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LETTER OF INTEREST

LETTRE D'INTÉRÊT

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Commercial Acquisitions & Fast Track Procurement
Div/Div des Acquisitions commerciales et achats en régime
accéléré

L'Esplanade Laurier,

East Tower 7th Floor

140 O'Connor, Street,

Ottawa

Ontario

K1A 0R5

Title - Sujet Pre-packaged Meals Requirements	
Solicitation No. - N° de l'invitation W8484-219775/B	Date 2020-04-09
Client Reference No. - N° de référence du client W8484-219775	GETS Ref. No. - N° de réf. de SEAG PW-\$\$PD-039-78645
File No. - N° de dossier pd039.W8484-219775	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 11:00 AM on - le 2020-04-20	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Whissell, Pierre G.	Buyer Id - Id de l'acheteur pd039
Telephone No. - N° de téléphone (613) 301-3865 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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

REMARQUE: En raison de l'urgence de cette exigence, la traduction n'a pas été possible. Nous apprécions votre compréhension. Veuillez contacter la personne-ressource de SPAC si vous avez des questions.

LETTER OF INTEREST (LOI)

SOURCE LIST (SL) FOR: **Provision of premade meals across Canada**

This request is excluded from all of the obligations of the trade agreements currently in effect since National Security Exception has been invoked, in response to COVID-19.

THIS LETTER OF INTEREST (LOI) IS NOT A SOLICITATION AND NO CONTRACT WILL RESULT FROM IT.

Intent

The Government of Canada is seeking interested companies that have the capacity, capability and availability to provide freshly prepared meals, prepared offsite, for the Canadian Armed Forces (CAF) kitchens throughout Canada; more specifically: Standard meals, Flight meals, and Individual box/cold meals. Each type of meal could include breakfasts, lunches and/or suppers. The Contractor will be given 14 days' notice for planned feeding requirements and 5 days' notice for emergencies.

The purpose of this posting is to generate a list of possible suppliers that would be interested in being provided a copy of a future Request for Standing Offer(s) relating to the type of goods or services identified in the requirements described below.

Canada may, at its discretion, decide to only contact or solicit bids from supplier(s) that have responded to this LOI, for any region.

Requirement

Canada's Department of National Defence (DND) requires the delivery of premade meals on as and when requested basis to various Canadian Armed Forces kitchens, and possible additional locations throughout Canada. This includes: standard meals, flight meals, individual box/cold meals. The meals must be freshly prepared off site for breakfasts, lunches and dinners.

The Caterers must provide sufficient staff, food and any other supplies required for the delivery and preparation of the food in their own facilities. This includes delivery and transport to DND facilities, and possibly other locations, where the meals will be distributed by the DND.

The standard menu shall be composed of 85% regular main entrée choices and 15% vegetarian choices.

It is estimated that the meals are to be delivered, at a minimum, on a weekly basis to various locations as specified in the Statement of Requirement.

The LOI is intended to engage the industry on their capacity to fulfill DND's multifaceted Catering requirements. This includes, but not limited to:

1. A National Standing Offer for the provision of premade meals, including standard meals and individual box/cold meals, to CAF kitchens, and additional locations throughout Canada; and
2. A Standing Offer for Flight Meals for the primary Air Force base of Trenton, Ontario and secondary Air Force bases located in Greenwood, Nova-Scotia, Winnipeg, Manitoba and Comox, British-Colombia. Canada might expand on the locations.

Please note that Canada is also considering awarding multiple Standing Offers that includes multiple locations.

Interested companies are requested to provide their contact information and capacity to fulfil DND's requirements. Companies should also provide their capacity by filling out the response table below by identifying multiple bases that they can provide food services for.

For a better understanding of DND's requirements, we have included the Draft Statement of Requirements (SOR). Please note that the requirements are still being assessed and more changes are expected.

Access:

Access to the bases may be subject to certain restrictions, with which the Contractor and its employees agree to comply at all times. Proper piece of identification will need to be provided.

Schedule:

The length of the required services may possibly go up to July 31st, 2020 following the Standing Offer award, with a possibility of 3 options to extend for three (3) months each.

Letters of Intent Submissions

Interested suppliers are invited to communicate with the Contracting Authority to obtain more information on this requirement. Coordinates are as follows:

Pierre G. Whissell

Supply Team Leader
Public Services and Procurement Canada
Telephone : 613-301-3865
Pierre.g.whissell@tpsgc-pwgsc.gc.ca

Due to the nature of this request, only e-mail submissions will be accepted. Responses to this request should be sent directly to the Contracting Authority above and will be accepted no later than April 20, 2020, 11am EST.

RESPONSE TABLE

Base Location		Capable of providing the following types of meals per location from issuance of the SO until July 31, 2020 (plus up to three (3) options of 3-month each) These include regular, vegetarian, and Halal/Kosher options. (YES or NO)		
		Standard Meals	Flight Meals	Individual Box/Cold Meals
1.	CFB Halifax, Nova-Scotia		N/A	
2.	CFB Esquimalt, British-Columbia		N/A	
3.	3 Wing Bagotville, Québec		N/A	
4.	4 Wing Cold Lake, Alberta		N/A	
5.	8 Wing Trenton, Ontario			
6.	14 Wing Greenwood, Nova-Scotia			
7.	15 Wing Moose Jaw, Saskatchewan		N/A	
8.	17 Wing Winnipeg, Manitoba			
9.	19 Wing Comox, British-Columbia			
10.	22 Wing North Bay, Ontario		N/A	
11.	CFB Gagetown, New-Brunswick		N/A	
12.	CFB Petawawa, Ontario		N/A	
13.	CFB Kingston, Ontario		N/A	
14.	CFB Valcartier, Québec		N/A	
15.	CFB St-Jean		N/A	
16.	CFB Shilo, Manitoba		N/A	
17.	CFB Wainwright, Alberta		N/A	
18.	CFB Edmonton, Alberta		N/A	
19.	CFB Suffield		N/A	
20.	CFB Borden		N/A	
21.	CMR Kingston		N/A	
22.	Connaught Range		N/A	

