, grapes, ripe bananas, plums, cherries or other fruit as available, plus pudding or prepared fruit cups.

Note: Individual milk puddings or fruit cup.

d. **Baked Goods:**

- (1) One serving of freshly prepared baked goods such as cookies, squares, tarts, cake, sweet breads, doughnuts, etc. (NOT LESS THAN 50 g).

e. **Snack:**

- (1) One cheese and cracker (32 g) package will be added to each box lunch.

f. **Condiments:**

- (1) Appropriate condiments shall be provided to compliment the contents of the lunch such as horseradish, etc., and individual foil butters or margarines if required.

g. **Beverages:**

- (1) A carton of 2% milk or chocolate milk shall be provided in box lunches.
- (2) Fruit juices (with vitamin C added) may be used when the non-refrigerated holding period is too long to keep milk cold. (Minimum 250 ml)
- (3) Box of breakfast must include juice and milk.

STANDARD PORTION SIZE

h. **Accessory Package:**

- (1) A disposable dining packet shall be provided to suit the contents of the lunch.
- (2) Each box lunch will be date stamped after being assembled.

DISPERSED HOT MEALS (HAY BOX)

1. Each dispersed hot meal (hay box) shall be produced using the foods prepared for the meal that is to be served in the dining room at the same time. It must consist of:
 - a. soup (with crackers);
 - b. main protein meal (as indicated by an asterisk (*) on weekly menu pattern);
 - c. starch item;
 - d. vegetable (cook's choice);
 - e. tossed salad, or coleslaw or assorted raw vegetables;
 - f. fresh fruit;
 - g. one prepared or baked dessert (cook's choice);
 - h. bread or rolls and butter or margarine; and
 - j. two beverages
 - k. appropriate condiments.

Note 1. The quantity for the main protein dish and starch choice must be 10% for dispersed meals.

Note 2. Each meal must be accompanied by a card indicating the amount per serving, etc. pork chop - one; boiled potato - two pieces; cookies - three.

Note 3. Remote feeding standards must be as per minimum standard and daily menu patterns (minus light lunch).

STANDARD PORTION SIZE

SNACKS - MENU PATTERN

MORNING AND AFTERNOON SNACKS

1. One beverage and one food item per person must be served. At least two beverages and two food items must be offered and the selection must be varied from day to day.
2. Beverages may be tea, coffee, hot chocolate, chocolate milk, partially skimmed milk, and fruit beverage.
3. Food items may be fresh fruit, cookies, muffins, doughnuts, cake, granola bars, cheese and crackers.

EVENING SNACK

1. One beverage and two food items per person must be served.
2. Tea and coffee will be served as well as at least two of the following: partially skimmed milk, chocolate milk, hot chocolate, and fruit beverage.
3. A minimum of three of the following must be offered: fresh fruit, sandwiches, cookies, cakes, muffins, squares, pies, doughnuts, cheese and crackers.

NOTE: Sandwich material in bulk (butter, margarine, bread, rolls, cheese, cheese spread, cold cuts, peanut butter, jelly, jam) must be offered. Additionally, the Contractor may serve (if available) cold leftovers from the day's regular service as a substitute for one of the food items during the evening snacks.

DND FOOD QUALITY STANDARDS

Food products supplied and used for the food services provided against this Contract must meet or exceed the DND Food Quality Specifications (FQS). The DND Food Quality Specifications can be downloaded from the Government of Canada Publications website www.publications.gc.ca searching for "Food Quality Specifications" or using the following link:

http://publications.gc.ca/site/eng/search/search.html?st=1&ssti=1&ast=food+quality+specification+s+food+purchased+by+federal+government+departments&cnst=&_e=on&_f=on&_adof=on

FQS # & Description	Catalogue # English
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

