



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des
soumissions\Travaux publics et Services
gouvernementaux Canada
See herein for bid submission
instructions/
Voir la présente pour les
instructions sur la présentation
d'une soumission
NA
Ontario

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

Title - Sujet Food Services – Canada Forces Colle Food Services – Canada Forces College	
Solicitation No. - N° de l'invitation W8160-210024/A	Date 2021-11-09
Client Reference No. - N° de référence du client W8160-210024	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-930-8501	
File No. - N° de dossier KIN-1-56098 (930)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2021-12-07 Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Littlefield, Mike	Buyer Id - Id de l'acheteur kin930
Telephone No. - N° de téléphone (613) 449-4206 ()	FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 215 YONGE BLVD TORONTO Ontario M5M3H9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services / Travaux publics et
services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

1.2 Summary

- 1.2.1 The Department of National Defence (DND) requires a Contractor to provide food services at the Armour Heights Officers Mess (AHOM) located at Canada Forces College (CFC), 215 Yonge Blvd Toronto Ontario. The Contractor must supply all personnel and supplies required to operate the CFC kitchen which includes provision of meals to diners under Entitlement, Individual-paid diners, dispersed meals and, as requested by the Project Authority, other publicly funded, catering requirements. Major cooking appliances will be provided by the Canadian Forces College for use by the contractor.

The Work is to be performed during the period of 01 January 2022 to 31 January 2025 and includes the irrevocable option to extend the term of the Contract by up to ONE additional ONE year period.

- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, 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.
- 1.2.3 "The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification."

- 1.2.4 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.
- 1.2.5 This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.

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.

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](#) (2020-05-28) 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 – epost only

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 Ontario 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.orrceptiondessoumissions-orbidreceiving.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.

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes () No ()

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes () No ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;

- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 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 Ontario.

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 Ontario Labour Legislation - Bid

1. In accordance with the requirements of section 77(1) of the [Employment Standards Act](#), 2000, S.O. 2000, c. 41, the following information concerning each employee of the previous supplier providing services at the premises is attached:

- a. the employee's job classification or job description;
- b. the wage rate actually paid to the employee;
- c. a description of the benefits, if any, provided to the employee including the cost of each benefit and the benefit period to which the cost relates;
- d. the number of hours that the employee works in a regular work day and in a regular work week, or if the employee's hours of work vary from week to week, the number of the employee's non-overtime hours for each week that the employee worked during the thirteen (13) weeks before the date of the request for information;
- e. the date on which the employer hired the employee;
- f. any period of employment attributed to the employer under section 10 of the Act;
- g. the number of weeks that the employee worked at the premises during the twenty-six (26) weeks before the request date. The 26-week period must be calculated without including any period during which the provision of services at the premises was temporarily discontinued, or during which the employee was on leave of absence under Part XIV of the Act;
- h. a statement indicating whether either of the following subparagraphs applies to the employee:

-
- i. The employee's work, before the request date, included the provision of services at the premises, but the employee did not perform his or her job duties primarily at those premises during the thirteen (13) weeks before the request date.
 - ii. The employee's work included the provision of services at the premises, but the employee was not actively at work immediately before the request date, and did not perform his or her job duties primarily at the premises during the most recent thirteen (13) weeks of active employment.
 2. The name, residential address and telephone number of each employee as they appear in the previous employer's records will be provided to the successful Bidder after contract award.
 3. In addition to the above information, a copy of either the collective agreement, union certificate, or pending union application(s) regarding these employees at the premises is also attached, if applicable.
 4. Bidders must use the information referred to in subparagraphs 1(a) to 1(h) and paragraph 3 (if applicable) only for the purposes of preparing their bids and complying with the Act. Bidders must not disclose such information except as may be authorized by Canada in writing.
 5. The enclosed information concerning the employees of the previous employer providing services at the premises has been received from the previous employer and Canada does not warrant its accuracy or completeness. Canada will not be responsible for any damage or loss which may result from use of or reliance upon any of this information.
 6. Bidders who require clarification or further information may contact:
Canada Catering Co. Limited
Swati Prebble, District Manager
1-866-872-2252