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ANNEX A

STATEMENT OF REQUIREMENTS

FOR

CATERING SERVICES – PREMADE MEALS

REQUIRED BY

THE DEPARTMENT OF NATIONAL DEFENCE

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SECTION 1 – DEFINITIONS

1.1 DEFINITIONS

1. Definitions

- a. DND - Department of National Defence
- b. PSPC – Public Services and Procurement Canada
- c. Commanding Officer (CO) – The senior officer appointed to command the local base/unit.
- d. Strategic J4 Food Services (Strat J4 Food Svcs) Representative – The officer or non-commissioned member appointed to liaise with the Contractor
- e. Contract Manager – The person identified by the National Defence Headquarter, responsible to identify the requirement for the request with PSPC and administer the implementation of the contract
- f. Contract Supervisor – The person identified by Strat J4 Food Svcs tasked to conduct local evaluation
- g. Kitchen Supervisor – Appointed by the CO, he/she must be present on site and responsible for the receipt of the meals

SECTION 2 - REQUIREMENT

2.1 SUMMARY

1. Background

1.1 Canada's Department of National Defence (DND) has a requirement for the provision of premade meals, on as and when requested basis, to Canadian Armed Forces (CAF) kitchens throughout Canada, and possibly additional locations.

1.2 The target clientele encompasses a population comprised of adult military members. Consumption pattern is 85% regular North American Diet, 15% Vegetarian and some occasional requests for Halal/Kosher/Vegan meals in accordance with CAF policy on Spiritual and Religious Accommodation.

2. Purpose

2.1 To supply premade meals, prepared off-site, more specifically:

- A. Standard meals;
- B. Flight meals; and
- C. Individual box/cold meals.

Each type of meal could include breakfasts, lunches and/or suppers. They must all be prepared, in accordance with the technical requirements set out in the Appendix 1 to 3 to this Statement of Requirement, for a variable number of meals and locations. Exact numbers will be confirmed on each call-up sent to the Contractor. The Contractor will be given a 14-day notice for planned feeding requirements and 5-day notice for emergencies.

3. Destination

3.1 The meals will be required at potentially 21 CAF bases, and additional locations across Canada.

3.2 Access to the bases may be subject to certain restrictions, with which the Contractor and its employees agree to comply at all times. Proper piece of identification will need to be provided.

3.2 Meals may be required in major urban areas, in which case DND would discuss with the Contractor the possibility of having premade meals picked up by DND from the Contractor's establishment.

3.3 For call-ups in which DND request to pick-up the meals, arrangements will be made upon call-up issue by the client unit for the pick-up of the meals. The Contractor is responsible to pre-package meals in disposable containers.

4. Period of service

4.1 The Standing Offer period is from the date of award to 31 July 2020, including three (3) optional periods of three months each.

5. Number of meals

5.1 Due to the unpredictable nature of COVID-19 and military operations, DND's operational requirements which would necessitate the provision on premade meals cannot be precisely defined. Estimates per location are included in section 2.2 MEAL FORECASTS. However, the exact number of meals and locations will be specified in each call-up issued to the Contractor.

6. Facilities

6.1 The Contractor does not have access to DND/CAF Food Services facilities and equipment to prepare and produce requested meals.

The Contractor must be compliant to and have a verifiable Hazard Analysis Critical Control Point (HACCP) Food Safety Program in place.

7. Delivery schedule

7.1 Meals are to be delivered, at a minimum on a weekly basis, based on the call-up.

7.2 Unless stipulated otherwise, the Contractor is responsible for the delivery of the meals.

8. Types of meals

The Contractor must prepare and provide the following types of meals:

8.1 Standard meals: A 14-day cyclical menu must be provided, available, and pre-approved by the Contract Supervisor (Strategic J4 Food Services), in accordance with guidelines found under Appendix 1 for Standard meals;

8.2 Flight meals: A 7-day cycle menu must be provided, available, and pre-approved by the Contract Supervisor, in accordance to guidelines found under Appendix 2 for Flight meals; and

8.3. Individual box/cold meals: A 7-day cycle menu must be provided, available, and pre-approved by the Contract Supervisor, in accordance with guidelines found under Appendix 3 for Individual box/cold meals.

8.4 Standard meals can be requested in individual format (pre-portioned) or in bulk.

9. Delivery temperatures

9.1 All Meals must be kept at an appropriate temperature for their conservation during the transport. Frozen items are to be delivered in temperature controlled environments of minus 18C (-18C) or less. Fresh items are to be delivered in a controlled temperature environment of 0 to 4 C.

9.2 Main entrée items must be delivered fresh or frozen, as agreed to and/or requested by DND.

10. Timeframe for confirming the number of diners

10.1 The Contractor will be given 14-day notice for planned feeding requirements and 5-day notice for emergencies with an estimated number of meals to be delivered. The number of meals to be served as per the call-up may be confirmed up to seventy-two (72) hours before the delivery. DND reserves the right to make changes up to twenty-four (24) hours (confirmation timeframe) before the required service is rendered.

11. Periodic evaluation of services (DND)

11.1 The Contract Supervisor (Strategic J4 Food Services) or his/her representative reserves the right to conduct compliance evaluations in order to assess the quality of the meals and services provided under the contract. The Contractor agrees to provide the necessary data and fully cooperate with DND during the course of these compliance evaluations. If any deficiencies are found, the Contractor must rectify the deficiencies to the Contract Supervisor

12. Meal Satisfaction Checklist:

The Contractor must provide the Project Authority with a Meal Satisfaction Checklist, attached herein as Appendix 5 to Annex A. The form is to be filled out by the On-Site Representative when the meal was unsatisfactory. Copies must be forwarded to the Project Authority, and to the Contractor's representative(s) within 48 hours of meal service.

13. Disposable materials

13.1 The Contractor must provide all disposable individual, or bulk containers, as specified in the call-up, dinnerware, cutlery, and napkins. Plastic straws should not be used. Appropriate environmental responsible options should be used at all times. Main entrées will be thermalized in combi/regular ovens. Accordingly, the container used for main entrée meals must be able to sustain heat up to 425°F/220°C.