Appendix 4

Annex A

DND FOOD QUALITY STANDARDS

FQS # & Description	SQA et Description	Catalogue # English	Numéro de catalogue
FQS-18 Milk and Milk Products	SQA-18 Lait et produits laitiers	D2-531/18-2018E-PDF	D2-531/18-2018F-PDF
FQS-19 Cheese	SQA-19 Fromage	D2-531/19-2018E-PDF	D2-531/19-2018F-PDF
FQS-20 Misc Groceries	SQA-20 Produits d'épicerie divers	D2-531/20-2018E-PDF	D2-531/20-2018F-PDF
FQS-21 Pasta	SQA-21 Pâtes alimentaires et nouilles	D2-531/21-2018E-PDF	D2-531/21-2018F-PDF
FQS-22 Rice	SQA-22 Riz	D2-531/22-2018E-PDF	D2-531/22-2018F-PDF
FQS-23 Legumes	SQA-23 Légumineuses (légumineuses à grain)	D2-531/23-2018E-PDF	D2-531/23-2018F-PDF
FQS-24 Grains	SQA-24 Grain céréalier	D2-531/24-2018E-PDF	D2-531/24-2018F-PDF
FQS-25 Shortenings, Fats and Oils	SQA-25 Graisses alimentaires et les huiles	D2-531/25-2018E-PDF	D2-531/25-2018F-PDF
FQS-26 Butter and Margarine	SQA-26 Beurre et margarine	D2-531/26-2018E-PDF	D2-531/26-2018F-PDF
FQS-27 Sugar and Preserves	SQA-27 Sucres et conserves	D2-531/27-2018E-PDF	D2-531/27-2018F-PDF
FQS-28 Coffee and Tea	SQA-28 Café et thé	D2-531/28-2018E-PDF	D2-531/28-2018F-PDF
FQS-29 Ice Cream and Sorbets	SQA-29 Crème glacée et sorbet laitier	D2-531/29-2018E-PDF	D2-531/29-2018F-PDF
FQS-30 Pie Fillings and Pie Fruits	SQA-30 Garniture de tarte et fruits à tarte	D2-531/30-2018E-PDF	D2-531/30-2018F-PDF
FQS-31 Herbs, Spices and Seasonings	SQA-31 Fines herbes et épices	D2-531/31-2018E-PDF	D2-531/31-2018F-PDF
FQS-32 Soups, Sauces and Gravies	SQA-32 Soupes, sauces et sauces au jus de viande	D2-531/32-2018E-PDF	D2-531/32-2018F-PDF
FQS-33 Condiments and Condiment Sauces	SQA-33 Condiments et sauces condimentaires	D2-531/33-2018E-PDF	D2-531/33-2018F-PDF
FQS-34 Bread and Baked Products	SQA-34 Pain et produits de boulangerie	D2-531/34-2018E-PDF	D2-531/34-2018F-PDF
FQS-35 Fruit Juice	SQA-35 Jus de fruit	D2-531/35-2018E-PDF	D2-531/35-2018F-PDF
FQS-36 Cereals	SQA-36 Céréales	D2-531/36-2018E-PDF	D2-531/36-2018F-PDF
FQS-37 Flour and Mixes	SQA-37 Farines, mélanges pour gâteaux, pour crêpes et pour gaufres	D2-531/37-2018E-PDF	D2-531/37-2018F-PDF
FQS-38 Game	SQA-38 Gibier	D2-531/38-2018E-PDF	D2-531/38-2018F-PDF

CERTIFIED DAILY RATION ENTITLEMENT STATEMENT

To be delivered to Contractor's representative normally 48 hours prior to the day for which ration entitlement is reported.

Date: _____

	(1)	(2)	(3)
	NUMBERS ENTITLED TO RATION	PORTION CHARGEABLE TO CONTRACT	TOTAL RATION DAYS
1. Personnel entitled to all meals	_____	1.00	_____
2. Personnel entitled to Breakfast only	_____	0.20	_____
3. Personnel entitled to Breakfast & Lunch	_____	0.60	_____
4. Personnel entitled to Lunch & Dinner	_____	0.80	_____
5. Personnel entitled to Lunch or Dinner only	_____	0.40	_____

Number of Ration Days chargeable under contract and claimable

TOTAL: _____

Certified by:

Name/Rank/Position (Print)

Signature

Note 1:

In accordance with contract definitions, a "ration" also includes 3 snacks (for a full-day), and shall also include pro-rated provision of snacks for less-than full ration value diners.