Solicitation No. - N° de l'invitation

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W8160-21-0024

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-1-56098

Buyer ID - Id de l'acheteur

KIN930

CCC No./N° CCC - FMS No./N° VME

ONTARIO LABOUR LEGISLATION - Bill C7 Information

<u>Job Description</u>	<u>Regular Hourly</u>	<u>Regular Bi-Weekly Salary</u>	<u>Benefits</u>	<u># Hours worked</u>	<u>Start Date</u>	<u>Period of employment attributed to employer (under S10 of the Act)</u>	<u># Weeks worked during 26 weeks period</u>	<u>Vacation Accrual</u>	<u>Status</u>
General Help	\$14.35		No		2003-07-11	100%	0	10	Full-time
General Help	\$14.35		No		2001-08-13	100%	0	8	Full-time
Cook Supervisor	\$17.27		No	7	1994-09-06	100%	7	12	Full-time
General Help	\$14.35		No	6.5	2019-01-28	100%	7	4	Full-time
Chef – Red Seal	\$21.00		No	7.5	2014-11-24	100%	8	6	Full-time
General Help	\$14.35		No	7	2011-02-10	100%	8	8	Full-time
Catering Manager		\$1,903.44	No		1998-05-26	100%	8	10	Full-time

NOTE:

The employee's of this location would normally work on a continual basis however the location was shutdown due to COVID-19 restrictions

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KIN-1-56098

Buyer ID - Id de l'acheteur
KIN930
CCC No./N° CCC - FMS No./N° VME

2.7 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
- Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid 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.

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Pricing Table in Attachment 1 to Part 4. The total amount of Applicable Taxes must be shown separately.

3.1.2 Annex B - Basis of Payment (Excel File)

The Bidders will complete Attachment 1 to Part 4, Excel file and ensure that it has been properly filled out and contains all required information.

3.1.3 Electronic Payment of Invoices – Bid

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

If Annex D 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.

3.1.4 Exchange Rate Fluctuation

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

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

The Bidder must comply with the mandatory technical criteria specified below. Bidders which fail to meet each of the MTC will be declared non-responsive and will receive no further evaluation.

4.1.1.1 Mandatory Technical Criteria

Item #	Description	Location of Information in Bidder's Proposal
1.	Bidder's Proposed On-Site Food Services Manager	
1.1	Food Services Manager must have: a) either a diploma or degree in food services management, culinary arts or hospitality from a recognized educational institute (or CAF QL7 Cooks qualification is deemed acceptable); and b) two (2) years' in the last five (5) years in managing multi-faceted, high-volume food services operations; or five (5) years' experience in the last 10 years in the management of multi-faceted, high-volume food services operations.	
1.2	Proof of diploma and curriculum vitae must be submitted with proposal.	
1.3	If the experience and/or education are from outside of Canada, it is the responsibility of the bidder to provide proof of Canadian equivalency.	
2.	Bidder's Experience	
2.1	Bidder must demonstrate that they have minimum of three (3) years' experience in the food services industry similar in nature to this requirement.	

4.1.1.2 Point Rated Technical Criteria

Item #	BREAKDOWN OF POINTS	Maximum Available Points	Minimum Pass Mark (Points)
1.	Corporate Experience	23	5
2.	Start-up / Transition Plan	45	25
3.	Personnel Qualifications	20	4
4.	Personnel Plan	24	8
5.	Menu Plan	168	84
Total Points		280	
Minimum Overall Required Score - (70% of Total) No partial points will be assigned		196	

“**Similar**” means of the same (or greater) quantities or volumes of food served as stated in Attachment 1 to Part 4 with on-site preparation and serving five to seven days a week as well as the ability to accommodate a minimum of 100 diners within a 2 week period.