14. Dietary requirement

14.1 The CAF is not mandated to provide allergen-free food items in support of special diets (including but not limited to gluten intolerance). Also, it cannot guarantee the fundamental requirements for allergen-free food preparation conditions. These expectations also apply to meals prepared by a caterer. However, the CAF has the obligation to provide meals in accordance with the CAF policy on Religious and Spiritual Accommodation. Accordingly, the Contractor must provide, on request, Halal/Kosher meals. It is CAF's responsibility to ensure that these request are internally approved in accordance with the CAF policies and procedures.

14.2 The Standard meals must be composed of 85% regular main entrée choice and 15% vegetarian choice, as per Appendix 1.

15. Licenses

15.1 The Contractor must have a valid Food Premises Business License.

2.2 MEAL FORECASTS

1. Canadian Armed Forces Bases requirements

The following represent the estimated feeding requirement for CAF bases across Canada. The exact requirement will be defined in each call-up. These are the estimated number of individuals, at each location, for whom three (3) meals per day are required.

DND might have a requirement for premade meals to be delivered to locations not included in the table below.

Base location	Estimated number of individuals per location	Special instructions/comments
Royal Canadian Navy Bases		
CFB Halifax, Nova-Scotia	110	
CFB Esquimalt, British-Columbia	265	
Royal Canadian Air Force		
3 Wing Bagotville, Québec	60	
4 Wing Cold Lake, Alberta	110	
8 Wing Trenton, Ontario	150	Possible requirement for Flight Meals
14 Wing Greenwood, Nova-Scotia	45	Possible requirement for Flight Meals
17 Wing Winnipeg, Manitoba	50	Possible requirement for Flight Meals
19 Wing Comox, British-Columbia	45	Possible requirement for Flight Meals
22 Wing North Bay, Ontario	85	
Canadian Army		
CFB Gagetown, New-Brunswick	45	Possible surge of 350. Halal/Kosher requirement is approximately 5%
CFB Petawawa, Ontario	150	
CFB Kingston, Ontario	150	
CFB Valcartier, Québec	100	
CFB St-Jean	100	
CFB Shilo, Manitoba	100	
CFB Wainwright, Alberta	60	
CFB Edmonton, Alberta	85	
CFB Suffield	40	
Training Bases		
CFB Borden	75-200	
CMR Kingston	25	
Connaught Range - Ottawa		Intent to only be used as surge location

2. Surge requirements

2.1 CAF military members may be called up for domestic operations. This includes assets to assist with COVID-19 and assets to assist for emergencies, such as floods, forest fire, etc.

2.2 To assist with COVID-19, surge of personnel have been identified. The primary surge locations are: Gagetown, Petawawa, Valcartier, Shilo and Edmonton. Connaught Range in Ottawa is an alternate location. At each location, we estimate a surge of 350 members. The number of days for the surge may vary for each location and is unknown. A 14-day-notice will normally be given but it could be less.

2.3 To assist with other emergencies, such as floods or forest fires, an estimated surge of 1,000 personnel has been identified. The surge areas are: two (2) in the West (BC and Prairies); one (1) in Ontario; one (1) in Quebec and one (1) in Atlantic. The exact locations are unknown. We estimate the surge of 200 members per location, for an unknown duration. For these surges, we estimate that a 5 day-notice will be given.

2.4 The locations and surge numbers are not limited to those identified above.

3. Flight Meals

3.1 A requirement to provide Flight meals has been identified for CAF primarily Air Cargo Base, 8 Wing Trenton. Secondary locations are 14 Wing Greenwood, 17 Wing Winnipeg and 19 Wing Comox. We may require large numbers of flight meals for crews and passengers. Meal composition and specifications are identified under Appendix 2.

3.2 Meals are to be provided for an average range of 10-200 passengers/crew, with up to 2 meals per passenger/crew per flight. Meals to be offered will include continental breakfasts, full hot breakfast, boxed lunch/supper and frozen entrée, according to the itinerary and the request.

3.3 All perishable food items must be stamped with expiry dates of guaranteed freshness.

3.4 The size of the main entrée container must not exceed 7.5" (190mm) x 10"(254mm) x 1.78"(45mm)

3.5 Meals provided must be in accordance with Flight Safety regulations. The Contractor must also comply with all of the following requirements:

- A special Aircraft Commander's meal must be prepared for each flight. This meal must contain food that is entirely different from the other crew meals.
- Food for the Aircraft Commander's meal must be prepared by a different food handler using different utensils and equipment and, where possible, in a different facility.
- The packaging on the separate meal must be marked "AIRCRAFT COMMANDER MEAL" using a red felt marking pen.

4. Individual Box/Cold Meals

4.1 At times, individual box/cold meals might be required. Meal composition and specifications that the Contractor must meet are identified under Appendix 3.

5. Meal Forecast Requisition

5.1 DND will provide a completed copy of Annex 4- Meal Forecast Requisition with each call-up.

SECTION 3 - CONTRACTOR'S RESPONSIBILITIES

3.1 AVAILABILITY OF FOOD

The Contractor must inform DND of any foreseen food shortages as soon as it is known. If substitutions or modifications to any of the Standards described under Appendix 1 to 3 are required, the Contractor must seek and receive approval from the Contract Supervisor.

3.2 HYGIENE AND SANITATION

1. The Contractor must have preventative control measures in place to control food safety hazards in accordance with guidance provided by the Canadian Food Inspection Agency such as a Hazard Analysis and Critical Control Point (HACCP) based program. At a minimum the contractor's program must include both Good Manufacturing Practices and Process Controls.

2. The contractor's good manufacturing practices must address food safety hazards and risks in the following areas:

- a) Maintenance of facility premises and infrastructure;
- b) Purchasing and receiving procedures;
- c) Storage methods;
- d) Packaging and distribution controls;
- e) Maintenance and proper use of equipment and utensils;
- f) Personnel, including training, hygiene, and health;
- g) Sanitation and hygienic procedures;
- h) Pest control; and
- i) Procedures to address complaints and recalls.