Note 2:

Box lunches replace a normal meal and will not be charged separately.

This form is to be produced locally

CATERING CONTRACT INCIDENT REGISTER

TO: RESIDENT MANAGER		INCIDENT REPORT	#
DATE AND TIME OF OBSERVATION		date>	time>
CAMP/ORGN		KITCHEN	
OBSERVED BY	NAME	RANK	POSITION
OBSERVATION(S)>			
RES MGR advised Verbally/In writing by		date>	time>
SIGNATURE		NAME	RANK / POSITION
X			
<i>Copy received by</i>			
RES MGR X		date>	
OBSERVED CORRECTIVE ACTION TAKEN BY CONTRACTOR			
SIGNATURE		NAME	RANK / POSITION
X			
ADMINISTRATIVE PROCEDURES INITIATED			
SIGNATURE		NAME	RANK / POSITION
X			

This form is to be produced locally

DAILY MEAL FORECAST

To be delivered to Contractor's representative normally 48 hours prior to the day for which ration entitlement is reported.

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

NOTE: Details about number and kind of dispersed meals required are to be entered under special instructions or on an attached sheet.

Name of Food Services Representative (Print)			
Signature	X	DATE	

This form is to be produced locally

**DETAILS OF OPERATING FACILITIES
GENERAL INFORMATION**

1. LOCATION – RMCTC is located at Ghost River Ranger Station,
2. Work COMMENCEMENT: Approximately 28 April 2020
3. Work COMPLETION: Approximately 8 September 2021
4. TOTAL ESTIMATED NUMBER OF RATION-DAYS: TBA 1 April of each year of contract
5. NAME, APPOINTMENT, ADDRESS AND TELEPHONE NUMBER OF OFFICER RESPONSIBLE FOR PROVIDING FURTHER INFORMATION REGARDING NUMBERS, OPERATIONAL FEEDING REQUIREMENTS, ETC., PRIOR TO TRAINING COMMENCEMENT:

<u>Title</u>	<u>Name</u>	<u>Telephone</u>
Contract Manager's	To be announced	
Technical Advisor	(17 Wing Winnipeg Food Svcs O)	
RMCTC Food Service Representative (FSR)	To be announced	

6. **OTHER PERTINENT OR USEFUL INFORMATION**
 - a. Paper goods, plastic cutlery, disposable dining packet, boxes, or paper bag for lunch boxes, etc. for packaging box lunches will be provided by the caterer and must be on-site at training commencement.
 - b. Additional insulated food containers and beverage containers for meals/beverages sent out from the main kitchen will be arranged by DND.
 - c. Garbage and swill contracts will be arranged by DND.
 - d. DND personnel will be responsible for the pick-up and delivery of dispersed meals from/to remote field training locations:

**DETAILS OF OPERATING FACILITIES
GENERAL INFORMATION**

DETAILS OF OPERATING FACILITIES

FOOD SERVICE FACILITIES

1. The basic floor plans of the building housing Food Services facilities are available from the Contract Manager, prior to start of contract

DINING HALL INVENTORY

1. Basic galley inventory is part of a Supply Customer Account (SCA) held at RMCTC Supply and will be provided at the Site Visit.
2. Dining utensils, cutlery, crockery, glassware, food trays and table items will be provided by DND for all dining areas.

