



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Travaux publics et Services gouvernementaux  
Canada

Voir dans le document/

See herein

NA

Québec

NA

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Oue  
800, rue de La Gauchetière Ouest  
7e étage, suite 7300  
Montréal  
Québec  
H5A 1L6

<b>Title - Sujet</b> Cafeteria food service	
<b>Solicitation No. - N° de l'invitation</b> 47419-211264/A	<b>Date</b> 2020-05-15
<b>Client Reference No. - N° de référence du client</b> 47419-211264	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MTA-490-15734	
<b>File No. - N° de dossier</b> MTA-0-43007 (490)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-06-29</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Sirois, Richard	<b>Buyer Id - Id de l'acheteur</b> mta490
<b>Telephone No. - N° de téléphone</b> (514) 718-5993 ( )	<b>FAX No. - N° de FAX</b> (514) 496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Rigaud Place D'Youville MONTREAL Québec H2Y2C2 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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Solicitation No. - N° de l'invitation  
47419-211264/A  
Client Ref. No. - N° de réf. du client  
47419-21-1264

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTA-0-43007

Buyer ID - Id de l'acheteur  
MTA490  
CCC No./N° CCC - FMS No./N° VME

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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

#### 1.1.1 ADDITIONAL SECURITY REQUIREMENT PRIOR TO CONTRACT AWARD:

The CBSA, will conduct its own personnel Reliability Status assessment on the recommended Bidder / Contractor\* and its personnel as per the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the Policy on Government Security – Personnel Security Standard, irrespective of whether such assessment has already been conducted under any such policies. The Reliability Status assessment conducted by the CBSA will include a credit check performed by an authorized secure official with CBSA's "Personnel Security Screening Section"(PSSS), which is independent of the Public Services and Procurement Canada's (PSPC), "Canadian Industrial Security Directorate" (CISD) and the "International Industrial Security Directorate" (IISD).

At the request of the Contracting Authority and within a specified timeframe, the Bidder / Contractor may be required to have each proposed resource submit to fingerprinting and a security check via the CBSA's electronic PSSS portal.

Until the credit check, fingerprinting\*\* (if required) and all other security screening processes required by this Request for Proposal have been completed and the recommended Bidder / Contractor and its personnel are deemed suitable by the CBSA, no contract will be awarded and the recommended Bidder / Contractor and its personnel will not be permitted access to Protected / Classified information or assets, and further, will not be permitted to enter sites where such information or assets are kept.

In the event the recommended Bidder / Contractor and its personnel are not deemed suitable following the security screening process required by the CBSA, the said

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recommended Bidder / Contractor's bid will be deemed non-compliant and the next ranked Bidder / Contractor will be contacted. If only one bid was obtained and the recommended Bidder / Contractor does not meet the security requirement, then, the Contracting Authority will determine the next steps.

*\*In the case of a joint venture Bidder / Contractor, each member of the joint venture must meet the security requirements.*

*\*\*Fees are applicable. Fingerprinting, if required, will be at the Bidder / Contractor's cost.*

## **1.2 Statement of Work**

The Work to be performed is detailed under Annex "A".

## **1.3 Debriefings**

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

## **1.4 epost Connect service**

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information."

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Bids

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

#### PWGSC Québec Region Bid Receiving Unit

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

[TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca)

Note: **Bids will not be accepted if emailed directly to this email address.** This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

Bids transmitted by facsimile or hardcopy to PWGSC will not be accepted.

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## 2.3 Former Public Servant

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

### Definitions

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

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

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

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

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**Former Public Servant in Receipt of a Pension (To be completed by the bidder)**

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

**Work Force Adjustment Directive (To be completed by the bidder)**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.



## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **10 calendar days** before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## 2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

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

## 2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at the Canada border Services Agency (CBSA) at 475, Chemin de la grande Ligne, Rigaud, Quebec, J0P 1P0 on June 16, 2020. The site visit will begin at 13h30 EDT.

Bidders must communicate with the Contracting Authority no later than **June 12, 2020 at 14h00 EDT** to confirm attendance and provide the name of the person who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

Due to Covid-19 virus and to comply with the distancing instructions issued by the Public Health Agency of Canada and the Ministère de la Santé et des Services sociaux of Quebec, only one (1) representative per bidder will be authorized.

## 2.7 Statistics

Number of Meal-Days per year

	2019	2018	2017	2016	2015
Journée-Repas	54 469	53 704	53 233	47 738	56 026

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## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

The Bidder must submit its bid electronically in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

Bids transmitted by facsimile or hardcopy will not be accepted.

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

#### **Section I: Technical Bid**

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

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

##### **3.1.1 Electronic Payment of Invoices – Bid**

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

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

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

##### **3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

##### **3.1.3 SACC Manual Clauses**

A9033T (2012-07-16), Financial Capability

#### **Section III: Certifications**

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

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Every proposal must meet all technical criteria described in Annex F. Technical evaluation will be based on the mandatory technical criteria to be demonstrated detailed in a grid at Annex F.

Bidders must complete the Annex F and include it with their proposal. It is mandatory to provide technical/ descriptive documents and/or technical literature/notes, at the submission of your bid to allow the technical evaluation (**No internet link will be accepted**). Failure to comply will render your bid non-responsive.

Only the information included in the technical bid will be taken into consideration in the evaluation of the mandatory technical criteria to be demonstrated.

#### 4.1.2 Financial Evaluation

The responsive proposals will have their financial portion evaluated as follows:

- 1) The tables in Annex B will be added and the according percentage % will be applied. This result will be reflected in the following calculation table for each corresponding year. These percentages are as follows:
  - Eighty five percent (85%) of the points will be allotted to the price of Annex B part 1a) meal-day;
  - Five percent (5%) of the points will be allotted to the price of Annex B part 2) evening training;
  - Five percent (5%) of the points will be allotted to the price of Annex B part 3a) water / beverage;
  - Five percent (5%) of the points will be allotted to the price of Annex B part 3b) Coffee breaks;

(The bidder **must not** complete the table)

Years of contract	Price for meal-day & Meal-ticket  Annex B Part 1a) <b>85%</b>	Additional hygiene measures in the event of an epidemic or pandemic Annex B Part 2) <b>5%</b>	Price for Water/beverage service  Annex B Part 3a) <b>5%</b>	Price for Coffee breaks  Annex B Part 3b) <b>5%</b>	Total  <b>100%</b>
December 21, 2020 to December 20, 2022					
December 21, 2022 to December 20, 2023					
December 21, 2023 to December 20, 2024					
December 21, 2024 to December 20, 2025					
<b>Total average price :</b>					<b>\$</b>

- 2) The Grand total for each year will be added and divided by 4 in order to obtain the Total average price.
- 3) The proposal with the lowest Total average price will be recommended for contract award.

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#### **4.1.2.1 Evaluation of Price - Canadian/Foreign Bidder**

1. Bidders must submit firm prices, customs duties, excise taxes and Applicable Taxes excluded.
2. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
3. Bidders must provide prices Delivered at Place (DAP) Rigaud (See 6.4.3 Delivery point according to Incoterms 2010 for shipments from a commercial contractor. Bids will be assessed on an DAP basis.

#### **4.2 Basis of Selection**

##### **4.2.1 Basis of Selection – Mandatory Technical Criteria**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

### 5.2 Certifications Precedent to Contract Award and Additional Information

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

#### 5.2.1 Integrity Provisions – Required Documentation (See Annex “H”)

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

## **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

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

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

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

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

## **5.2.3 Additional Certifications Precedent to Contract Award**

### **5.2.3.1 Education and Experience**

*SACC Manual* clause [A3010T](#) (2010-08-16), Education and Experience

### **5.2.3.2 Insurance – Proof of Availability Prior to Contract Award**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "D".

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

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## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

**6.1.1** The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

#### 6.1.1.1 Security clauses

**Security requirement for Canadian supplier: Public Works and Government Services Canada file # Common-Professional Services Security Requirement Check List #2**

1. The Contractor/Offoror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
2. The Contractor/Offoror personnel requiring access to sensitive work site(s) must EACH hold a valid **Reliability Status**, granted or approved by CISD/PWGSC
3. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC
4. The Contractor/Offoror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex "C"
  - b. Industrial Security Manual (Latest Edition) Contractor's Sites or Premises Requiring Safeguarding Measures

#### 6.1.1.2 SECURITY REQUIREMENTS FOR FOREIGN SUPPLIERS

**PWGSC FILE #: 47419-211264/A, REQUEST FOR PROPOSAL (RFP), RELIABILITY, SITE ACCESS**

The following foreign security clauses must be inserted into the solicitation documentation:

The Canadian Designated Security Authority (Canadian DSA) for industrial security matters in Canada is the Industrial Security Sector (ISS), Public Works and Government Services Canada (PWGSC), administered by International Industrial Security Directorate (IISD), PWGSC. The Canadian DSA is the authority for confirming Contractor/Subcontractor compliance with the security requirements for foreign suppliers. The following security requirements apply to the foreign recipient Contractor/Subcontractor incorporated or authorized to do business in a jurisdiction other than Canada and delivering outside of Canada the services listed and described in the subsequent contract/subcontract.

1. The Foreign recipient Contractor/Subcontractor must be from a Country within the North Atlantic Treaty Organization (NATO), the European Union (EU) or from a country with which Canada has an international bilateral security instrument. The Contract Security Program (CSP) has international bilateral security instruments with the countries listed on the following PWGSC website: <http://www.tpsgc-pwgsc.gc.ca/esc-src/international-eng.html>.



- 
2. The Foreign recipient Contractor/Subcontractor must, at all times during the performance of the contract/subcontract, hold an equivalence to a valid Designated Organization Screening (DOS), issued by the Canadian DSA as follows:
    - i. The Foreign recipient Contractor/Subcontractor must provide proof that they are incorporated or authorized to do business in their jurisdiction.
    - ii. The Foreign recipient Contractor/Subcontractor must not begin the work, services or performance until the Canadian Designated Security Authority (DSA) is satisfied that all contract security requirement conditions have been met. Canadian DSA confirmation must be provided, in writing, to the foreign recipient Contractor/Subcontractor in an Attestation Form, to provide confirmation of compliance and authorization for services to be performed.
    - iii. The Foreign recipient Contractor/Subcontractor must identify an authorized Contract Security Officer (CSO) and an Alternate Contract Security Officer (ACSO) (if applicable) to be responsible for the overseeing of the security requirements, as defined in this contract. This individual will be appointed by the proponent foreign recipient Contractor's/Subcontractor's Chief Executive officer or Designated Key Senior Official, defined as an owner, officer, director, executive, and or partner who occupy a position which would enable them to adversely affect the organization's policies or practices in the performance of the contract/subcontract.
    - iv. The Foreign recipient Contractor/Subcontractor must not permit access to Canadian restricted sites, except to its personnel subject to the following conditions:
      - a. Personnel have a need-to-know for the performance of the contract/subcontract;
      - b. Personnel have been subject to a Criminal Record Check, with favourable results, from a recognized governmental agency or private sector organization in their country as well as a Background Verification, validated by the Canadian DSA;
      - c. The Foreign recipient Contractor/Subcontractor must ensure that personnel provide consent to share results of the Criminal Record and Background Checks with the Canadian DSA and other Canadian Government Officials, if requested; and
      - d. The Government of Canada reserves the right to deny access to Canadian restricted sites to a foreign recipient Contractor/Subcontractor for cause.
  3. CANADA PROTECTED information/assets provided or generated pursuant to this contract/subcontract must not be further provided to a third party Foreign recipient Subcontractor unless:
    - a. written assurance is obtained from the Canadian DSA to the effect that the third-party Foreign recipient Subcontractor has been approved for access to CANADA PROTECTED information/assets by the Canadian DSA; and
    - b. written consent is obtained from the Canadian DSA, if the third-party Foreign recipient Subcontractor is located in a third country.
  4. The foreign recipient Contractor/Subcontractor requiring access to Canadian restricted sites, under this contract/subcontract, must submit a Request for Site Access to the Chief Security Officer of Name of Department/Organization of Canada.
  5. In the event that a Foreign recipient Contractor/Subcontractor is chosen as a supplier for this contract/subcontract, subsequent country-specific foreign security requirement clauses must be generated and promulgated by the Canadian DSA, and provided to the Government of Canada Contracting Authority, to ensure compliance with the security provisions, as defined by the Canadian DSA, in relation to equivalencies.

6. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the Canadian DSA.
7. The Foreign recipient Contractor/Subcontractor must comply with the provisions of the Security Requirements Check List attached at Annex "C".

#### **6.1.1.3 Additional security requirement**

The CBSA, will conduct its own personnel Reliability Status assessment of the Contractor (specifically the Contractor personnel), which is allowed under the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the Policy on Government Security – Personnel Security Standard. Reliability Status assessment conducted by the CBSA will include a credit check.

If the Contractor (specifically the Contractor personnel), has already been screened under the TBS Policy on Government Security - Personnel Security Standard, the Contractor (specifically the Contractor personnel), will still undergo a security screening process to be conducted by the CBSA.

The credit check and fingerprinting\*, if required, will be performed by an authorized security official with the CBSA's "Personnel Security Screening Section" (PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "Canadian and International Industrial Security Directorate" (CIISD).

Until the credit check, fingerprinting\* (if required) and all other security screening processes required have been completed and the Contractor (specifically the Contractor personnel) is deemed suitable by the CBSA, the Contractor (specifically the Contractor personnel) will not be permitted access to Protected / Classified information or assets, and further, will not be permitted to enter sites where such information or assets are kept.

**\*Fees are applicable. Fingerprinting, if required, will be at the Bidder's cost.**

#### **6.2 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

#### **6.3 Standard Clauses and Conditions**

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

##### **6.3.1 General Conditions**

[2010C](#) (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

## **6.4 Term of Contract**

### **6.4.1 Period of the Contract**

The period of the Contract is from December 21, 2020 to December 20, 2022 inclusive

### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional periods of one (1) year each from December 21, 2022 to December 20, 2023, from December 21, 2023 to December 20, 2024 and December 21, 2024 to December 20, 2025, under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### **6.4.3 Delivery point**

The service will be carried out at the following point:

Canada Border Services Agency (CBSA)  
Collège de Rigaud  
475, Chemin de la Grande Ligne,  
Rigaud, Québec,  
J0P 1P0

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Richard Sirois  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch

Telephone: (514)718-5993  
E-mail address: richard.sirois@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

Solicitation No. - N° de l'invitation  
47419-211264/A  
Client Ref. No. - N° de réf. du client  
47419-21-1264

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTA-0-43007

Buyer ID - Id de l'acheteur  
MTA490  
CCC No./N° CCC - FMS No./N° VME

### 6.5.2 Project Authority (Will be indicated when the contract is awarded)

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

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

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

### 6.5.3 Contractor's Representative (To be completed by the bidder)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

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

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 6.7 Payment

### 6.7.1 Basis of Payment – Limitation of expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in annex "B", to a limitation of expenditure of \$\_\_\_\_\_ (Will be indicated when the contract is awarded). Customs duties are excluded and Applicable Taxes are extra.

#### 6.7.1.1 Limitation of Expenditure

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

#### 6.7.2 Minimum Work Guarantee – All the Work

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 5% of the Maximum Contract Value.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

### **6.7.3 Methods of payment**

#### **6.7.3.1** For Annex "B" Basis of payment, Part 1- Minimum menu requirements,

SACC Manual Clause, [H1008C](#) (2008-05-12), Monthly Payment;

#### **6.7.3.2** For Annex "B" Basis of payment, Part 2 – Emergency Plan and Part 3 – Special Event Served outside the cafeteria.

SACC Manual Clause, [H1001C](#) (2008-05-12), Multiple Payments

### **6.7.4 SACC Manual Clauses**

[C2000C](#) (2007-11-30), Taxes – Foreign-based Contractor

### **6.7.5 Electronic Payment of Invoices – Contract**

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);

### **6.8 Invoicing Instructions**

- a. The Contractor must submit invoices in accordance with the information required in the General Conditions.
- b. The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.
- c. By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- d. The Contractor must send the original and one copy of the invoice to the Technical Authority's paying office (CBSA Finance) at the following location on a monthly basis:

All invoices must be submitted using the following method (**only one copy of the invoice should be sent to the Agency**):

**Email:** Only legible electronic (PDF, Word, Excel) files will be accepted; all others will be returned.

[vendors-fournisseurs@cbsa-asfc.gc.ca](mailto:vendors-fournisseurs@cbsa-asfc.gc.ca)

This email address is to be used for submitting invoices and for payment status inquiries.

An additional copy of the invoice is requested from the following email address:

[Que-Rigaud\\_Approvisionnement-Procurement@cbsa-asfc.gc.ca](mailto:Que-Rigaud_Approvisionnement-Procurement@cbsa-asfc.gc.ca)

**Direct Deposit:**

The Government of Canada will soon be phasing out federal government cheques; we strongly encourage Businesses that supply goods and services to the Government of Canada to enrol in direct deposit for account payable.

Please contact [ca-ci@cbsa-asfc.gc.ca](mailto:ca-ci@cbsa-asfc.gc.ca) to obtain additional information, to confirm direct deposit enrolment process and the steps to be followed.

***IMPORTANT NOTE: If a supplier omits any required information pertaining to payment processing from the invoice, the invoice will be returned at the discretion of the CBSA and will not be paid until valid payment referencing is provided***

**6.9 Certifications and Additional Information**

**6.9.1 Compliance**

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

**6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

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

**6.10 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (To be completed by the bidder, insert the name of the province or territory in CANADA).

## 6.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2018-06-21), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex A-1, Supplies and Equipment supplied by the CBSA;
- (e) Annex B, Basis of payment;
- (f) Annex B-1, Invoicing Instructions;
- (g) Annex C, Security Requirements Check List;
- (h) Annex D, Insurance Requirements;
- (i) Annex E, Federal Contractors Program for Employment Equity-Certification;
- (j) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on \_\_\_\_\_” or “, as amended on \_\_\_\_\_” and insert date(s) of clarification(s) or amendment(s)*)

## 6.12 SACC Manual Clauses

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor);

A2001C (2006-06-16), Foreign Nationals (Foreign Contractor);

A9068C (2010-01-11), Government Site Regulations.

## 6.13 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex "D". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.



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## **ANNEX "A" STATEMENT OF WORK**

### **1. OBJECTIVE**

The contractor must provide food services for patrons, employees and visitors of the Canada Border Services Agency (CBSA) College in Rigaud.

### **2. BACKGROUND**

The CBSA College is the organization responsible for providing training and professional development for all of its employees. It may also offer its facilities to other federal organizations.

The College operates 24 hours a day, seven days a week. With its 316 rooms, two firing ranges, multi-purpose complex, auditorium, meeting, conference rooms, and banquet hall with an adjoining licensed lounge, participants can remain on site for the duration of their activities. Although most activities take place during the day, some activities may take place early in the morning or in the evening, as mentioned in Section 6 "MEAL SCHEDULE".

For the next two years, the occupancy rate is estimated at 75%.

As sustainable development is a priority for the Federal Government and the CBSA College, the contractor have to adopt practices that minimize waste related to food and overpackaging.

### **3. DESCRIPTION OF SERVICES**

The contractor must provide all of the materials and supplies required to provide food services, in accordance with Section 4, "CONTRACTOR TASKS." The contractor will be managing and operating these services on behalf of the CBSA College in Rigaud. For example:

- a) The number of meals and snacks to provide will be based on the projections set out in Section 11, "SUPPORT";
- b) The services must abide by a meal schedule, set in advance, as indicated in Section 6, "MEAL SCHEDULE";
- c) Canteen services must be provided in the lobby of the Multifunction Centre, as mentioned in Section 6 "REPAS HORAIRE." The canteen facilities are fixed and cannot be moved, but the location of the canteen could be changed by the project manager as required. In the event that the canteen cannot be used, canteen services may be required temporarily elsewhere at the CBSA College. The location of the temporary facilities will be at the discretion of the project manager;

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- d) The menus must be planned based on a six-week cycle, seven days a week, and the cycle must be changed every season, so every three months;
  - e) The contractor must vary the foods and make them available as indicated in Section 8, "MINIMUM MENU REQUIREMENTS";
  - f) The contractor must provide information on the nutritional values of its menus within 30 days after the contract is awarded;
  - g) Order, store and prepare a sufficient quantity of food and limit food waste as much as possible;
  - h) The contractor must provide all the materials required to manage a kitchen, with the exception of the facilities described in Appendix A.1, "SUPPLIES AND EQUIPMENT SUPPLIED BY THE CBSA", but not limited to;
  - i) Once the contract is awarded, the contractor must implement a quality management system to show that all of the commitments included in this contract will be respected. The project manager make surprise visits at any time, starting three months after the contract begins;
  - j) The contractor will invoice according to the method established in Appendix B.1, "INVOICING INSTRUCTIONS". A surcharge may be charged by the contractor in a pandemic in which public health services require restrictive measures. This supplement will be abolished when the mandatory measures are lifted.
  - k) In the case of *unforeseen events*, the College could be required to cease regular operations, so this contract could be suspended until the situation is resolved. During this period, and only if meal services are required, a separate agreement could be signed.
  - l) All food and drink prepared for patrons must be made available to all employees, contractual staff and visitors to the College. The contractor must collect the money for these sales, and CBSA is in no way responsible for collecting money owed. For information purposes only, on business days (Monday to Friday), approximately 25 to 100 individuals could use the cafeteria dining room, primarily during lunch time and during coffee breaks. A full price list must be posted in both official languages, so that patrons are aware of the cost. The contractor must supply the notice board.

#### 4. CONTRACTOR TASKS

**The contractor must:**

- a) Hire, supervise, train and manage all the staff required to carry out this contract:
  - i. The contractor must have an on-site manager during the day on week days, that can be reachable at all times, with decision-making authority. The manager and his replacement must provide an emergency telephone number to which he or she can be reached at all times;
  - ii. A replacement for the manager with the same authority must be present when the manager is absent (illness, vacation, etc.);
  - iii. There must be enough chief cooks to ensure that there is a chef at all times, according to the prescribed schedule.
- b) Plan, with the help of the projections provided, to have at least an employee at the various counters to limit wait times. All residents must be able to have their meal within 30 minutes;
- c) Provide a courteous and efficient service;
- d) ENSURE THAT FOOD IS PREPARED AND COOKED AS CLOSE AS POSSIBLE TO THE TIME IT IS SERVED. CLIENTS ARE NOT ALLOWED TO TAKE FOOD OUT OF THE CAFETERIA.
- e) PREPARE ENOUGH OF EACH DISH TO ENSURE THAT THE LAST PATRONS HAVE THE SAME CHOICES AS THE FIRST, AND THAT ANYONE WANTING A SECOND PORTION IS ABLE TO DO SO, AT NO CHARGE;
- f) At the request of the project manager, provide service to the rooms of residents who require such service for personal, religious or medical reasons;
- g) At the request of the project manager, provide menus adapted to residents who avoid eating certain foods for valid personal, religious or medical reasons;
- h) At the request of the project manager, provide boxed lunches according to the definition set out in Section 8, "MINIMUM MENU REQUIREMENTS";
- i) AT THE REQUEST OF THE PROJECT MANAGER, PROVIDE CATERING SERVICES FOR SPECIAL EVENTS. THE SERVICE MAY BE BUFFET STYLE, TABLE SERVICE, WATER/BEVERAGE SERVICE, SNACKS OR BARBECUE, AS INDICATED IN SECTION 9, "SPECIAL EVENTS SERVED OUTSIDE THE CAFETERIA";