3. The Contractor must manage potential food hazards during the food production process. These controls must include protocols to manage food time and temperature. Food temperatures must be monitored as per direction provided in the Food Safety Code of Practice for Canada's Foodservice Industry and must be monitored at the following points of production:

- a) During the thawing process;
- b) Upon cooking or reheating;
- c) When food is being held hot or cold after preparation;
- d) When food is being cooled after preparation; and
- e) During packaging and prior to distribution.

4. Methods to prevent cross-contamination must also be built into the Contractor's preventative control plan. Particular protocols need to be included to manage cross-contamination from personnel. Extra precautions must be taken to manage possible cross-contamination between personnel and food or food packaging to reduce the potential spread of COVID-19.

Cleaning Schedules

5. Due to the risk of the COVID-19 pandemic and to reduce food safety hazards a detailed cleaning schedule must be administered and adhered to. Cleaning schedules must specify: the area or equipment to be cleaned, frequency, cleaning materials or chemicals to be used, safety precautions, and the personnel responsible. A copy of the cleaning schedule must be provided to the Contract Supervisor upon request.

6. In addition to routine cleaning and sanitation schedules the contractor must ensure that additional attention is given to high touch and food contact surfaces. To further reduce the transmission of COVID-19 these surfaces must be sanitized on a frequent basis and must be identified on the facility cleaning schedule.

Appendix 1 – Standard Meal Entitlement Pattern

The Contractor must have a 14-day menu rotation in accordance with the guide listed in Table 1.1 below.

Unless otherwise specified, the Contractor is not obligated to provide multiple options for each Menu Component at every meal.

Table 1.1: Regular Meal Pattern

Breakfast		
Menu Component	Options/Portion Size	Comments/Criteria
Rotate daily between Option A and Option B below		
Option A - Full Hot Breakfast		
Juice	1x prepacked commercial single portion not less than 235ml and not greater than 250ml	100% pure juice (no fruit drinks or beverages)
Fruit	1x Canned fruit 175 ml; or 1x prepacked commercial single portion Fresh fruit (individual i.e. apple, banana, orange); or 1x each grapes/berries/sliced fruits (melon) 125 ml or 90 g.	May include a maximum of six (6) canned (preferred packed in fruit juiced or water) varieties in the 14-day menu. The remainder should be fresh, ripe and cut when possible/required (i.e. melon). Rotate variety so that there is no repetition in the same day or over two (2) days.
Breakfast Entree	Equivalent of 2 eggs	Boiled or Scrambled egg, Omelette. (rotate through out the menu i.e. maximum of each three (3) times per menu)
Breakfast meat or plant based vegetarian alternative	3x slices bacon; or 2x sausage or 1x sausage round; or 1x Ham 45 g.	Bacon, Sausage, Ham- rotate Halal and Kosher protein options must be available.
Breakfast starch	125 ml or commercial individual serving size (potato patty) 2x slices bread; or	Breakfast potato
Breakfast Bread product	1x English Muffin; or 1x 85 g bagel; or 1x 110 g muffin.	Provide at least 65% Whole Grain products containing min. 2 grams of fiber.
Hot beverage Two (2) options at each meal		Provide choice of tea or coffee
Milk	1x Standard prepacked commercial single portion not less than 235ml and not greater than 250ml	2% Milk

Condiments/Preserves	Individual portions	Cream and sugar portions A variety of regular and reduced sugar varieties suitable to the menu provided (jam, peanut butter, ketchup)
Option B – Continental Breakfast		
Juice	1x prepacked commercial single portion not less than 235ml and not greater than 250ml	100% pure juice (no fruit drinks or beverages)
Fruit	1x Canned fruit 175 ml; or 1x prepacked commercial single portion Fresh fruit (individual i.e. apple, banana, orange); or 1x each grapes/berries/sliced fruits (melon) 125 ml or 90 g.	May include a maximum of 6 canned (preferred) packed in fruit juiced or water) varieties in the 14 day menu. The remainder should be fresh, ripe and cut when possible/required (i.e. melon). Rotate variety so that there is no repetition in the same day or over 2 days.
Individual cereal with milk	1x Standard prepacked commercial single portion 1x Standard prepacked commercial single portion not less than 235ml and not greater than 250ml	<i>i**Minimum 3 g of fiber Maximum 15 g sugar (may exceed 15 g of sugar if high fiber cereal contains dried fruits)¹</i> 2% Milk
Cheese	2x Standard prepacked commercial single portion not less than 20 g	Provide variety of types, if available
Yogurt	1x Standard prepacked commercial single portion not less than 100g not more than 175 g	In accordance with the following nutritional criteria if available. **< 15 g sugar per 175 g < 3 g saturated fat per 175 g¹ Rotate between a minimum of three (3) flavors per week, if available.
Breakfast Bread products.	2x slices bread; or 1x English Muffin; or 1x 85 g bagel; or 1x 110 g muffin.	Provide at least 65% Whole Grain products containing min. 2 grams of fiber
Hot beverage Two (2) options at each meal		Provide choice of tea or coffee
Condiments/Preserves	Individual portions	Cream and sugar portions A variety of regular and reduced sugar varieties suitable to the menu provided (jam, peanut butter, ketchup)

¹ Nutrient criteria are guidelines to be met when products are available. Slight variance is acceptable. Significant deviation from the criteria must be approved by the Contract Supervisor.