DINING ROOM CAPACITIES

1. Main Dining Room – 120
2. Cadet Dining Room -- 130

GENERAL INFORMATION

1. The kitchen and fitted equipment are well maintained to the standards required by DND. Major thermal appliances are hooded and fitted with fire extinguishing systems.
2. The following are the minimum cleaning requirements, which must be completed by the contractor prior to commencement of the first meal:
 - (1) All tables and chairs to be washed and positioned;
 - (2) All interior windows, screens and sills to be washed; inside and out;
 - (3) All walls and shelves to be washed;
 - (4) All refrigeration units to be cleaned;
 - (5) All dishes, flatware, utensils and equipment to be washed and positioned;
 - (6) All condiment trays to be washed filled and positioned;
 - (7) All floors to be scrubbed;
 - (8) All washrooms, change rooms and lockers to be cleaned and disinfected;
 - (9) All entry steps and the back courtyard to be swept and hosed down;
 - (10) Garbage room to be cleaned, disinfected and hosed down;
 - (11) All lights/lighting fixtures to be cleaned.
3. The following minimum cleaning schedules must be maintained:
 - (1) After each meal:
 - (a) All cooking surfaces cleaned within 90 minutes of end of posted meal hours;
 - (b) All dishes, flatware, cooking utensils, trays, preparation equipment (ovens, refrigerators, mixers, slicers, etc.) to be washed/cleaned and, where applicable, stowed within 90 minutes of end of posed meal hours;
 - (c) All kitchen, dining area, dish room, bakery and serving area floors to be swept and mopped within 90 minutes of end of posted meal hours;
 - (d) All garbage containers to be emptied and steam cleaned within one hour of end of posted meal hours;

**DETAILS OF OPERATING FACILITIES
GENERAL INFORMATION**

- (e) All cardboard cartons to be broken down, folded and placed in designated containers (as per recycling regulations);
- (f) Steam table and dishwasher to be stripped and cleaned within 90 minutes of end of post meal hours.

(2) Daily:

- (a) All hallway floors swept and mopped;
- (b) All washrooms to be cleaned and disinfected twice daily (1400 and 2200);
- (c) Garbage room swept and tidied;
- (d) Back compound and entry steps swept and hosed down as required;
- (f) All food service areas to be cleared and tidy at 2200 hours.
- (g) All chairs and tables washed;
- (h) All walls and shelving washed;
- (i) All windows, screens and sills to be washed inside;
- (j) All walk-in refrigerators to be cleaned;
- (k) All cups, glasses and dishes to be de-stained;
- (l) All silverware to be cleaned and polished;
- (m) All condiment trays to be emptied, washed, polished, sanitized and refilled;

4. Inspections:

- (a) A daily inspection of all food services areas must be carried out by the RMCTC FSR and/or other inspecting officers as may be deemed necessary. A debrief will be provided to the caterer's resident manager. Recurring items will be annotated appropriately.
- (b) Special inspections may be carried out as required.
- (c) The contract supervisor, RMCTC Rep, Preventive Medicine Technician and/or their representative(s), may be in attendance at any time that the food services are in use.

Miscellaneous

- (a) Standard of service
 - (1) Cafeteria Service must be at a minimum rate of 10 persons per minute. No one must stand in line longer than five minutes.
- (b) Duty and cleaning schedules - schedules must be prepared by the caterer, approved by the contract administrator and posted in an approved location.
- (c) Fire and safety training schedules must be approved by DND before implementation.

ESTIMATED RATION STRENGTH

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

Meal Hours

Breakfast	Mon-Sun	0600 - 0800 hours
Lunch	Mon-Sun	1130 - 1330 hours
Supper	Mon-Sun	1630 - 1830 hours

Snacks

Morning	Daily	1000-1015 hours
Afternoon	Daily	1500-1515 hours
Night	Daily	2030-2130 hours

Exceptions to the above are as follows:

- (1) Intake days where serving hours will be extended;
- (2) Training delays where hours may need to be extended; and
- (3) Departure days when breakfast may be served earlier.

Note 1: Type of service: Cafeteria style for all meals is minimum requirements. Snack served on a buffet style service.

Note 2: Maximum 3 meals and 3 snacks per day. Meals/Snacks may be picked up and consumed in training area.

Note 3: Diners can be expected to remain in the dining room for approximately 30 minutes after end of service period

BOX LUNCH SCHEDULE

1. Box lunch requirements will be promulgated in a weekly forecast, which will be confirmed daily, 24 hours in advance. Actual numbers of box lunches required will not be finalized until after detailed course scheduling is completed. Box lunch requirements usually follow a pattern similar to remote feed with peaks tending to be about 20% less.
2. Box lunches replace a normal meal and will not be charged separately.