- j) Post the daily choices at each service station and the daily/weekly menu on the cafeteria notice board for this purpose. These posters must include:
  - i. The nutritional values;
  - ii. The main allergens (ex: nuts, soy, gluten, milk, eggs, etc.);
  - iii. Note that patrons may speak to the cooks if they need more information on one of the products offered.
  - iv. Indicate when a meal has been mainly prepared with Canadian ingredients.
- k) Provide notice boards for all of the service stations;
- l) Provide all the materials required to manage a kitchen, with the exception of the facilities described in Appendix A.1, "SUPPLIES AND EQUIPMENT SUPPLIED BY THE CBSA" including, but not limited to:
  - i. Cookware;
  - ii. Cooking utensils;
  - iii. Ecologically certified dishwasher and dishwasher detergent, such as ecologo or equivalent;
  - iv. Dish towels, rags;
  - v. Aluminum foil, cling wrap, wax paper;
  - vi. etc.
- m) Provide all of the materials required to provide meal service and to-go meal service, including, but not limited to:
  - i. Dishes, cutlery, cups and saucers, wine glasses, parfait cups, glasses, and salad bowls that are reusable and washable;
  - ii. Water pitchers, wine carafes;
  - iii. Paper towel dispensers and paper towels;
  - iv. Paper straws for beverages (on request only);
  - v. Certified 100% compostable or wood coffee sticks.

n) Provide all of the materials required for to-go meal service, including, but not limited to:

- i. Environmentally friendly dishes with lid, plastic cutlery, cardboard coffee and cold-drink cups, small paper bags, etc. **Styro-foam containers are prohibited;**
- ii. Portable coolers, ice packs, lunch boxes, portable waterproof coffee and water pitchers;
- iii. Straws for beverages (on request only).
- iv. Preferred types of containers, in order of priority:
  - Multilayer containers such as Tetrapak with bioplastic - 100% compostable;
  - 100% bioplastic containers in PLA, PHA or PBS;
  - Reusable and washable glass and/or metal containers that will need to be returned;
  - Multilayer containers such as Tetrapak standard 100% recyclable;
  - Plastic containers containing a minimum of 30% bioplastic and that are 100% recyclable.

o) Provide the materials and facilities required to administer the contract, including, but not limited to:

- i. Furniture;
- ii. Cash registers;
- iii. Office supplies, calculator, paper, etc.;
- iv. Any computer and electronic equipment required to manage the contract;
- v. Internet service (email), phone line;
- vi. First aid kit;
- vii. Etc.

p) Provide all the materials required to hold banquets, ceremonies, conferences, meetings and other special events, including, but not limited to:

- i. Tablecloths, table runners, centrepieces, paper placemats, candles, candlesticks, and all other table decorations;
- ii. Cloth napkins;
- iii. Trays and tray covers;
- iv. Food warmers and serving dishes;
- v. etc.

For your information, our rectangular tables measure 1.22 m (48 inches) by 0.76 m (30 inches) and 1.52 m (60 inches) by 0.76 m (30 inches) and our round tables measure 1.52 m (60 inches).

q) Provide ice at all times in the service area;

- r) Provide 2 to 7 vending machines as described in Section 10, "VENDING MACHINES".
- s) Report in writing any defects or inadequate performance of the equipment provided by CBSA as soon as possible;
- t) We recommend that the contractor offer their food surplus to the community free of charge. The chosen organization must not be directed or owned by the contractor. The chosen organization must be responsible for collecting food donations on its own and, for this purpose, must be included in the contractor's supplier list in order to have access to the site.

## 5. OBLIGATIONS

### 5.1 Hygiene measures relating to food handling and food services

- a) The contractor is responsible for training its staff, and it must ensure that all staff handling food UNDERSTAND AND comply with municipal, provincial (MAPAQ) and federal (Health Canada and CFIA) food safety regulations. The contractor must ensure that it's staff fully complies with these regulations. The contractor is also responsible for obtaining copies of the relevant MAPAQ and Health Canada directives;
- b) The contractor must understand and comply with the guidance provided in the most recent version of the Food Safety Code of Practice, published by the Canadian Restaurant and Foodservices Association (CRFA). All employees must be certified by the CRFA;
- c) Samples of foodstuffs subject to contamination:  
The contractor must take a sample of all food served during each meal. The contractor must then place those samples into individual sterilized bags, hermetically seal the bags and store them in a box at a refrigeration temperature of 38°F (3.33°C) for 72 hours. Should someone fall ill or come down with a case of food poisoning, the samples will make it possible to launch an administrative investigation. The cost of sampling equipment will be assumed by the contractor;
- d) The contractor must accept full responsibility for any food poisoning or illness that arises as a result of eating food prepared and served by the contractor. The contractor must abide by the Provincial Health Authority guidelines and the "Canadian Restaurant and Food Services Association Safe Food Handling Guide" pertaining to the safe handling of food products;
- e) Access to the kitchen, food storage and preparation facilities is prohibited for all but kitchen staff. A Health and Wellness Canada and The Royal Commission on Agricultural Products, any duly accompanied equipment repair staff, CRFA health authorities, the project manager or their inspection team may report to these premises at any time without notice.

## **5.2 Waste management**

- a) Waste must be sorted and managed according to the environmental policy of the building or as directed by the project manager. For example, recyclables and waste must be placed in designated bins or containers. Composting of organic materials must be done if possible and stored in a garbage refrigerator, according to the project manager's instructions and the Treasury Board directive.
- b) Eliminate waste from the kitchen and service counters as soon as it appears, as well as at the end of each meal period;
- c) The contractor's staff must place dry waste in a garbage bag. Broken glass and other sharp objects are placed in separate bins;
- d) All of the garbage bins must be closed when they are not in use. They must also be cleaned and sanitized with water and an appropriate disinfectant on the inside and outside at the end of each meal period, as well as when the bins are noticeably dirty. These bins must be placed in an area where food is not prepared or stored. Kitchen waste must be put in a waste refrigerator or in an appropriate place until it is disposed of. Compaction must be done at lunch and dinner time;
- e) Waste management must be conducted in accordance with industry and MAPAQ standards, in order to eliminate any risk of injury, any odours and any dirt in the areas where this waste may be found, in order to avoid attracting rodents, insects and pests.

## **5.3 Food storage and refrigeration management**

- a) Comply with MAPAQ rules for serving and storing food. Food that does not require refrigeration or freezing must be stored:
  - i. In a clean, ventilated area;
  - ii. On shelves or benches placed at least six inches above the floor to facilitate cleaning and pest control;
  - iii. In its unopened packaging or in sealed containers in order to avoid pest infestation;
  - iv. All interior and exterior surfaces must be kept clean, as must the areas behind and underneath each appliance;
  - v. The temperature must be taken and registered every day, and compliance with MAPAQ standards must be ensured.

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- b) The following stringent rules for the use of refrigeration appliances (refrigerators, freezers, cold top tables, refrigerated sandwich display cabinets, shelves, trays, etc.) must be followed:
    - i. All of the interior and exterior surfaces must be clean, such as the areas behind and under each appliance;
    - ii. The temperature must be taken and registered every day, and compliance with MAPAQ standards must be ensured.

#### **5.4 Safety management**

- a) The contractor must effectively clean all facilities, equipment and furniture located in all of the assigned premises and areas, in accordance with the required food safety standards. Cleaning for which the contractor is responsible must be done from floor to ceiling, including the walls and anything on the walls;
- b) The premises assigned to the contractor were thoroughly steam-cleaned before his arrival. At the end of this contract, it is therefore the contractor's responsibility to steam-clean and thoroughly clean all the facilities, ceramics, equipment and furniture located in all the premises and spaces assigned to him.
- c) Exclusions are the sprinklers and the gas pipes;
- d) A daily cleanliness check must be carried out by the contractor to ensure the cleanliness and safety of the premises under its responsibility, any non-compliance according to the detail described in Annex A must be corrected immediately.
- e) Floors and other surfaces must be clean at all times, especially during service hours;
- f) Two (2) times a year, the floors must receive a professional deep clean;
- g) The products must not damage the equipment or appliances belonging to the College and must not be "aerosol";
- h) The contractor will be responsible for all direct and indirect damages caused by cleaning products.



## **5.5 Contractor's staff**

- a) The contractor is responsible for the health and safety of its employees when they are on the College premises;
- b) The contractor must provide its employees' uniforms and replace them when they are worn out or stained to ensure that they project a clean, neat and professional image at all times. Wearing jeans is prohibited. The name or symbol of the company must be visible on the uniforms. Uniforms must be worn at all times;
- c) It should be noted that the contractor's staff shall not take their allotted meal and coffee breaks during peak periods;
- d) Security, appearances and confidentiality:
  - i. At all times, the contractor's employees must conduct themselves in accordance with the College's rules/policies/directives including, but not limited to: access policy, safety procedures, disclosure of personal information, the value and ethics code and special dietary needs. In the case of non-compliance, the project manager will inform the cafeteria manager in writing.
  - ii. It is mandatory to wear the identification card issued by CBSA. Kitchen staff shall sign in and sign out using the contractor control log at the security desk;
  - iii. Contact between the contractor's employees and the patrons must be limited to the services being provided and must not extend beyond a professional level. No familiarities will be tolerated.

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## 5.6 Emergency plan

In the event of an emergency (e.g., strike, power outage, water outage, pandemic, fire, etc.), the contractor must provide his or her business continuity plan and/or emergency plan within 48 hours of the project manager's verbal request. In the event of an epidemic or pandemic, the contractor must take all hygiene measures required, as required by Public Health Canada and Health Canada. The contractor may be required to service normally self-service stations, provide products in individual packaging or any other requirements of the project manager, depending on the situation.

### Restrictions in case of emergency (generators)

In emergency situations (generators), the utilization of the dishwasher must be approved by the project manager. The latter should only be used when absolutely necessary, and the service must be done in cardboard dishes.

### Items to provide in case of emergency

WITHIN TWO HOURS FOLLOWING A VERBAL NOTICE FROM THE PROJECT MANAGER, THE CONTRACTOR MUST PROVIDE THE FOLLOWING ITEMS IN THE CASE OF AN EMERGENCY (I.E. A STRIKE, A POWER OUTAGE, A WATER SYSTEM FAILURE, A PANDEMIC, ETC.):

- Two varieties of sandwich;
- Two varieties of salad;
- One dessert;
- Individual bottled water;
- Powdered milk;
- Variety of dried fruit;
- Cracker breads ;
- Crackers;
- Potatoes or other root vegetables;
- Canned soup;
- Canned meat;
- Canned fish;
- Canned fruit/juice/vegetables;
- Ready-to-eat cereals;
- Peanut butter;
- Butter;
- Jams;
- Variety of nuts;
- Wheat;
- Vegetable oils;
- Dried vegetables;
- Dried peas and lentils;
- Instant coffee;
- Tea;
- Spices;
- Two varieties of pasta;
- Rice;
- Other dehydrated and dried food products.

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## 5.7 Other obligations of the contractor

IT IS THE CONTRACTOR'S RESPONSIBILITY TO MANAGE THE CUSTOMERS COUNT AND THE NUMBER OF SERVICES THEY TAKE. IN THE EVENT THAT THE CONTRACTOR PROVES THAT THERE IS A TENDENCY TO OVER-WASTE, THE PROJECT AUTHORITY WILL INTERVENE TOWARDS CUSTOMERS.

IN ADDITION, THE CONTRACTOR MUST OBTAIN THE PRIOR APPROVAL OF THE PROJECT MANAGER FOR ITEMS OR SERVICES, INCLUDING, BUT NOT LIMITED TO:

- i. All menus, for example, the cyclical six-week menu, the contents of boxed lunches, etc.;
- ii. Dishes; cutlery; colours of tablecloths, runners, centrepieces cloth napkins, candles and decorative candlestick, which should match the room's decor;
- iii. The containers for to-go meals and boxed lunches;
- iv. All posters or ads before being displayed by the contractor;
- v. All modifications of the material/equipment inventory provided by CBSA; see in ANNEX A.1, "SUPPLIES AND EQUIPMENT SUPPLIED BY THE CBSA";
- vi. The number, type and the location of the various vending machines;
- vii. Any additional service that the contractor wants to provide.