Lunch and Supper		
Menu Component	Options/Portion size	Comments/Criteria
Main Entrée Choice of: freshly prepared protein dish or pasta. Two (2) Options at each meal	<p>Boneless meat/poultry 150 g cooked (180 g raw); or</p> <p>Fish fillet 150 g (raw); or</p> <p>Stews 300 g (cooked) (250 ml ladle); or</p> <p>Casserole dishes 300 g (cooked) (250 ml ladle); or</p> <p>Pasta w/ sauce (main entrée) 150 g of pasta, 175 ml of sauce; or</p> <p>Burritos 1 each (150 g).</p>	<p>Rotate variety so that there is no repetition in the same day or over 2 days.</p> <p>Halal and Kosher options must be available.</p> <p>Provide 2 options:</p> <p>Option 1: option to consists of 85% of meals offered, and is to be a healthy option (i.e. meats, poultry and fish to be baked, grilled or roasted; meats to be lean or extra lean varieties; chicken prepared with skin off, all meat, poultry and fish it be prepared with little or no fat; if sauces are used they should contain minimum fat (i.e. no cream) and served on the side if possible)</p> <p>If a pasta options is used as option 1 it must contain a good source of protein (i.e. chicken, lean ground beef, lean beef, fish) and pasta is not also to be offered as Option 2.</p> <p>Option 2 to be a vegetarian option consisting of 15% of the meals and must contain a good source of protein (i.e. egg, dairy, beans, lentils, nuts)</p>
Starch	<p>125 ml</p> <p>Not required if served as part of main entrée above (i.e. pasta and sauce, Stew with potato, sweet potato, Casserole containing rice, pasta etc.)</p>	<p>Potato, rice, pasta, other grains such as quinoa, barley, couscous if available</p> <p>One (1) at either lunch or supper must be whole grain with at least 1.5 to 2 g of fibre per serving (i.e. brown rice, quinoa whole wheat pasta) (if available)</p> <p>All starch options should be vegetarian- i.e. made without beef or chicken stocks.</p>
Cooked vegetable(s)	200 ml	<p>Should be prepared with little or no fat and salt and prepared from fresh if available.</p> <p>Rotate variety so that there is no repetition in the same day or over 2 days.</p>

Choice of: Salad or cut up vegetables	Salad (250 ml); or Raw vegetables (125 ml, minimum 50 g).	<p>Rotate variety so that there is no repetition in the same day or over 2 days.</p> <p>Salad: Salad must be a leafy green salad and must contain three (3) other fresh vegetables (i.e. tomato, cucumber, peppers, celery, grated carrot, corn, etc.) Caesar salad may be offered as an option twice a week (romaine, croutons, bacon bits, parmesan and dressing provided and mixed by kitchen) Rice, pasta or potato salad or other grain based salads do not meet the requirement for a vegetable salad (but may be used as a starch option above.)</p> <p>Raw vegetables: Cut up carrots, celery, broccoli florets cauliflower florets, peppers etc.</p>
Bread product	1x Variety of dinner rolls or other suitable options based on other menu components	Provide at least 65% Whole Grain products containing min. 2 grams of fiber
Dessert Three (3) options at each meal	<p>1x Standard prepacked commercial single Yogurt portion not less than 100g not more than 175 g</p> <p>1x Canned fruit 175 ml; or</p> <p>1x prepacked commercial single portion Fresh fruit (individual i.e. apple, banana, orange); or</p> <p>1x each grapes/berries/sliced fruits (melon) 125 ml or 90 g</p> <p>1x Dessert (Ex: Individual single serving pudding pack, Rice Krispy square, banana loaf, cookie, square)</p>	<p>Rotate variety so that there is no repetition in the same day or over 2 days.</p> <p>At least one (1) option to be yogurt and one (1) option to be fruit.</p> <p>Yogurt: In accordance with the following nutritional criteria if available. **< 15 g sugar per 175 g < 3 g saturated fat per 175 g² Rotate between a minimum of three (3) flavors per week if available.</p> <p>Fruit(s): May include a maximum of 6 canned (preferred packed in fruit juiced or water) varieties in the 14 day menu. The remainder should be fresh, ripe and cut when possible/required (i.e. melon).</p> <p>Dessert: Donuts and pastries are not permitted</p>

² Nutrient criteria are guidelines to be met when products are available. Slight variance is acceptable. Significant deviation from the criteria must be approved by the Contract Supervisor.

Milk	1x Standard prepacked commercial single portion not less than 235ml and not greater than 250ml	2% Milk
Hot beverage Two (2) Options at each meal		Provide choice of tea or coffee
Condiments	Individual portions	Cream and sugar portions A variety of regular and reduced sugar varieties suitable to the menu provided (Salad dressing, peanut butter, ketchup, mustard, mayonnaise etc.)

Appendix 2 – Flight Meals Standards Entitlement Pattern

The Contractor must have a 7-day menu rotation in accordance with the Flight Feeding Meals listed in Table 2.1 below

Table 2.1: Flight Meals

MEAL TYPE	BASIC MEAL COMPONENTS	RANGE OF PORTION SIZE (to be within +/- 15% variance, as commercial packaging may vary)	SUGGESTED MENU ITEMS
a. Continental Breakfast	(1) One fruit (2) One beverage (3) Breakfast meat OR cheese OR eggs (4) Yogurt (5) Two baked product (6) Appropriate condiments	(1) 1 each fresh, or individual portion pack (2) 200-250 ml (3) 45 g of cold cuts OR individually packaged cheese no less than 20g OR 2 eggs (4) 100g to 125g (5) 2 each (6) as per individual commercial packaging	(1) Whole fresh fruit, canned individual serving (2) Fruit juice, vegetable juice or smoothie (individual commercial product) (3) Any variety of hard cheese, cold cuts, hard boiled eggs (commercially prepared or fresh) (4) Any variety of yogurt 2% M.F. or less (5) Rolls, muffins, croissants, Danish pastry (6) Suitable garnishes and condiments: butter/margarine, any variety of jam, marmalades, honey, peanut butter, sauces, sugar, whitener
b. Full Hot Breakfast	(1) One fruit (2) Two beverages (3) Breakfast entrée/egg dish (4) Breakfast meat (5) Breakfast starch (6) One baked product	(1) 1 each fresh or individual portion pack (2) 200-250 ml each (3) 2 eggs OR 2 portions of breakfast entrée (4) 45 g ham OR 3 slices bacon OR 2 sausages Plant based protein or extra portion of cheese for vegetarian. (5) 90 g	(1) Whole fresh fruit, canned individual serving (2) Fruit juice, vegetable juice or smoothie (3) Omelette or scrambled, or French toast or pancakes (4) Bacon, or ham, or sausage (5) Hash browns, or baked beans