Item #	Point Rated Technical Criteria	Maximum Points Assigned	Scoring Information
I.	Corporate Experience: To demonstrate this experience, the Bidder is to provide:		
I.1a)	<p>The number of years of continual experience (within 8 years from the RFP's closing date) in the food services industry similar in nature to this requirement.</p> <p>The Bidder must provide evidence of its experience by describing at least one project or contract. The Bidder should provide a summary statement or narrative or Company Profile and must include, at a minimum, the following details:</p> <ul style="list-style-type: none"> - Name and location. - Length of service. - Type(s) of service - specify cafeteria, catering, retail restaurant, take-out, executive dining, or multifunction food services facility management, other (specify). - Annual number of meals served. - Client contact names and telephone numbers. 	10 (minimum pass mark: 2 Points)	<p>Up to 3 years – 2 points</p> <p>Over 3 to 4 years – 3 points</p> <p>Over 4 to 5 years – 4 points</p> <p>Over 5 to 6 years – 5 points</p> <p>Over 6 to 7 years – 7 points</p> <p>Over 7 to 8 years – 9 points</p> <p>8 + years – 10 points</p>
I.1b)	<p>The type(s) of service operation provided on location AND size and type of population served.</p> <p>i. Examples of service operation types are cafeteria,</p>	13 points broken down as follows: 10 (minimum	<p>1 Point per service operation for a max 10 points.</p>

tem #	Point Rated Technical Criteria	Maximum Points Assigned	Scoring Information
	<p>catering, retail restaurant, take-out, executive dining, or other (as specified by the Bidder).</p> <p>ii. Size of population: approximate average number of diners served on a typical day.</p>	<p>pass mark: 2 Points)</p> <p>3</p> <p>(minimum pass mark: 1 Point)</p>	<p>Population Size: 50 to 250 = 1 point Over 251 = 3 points</p>
2.	<p>Start-up/Transition Plan The Bidder has the ability to successfully manage the implementation and transition process. To demonstrate these abilities, the Bidder is to provide a proposed start-up plan detailing, at a minimum :</p> <ul style="list-style-type: none"> - Engagement of management - Roles and responsibilities of the on-site Food Service manager and Kitchen/Production Supervisor with respect to contract commencement. - Recruitment of personnel - Training of personnel - Operations plan implementation, respecting the hours of operation of the facilities. - Quality assurance plan implementation. - Implementation or transition timetable to ensure continuity of service. 	<p>45 (minimum pass mark: 25 Points)</p>	<p>Breakdown as follows for suitable explanation of:</p> <p>Engagement of management: 5 points</p> <p>Roles and responsibilities: 10 points</p> <p>Recruitment of personnel: 5 points</p> <p>Training of personnel: 5 points</p> <p>Operations plan implementation: 10 points</p> <p>Quality assurance plan implementation: 5 points</p> <p>Continuity of service: 5 points</p>
3.	Personnel Qualifications		
3.1	<p>Bidder's Proposed On-Site Food Services Manager The educational background and years of management experience in similar Food Service. To demonstrate this experience, the Bidder is to provide:</p>		
3.1a)	Academic and Military Qualifications	<p>10 (Minimum pass mark: 2 points)</p>	<p>The On-Site Food Services Manager possesses a diploma or degree in either food services management, culinary arts or hospitality from a recognized post-secondary institution OR a CAF QL7 Cooks qualification.</p> <p>Each diploma, degree or qualification: 2 points for a max of 10 points.</p>
3.1b)	The number of years experience in managing food services similar in nature to this requirement.	<p>10 (Minimum pass mark: 2 points)</p>	<p>Over 2 to 3 years – 1 point Over 3 to 4 years – 2 points Over 4 to 5 years – 3 points Over 5 years to 6 years – 4 points Over 6 to 7 years – 5 points Over 7 to 8 years – 6 points Over 8 to 9 years – 7 points Over 9 to 10 years – 8 points</p>