COVER THE COST OF ADVERTISING, INCLUDING PRINTING, PHOTOCOPYING, AS WELL AS ALL OTHER ADMINISTRATIVE COSTS ASSOCIATED WITH MANAGING THIS CONTRACT.

WITHIN 30 DAYS AFTER THE CONTRACT IS AWARDED, THE CONTRACTOR MUST PROVIDE WRITTEN PROOF THAT IT HAS SIGNED AN AGREEMENT WITH AT LEAST TWO (2) CATERERS IN THE EVENT THAT:

- THE MINIMUM MENU REQUIRES ARE NOT MET;
- THE CONTRACTOR'S STAFF GOES ON STRIKE;
- ALL OTHER SITUATIONS THAT COULD INTERFERE WITH THE EXECUTION OF THIS CONTRACT.

## 6. MEAL SCHEDULE

	Monday to Friday	Saturday, Sunday and Holidays	Evening training
<b>Breakfast</b>	5 a.m. to 9:45 a.m.	7 a.m. to 11 a.m.	9:45 a.m. to 4 p.m. <i>à la carte</i>
<b>Morning coffee break Cafeteria and Canteen</b>	9 a.m. to 10:30 a.m.	n/a	n/a
<b>Lunch</b>	10:45 a.m. to 1:30 p.m.	11 a.m. to 1:30 p.m.	n/a
<b>Grill / Snack Counter / Sandwiches</b>	11 a.m. to 9 p.m.	11 a.m. to 9 p.m.	8 p.m. to 2 a.m.
<b>Afternoon coffee break Cafeteria and Canteen</b>	1:45 p.m. to 3:30 p.m.	n/a	n/a
<b>Dinner</b>	5 p.m. to 9 p.m.		n/a
<b>Evening coffee break</b>	n/a	n/a	9:30 p.m. to 10:30 p.m.
<b>Closures</b>	10:30 to 10:45 a.m. 1:30 to 1:45 p.m. 4:30 to 5 p.m.		n/a

## 7. ENVIRONMENTAL CONSIDERATIONS

As sustainable development is a priority for the Federal Government and the CBSA College, the contractor must adopt eco-responsible practices, such as, but not limited to:

- Serve all drinks in a fountain (juice, soft drinks, etc.). When this is not possible, use individual containers by prioritizing the largest formats available on the market (e.g., large cartons of milk, etc.);
- Focus on organic and/or fair trade products. Environmental and social certifications must be Type 1 (e.g. Fairtrade, Rainforest Alliance, Fair for Life, etc.);
- Serve in bulk and in self-service jams, marmalades, spreads, peanut butter, butter, margarine, cream cheese, maple syrup, honey, mustard, ketchup, etc.
- Solid foods and seasonings must be served in bulk and in self-service (ex: cereals, cheeses, yogurts, condiments, salt, pepper, sugar, etc.);

## 8. MINIMUM MENU REQUIREMENTS

These choices will vary and will be increased based on the weekly volume of business projections.

BEVERAGES	
The drinks listed must be available every day at every meal.	<ul style="list-style-type: none"> <li>• A choice of six coffees (decaffeinated, light, medium, strong and two flavored ones. The flavors have to change every two days);</li> <li>• A choice of six herbal teas;</li> <li>• Tea;</li> <li>• Hot chocolate;</li> <li>• 3.25 % milk;</li> <li>• 2 % milk;</li> <li>• 2 % chocolate milk;</li> <li>• Skim milk;</li> <li>• Soy milk;</li> <li>• Lactose-free milk.</li> <li>• Iced tea;</li> <li>• Tomato juice</li> <li>• A minimum of four varieties of juices in fountain (orange, apple, lemonade are mandatory, plus one more.</li> <li>• A choice of five recognizable brands of soft drinks (regular and diet) in fountain.</li> </ul>
BREAKFAST	
Cereals and fresh fruit (Every day)	<ul style="list-style-type: none"> <li>• A minimum of four breakfast cereals, including one whole-wheat cereal;</li> <li>• A choice of at least three types of hot oatmeal (e.g. apple and maple syrup);</li> <li>• Dried raisins;</li> <li>• Fresh fruit salad (no sugar);</li> <li>• Platter of sliced fruit;</li> <li>• Five flavours of yogurt, two of which must be clearly marked as being low in fat and sugar;</li> <li>• Four hard cheeses (cottage, cheddar, Swiss, Monterey Jack, Havarti);</li> </ul>

<b>Bread counter (Every day)</b>	<ul style="list-style-type: none"> <li>• Two varieties of brioches (cinnamon, raisins);</li> <li>• At least four varieties of bread (white, whole wheat, 14 grains, low fat / low sugar);</li> <li>• Two varieties of English muffin;</li> <li>• Two varieties of bagel;</li> <li>• Butter, margarine, assorted jams, maple syrup, honey, marmalade, peanut butter, cream cheese.</li> </ul>
<b>Pastries (Every day)</b>	<ul style="list-style-type: none"> <li>• Two varieties of croissant (butter, almond, chocolate);</li> <li>• Four varieties of muffin (fruit, carrot, low fat/low sugar, etc.);</li> <li>• Three varieties of cookie (oatmeal raisin, chocolate, low fat / low sugar);</li> </ul>
<b>Continental breakfast (Every day)</b>	<ul style="list-style-type: none"> <li>• Two varieties of pancakes;</li> <li>• Two varieties of waffle;</li> <li>• Freshly prepared French toast with fresh fruit coulis and syrup;</li> <li>• Four varieties of omelette (ham, asparagus, cheese, etc.) – upon request.</li> </ul>
<b>Eggs and meats (Every day)</b>	<ul style="list-style-type: none"> <li>• Various types of eggs, made to order;</li> <li>• Variety of sides: <ul style="list-style-type: none"> <li>○ Bacon;</li> <li>○ Ham;</li> <li>○ Sausage;</li> <li>○ Baked beans;</li> <li>○ Roasted potatoes.</li> </ul> </li> </ul>
<b>LUNCH AND DINNER</b>	
<b>Main menu Six-week cycle</b>	<ul style="list-style-type: none"> <li>• A choice of two freshly prepared main courses (a substantial meat dish and a light meat dish) must be offered at lunch and dinner. To vary the menu, the second dish can be replaced by a fish or vegetarian dish. One meal offered at lunch must be different from those offered at dinner.</li> <li>• Roast beef, shellfish and fish must be served at least once a week (Monday to Thursday).</li> <li>• Fries and one other potato side, rice, couscous or pasta must accompany each meal.</li> <li>• A choice of two vegetables (fresh in season or frozen in winter). A different choice must be provided every day.</li> <li>• There must be enough hot vegetable sides to stock all service stations.</li> <li>• One day every three weeks of the six-week cycle must be dedicated to a "cultural" theme to allow clients to taste world cuisine. The promotion of this day must be done at least one week in advance.</li> </ul>

<b>Grill and snack counter</b> One-week menu cycle (seven consecutive days)	<ul style="list-style-type: none"> <li>• A choice of chicken, sausages, fish and beef (steak) must be offered at each meal.</li> <li>• A choice of beef hamburgers, vegetarian, chicken, hot dogs and vegetarian hot dogs must be available at each meal.</li> <li>• A choice of sandwiches (cheese melt, smoked meat, western and club) must be offered at each meal.</li> <li>• Fries and poutine must be available at each meal.</li> </ul>
<b>Pizza and Pasta</b> One-week menu cycle (seven consecutive days)	<ul style="list-style-type: none"> <li>• A choice of two fresh pasta dishes, one of which must be vegetarian, must be available at every meal. The pasta dishes served at dinner cannot be the same as those served at lunch and must change from day to day.</li> <li>• One "choose your own topping pizza" and three traditional varieties (all-dressed, pepperoni-cheese, etc.) prepared ahead of time.</li> </ul>
<b>Vegetarian Cuisine</b> One-week menu cycle (seven consecutive days)	<ul style="list-style-type: none"> <li>• Vegetarian dishes must be offered at every meal.</li> <li>• The lunch menu must be different from the dinner menu.</li> </ul>
<b>Bread and sandwiches</b> One-week menu cycle (seven consecutive days)	<ul style="list-style-type: none"> <li>• At each meal, the contractor must offer:</li> <li>• Ten varieties of bread;</li> <li>• Five varieties of cold meats;</li> <li>• Four varieties of cheese;</li> <li>• At least eight condiments.</li> <li>• Clients must be able to order freshly prepared sandwiches on the bread of their choice every day.</li> </ul>

<p><b>Salad bar</b></p> <p>A one-week menu cycle (7 consecutive days) is required for the salad station.</p>	<p><b>A choice of six salads must be offered for lunch and dinner:</b></p> <ul style="list-style-type: none"> <li>• Two must contain meat (chicken, pork, turkey, beef, etc., in rotation);</li> <li>• Four must be vegetarian and one must be a mixed beans salad.</li> <li>• The salads served at dinner must be different from those served at lunch;</li> <li>• Salad dressings must be served separately.</li> </ul> <p><b>Required toppings :</b> Pickles, black olives, dried tomatoes, marinated beetroot, croutons, parmesan cheese, cottage cheese, shredded cheese, hard-boiled eggs, real bacon bits, simulated bacon bits (vegetarian), cucumber, onion, carrots, celery sticks, cucumber slices, quartered tomatoes, diced red and green peppers.</p> <p><b>Salad dressings_</b> - Four popular choices (8 or 16 oz bottles), including two light ones, plus balsamic vinegar and olive oil.</p> <p><b>Sauces:</b> HP, Sriracha and Chili</p>
<p><b>Soup and bread</b></p> <p>A one-week menu cycle (7 consecutive days) is required for the soup station. A one-week menu is required for the bread, crackers and condiments station</p>	<p><b>Bread</b> – Two varieties of buns.</p> <p><b>Soup</b> – Two varieties of soup, one must be different at every meal.</p> <p><b>Crackers</b> – Two varieties at each meal, for example, salted crackers, melba.</p> <p><b>Condiments:</b> Mustard, mayonnaise, relish, ketchup, vinegar, soy sauce.</p>
<p><b>FRESH FRUIT</b></p>	
<p><b>Fresh fruit</b></p> <p>The fruit listed here must be available at every meal.</p>	<ul style="list-style-type: none"> <li>• A choice of six fresh fruit. For example, apples, oranges, pears, grapes, plums, cherries, peaches, nectarines, ripe bananas, kiwis, cantaloupe, honeydew, watermelon, strawberries, pineapple, or other in-season fruit;</li> <li>• Platters of sliced fruit.</li> </ul>



DESSERTS	
<b>Desserts</b>  A one-week menu cycle (seven consecutive days) is required for the dessert station.	<ul style="list-style-type: none"> <li>• A choice of <b>six</b> cold desserts must be offered (a variety of cakes, tarts, creamy puddings, French pastries, fresh fruit salad). The choice must be different every two days.</li> <li>• Three flavours of ice cream (chocolate, vanilla and other).</li> <li>• A choice of light dessert.</li> </ul>
COFFEE BREAK	
<b>Cafeteria Morning</b>	<b>Pastries</b> <ul style="list-style-type: none"> <li>• Two varieties of croissant (butter, almond, chocolate, etc.);</li> <li>• Four varieties of muffin (fruit, carrot, low fat/low sugar, etc.);</li> <li>• Two varieties of pastries (fruit pastries, palmier pastry, etc.);</li> <li>• Three varieties of cookies (oatmeal raisins, chocolate, low fat/ low sugar, etc.).</li> </ul> <b>Fresh fruit</b> <ul style="list-style-type: none"> <li>• A choice of six fruits (whole);</li> <li>• A choice of four fruits (sliced).</li> </ul> <b>Milk products (protein)</b> <ul style="list-style-type: none"> <li>• Five flavours of yogurt, two of which must be clearly marked as being low in fat and sugar.</li> </ul>