ESTIMATED RATION STRENGTH**A. YEAR ONE: April 28, to September 8, 2020**

1. For Year One, the first meal required at Rocky Mountain Cadet Training Centre is estimated to be lunch 28 Apr 2020 (subject to change) and the last meal required will be supper 24 Aug 2020 (subject to change).

DATES (FROM - TO)	NUMBER OF DAYS	RATION STRENGTH AVG	TOTAL
28 Apr – 30 Apr 2020	3	5	15
1 May – 16 May 2020	16	25	400
17 May – 21 May 2020	5	5	25
22 May – 29 May 2020	8	38	304
30 May – 31 May 2020	2	6	12
1 Jun – 8 Jun 2020	8	0	0
9 Jun – 11 Jun 2020	3	7	21
12 Jun – 17 Jun 2020	6	40	240
18 Jun – 20 Jun 2020	3	27	81
21 Jun - 27 Jun 2020	7	56	392
28 Jun – 29 Jun2020	2	95	190
30 Jun – 5 Jul 2020	6	116	696
6 Jul - 14 Aug 2020	40	306	12,240
15 Aug – 24 Aug 2020	10	36	360
TOTAL ESTIMATED RATIONS			14,976

CONTRACT DAYS – 119

Total Ration Forecast – 14,976

2. Option years one and two are expected to have similar requirements. Estimates in the format above will be available to the contractor upon request each February.

HYGIENE AND SANITATION

FOOD HANDLING AND FOOD SERVICES

Canadian Forces Administration Order (CFAO) 34-13

GENERAL

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

DEFINITIONS

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

CLEANING AND SANITIZING

3. Since food is easily contaminated it is imperative that:
 - a. all equipment and utensils be cleaned and sanitized at regular intervals;
 - b. all food-contact surfaces be cleaned and sanitized after each use;
 - c. cooking surfaces be kept free of waste food material and be scraped and cleaned daily on completion of use;
 - d. infrequently used or stored equipment be cleaned and sanitized before used; and
 - e. utensils and equipment when sanitized, be air dried and stored in a clean place to prevent recontamination.
4. One of the following methods of washing and sanitizing must be used for all food and beverage dishes and other equipment:
 - a. **Mechanical Dish washing Method**
 - a. Remove all food debris by pre-washing or scraping
 - b. The wash water must contain 3 suitable detergents and be maintained at a temperature between 120 F (49 C) and 140 F (60 C)
 - c. Rinse water must be maintained at a minimum temperature of 180 F or 82 C.
 - b. **Manual Dish washing Method**
 - (1) Normally, three-compartment sinks or sanitary containers will be provided. Where space limitations prohibit the installation of three-compartment sinks, two-compartment sinks may be used with the prior approval of National Defence Headquarters (NDHQ).
 - (2) Remove all food debris by pre-washing or scraping.
 - (3) Wash the utensils in the first sink or container, using a suitable detergent. The water must be maintained at a minimum temperature of 110 F or 44 C.
 - (4) In a three-compartment unit, rinse the utensils in clean water in the second sink or container. The water must be maintained at a minimum temperature of 110 F or 44 C. In a two-compartment unit, the second sink must be used

HYGIENE AND SANITATION

FOOD HANDLING AND FOOD SERVICES

both for the clean water rinse and as a sterilization compartment, and the sterilization procedure must be the same as prescribed in subpara (5).

- (5) Sterilize in the third sink or container by:
- (a) immersing the utensils for at least two minutes in a solution of not less than 100 PPM available chlorine (see subpara c(1) or for at least 30 seconds in a quaternary ammonium solution (see subpara c (2), and in either case the solution must be maintained at a minimum temperature of 100 degrees F or 44 degrees C;
 - (b) immersing the utensils for at least two minutes, using a wire basket, in clean water maintained at a minimum temperature of 180 degrees F or 82 degrees C.
 - (c) oversized and electrical Equipment: Equipment that cannot be processed in accordance with subparagraphs a or b, e.g. oversized equipment or electrical appliances, must be cleaned with a warm detergent solution, sanitized and rinsed with clear water.