tem #	Point Rated Technical Criteria	Maximum Points Assigned	Scoring Information
			Over 10 to 11 years – 9 points 11+ years – 10 points
i.	<p>Personnel Plan The Bidder is to provide an orientation and training plan that ensures that staff is adequately trained to assume their tasks efficiently, safely and with due diligence in food safety.</p> <p>Items included but not limited to: workplace walk-through, schedules, hours of work and break periods, dress, personal hygiene, duties and responsibilities, contact phone numbers, accident/injury procedures, workplace safety, workplace hygiene and sanitation, WHMIS/MSDS, break and smoking areas, and weekly safety refresher briefings (specific topics may be included).</p>	<p style="text-align: center;">24</p> <p>(Minimum pass mark: 8 points)</p>	<p>2 points for each item covered during orientation briefing.</p>
i.	<p>Menu Plan The Bidder is to submit a proposed menu based on the standard 4 week meal plan in Appendix 2 for each lunch and dinner:</p> <p>a) the 3rd meal entrée option, b) the second starch option, and c) the second vegetable option.</p>	<p>1 point for completion of a),b), et c), times 2 meals per day, times 28 days = 168</p> <p>(Minimum pass mark: 84 points)</p>	<p>Bidders should reflect variety and complexity sufficient to provide diners with unique dining experience every time they use the service.</p> <p>Recipes are not required provided the proposed entrée option is well explained.</p> <p><u>DEDUCTIONS:</u> A maximum of 1 point per option will be deducted from points awarded if any of the following occurs:</p> <ul style="list-style-type: none"> • repetition (same or similar selections within the 96 hours), • Duplication identical or same source protein/ starch/vegetable within meal period or 24 hours • poor nutritional quality, • lack of complexity • lack of culinary expertise.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

- a) The Bidder must provide firm unit prices, in Canadian dollars, for each full meal and a-la-carte price. Pricing must be provided for the proposed period of the contract plus the option years.
- b) The Bidder's pricing for items A1.2 and A2.2 within Year #1 must not exceed the DND entitlement meal rate which is equal to the meal expenses provided in Appendices C of the [National Joint Council Travel Directive](#)

4.1.3 Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded FOB destination, Canadian customs duties and excise taxes included.

The unit costs provided in Attachment 1 to Part 4 will be used for price evaluation. The price evaluation will take into account the proposed period of contract and all option years.

The bid evaluation price will be the Sum of all Grand Total.

The Grand Total for each Pricing Basis will be calculated as follows:

1. Pricing Basis "A": Total Meal Price for each year multiplied by the estimated annual usage to arrive at the Total Per Year price.
2. Pricing Basis "B": Total Meal Price for each year multiplied by the estimated annual usage to arrive at the Total Per Year price.
3. Pricing Basis "C": Percentage markup + Gratuity Rate for each year multiplied by the estimated annual usage to arrive at the Total Per Year price.
4. All Total Per Year prices will be added together to determine the Grand Total.

EXAMPLE:
Pricing Basis "A"

1. Breakfast	Year #1	Year #2	Year #3	OPTION Year #4
Total Breakfast Price (A)	\$5.00	\$5.25	\$5.50	\$5.75
Estimated Usage (B)	7,845	12,330	12,330	12,330
Total Per Year = (A) x (B)	\$39,225.00	\$64,732.50	\$67,815.00	\$70,897.50
Grand Total Breakfast = Sum of Total Per Year	\$242,670.00			

2. Lunch	Year #1	Year #2	Year #3	OPTION Year #4
Total Lunch Price (A)	\$6.00	\$7.00	\$8.00	\$9.00
Estimated Usage (B)	11045	20330	20330	20330
Total Per Year = (A) x (B)	\$66,270.00	\$142,310.00	\$162,640.00	\$182,970.00
Grand Total Lunch or Dinner = Sum of Total Per Year	\$554,190.00			

3. Dinner	Year #1	Year #2	Year #3	OPTION Year #4
Total Dinner Price (A)	\$10.00	\$11.00	\$12.00	\$13.00
Estimated Usage (B)	7,845	12,330	12,330	12,330
Total Per Year = (A) x (B)	\$78,450.00	\$135,630.00	\$147,960.00	\$160,290.00
Grand Total Dinner = Sum of Total Per Year	\$522,330.00			