<b>Canteen</b> <b>Afternoon and evening</b>	<ul style="list-style-type: none"> <li>• Four varieties of coffee;</li> <li>• Milk 2%;</li> <li>• Skimmed milk;</li> <li>• Soy milk;</li> <li>• Lactose-free milk;</li> <li>• Hot water;</li> <li>• Hot chocolate;</li> <li>• Various tea bags;</li> <li>• Two kinds of juice. <b>Morning:</b> orange juice and a different kind. <b>Afternoon:</b> lemonade and a different kind;</li> <li>• Two varieties of pastries (butter croissants, brioches, etc.);</li> <li>• Three varieties of muffins (fruit, chocolate, carrots, etc.), one must be a healthier option (oats or bran);</li> <li>• Three varieties of cookies (chocolate, chocolate chips, etc.), one must be a healthier option (raisins and oats, etc.);</li> <li>• Three varieties of whole fruit (bananas, apples, oranges, peaches, etc.). The options must vary every day.</li> </ul>
<b>Cafeteria</b> <b>Afternoon and evening</b>	<ul style="list-style-type: none"> <li>• Three varieties of cookie (oatmeal raisin, chocolate, low fat/low sugar, etc.)</li> <li>• Variety of sliced vegetables (at least four varieties)</li> <li>• Two varieties of dip, including one low-fat variety</li> <li>• A choice of six fruits (whole)</li> <li>• A choice of four fruits (sliced)</li> </ul> <p><b>Milk products (protein)</b></p> <ul style="list-style-type: none"> <li>• Five flavours of yogurt, two of which must be clearly marked as being low in fat and sugar</li> </ul>
<p style="text-align: center;"><b>LUNCH BOX</b></p>	
<b>Lunch Box</b> On request only	<ul style="list-style-type: none"> <li>• Bottle of water, which meets the requirements of point 4. n) iv);</li> <li>• One or two protein-based sandwiches (90g of meat, 110g of fish salad);</li> <li>• Vegetable salad;</li> <li>• Fresh fruit;</li> <li>• Dessert;</li> <li>• Two beverages (250ml);</li> <li>• To-go snack (e.g. granola bar, nuts, etc.);</li> <li>• Condiments if requested.</li> </ul>

## 9. SPECIAL EVENTS SERVED OUTSIDE THE CAFETERIA

In order to serve clients properly, the project manager may request a service not listed in this contract only if a written submission has been obtained from the contractor and has been accepted by the project manager.

For special occasions and at the request of the project manager, the contractor will be required to provide special services outside the cafeteria. These events could be, but are not limited to, banquets, ceremonies, meetings, presentations, graduations or any other events required by CBSA clients. These services are usually provided in the Vaudreuil dining room, but the project manager can sometimes choose another location (e.g. outside in a tent, in the hangar, gymnasium, room, suite, office, etc.).

During these services, the contractor must provide all the food, equipment and personnel necessary to store, handle, cook, transport and serve regardless of the number of people to be served. The contractor must pick up his equipment after the event.

The contractor and the project manager will sign the form "Request – Special Services" to confirm the terms and conditions of the service to be provided. Clients who attend special events will not take their normal meal in the cafeteria, so the contractor will therefore take that into account when planning its service and when invoicing, see ANNEX B.1 "INVOICING INSTRUCTIONS".

**a) Buffet-style catering services (provided by the contractor at the time of the proposal, see Annex "B")**

TEN MENU CHOICES MUST BE ESTABLISHED BY THE CONTRACTOR, AND AMONGST THESE CHOICES, FOUR MENU MUST BE COLD AND THE OTHER SIX MUST BE HOT. THE APPETIZERS AND DESSERTS MUST BE INTERCHANGEABLE NO MATTER THE CHOICE OF MENU SELECTED. AT THE TIME THAT THE CONTRACT IS AWARDED, THE PROPOSED MENUS MUST BE APPROVED BY THE PROJECT MANAGER. THE MENUS WILL THEN HAVE TO BE AMENDED AND APPROVED EVERY SEASON.

**b) Catering services including table service (provided by the contractor at the time of the proposal, see Annex "B")**

Nine menu choices must be established by the contractor. The appetizers and desserts must be interchangeable no matter the choice of menu selected. At the time that the contract is awarded, the proposed menus must be approved by the project manager. The menus will then have to be amended and approved every season.

**c) Water/beverage service**

THE CONTRACTOR MUST SERVE ICE WATER, AND HOT AND COLD BEVERAGES OUTSIDE THE CAFETERIA ON REQUEST OF THE PROJECT MANAGER. THIS INCLUDES:

<b>1</b>	Pitchers of drinking water
<b>2</b>	Coffee, tea, pitchers of drinking water
<b>3</b>	Coffee, tea, pitchers of drinking water and fruit juices
<b>4</b>	Coffee, tea, pitchers of drinking water, fruit juices and pop.

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Note: Bottled water could be requested by the project manager instead of pitchers of water.

**d) Coffee break**

THE CONTRACTOR MUST PROVIDE THE FOLLOWING COFFEE-BREAK SERVICES ON REQUEST OF THE PROJECT MANAGER. THIS INCLUDES:

<b>1</b>	<b>Morning coffee break:</b> Coffee, tea, fruit juice, pitchers of drinking water, three varieties of cookies, three varieties of pastries, six varieties of sliced fruit, three varieties of cheese, two varieties of crackers, four varieties of cut vegetables and two varieties of dip.
<b>2</b>	<b>Afternoon and evening coffee break:</b> Coffee, tea, fruit juice, pitchers of drinking water, two varieties of cookies, four varieties of cut vegetables and two varieties of dip.
<b>3</b>	<b>Coffee break for ceremonies:</b> Coffee, tea, fruit juice, pitchers of drinking water, vanilla or chocolate or marble cake or cupcake. If requested, an identification can be added on cakes.

Note: Bottled water could be requested by the project manager instead of pitchers of water.

**e) BBQ**

THE CONTRACTOR MUST BE IN A POSITION TO SERVE THE FOLLOWING CHOICES, IN ACCORDANCE WITH THE TIMELINE SET OUT WHEN THE FORM "REQUEST – SPECIAL SERVICES" IS SIGNED.

	BBQ FOOD
1.	4-oz striploin
2.	8-oz striploin
3.	12-oz striploin
4.	4-oz filet mignon
5.	6-oz filet mignon
6.	8-oz filet mignon
7.	6-oz chicken breast
8.	8-oz chicken breast
9.	12-oz chicken breast
10.	Chicken thigh
11.	6-oz salmon filet
12.	8-oz salmon filet
13.	12-oz salmon filet
14.	Hot dogs and vegetarian hot dogs
15.	Beef and vegetarian burgers

**Items 1 to 13 must be accompanied by the following:**

- i. Two salads (a green salad with vegetables and a pasta salad with vegetables);
- ii. Drinks (recognized brands of pop and fruit juice);
- iii. Oven-roasted potatoes, rice or fries (patron's choice);
- iv. Fresh crusty bread (no pre-sliced bread) and butter;
- v. Two desserts (variety of French pastries and a platter of fresh fruit);
- vi. RECYCLABLE disposable cutlery glasses and plates (two of each item per person).

**Items 14 and 15 must be accompanied by the following:**

- i. Two salads (a green salad with vegetables and a pasta salad with vegetables);
- ii. Drinks (recognized brands of pop and fruit juice);
- iii. Condiments (ketchup, mustard, relish, onions, coleslaw, chili peppers, etc.);
- iv. Fries;
- v. Two desserts (variety of French pastries and a platter of fresh fruit);
- vi. RECYCLABLE disposable cutlery glasses and plates (two of each item per person).

- f)** Services a, b, c and f must include water, coffee and tea services.

## 10. VENDING MACHINES

- a) The contractor must provide all of the materials, equipment and provisions required to manage the sale of goods through vending machines (2 to 7 vending machines with snacks and beverages);
- b) Vending machines must be filled and checked every day;
- c) The project manager may perform inventory checks at any time;
- d) The contractor must also post a sign, in both official languages, with the instructions to follow if the machine malfunctions;
- e) At all times, the contractor must offer the following:
  - Snacks (granola bars, dried fruit, nuts, chocolate, chips, gum);
  - Pop, energy drinks, cold juices, bottled water;
  - Hot drinks, such as tea, coffee, hot water and other;
  - Equipment and goods in good condition;
  - Vending machines that give back change;
  - Other products determined by the project manager; and
  - Any other item agreed upon by the contractor and the project manager.

## 11. SUPPORT

CANADA WILL GIVE THE CONTRACTOR:

- a) The last working day of the week, usually Friday, the project manager will give the projections for the number of patrons for the following week, for both the day and evening;
- b) Three times a day, CBSA will provide a list of room numbers occupied by residents, so the contractor will know the real number of residents for each meal (breakfast, lunch and dinner);
- c) When the information becomes available, CBSA will provide a list of the names and meals that non-residents will eat. Amendmends can be made up to the date of service;
- d) The technical facilities, including heating, lighting, electricity, plumbing, gas and air conditioning, which are required in the existing facilities. CBSA will be responsible for all associated costs, on the condition that the food service activities comply with energy efficiency measures;
- e) Coal barbecues and coal;
- f) THE PROJECT MANAGER WILL INFORM THE CONTRACTOR, VIA THE "REQUEST – SPECIAL SERVICES" FORM, OF THE MEAL REQUIREMENTS FOR SPECIAL OCCASIONS 48 HOURS BEFORE THE EVENT, AND WILL ALSO CONFIRM THE NUMBER OF PATRONS AND VISITORS ONE DAY BEFORE THE EVENT.
- g) THE NUMBER OF PATRONS COULD BE INCREASED OR LOWERED AT ANY TIME, BASED ON THE OCCUPANCY RATE;
- h) A DETAILED INVENTORY OF THE MATERIALS/EQUIPMENT PROVIDED BY CBSA WILL BE SIGNED BY THE PROJECT MANAGER AND THE CONTRACTOR AT THE START OF THE CONTRACT. SEE ANNEX A.1 "SUPPLIES AND EQUIPMENT SUPPLIED BY THE CBSA" FOR UPDATES TO THIS LIST DURING THE CONTRACT TERM. SEE ALSO SECTION 5 "OBLIGATIONS" FOR ANY UPDATES TO THIS LIST DURING THE CONTRACT.