	(7) Appropriate condiments <i>A breakfast wrap (115g) may be used in place of egg, breakfast meat and bread product.</i>	(6) 1 each (7) as per individual commercial packaging	(6) Any variety of rolls, muffins, croissants, Danish Pastry (7) Suitable garnishes and condiments: butter/margarine, any variety of jam, marmalades, honey, peanut butter, sauces, sugar, whitener Halal and Kosher options must be available.
c. Boxed Lunch/Supper	<p>(1) Main entrée: (a) One sandwich of sliced solid meat, and one sandwich with a mixed filling or 2 vegetarian sandwich choices OR (b) One sandwich plus cold protein choice item OR (c) Cold plate consisting of protein servings and salad items</p> <p>(2) Vegetable salad or assorted raw vegetables</p> <p>(3) Fruit</p> <p>(4) Prepared/baked dessert or supplement</p> <p>(5) Two beverages</p> <p>(6) Appropriate condiments</p>	<p>(1a) 2 sandwiches: 1 of 90 g sliced solid meat, and 1 with 110g mixed filling or 2 vegetarian sandwich options</p> <p>(1b) 1 sandwich with 110 g mixed filling and 90 g solid protein with a roll</p> <p>(1c) 90 g protein + 200 ml salad</p> <p>(2) 200 ml</p> <p>(3) 1 each fresh, or individual portion pack</p> <p>(4) Individual portion</p> <p>(5) 200-250 ml each</p> <p>(6) as per individual commercial packaging</p>	<p>(1a) A variety of fresh bread products are to be used, cold cuts and mixed filling, ie chicken salad, and for vegetarian: hummus, chickpea mixture, egg salad, falafel, cheese, etc.</p> <p>(1b) Sandwich and (ex.chicken fingers or boiled egg) and buttered roll</p> <p>(1c) Protein choice (meat or vegetarian), macaroni salad, potato salad</p> <p>(2) Tossed salad, celery, carrot sticks, cucumbers, radishes, tomatoes</p> <p>(3) Whole fresh fruit, canned individual serving</p> <p>(4) Cookies, pie, cake, puddings, granola bar, nuts, trail mix, cheese/peanut butter and cracker packs</p> <p>(5) Fruit juice, vegetable juice, or smoothie</p> <p>(6) Suitable garnishes, condiments, salad dressings</p>

d. Frozen Entrée (Hot Dinner Blast Chilled or Commercially Prepared)	<p>(1) Main dish</p> <p>(2) Side Vegetable</p> <p>(3) Fruit</p> <p>(4) One baked dessert</p> <p>(5) Bread, rolls or crackers</p> <p>(6) Two beverages</p> <p>(7) Appropriate condiments</p>	<p>(1) 150g -180g protein (meat or vegetarian), 1 serving vegetables (100-200g) and 1 serving of starch (100g – 125g); or 230-300g pasta/casserole dish.</p> <p>(2) 200 g</p> <p>(3) 1 each fresh, or individual portion pack</p> <p>(4) Individual portion</p> <p>(5) 1 each</p> <p>(6) 200-250 ml each</p> <p>(7) as per individual commercial packaging</p>	<p>(1) Protein: Boneless meat/fish/poultry, tofu, beans, meatless soy product, lentils Vegetables: any variety of cooked vegetables excluding gas forming types Starch: potato, rice, quinoa, couscous or pasta Pasta/Casserole dish: must contain protein, vegetable and starch servings</p> <p>(2) Cooked or raw vegetables or green salad</p> <p>(3) Whole fresh fruit, canned individual serving</p> <p>(4) Any variety of cookies, muffins, croissants, Danish pastry, cake</p> <p>(5) Any variety of rolls, bread, melba toast</p> <p>(6) Fruit juice, vegetable juice, or smoothie</p> <p>(7) Suitable garnishes and condiments, salad dressing, tartar sauce for fish, butter</p>
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Appendix 3 – Individual Box/Cold Meal Entitlement Pattern

The Contractor must have a A 7-day menu rotation in accordance with the guideline provided in Table 3.1

At least 15% of the box breakfasts and lunches must contain vegetarian options

A sample menu for box lunches is provided in Table 2.0 and is provided only as a guideline.

Table 3.1: Individual Box/Cold Meals

Breakfast		
Menu Component	Options/Portion Size	Comment/ Criteria
Fruit	1x Canned fruit 175 ml; or 1x prepacked commercial single portion Fresh fruit (individual i.e. apple, banana, orange); or 1x each grapes/berries/sliced fruits (melon) 125 ml or 90 g	May include a maximum of 2 canned (preferred packed in fruit juiced or water) varieties in the 7 day menu. The remainder should be fresh, ripe and cut when possible/required. Rotate variety so that there is no repetition in the same day or over 2 days.
Juice	1x prepacked commercial single portion not less than 235ml and not greater than 250ml	100 % pure juice (no fruit drinks or fruit beverages)
Individual cereal with milk	1x Standard prepacked commercial single portion 1x Standard prepacked commercial single portion not less than 235ml and not greater than 250ml	* Minimum 3 g of fiber Maximum 15 g sugar (may exceed 15 g of sugar if high fibre cereal contains dried fruits)³ 2% Milk Rotate variety so that there is no repetition in the same day or over 3 days.
Eggs	2x eggs	Boiled

³ Nutrient criteria are guideline to be met when products are available. Slight variance is acceptable. Significant deviation from the criteria must be approved by the Contract Supervisor.

Breakfast meat	Back Bacon, Turkey- Deli-meat, turkey breast, oven roasted, sliced (45 g) Halal and Kosher options must be available. Plant based protein or extra portion of cheese for vegetarian.	*Sodium ≤ 400 mg Saturated Fat ≤ 3 g Fat ≤ 6 g⁴
Choice of: Cheese or Yogurt	1x Standard prepacked commercial single portion of cheese, not less than 20 g; or 1x Standard prepacked commercial single portion of yogurt not less than 100g not more than 175 g	Cheese: Provide variety of types, if available Yogurt: In accordance with the following nutritional criteria if available. * < 15 g sugar per 175 g < 3 g saturated fat per 175 g⁴ Rotate between a minimum of three (3) flavors per week, if available.
Breakfast bread products.	2x slices bread; or 1x English Muffin; or 1x 55 g tortillas/pita; or 1x 85 g bagel, or 1x 110 g muffin.	At least 65% of box breakfasts should contain an option that has a min 2.0g fiber per slice of bread/English muffin/ bagel/ tortillas/muffin
Condiments	A variety of regular and reduced sugar/fat varieties suitable to the menu provided	at least one low calorie/reduced fat/sugar condiment
Note: a breakfast wrap may be used in place of egg, breakfast meat and bread product). Criteria:		
Vegetarian: 30 ml Hummus, 20 g (2 rings, chopped red pepper), 50 g, (100ml sliced) cucumber and 30 g (1/4 wedge chopped) tomato in 16.5 cm 64 g Whole Wheat Pita.		