Pricing Basis "B"

4. Dispersed Meal	Year #1	Year #2	Year #3	OPTION Year #4
Total Boxed Breakfast + Lunch or Dinner Price (A)	\$2.00	\$3.00	\$4.00	\$5.00
Estimated Usage (B)	378	378	378	378
Total Per Year = (A) x (B)	\$756.00	\$1,134.00	\$1,512.00	\$1,890.00
Grand Total Dispersed Meals (Sum of Total Per Year)	\$5,292.00			

Pricing Basis "C"

5. Catering	Year #1	Year #2	Year #3	OPTION Year #4
Percentage markup (A)	5%	5%	5%	5%
Estimated Usage (B)	\$32,000	\$32,000	\$32,000	\$32,000
Total Per Year = (A) x (B)	\$1,600	\$1,600	\$1,600	\$1,600
Grand Total Catering (Sum of Total Per Year)	\$6,400			

Pricing Basis "C"

6. Catering	Year #1	Year #2	Year #3	OPTION Year #4
Gratuity Rate (A)	10%	10%	10%	10%
Estimated Usage (B)	\$32,000	\$32,000	\$32,000	\$32,000
Total Per Year = (A) x (B)	\$3,200	\$3,200	\$3,200	\$3,200
Grand Total Catering (Sum of Total Per Year)	\$12,800			

Bid Evaluation Price (1+2+3+4+5+6) = \$242,670.00+ \$554,190.00+ \$522,330.00+ \$5,292.00+ \$6,400.00 + \$12,800.00 = \$1,343,682.00

4.2 Basis of Selection – Minimum Point Rating

4.2.1 To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation;
- b. meet all mandatory technical and mandatory financial evaluation criteria; and
- c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating.

Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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 Integrity 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.

5.1.1.2 COVID-19 Vaccination Requirement Certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

COVID-19 Vaccination Requirement Certification

I, _____ (*first and last name*), as the representative of
_____ (*name of business*) pursuant to
_____ (*insert solicitation number*), warrant and certify that all
personnel that _____ (*name of business*) will provide on the
resulting Contract who access federal government workplaces where they may come into contact with
public servants will be:

- (a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s); or
- (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada; until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by _____ (*name of business*) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the _____ (*name of business*) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: _____

Date: _____

Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory certification above.

Initials: _____

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.

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 specified will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the 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 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

5.2.3.2 Education and Experience

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

PART 6 - SECURITY REQUIREMENTS

6.1 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 7 - 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 7 - 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.

6.2 Financial Capability

SACC Manual clause [A9033T](#) (2012-07-16) Financial Capability

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.1.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form DND 626 specified in Annex E.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 2 working days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$100,000.00. Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and Contracting Authority before issuance.

7.1.1.3 Minimum Work Guarantee - All the Work - Task Authorizations

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 the contractor will be paid a minimum of 15 breakfast meals, 15 lunch meals and 15 dinner meals daily for all calendar days excluding all federal statutory holidays (Annex A Section 2.1.1 b)) and 2 weeks during the Christmas block leave period.

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.

7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

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

The quarterly periods are defined as follows:

- 1st quarter: January to March;
- 2nd period: April to June;
- 3rd period: July to September;
- 4th period: October to December;

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

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs;
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.1.1.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by **To be filled in at Contract award**. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

7.2 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.

7.2.1 General Conditions

[2035](#) (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

[4012](#) (2012-07-16), Goods – Higher Complexity, apply to and form part of the Contract.

7.3 Security Requirements

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS)**, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the CSP, PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b) Contract Security Manual (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from 01 January 2022 to 31 January 2025 inclusive.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to ONE additional ONE year periods 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 15 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.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Mike Littlefield
Title: Supply Specialist
Public Services and Procurement Canada
Acquisitions Branch
Address: 86 Clarence Street, 2nd Floor
Kingston, Ontario, K7L 1X3

Telephone: (613) 449-4206
E-mail address: mike.littlefield@pwgsc-tpsgc.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.