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## 12. GLOSSARY

<b>Patrons:</b>	All residents and non-residents, as described in this document.
<b>Residents:</b>	Anyone who occupies a room at the CBSA College and whose meals and coffee breaks will be paid for by the CBSA.
<b>Non-residents:</b>	Anyone who does not occupy a room at the CBSA College and for whom only certain meals and coffee breaks will be paid for by the CBSA.
<b>Employees:</b>	Anyone employed by the CBSA whose home position is located at the CBSA College and who will pay for the food they wish to consume.
<b>Contract employees:</b>	Anyone employed by a subcontractor whose home position is located at the CBSA College and who will pay for the food they wish to consume.
<b>Visitors:</b>	Anyone who does not occupy a room at the CBSA College and who will pay for the food they wish to consume.
<b>Meal-day:</b>	A calculation unit used to assess the number of residents who show up in the cafeteria for each of the services provided and the amounts that will be charged. The day/meal starts at dinner on the day of the client's arrival and ends at the afternoon coffee break the next day.
<b>Individual meal/snack:</b>	A calculation unit used to assess the number of non-residents who show up at the cafeteria and for what services and the amounts that must be charged. Meals and coffee breaks will be individually identified.
<b>Project manager:</b>	The main interlocutor in relation to the smooth running of this contract. However, it can be represented and/or replaced at any time, depending on operational needs.
<b>Unforeseen events:</b>	Event outside the CBSA's control and can be described as, but not limited to: ice crisis, natura



## ANNEX "A-1" SUPPLIES AND EQUIPMENT SUPPLIED BY THE CBSA

#	Equipement name	Brand	Gaz alimentation	Model	Comments
01	Walk-in Freezer	Norbec		LSE3701-2-SP	90-980-C04
02	Cold Storage room	Foster		-	
03	Cold Storage room	Foster		-	
04	Cold Storage room	Foster		-	
05	Walk-in Freezer	Foster		-	
06	Refrigerator	Delfield		SARRI2-S	
07	Refrigerator	Delfield		SARRI2-S	
08	Exhaust hood Bio-Vent	Cadexair		CA-1-M-M	
09	Exhaust hood Bio-Vent	Cadexair		CA-1-M-M	
10	Exhaust hood Bio-Vent	Cadexair		CA-1-M-M	
11	Exhaust hood Bio-Vent	Cadexair		CA-1-M-M	
12	Exhaust hood Bio-Vent	Cadexair		CA-1-M-M	
13	Exhaust hood Bio-Vent	Cadexair		CA-1-M-M	
14	Exhaust hood Bio-Vent	Cadexair		CA-1-M-M	
15	Grease Extractor Module	Cadexair		CA-1-M-M	
16	Grease Extractor Module	Cadexair		CA-1-M-M	
17	Grease Extractor Module	Cadexair		CA-1-M-M	
18	Grease Extractor Module	Cadexair		CA-1-M-M	
19	Grease Extractor Module	Cadexair		CA-1-M-M	
20	Grease Extractor Module	Cadexair		CA-1-M-M	
21	Fire protection System	Safety First		CC-100-*Bio	
22	Fire protection System	Safety First		CC-100-*Bio	
23	Fire protection System	Safety First		CC-100-*Bio	
24	Fire protection System	Safety First		CC-100-*Bio	
25	Fire protection System	Safety First		CC-100-*Bio	90-910-C03
26	Fire protection System	Safety First		CC-100-*Bio	
27	Kettles (2X)	Vulcan		KDT-6-T K40EL	Or VEL-30
28	Work table with front drawer	-	-	-	In front of the kettles
29	Autoclave (steamer)	Cleveland	X	42-CKGM-300	
30	Stainless storage bacs (4)	-	-	-	For flour, sugar, etc.
31	Mobile Combi Oven	Blodgett	X	BCX-14E	
32	Convection Oven (2)	Vulcan	X	DFG-100 XCEL	
33	Work table with kitchen sink	-	-	-	In front of blodgett stove
34	Mobile fryer	Frymaster	X	FPC228	
35	Basket (6)	Frymaster	-	-	With # 28
36	Spacer	Frymaster	-	-	With # 28
37	Heavy Duty Griddle Top Range	Garland	X	MST47-51R-E	

Solicitation No. - N° de l'invitation  
47419-211264/A  
Client Ref. No. - N° de réf. du client  
47419-21-1264

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTA-0-43007

Buyer ID - Id de l'acheteur  
MTA490  
CCC No./N° CCC - FMS No./N° VME

#	Equipement name	Brand	Gaz alimentation	Model	Comments
38	Heavy Duty Ranges with Burners	Garland	X	MST43R-E	6 burners
39	Stainless table with drawer	-	-	-	In front of 6 burners stove
40	Braising pan tilting skillet	Cleveland	X	SGL-30-TR	
41	Fryer	Frymaster		FMRE122-SC	90-900-C12
42	Carving sation (4)	Hatco		-	
43	Counter Char-Broilers	Garland	X	GTBG24-AR24	90-900-C19
44	Refrigereted support	Delfield		F2975SC	
45	Holding station	Delfield		SAHPT2N-SH	
46	Conveyor Toaster	Hatco		TQ-1200	90-900-C17
47	Conveyor Toaster	Hatco		TQ-1200	90-900-C17, Choquette #K-37036
48	Conveyor Toaster	Savory		RT20SE	90-900-C17
49	Super Deluxe Sandwich/Salad Unit	Turbo Air		TST-48SD	90-960-C081
50	Super Deluxe Sandwich/Salad Unit	Turbo Air		TSL-48SD	90-960-C079
51	3 Heating plate distributor	Antonee	-	RTD-H	90-900-C10
52	Cold pan drop	Delfield		N8144-FA	
53	Cold pan – Salads (2)				90-960-C03
54	2 Round Soup Wells Drop + counter	APW Wyott		SM-50-11D UL	83B
55	Double Milk Dispenser	Silver King		SK2RS	
56	Holding & Display Pizza Cabinets	Hatco		FSDT-1	
57	Paninni Grill	Ottimo		13917	
58	Dishwasher	Hobart		CLPS-76e RL	115-
59	Cup washer	Moyer Diebel	DF M7		Bar
60	Ice Maker	Manitowoc		SPA310 SD0452A	Kitchen
61	Storage	-	-	-	Stainless counter
62	4 doors Storage	-	-	-	Under pizza oven
63	Refrigerator double doors	Foster		RH-72	90-960-C03
64	Super Deluxe Sandwich/Salad Unit	Turbo Air		TST-48SD	90-960-C081
65	Super Deluxe Sandwich/Salad Unit	Turbo Air		TST-48SD	90-960-C079
66	Holding station table	-	-	-	90-900-C20 hot meals
67	Holding station table	-	-		Fries

Solicitation No. - N° de l'invitation  
47419-211264/A  
Client Ref. No. - N° de réf. du client  
47419-21-1264

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTA-0-43007

Buyer ID - Id de l'acheteur  
MTA490  
CCC No./N° CCC - FMS No./N° VME

#	Equipement name	Brand	Gaz alimentation	Model	Comments
68	Pasta holding station	Merco		EZ7W 48X	
69	Microwave (2)	Amana		LD10D2	C-225827
70	Microwave	Panasonic		NE-1064	
71	Counter Frying Plate	Vulcan	X	MSA48	90-900-C23
72	Holding station table	-	-	-	90-900-C21 fries and vegetarian
73	Portable sink				90-900-C14
74	Refrigerator double doors	Foster			
75	Refrigerator desserts and beverages	QRC Commercial		TGM-48R	
76	Freezer	Alto-Shaam			
77	Mixer	Hobart		HL600	
78	Ice cream freezer				
79	Basin (worm screws)		-	-	90-900-C27
80	Heating bol distributor	Custom diamond Mtl		N4CH6.5	B-188505
81	2 stainless tablets				Behind the door
82	Portable sink				90-900-C14
83	Stainless sink (2)				
84	Stainless shelf				
85	Stainless shelves on wheels (2)				
86	Stainless table with wheels				
87	Stainless table with sink				
88	Counter with work table and sink (1)				
89	Steamer (2)	Vulcan		C24E3-BSC	
90	Stainless plate scales (4)				
91	Plastic shelves (25)				
92	Plastic storage bins (6)	Rubbermaid			
93	Refrigerator (1) (mobile canteen)				
94	Tables (3) (mobile canteen)				
95	Blast Chiller				
96	BBQ Grill				

Signatures:

\_\_\_\_\_

CBSA, \_\_\_\_\_ Fournisseur, \_\_\_\_\_

## ANNEX "B" BASIS OF PAYMENT

### PRICE FOR THE FIRST TWO YEARS OF THE CONTRACT December 21, 2020 to December 20, 2022

#### Part 1 – Price for services described in Section 8. Minimum menu requirements

##### a) Price for residents (meal-day) and non-residents (Individual meal/snack)

	Period: December 21, 2020 to December 20, 2022	Fixed price all inclusive Individual meal/snack	Fixed price all inclusive meal-day
1	Breakfast	\$ per person	
2	Morning coffee break	\$ per person	
3	Lunch	\$ per person	
4	Afternoon coffee break	\$ per person	
5	Dinner	\$ per person	
	Total price for Individual meal/snack = meal-day:		\$ per person

##### b) Cost for evening training

1	Supplement for residents	\$ per night
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#### Part 2 – Price for services provided when the emergency plan is in effect, as described in Section 5.6. Emergency plan

1	Emergency menu	\$ per person
2	Additional hygiene measures in the event of an epidemic or pandemic	\$ per person

#### Part 3 – Price for services described in Section 9. Special events served outside the cafeteria

##### a) Water/beverage service

Fixed price all inclusive per person						
	Period: December 21, 2020 to December 20, 2022	Between 1-10 people	Between 11-30 people	Between 31-75 people	Between 76-150 people	150 people and up
1	Pitchers of drinking water	\$	\$	\$	\$	\$
2	Pitchers of water, coffee, tea	\$	\$	\$	\$	\$
3	Pitchers of water, coffee, tea, juice, pop	\$	\$	\$	\$	\$
4	Pitchers of water, coffee, tea, juice					

**b) Coffee break**

Note : For a) and b), there will be additional cost if bottled water is request.

Fixed price per person											
Period : December 21, 2020 to December 20, 2022	1-10 people		11-30 people		31-75 people		75-150 people		150 people and +		
	Price - resident	Price – non- resident	Price - resident	Price – non- resident	Price - resident	Price – non- resident	Price - resident	Price – non- resident	Price - resident	Price – non- resident	
1 Coffee break - Morning	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
2 Coffee break – afternoon and evening	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
3 Coffee break - Ceremony	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	

**c) Bottled water**

Fixed price					
Périod : December 21, 2020 to December 20 2022	Between 1-10 people	Between 11-30 people	Between 31-75 people	Between 76-150 people	150 people and up
Bottled water (\$ extra to service a) 1-2-3-4 or b) 1-2-3					

**d) Buffet-style catering services**

No	Period: December 21, 2020 to December 20, 2022	a) Price invoiced for one resident c) –b) = a)	b) Price included in the meal-day price (lunch)	c) Total value*
1		\$	\$	14.28 \$
2		\$	\$	16.32 \$
3		\$	\$	18.36 \$
4		\$	\$	20.40 \$
5		\$	\$	22.44 \$
6		\$	\$	24.48 \$
7		\$	\$	26.52 \$
8		\$	\$	28,56 \$
9		\$	\$	30,60 \$
10		\$	\$	32,64 \$

\* Total value= Total price for a non-resident

**e) Catering services including table service**

No	Period: December 21, 2020 to December 20, 2022	a) Price invoiced for one resident c) -b) = a)	b) Price included in the meal-day price (lunch)	c) Total value*
1		\$	\$	18.36 \$
2		\$	\$	21.42 \$
3		\$	\$	24.48 \$
4		\$	\$	27.54 \$
5		\$	\$	30.60 \$
6		\$	\$	33.66 \$
7		\$	\$	36.72 \$
8		\$	\$	39.78 \$
9		\$	\$	42.84 \$

\* Total value= Total price for a non-resident

**f) Barbecue**

No	Period: December 21, 2020 to December 20, 2022 Barbecue foods	a) Price invoiced for one resident c) -b) = a)	b) Price included in the meal- day price (lunch)	c) Total value*
1	4-oz striploin	\$	\$	\$
2	8-oz striploin	\$	\$	\$
3	12-oz striploin	\$	\$	\$
4	4-oz filet mignon	\$	\$	\$
5	6-oz filet mignon	\$	\$	\$
6	8-oz filet mignon	\$	\$	\$
7	6-oz chicken breast	\$	\$	\$
8	8-oz chicken breast	\$	\$	\$
9	12-oz chicken breast	\$	\$	\$
10	Chicken thigh	\$	\$	\$
11	6-oz salmon filet	\$	\$	\$
12	8-oz salmon filet	\$	\$	\$
13	12-oz salmon filet	\$	\$	\$
14	Hot dogs and vegetarian hot dogs	\$	\$	\$
15	Beef and vegetarian burgers	\$	\$	\$

\* Total value= Total price for a non-resident

## PRICE FOR THE FIRST OPTIONAL YEAR

December 21, 2022 to December 20, 2023

### Part 1 – Price for services described in Section 8. Minimum menu requirements

#### a) Price for residents (meal-day) and non-residents (Individual meal/snack)

	Period: December 21, 2022 to December 20, 2023	Fixed price all inclusive Individual meal/snack	Fixed price all inclusive meal-day
1	Breakfast	\$ per person	
2	Morning coffee break	\$ per person	
3	Lunch	\$ per person	
4	Afternoon coffee break	\$ per person	
5	Dinner	\$ per person	
	Total price for Individual meal/snack = meal-day:		\$ per person

#### b) Cost for evening training

1	Supplement for residents	\$ per night
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### Part 2 – Price for services provided when the emergency plan is in effect, as described in Section 5.6. Emergency plan

1	Emergency menu	\$ per person
2	Additional hygiene measures in the event of an epidemic or pandemic	\$ per person

### Part 3 – Price for services described in Section 9. Special events served outside the cafeteria

#### a) Water/beverage service

Fixed price all inclusive per person						
	Period: December 21, 2022 to December 20, 2023	Between 1-10 people	Between 11-30 people	Between 31-75 people	Between 76-150 people	150 people and up
1	Pitchers of drinking water	\$	\$	\$	\$	\$
2	Pitchers of water, coffee, tea	\$	\$	\$	\$	\$
3	Pitchers of water, coffee, tea, juice, pop	\$	\$	\$	\$	\$
4	Pitchers of water, coffee, tea, juice					

### b) Coffee break

Note : For a) and b), there will be additional cost if bottled water is request.