⁴ Nutrient criteria are guidelines to be met when products are available. Slight variance is acceptable. Significant deviation from the criteria must be approved by the contracting authority.

Lunch and Supper		
Menu Component	Options/Portion Size	Comment/ Criteria
Sandwiches	<p>1x Sandwich with sliced solid meat (90 g meat)</p> <p>1x Sandwich with a mixed filling (110 grams filling)</p>	<p>Meat must be Federally inspected source and CFIA approved Rotate variety so that there is no repetition in the same day or over 2 days.</p> <p>At least one sandwich must be : made with bread products that are whole grain ≥ 2.5 g fiber and must contain:</p> <p>Total sodium content of sandwich should *aim for 690 mg and is not to exceed 1365mg including meat, cheese, bread, spread or other condiments or toppings* ≥ 10 g Protein⁵</p> <p>Vegetarian box lunches options must be available when requested and must contain a Protein option with at least 10 g of protein</p>
Assorted raw vegetables	125 ml (min 50g)	<p>Cut up carrots, celery, broccoli florets cauliflower florets, peppers etc.</p> <p>Rotate variety so that there is no repetition in the same day or over 2 days.</p>
Choice of Vegetable or Potato or Pasta Salad	<p>250 ml (min 140 g) Vegetable Salad with appropriate dressing; or 125 ml (min 95 g) potato or pasta salad</p>	<p>Garden salad, bean salad, Greek salad, marinated vegetables. Include low fat options for dressing.</p> <p>If pasta or potato salad is provided a second portion of raw vegetables is to be provided.</p>
Fruit	<p>1x Canned fruit 175 ml; or 1x prepacked commercial single portion Fresh fruit (individual i.e. apple, banana, orange); or 1x each grapes/berries/sliced fruits (melon) 125 ml or 90 g</p>	<p>In water or fruit juice</p> <p>Rotate variety so that there is no repetition in the same day or over 2 days.</p>
1 Dessert Choice (Ex: Individual pudding pack, Rice Krispy square, banana loaf	one standard Individual prepacked commercial serving	*≤ 15 gm sugar and

⁵ Nutrient criteria are guidelines to be met when products are available. Slight variance is acceptable. Significant deviation from the criteria must be approved by the Contract Supervisor.

pocket snack (e.g. snack bar, granola bar) or cookies) Donuts and pastries are not permitted.	Cookie- Individual portion pack (2 cookies)	≤3 gm fat⁶ . Individual serving size packages of Mixed Nuts and Trail Mix are also acceptable. Rotate variety so that there is no repetition in the same day or over 2 days
Juice	1 Standard pre-packed commercial single portion not less than 235ml and not greater than 250ml pre-packed	100 % pure juice (no fruit drinks or fruit beverages)
Milk	1 Standard pre-packed commercial single portion not less than 235ml and not greater than 250ml	2% Milk Milk may be substituted with another juice of a different variety if milk is not available or suitable for the environment.

⁶ Nutrient criteria are guidelines to be met when products are available. Slight variance is acceptable. Significant deviation from the criteria must be approved by the Contract Supervisor.

Table 2.0 Sample Individual Box/Cold Lunch Menu

Each Individual Cold Box Lunch is to include one Regular Sandwich and one Mixed Sandwich Selection.								
Standard and Portion Size	Food Category	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Sandwiches - 1 of sliced solid meat (90 g meat or 60 gm meat and 30 gm cheese and 1 with a mixed filling (110 grams filling) Meat must be Federally inspected source and CFIA approved. At least one sandwich must be : made with bread products that are whole grain ≥2.0 g fiber and must contain:	Regular Sandwich Selection	Black Forest Ham and Cheese Sandwich	Smoked Meat	Chicken Club Wrap	Roast Beef on a Bun	Deli Sub	Smoked Chicken Wrap	Sliced Turkey Sandwich
		60 g Ham	90 g smoked meat	80 g Chicken Breast 10 g bacon	90 g Sliced Roast Beef	30 g Ham, 30 g Roast Beef, 30 g Turkey	60 g Turkey	90 g Sliced Turkey
		30 g Sliced Swiss Cheese (not processed)		Diced red pepper			30 g Cheddar cheese	
		Appropriate condiment	Appropriate condiment	Appropriate condiment	Appropriate condiment	Appropriate condiment	Appropriate condiment	Appropriate condiment
		2 Slices 12 Grain Bread , min fibre 2.0 g	Rye bread	Tortilla Wrap	Kaiser Bun(approx 60g)	6" Sub Bun	Tortilla Wrap	2 slices 12 Grain Bread
	Mixed Sandwich Selection	Tuna Salad Wrap	Turkey Salad Sandwich	Salmon Salad Sandwich	Egg Salad Sandwich	Chicken Salad Sandwich	Crab Salad Sandwich	Egg Salad Sandwich
		110g Tuna Salad made with White tuna packed in water	110 g Turkey Salad	110g Salmon salad	110 g Egg Salad	110 g chopped Chicken Salad White and Dark meat	110 g Crab Salad	110 g Egg Salad