7.5.2 Project Authority

The Project Authority for the Contract is: **To be filled in at Contract award**

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.

7.5.3 Procurement Authority (DND)

The Procurement Authority for the Contract is: **To be filled in at Contract award**

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.4 Contractor's Representative (To be filled in by the Bidder)

Name: _____

Title: _____

Address: _____

Telephone No: _____

Facsimile No: _____

E-mail address: _____

7.6 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.

7.7 Payment

7.7.1 Basis of Payment Individual task authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of Payment at Annex B.

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included, and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Liquidated Damages

In the event the Contractor fails, on a given day, to fully provide the services in accordance with the Statement of Work, the Contractor agrees to pay to Canada liquidated damages in the amount of between five (5) and one hundred (100) percent of the total cost for meals that would normally be consumed for that day. The value for liquidated damages will be calculated by averaging the cost of meals consumed on that day of the week for the previous three weeks, multiplied by the percentage of the level of service the Contractor was able to actually provide on the given day. The total amount of the liquidated damages must not exceed 1% of the contract price.

Canada and the Contractor agree that the amount stated above is their best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is to be construed as, a penalty.

Canada will have the right to holdback, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any liquidated damages owing and unpaid under this section.

Nothing in this section is to be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.

7.7.3 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **\$TO BE FILLED IN AT CONTRACT AWARD**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. 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.

7.7.4 Monthly Payment

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

7.7.5 T1204 - Direct Request by Customer Department

SACC Manual Clause [A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department

7.7.6 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

Solicitation No. - N° de l'invitation

W8160-210024/A

Client Ref. No. - N° de réf. du client

W8160-21-0024

Amd. No. - N° de la modif.

File No. - N° du dossier
KIN-1-56098

Buyer ID - Id de l'acheteur

KIN930

CCC No./N° CCC - FMS No./N° VME

7.7.7 Time Verification

SACC Manual Clauses [C0711C](#) (2008-05-12) Time Verification

7.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;
 - b. a copy of the invoices, receipts, vouchers for all direct expenses;
 - c. a copy of the monthly progress report including a breakdown of all types of meals served.
 - d. A separate invoice for each Task Authorization must be prepared.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
 3. Invoices are to be submitted no later than 15 days after the end of the month.

7.9 Certifications and Additional Information

7.9.1 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.

7.9.2 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.

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory as specified by the Bidder in its bid*).

7.11 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 supplemental general conditions 4012 (2012-07-16), Goods – Higher Complexity;
- (c) the general conditions [2035](#) (2020-05-28) General Conditions – Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex F, Insurance Requirements;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated _____, (*insert date of bid*)

7.12 Foreign Nationals (Canadian Contractor or Foreign Contractor)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)
or
SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

7.13 Insurance 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.

7.14 Work Site Access

Authorized representatives of Canada must have access to any site where any part of the Work is being carried out at any time during working hours to make examinations and such tests of the Work as they may think fit.

7.15 Canadian Forces Site Regulations

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

7.16 Ontario Labour Legislation - Contract

1. The Contractor must keep records of its employees up to date and provide, within seven (7) days following a request from the Contracting Authority, the following information for each employee as provided for in section 77(2) of the [Employment Standards Act](#), 2000, S.O. 2000, c. 41, and in [Ontario Regulation 287/01](#):
 - a. the employee's name, residential address and telephone number;
 - b. the employee's job classification or job description;
 - c. the wage rate actually paid to the employee;
 - d. a description of the benefits, if any, provided to the employee including the cost of each benefit and the benefit period to which the cost relates;
 - e. the number of hours that the employee works in a regular work day and in a regular work week, or if the employee's hours of work vary from week to week, the number of the employee's non-overtime hours for each week that the employee worked during the thirteen (13) weeks before the date of the request for information;
 - f. the date on which the employer hired the employee;
 - g. any period of employment attributed to the employer under section 10 of the Act;
 - h. the number of weeks that the employee worked at the premises during the twenty-six (26) weeks before the request date. The 26-week period must be calculated without including any period during which the provision of services at the premises was temporarily discontinued, or during which the employee was on leave of absence under Part XIV of the Act;
 - i. a statement indicating whether either of the following subparagraphs applies to the employee
 - i. The employee's work, before the request date, included the provision of services at the premises, but the employee did not perform his or her job duties primarily at those premises during the thirteen (13) weeks before the request date.
 - ii. The employee's work included the provision of services at the premises, but the employee was not actively at work immediately before the request date, and did not perform his or her job duties primarily at the premises during the most recent thirteen (13) weeks of active employment.
2. In addition to the above information, the Contractor must provide, within seven (7) days following a request from the Contracting Authority, an up-to-date copy of the collective agreement regarding the employees at the premises or, if no collective agreement exists for these premises, a copy of the union certificate regarding these employees or, if no union certificate was issued, a copy of any pending union application if it exists.