Fixed price per person											
Period : December 21, 2022 to December 20, 2023	1-10 people		11-30 people		31-75 people		75-150 people		150 people and +		
	Price - resident	Price – non- resident	Price - resident	Price – non- resident	Price- resident	Price – non- resident	Price- resident	Price – non- resident	Price - resident	Price – non- resident	
1 Coffee break - Morning	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
2 Coffee break – afternoon and evening	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
3 Coffee break - Ceremony	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	

### c) Bottled water

Fixed price					
Périod : December 21, 2022 to December 20 2023	Between 1-10 people	Between 11-30 people	Between 31-75 people	Between 76-150 people	150 people and up
Bottled water (\$ extra to service a) 1-2-3-4 or b) 1-2-3					

### d) Buffet-style catering services

No	Period: December 21, 2022 to December 20, 2023	a) Price invoiced for one resident c) –b) = a)	b) Price included in the meal-day price (lunch)	c) Total value*
1		\$	\$	14.57 \$
2		\$	\$	16.65 \$
3		\$	\$	18.73 \$
4		\$	\$	20.81 \$
5		\$	\$	22.89 \$
6		\$	\$	24.97 \$
7		\$	\$	27.05 \$
8		\$	\$	29,13 \$
9		\$	\$	31,21 \$
10		\$	\$	33,29 \$

\* Total value= Total price for a non-resident



**e) Catering services including table service**

No	Period: December 21, 2022 to December 20, 2023	a) Price invoiced for one resident c) -b) = a)	b) Price included in the meal-day price (lunch)	c) Total value*
1		\$	\$	18.73 \$
2		\$	\$	21.86 \$
3		\$	\$	24.98 \$
4		\$	\$	28.10 \$
5		\$	\$	31.82 \$
6		\$	\$	35.00 \$
7		\$	\$	38.19 \$
8		\$	\$	41.37 \$
9		\$	\$	44.55 \$

\* Total value= Total price for a non-resident

**f) Barbecue**

No	Period: December 21, 2022 to December 20, 2023 Barbecue foods	a) Price invoiced for one resident c) -b) = a)	b) Price included in the meal- day price (lunch)	c) Total value*
1	4-oz striploin	\$	\$	\$
2	8-oz striploin	\$	\$	\$
3	12-oz striploin	\$	\$	\$
4	4-oz filet mignon	\$	\$	\$
5	6-oz filet mignon	\$	\$	\$
6	8-oz filet mignon	\$	\$	\$
7	6-oz chicken breast	\$	\$	\$
8	8-oz chicken breast	\$	\$	\$
9	12-oz chicken breast	\$	\$	\$
10	Chicken thigh	\$	\$	\$
11	6-oz salmon filet	\$	\$	\$
12	8-oz salmon filet	\$	\$	\$
13	12-oz salmon filet	\$	\$	\$
14	Hot dogs and vegetarian hot dogs	\$	\$	\$
15	Beef and vegetarian burgers	\$	\$	\$

\* Total value= Total price for a non-resident

## PRICE FOR THE SECOND OPTIONAL YEAR

December 21, 2023, to December 20, 2014

### Part 1 – Price for services described in Section 8. Minimum menu requirements

#### a) Price for residents (meal-day) and non-residents (Individual meal/snack)

	Period: December 21, 2023 to December 20, 2024	Fixed price all inclusive Individual meal/snack	Fixed price all inclusive meal-day
1	Breakfast	\$ per person	
2	Morning coffee break	\$ per person	
3	Lunch	\$ per person	
4	Afternoon coffee break	\$ per person	
5	Dinner	\$ per person	
	Total price for Individual meal/snack = meal-day:		\$ per person

#### b) Cost for evening training

1	Supplement for residents	\$ per night
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### Part 2 – Price for services provided when the emergency plan is in effect, as described in Section 5.6. Emergency plan

1	Emergency menu	\$ per person
2	Additional hygiene measures in the event of an epidemic or pandemic	\$ per person

### Part 3 – Price for services described in Section 9. Special events served outside the cafeteria

#### a) Water/beverage service

Fixed price all inclusive per person						
	Period: December 21, 2023 to December 20, 2024	Between 1-10 people	Between 11-30 people	Between 31-75 people	Between 76-150 people	150 people and up
1	Pitchers of drinking water	\$	\$	\$	\$	\$
2	Pitchers of water, coffee, tea	\$	\$	\$	\$	\$
3	Pitchers of water, coffee, tea, juice, pop	\$	\$	\$	\$	\$
4	Pitchers of water, coffee, tea, juice					

## b) Coffee break

Note : For a) and b), there will be additional cost if bottled water is request.

Fixed price per person											
	Period : December 21, 2023 to December 20, 2024	1-10 people		11-30 people		31-75 people		75-150 people		150 people and +	
		Price - resident	Price – non- resident	Price - resident	Price – non- resident	Price - resident	Price – non- resident	Price - resident	Price – non- resident	Price - resident	Price – non- resident
1	Coffee break - Morning	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
2	Coffee break – afternoon and evening	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
3	Coffee break - Ceremony	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

## c) Bottled water

Fixed price					
Périod : December 21, 2023 to December 20 2024	Between 1-10 people	Between 11-30 people	Between 31-75 people	Between 76-150 people	150 people and up
Bottled water (\$ extra to service a) 1-2-3-4 or b) 1-2-3					

## d) Buffet-style catering services

No	Period: December 21, 2023 to December 20, 2024	a) Price invoiced for one resident c) –b) = a)	b) Price included in the meal-day price (lunch)	c) Total value*
1		\$	\$	14.86 \$
2		\$	\$	16.98 \$
3		\$	\$	19.10 \$
4		\$	\$	21.23 \$
5		\$	\$	23.35 \$
6		\$	\$	25.47 \$
7		\$	\$	27,59 \$
8		\$	\$	29,71 \$
9		\$	\$	31,83 \$
10		\$	\$	33,96 \$

\* Total value= Total price for a non-resident

**e) Catering services including table service**

No	Period: December 21, 2023 to December 20, 2024	a) Price invoiced for one resident c) -b) = a)	b) Price included in the meal-day price (lunch)	c) Total value*
1		\$	\$	19.10 \$
2		\$	\$	22.30 \$
3		\$	\$	25.48 \$
4		\$	\$	28.66 \$
5		\$	\$	32.46 \$
6		\$	\$	35.71 \$
7		\$	\$	38.95 \$
8		\$	\$	42.20 \$
9		\$	\$	45.44 \$

\* Total value= Total price for a non-resident

**f) Barbecue**

No	Period: December 21, 2023 to December 20, 2024 Barbecue foods	a) Price invoiced for one resident c) -b) = a)	b) Price included in the meal- day price (lunch)	c) Total value*
1	4-oz striploin	\$	\$	\$
2	8-oz striploin	\$	\$	\$
3	12-oz striploin	\$	\$	\$
4	4-oz filet mignon	\$	\$	\$
5	6-oz filet mignon	\$	\$	\$
6	8-oz filet mignon	\$	\$	\$
7	6-oz chicken breast	\$	\$	\$
8	8-oz chicken breast	\$	\$	\$
9	12-oz chicken breast	\$	\$	\$
10	Chicken thigh	\$	\$	\$
11	6-oz salmon filet	\$	\$	\$
12	8-oz salmon filet	\$	\$	\$
13	12-oz salmon filet	\$	\$	\$
14	Hot dogs and vegetarian hot dogs	\$	\$	\$
15	Beef and vegetarian burgers	\$	\$	\$

\* Total value= Total price for a non-resident

## PRICE FOR THIRD OPTIONAL YEAR

December 21, 2024, to December 20, 2025

### Part 1 – Price for services described in Section 8. Minimum menu requirements

#### a) Price for residents (meal-day) and non-residents (Individual meal/snack)

	Period: December 21, 2024 to December 20, 2025	Fixed price all inclusive Individual meal/snack	Fixed price all inclusive meal-day
1	Breakfast	\$ per person	
2	Morning coffee break	\$ per person	
3	Lunch	\$ per person	
4	Afternoon coffee break	\$ per person	
5	Dinner	\$ per person	
	Total price for Individual meal/snack = meal-day:		\$ per person

#### b) Cost for evening training

	Supplement for residents	\$ per night
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### Part 2 – Price for services provided when the emergency plan is in effect, as described in Section 5.6. Emergency plan

1	Emergency menu	\$ per person
2	Additional hygiene measures in the event of an epidemic or pandemic	\$ per person

### Part 3 – Price for services described in Section 9. Special events served outside the cafeteria

#### a) Water/beverage service

Fixed price all inclusive per person						
	Period: December 21, 2024 to December 20, 2025	Between 1-10 people	Between 11-30 people	Between 31-75 people	Between 76-150 people	150 people and up
1	Pitchers of drinking water	\$	\$	\$	\$	\$
2	Pitchers of water, coffee, tea	\$	\$	\$	\$	\$
3	Pitchers of water, coffee, tea, juice, pop	\$	\$	\$	\$	\$
4	Pitchers of water, coffee, tea, juice					

## b) Coffee break

Note : For a) and b), there will be additional cost if bottled water is request.