Vegetarian options must be available as requested. Vegetarian option containing 2 vegetarian sandwiches with at least 10 g of protein per sandwich condiments or toppings*		Tortilla	2 Slices Whole Wheat Bread with min 2.5 g fiber	2 slices Whole Grain Bread, min 2.5 g fiber per slice	2 slices Whole Grain Bread min 2.5 g Fiber per slice	2 slices Whole Grain Bread min 2.5 g Fiber per slice	2 slices Whole Wheat Bread (min 2.5 g Fiber per slice)	2 slices Whole Wheat Bread (min 2.5 g Fiber per slice)
	Vegetarian Sandwich Selection (min 10 g protein per sandwich)	Veggie and Hummus Sandwich: 125 gm Hummus, Red Pepper, Cucumber and Tomato on a 2 slices Whole Wheat Bread 2 oz. (55 gm) Goat Cheese, Mushroom and Roasted Pepper on Kaiser Roll	Whole Grain Bagel with Cream Cheese Chickpea Salad on a Kaiser Bun (30 g chickpeas mashed, red onion, 28 gm feta cheese and parsley mixed together, Spread on Kaizer bun and layer sliced tomato and cucumber)	Egg Salad Sandwich as per regular selection Black Bean Burrito : 65 ml Black beans, 28 gm shredded Monterey Jack Cheese, Diced Red Pepper, Tortilla wrap (salsa side)	Veggie Sub with 125 g Hummus, Sliced cucumber, Green Pepper on 6 " Whole Grain Bun Vegetarian Greek wrap: Baby Spinach, red or green pepper, cherry tomato and red onion, 28 g (1oz) Feta cheese, 40 gm (35 ml) Hummus, 15 ml Tzatziki spread, Tortilla	Tofu Wrap 60 g marinated cubed tofu, roasted vegetables, on a whole wheat tortilla Vegetarian Baby Spinach, red or green pepper, cherry tomato and red onion, 28 g (1oz) Feta cheese, 40 gm (35 ml) Hummus, 15 ml Tzatziki spread, Tortilla	Egg Salad Sandwich as per regular selection Black Bean Burrito : 65 ml Black beans, 28 gm shredded Monterey Jack Cheese, Diced Red Pepper, Tortilla wrap (salsa side)	Egg Salad Sandwich as per regular selection Black Bean Burrito : 65 ml Black beans, 28 gm shredded Monterey Jack Cheese, Diced Red Pepper, Tortilla wrap (salsa side)

										Whole Wheat Tortilla wrap and wrap.)
	Salad 250 ml (min 140 g) Vegetable Salad, 125 ml (min 95 g) potato or pasta salad. If pasta or potato salad is provided a second portion of raw vegetables is to be provided.									
Fresh Vegetables 125 ml min 50 g Salad 250 ml	Vegetables-	125 ml Cherry Tomatoes	100 g Celery Sticks (2 veg)	125 ml (50 g) Cucumber Spears	125 ml(50 g) Carrot Sticks	125 ml (assorted pepper strips	125 ml Broccoli Florets	100 g Celery and Carrot Sticks		
	Salad	Spinach Salad- to include Baby Spinach/tom ato/ cucumber/ peppers plus dressing	125 ml Pasta Salad (2 portions of celery provide as pasta salad is not a veg option)	Marinated Vegetable salad (250 ml)	Greek Salad (Tomato, cucumber, red onion, black olives, feta cheese, Greek dressing)(250 ml)	Bean Salad (green beans, waxed beans, kidney beans or chickpeas, celery, onion, dressing)(250 ml)	250 ml (140 g)Coleslaw	125 ml Potato Salad (2 portions of celery provide as pasta salad is not a veg option)		
Fruit 1 Canned fruit 175 ml or 1 prepacked commercial single portion Fresh fruit (individual i.e. apple, banana, orange) 1 each grapes 125 ml or 90 g	Fruit	Orange (cut up) 133 count	Fruit Cup	Mandarin Fruit cup	Apple	Fruit Cup	Pear or grapes	Apple		
	Beverage- 100 % fruit juice (ie. Apple/Orange)	100% juice Pack	100% juice Pack	100% juice Pack	100% juice Pack	100% juice Pack	100% juice Pack	100% juice Pack		
1 prepacked commercial single portion not less than 235ml and not greater than 250ml										

1 Standard prepacked commercial single portion not less than 235ml and not greater than 250ml	2% milk	2% milk	2% milk	2% milk	2% milk	2% milk	2% milk	2% milk	2% milk
1 individual portion bar, pudding or trail mix or 2 cookies.	Pocket Snack or dessert	Granola or Cereal Bar	Rice Krispie Square	Oatmeal Cookie	Cereal Bar	Pudding Pack	Trail Mix with dried Fruit	Cookie	
		KFS	KFS	KFS	KFS	KFS	KFS	KFS	

A Vegetarian option must be available to meet Religious and Spiritual Accommodations as requested in Annex 4. Vegetarian box lunches must contain a good source 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).

Appendix 4– Meal Forecast Requirement

Location _____

Meal Forecast for _____ to _____

Delivery date _____

Standard Individual Meal Requirements by Location

Type of meals	Breakfast	Lunch	Supper
Regular			
Vegetarian			

Spiritual and Religious Meal Requirements by Location

Type of meals	Breakfast	Lunch	Supper
Halal/Kosher			
Others (Specify)			

Flight Meals by Location

Type of meals	Breakfast	Lunch	Supper	Snacks
Regular				
Vegetarian				

Individual Box/Cold Meal Requirements by Location

Type of meals	Breakfast	Lunch	Supper
Regular			
Vegetarian			

Special Instructions:

Date: _____

(Signature)
Performance Monitor

Appendix 5 to Annex A-- MEAL SATISFACTORY CHECKLIST

NAME _____ RANK _____ POS _____

UNIT _____ DATE _____

NUMBER OF MEALS REQUESTED _____ NUMBER OF MEALS PROVIDED _____

TIME MEAL REQUESTED _____ TEAM MEAL PROVIDED _____

BREAKFAST	LUNCH	SUPPER
ITEM	POOR	GOOD
1. MAIN DISH		
2. SIDE DISH		
3. SALAD		
4. DESSERT		
5. BEVERAGE		
6. OVERALL ATTENDEE IMPRESSION		

OTHER COMMENTS: _____

CONTRACTOR SIGNATURE _____ UNIT AUTHORITY SIGNATURE _____

CONTRACTOR PRINT NAME _____ UNIT AUTHORITY PRINT NAME _____