c. The following are recommended as sanitizing agents:

- (1) Chlorine Solution A 100 PPM (parts per million) available chlorine solution is produced by adding one-half ounce of ten percent sodium hypo chlorite (NSN 6810-21-572-1850) to a gallon of cool water.
 - (2) Quaternary Ammonium Solution A satisfactory sanitizing agent may be produced by adding two ounces of quaternary ammonium compound (NSN 6505-21-570-2100) to a gallon of cool water.
5. Regardless of the dishwashing method used, the sanitizing of dishes and other utensils must meet recognized public health standards. The plate count must not exceed 100 bacterial per article when tested in accordance with the Standard Plate Test utilizing the "swab" technique.
6. Normally, after sanitizing, the equipment and utensils can be air-dried. However, where air-drying is not possible, dishtowels may be used, but it is essential that the towels be clean and used for this purpose only.

FOOD HANDLERS

7. As food services personnel can be carriers of disease organisms that contaminate food, the following precautions must be taken:
- a. Employees who are to be employed to prepare or handle food must be examined in accordance with CFAO 34-12.
 - b. Food services personnel who incur a common cold, sore throat, gastro-intestinal upset, skin rash or an infected cut or sore, must:

HYGIENE AND SANITATION

FOOD HANDLING AND FOOD SERVICES

- (1) report to the person in charge of food services and
 - (2) be removed from food handling duties until approval has been obtained from a medical authority for their return to duty.
8. A high standard of personal hygiene is essential to prevent the transmission of infectious diseases through food. In order to maintain this standard, food services personnel must adhere to the following:
- a. While on duty they must wear clean outer garments provided for food service activities; however, this working dress must not be worn outside the food services establishment.
 - b. They must avoid handling food with their hands; appropriate utensils should be used.
 - c. Smoking, combing hair, applying cosmetics, and changing clothing in food service areas are prohibited.
 - d. Female personnel must wear a hair net. Male personnel whose hairstyle reaches or extends below the collar must wear a hair net; other male personnel must wear a cap. Beards worn by food handlers must be kept shorn, neatly trimmed and clean.
 - e. Personnel must thoroughly wash their hands prior to starting work, after using the toilet facilities, handling raw foods, using a handkerchief, coughing or sneezing.

STORAGE AND REFRIGERATION

9. Food that does not require refrigeration or frozen storage must be stored:
- a. in clean, well-ventilated rodent-proof areas;
 - b. on racks or pallets with a minimum six inch clearance from the floor to facilitate cleaning and pest control, and
 - c. in unbroken packages or in closed containers to prevent insect contamination.
10. All refrigeration units such as domestic and walk-in refrigerators, deep freezers, cold top tables and sandwich displays must be maintained as follows:
- a. The interior surfaces, racks and trays must be kept clean. Racks, shelves and trays must be of corrosion-resistant metal.
 - b. Cooling coils must be defrosted regularly on units that are not equipped with automatic defrosting devices.
 - c. Proper temperatures must be maintained.
 - d. An indicating thermometer, readily accessible for reading must be located in each refrigerator, deep freeze and refrigerated food display counter.
11. Perishable foods, both cooked and uncooked, when not actually being used in the preparation of meals being served, must be stored according to the Sanitation Code of Canada, current issue.

HYGIENE AND SANITATION

FOOD HANDLING AND FOOD SERVICES

12. 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). Leftover food must be cooled rapidly to 45°F (7°C), loosely covered to prevent contamination, and stored in the refrigerator. Maximum storage periods for leftover foods must conform to recommended food service industry standards.

NON FOOD ACCESSORY AND PACKAGING ITEMS

Nonfood accessory and packaging items may be issued for use in conjunction with the preparation, packaging, storage and service of public foods. i.e. box lunches, dispersed meals. Use of these items shall be disciplined and in accordance with the direction provided in the "Authorized Usage" column hereunder.

<u>ITEM</u>	<u>NUMBER</u>	<u>STANDARD</u>	<u>AUTHORIZED USAGE</u>
Box, Folding	21-841-9984	D693B	1 per box lunch