Fixed price per person											
Period : December 21, 2024 to December 20, 2025	1-10 people		11-30 people		31-75 people		75-150 people		150 people and +		
	Price - resident	Price – non- resident	Price - resident	Price – non- resident	Price - resident	Price – non- resident	Price - resident	Price – non- resident	Price - resident	Price – non- resident	
1 Coffee break - Morning	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
2 Coffee break – afternoon and evening	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
3 Coffee break - Ceremony	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	

## c) Bottled water

Fixed price					
Périod : December 21, 2024 to December 20, 2025	Between 1-10 people	Between 11-30 people	Between 31-75 people	Between 76-150 people	150 people and up
Bottled water (\$ extra to service a) 1-2-3-4 or b) 1-2-3					

## d) Buffet-style catering services

No	Period: December 21, 2024 to December 20, 2025	a) Price invoiced for one resident c) –b) = a)	b) Price included in the meal-day price (lunch)	c) Total value*
1		\$	\$	15.16 \$
2		\$	\$	17.32 \$
3		\$	\$	19.48 \$
4		\$	\$	21.65 \$
5		\$	\$	23.82 \$
6		\$	\$	25.98 \$
7		\$	\$	28.14 \$
8		\$	\$	30,30 \$
9		\$	\$	32,47 \$
10		\$	\$	34,63 \$

\* Total value= Total price for a non-resident

**e) Catering services including table service**

No	Period: December 21, 2024 to December 20, 2025	a) Price invoiced for one resident c) -b) = a)	b) Price included in the meal-day price (lunch)	c) Total value*
1		\$	\$	19.48 \$
2		\$	\$	22.75 \$
3		\$	\$	25.99 \$
4		\$	\$	29.23 \$
5		\$	\$	33.11 \$
6		\$	\$	36.42 \$
7		\$	\$	39.73 \$
8		\$	\$	43.04 \$
9		\$	\$	46.35 \$

\* Total value= Total price for a non-resident

**f) Barbecue**

No	Period: December 21, 2024 to December 20, 2025 Barbecue foods	a) Price invoiced for one resident c) -b) = a)	b) Price included in the meal- day price (lunch)	c) Total value*
1	4-oz striploin	\$	\$	\$
2	8-oz striploin	\$	\$	\$
3	12-oz striploin	\$	\$	\$
4	4-oz filet mignon	\$	\$	\$
5	6-oz filet mignon	\$	\$	\$
6	8-oz filet mignon	\$	\$	\$
7	6-oz chicken breast	\$	\$	\$
8	8-oz chicken breast	\$	\$	\$
9	12-oz chicken breast	\$	\$	\$
10	Chicken thigh	\$	\$	\$
11	6-oz salmon filet	\$	\$	\$
12	8-oz salmon filet	\$	\$	\$
13	12-oz salmon filet	\$	\$	\$
14	Hot dogs and vegetarian hot dogs	\$	\$	\$
15	Beef and vegetarian burgers	\$	\$	\$

\* Total value= Total price for a non-resident

## ANNEX "B-1" INVOICING INSTRUCTIONS

### 1. MONTHLY INVOICE

#### 1.1 Invoice – Meal-days

The contractor will submit a monthly invoice for the real number of meal-days served each day. From the three lists provided, the contractor will have to control the number of residents served for each of the main meals. Of these three lists, only the one with the largest number of meals served will be considered as the number of meal-days to be invoiced for the day. The contractor will have to list each date, as well as the number of meal-days served that day. Note: the original list used for each date must be submitted to the project manager.

**Example:**

Date	# meal-days	Unit price	Total/day
2015-01-01	250	\$ 15.00	\$ 3,750.00
2015-01-02	305	\$ 15.00	\$ 4,575.00
2015-01-03	225	\$ 15.00	\$ 3,375.00
∫	∫	∫	∫
2015-01-29	275	\$ 15.00	\$ 4,125.00
2015-01-30	158	\$ 15.00	\$ 2,370.00
2015-01-31	188	\$ 15.00	\$ 2,820.00
		<b>Total:</b>	\$99,720.00



## 1.2 Invoice – Individual meal/snack

The contractor will submit a monthly invoice for the real number of individual meal/snack per day. Based on the latest update, the contractor will have to control the number of non-residents served for each of the main meals. The contractor will have to list each date, as well as the number of individual meal/snack served that day. Note: the original list used for each date must be submitted to the project manager.

Example:

Date	Breakfast	AM break	Lunch	PM break	Dinner	Total/day
price	\$2.00	\$1.00	\$5.00	\$1.00	\$6.00	
2015-01-01						\$ -
2015-01-02	5	5	5	5		\$45.00
2015-01-03		10	10	10		\$70.00
∫	∫	∫	∫	∫	∫	∫
2015-01-29		5	5	5		\$ 35.00
2015-01-30		8	8	4		\$52.00
2015-01-31						\$ -
					<b>Total:</b>	\$258.00

## 1.3 Invoice – Emergency Measures

Example:

Date	# Meal-days	Supplement for hygiene measures	Unit price*	Total /day
2015-01-01	250	1,00 \$	15,00 \$	4 000,00 \$
2015-01-02	305	1,00 \$	15,00 \$	4 880,00 \$
2015-01-03	225	1,00 \$	15,00 \$	3 600,00 \$
∫	∫	∫	∫	∫
2015-01-29	275	1,00 \$	15,00 \$	4 400,00 \$
2015-01-30	158	1,00 \$	15,00 \$	2 528,00 \$
2015-01-31	188	1,00 \$	15,00 \$	3 008,00 \$
			<b>Total</b>	125 235,00 \$

## 2. INVOICES FOR SPECIAL EVENTS

For all services described in Section 8, "SPECIAL EVENTS SERVED OUTSIDE THE CAFETERIA," the contractor will submit the invoice immediately after the event for the number of people confirmed in the "Request – Special Services".

### 2.1 Water/beverage service

The date, name and # of the event, the number of patrons, price per person, total for this service and total of the invoice.

Example:

<b>Invoice #1</b>				
<b>Date</b>	<b>Name of event</b>	<b># patrons</b>	<b>Price / pers.</b>	<b>Total/service</b>
2015-01-15	Water/beverage service #1	30	\$0.60	\$18.00
	extra for bottled water	30	\$0.15	\$4.50
			<b>Total:</b>	\$22.50
<b>Invoice #2</b>				
<b>Date</b>	<b>Name of event</b>	<b># patrons</b>	<b>Price / pers.</b>	<b>Total/service</b>
2015-01-15	Water/beverage service #3	8	\$1.10	\$8.80
			<b>Total:</b>	\$8.80

### 2.2 Coffee break

The date, name and # of the event, the number of patrons, price per person, total for this service and total of the invoice

Example:

<b>Invoice #1</b>				
<b>Date</b>	<b>Name of event</b>	<b># patrons</b>	<b>Price / pers.</b>	<b>Total/service</b>
2015-01-16	Coffee break #2	15	\$ 3.00	\$ 45.00
	extra for bottled water	15	\$0.15	\$ 2.25
			<b>Total:</b>	\$47.25
<b>Invoice #2</b>				
<b>Date</b>	<b>Name of event</b>	<b># patrons</b>	<b>Price / pers.</b>	<b>Total/service</b>
2015-01-15	Coffee break - #1	8	\$3.00	\$24.00
			<b>Total:</b>	\$24.00

## 2.3 Buffet-style catering services

The date, name and # of the event, the number of residents, the number of non-residents, price per person, total for this service and total of the invoice.

The contractor must take into account that part of the special-occasion meal is already paid for residents via the monthly invoice. It will therefore have to list the number of residents and non-residents, which will be confirmed in the "Request – Special Services".

### Example:

<b>Invoice #1</b>				
<b>Date</b>	<b>Name of event</b>	<b># patrons</b>	<b>Price / pers.</b>	<b>Total/service</b>
2015-01-10	Buffet-style catering services #3:			
	Residents	18	\$13.00	\$234.00
	Non-residents	36	\$18.00	\$648.00
			<b>Total:</b>	\$882.00
<b>Invoice #2</b>				
<b>Date</b>	<b>Name of event</b>	<b># patrons</b>	<b>Price / pers.</b>	<b>Total/service</b>
2015-01-11	Buffet-style catering services #1:			
	Residents	45	\$9.00	\$405.00
			<b>Total:</b>	\$405.00

## 2.4 Catering services including table service

Same as point 2.3- Buffet-style catering services

## 2.5 Barbecue

Same as point 2.3- Buffet-style catering services


**Note:** The prices in the tables above are for information and comprehension purposes only.

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## ANNEX "C" SECURITY REQUIREMENTS CHECK LIST

COMMON-PS-SRCL#2	
 Government of Canada / Gouvernement du Canada	
Contract Number / Numéro du contrat <b>100351264</b>	
Security Classification / Classification de sécurité <b>UNCLASSIFIED</b>	
SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)	
PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>ASPC</b>	
2. Branch or Directorate / Direction générale ou Direction <b>Resources humaines</b>	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	
3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail <b>Services alimentaires au Collège de l'Aspc</b>	
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input type="checkbox"/> NATO / OTAN <input type="checkbox"/> Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>	
Restricted to / Limité à : <input type="checkbox"/>	
Specify country(ies) / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information	
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	
NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	
NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	
NATO SECRET <input type="checkbox"/>	
COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 150-103(2004/12)

Security Classification / Classification de sécurité  
**UNCLASSIFIED**



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Security Classification / Classification de sécurité <b>UNCLASSIFIED</b>

<b>PART A (continued) / PARTIE A (suite)</b>	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? (Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?) If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité.	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? (Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?) If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité.	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
If Yes, indicate the level of sensitivity: If Yes, indicate the level of sensitivity: Document Number / Numéro du document:	
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>	
10. a) Personnel security screening level required / Niveau de contrôle de sécurité de personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> SECRET SECRET
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux:	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used in portions of the work? (Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?) If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>	
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? (Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?)	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? (Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?)	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
<b>PRODUCTION</b>	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? (Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?)	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? (Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?)	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? (Existera-t-il un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?)	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui

TSS/SCF 330-103(20H/12)

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du Canada

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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser la tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Supports TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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## ANNEX "D" COMMERCIAL GENERAL LIABILITY INSURANCE

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.



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**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.



**ANNEX "E" FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION**  
**(To be completed by the bidder)**

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

**OR**

- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

**OR**

- ☐ B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

## ANNEX "F" MANDATORY TECHNICAL CRITERIA

The evaluation of the proposals will be made as follows:

The proposals that successfully meet all the Mandatory Criteria listed below will be declared receivable.

	Description	Demonstration: page # where information can be found
<b>M1</b>	The bidder must demonstrate that his business has been working in the food services industry during a minimum of 5 years (60 months) in the last 6 years.	
<b>M2</b>	<p>In the course of the ten (10) years preceding the closing date of the RFP, the Bidder must have been awarded at least three (3) service contracts to provide three meals a day to at least 120 people and supervised a minimum of ten (10) employees. Canada reserves the right to verify the information and call the contacts contained in the proposal.</p> <p>The following information must be provided:</p> <ul style="list-style-type: none"><li>a) Project title/field.</li><li>b) Number of meals served a at breakfast, lunch and dinner.</li><li>c) Client's name and a telephone number where they can be contacted for references.</li><li>d) Date when service was provided (month and year).</li></ul>	
<b>M3</b>	<p>By the closing date for the bid, the proposed Food Services Manager must have at least three (3) years' experience in supervising food services providing three (3) meals a day to at least 120 people. Canada reserves the right to verify the information and call the contacts contained in the proposal.</p> <p>The following information must be provided:</p> <ul style="list-style-type: none"><li>a) The bidder must provide detailed CVs for recommended managers.</li><li>b) The following information must be provided:<ul style="list-style-type: none"><li>o Job title and where the services were offered.</li><li>o Date of service delivery (month and year).</li><li>o Number of meals served for breakfast, lunch and dinner.</li><li>o Customer's name and phone number where you can reach them for references.</li><li>o Number of supervised employees.</li><li>o A copy of a valid provincial chef's qualification OR A nutritionist's qualification OR A dietician's qualification OR A minimum of five (5) years professional experience in food services, three (3) of which must have involved a supervisory role.</li></ul></li></ul>	

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	Description	Demonstration: page # where information
<b>M4</b>	<p>By the closing date for the RFP, the four (4) proposed cooks must each have at least three (3) years' experience as cooks providing three meals a day to at least 120 people.</p> <p>a) The bidder must provide detailed curriculum vitae for the four (4) recommended cooks.</p> <p>b) The following information must be provided:</p> <ul style="list-style-type: none"><li>o Number of years of experience.</li><li>o Number of persons served per meal (breakfast, lunch and dinner).</li></ul>	

**Note: All the information requested in Annex F- Mandatory technical criteria, must be submitted. Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified.**

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## **ANNEX "G" ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

- ☐ ( ) VISA Acquisition Card;
- ☐ ( ) MasterCard Acquisition Card;
- ☐ ( ) Direct Deposit (Domestic and International);

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**ANNEX "H" COMPLETE LIST OF COMPANY BOARD OF DIRECTORS  
NOTE TO BIDDERS**

**WRITE ALL DIRECTOR'S FULL NAMES IN BLOCK LETTERS**

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**PROCUREMENT - BUSINESS NUMBER (PBN) :** \_\_\_\_\_