3. The Contractor must immediately provide the Contracting Authority with updated information if changes occur between the date the information requested by the Contracting Authority is provided and the expiry date of the Contract.
4. The Contracting officer will provide the information described above, with the exception of 1.(a) to potential bidders for a future contract for those services relating to the premises.

7.17 Government Property

Government Property must be used only for the purpose of performing the Contract.

7.18 Access to Facilities and Equipment

Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. If access to government premises, computer systems (micro computer network), working space, telephones, terminals, documentation and personnel for consultation is required by the Contractor to perform the Work, the Contractor must advise the Contracting Authority of the need for such access in a timely fashion. If the Contractor's request for access is approved by Canada and arrangements are made to provide access to the Contractor, the Contractor, its subcontractors, agents and employees must comply with all the conditions applicable at the Work site. The Contractor must further ensure that the facilities and equipment are used solely for the performance of the Contract.

7.19 Inspection and Acceptance

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

7.20 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

ANNEX A

STATEMENT OF WORK

1. Introduction

1.1 Definitions and Acronyms

AHOM: The Armour Heights Officers Mess located within 215 Yonge Blvd Toronto Ontario, including the Mess proper and surrounding grounds.

Canada-paid: Refers to food services, which are paid for by Canada on behalf of the diners.

Canada Forces College (CFC). The entirety of all federal buildings and grounds located at 215 Yonge Blvd, North York, Ontario and their operations. Further information about CFC can be found here: <http://www.cfc.forces.gc.ca/221-eng.html>

Diner The individual consuming food.

Dispersed Meals Provision of food services to customers who consume their meals away from public food services dining rooms, include hot meals issued in food storage container, or cold box lunches.

Entitlement The amount of food provided in a meal as detailed in the "Standard Meal Entitlement Pattern", A-85-269-001/FP-001 – Food Services Direction and Guidance Manual, Chapter 2, Annex A – Standard Meal Entitlement Pattern. Entitlements will be tracked by the Diner's use of an electronic swipe card or manual punch and are not transferable.

Full Table Service A method of serving food where Diner's orders are taken and food is served, at the table by the Contractor's personnel. Weather depending, the Contractor may also be required to provide these services in the outdoor patio areas. Linens are required and soiled tableware must be removed by the Contractor. Full Table Service will be requested through the DND 626 Task Authorization process.

Individual-paid Refers to food services, which are paid for by the individual Diners consuming the food. Payment may be made in cash or by electronic means at the point of sale.

Cafeteria Style Service. Diners retrieve their main meal items (protein, starch, and vegetable) from a serving area and the remainder of their meal items from a common servery for consumption in the dining room. Following the meal, Diners remove their soiled dinnerware and place them on accessible racks that must be removed by the Contractor.

Transaction and Payment System. The automated accounting system by which Entitlements are conveyed to Customers by DND through the Contractor. The System includes a cash register and debit and credit card machine and tracks Canada-paid and Individual-paid meal consumption. The system will be provided by DND with the exception of the debit and credit card machine.

1.2 Background

The CFC conducts academic education for Canadian Military Officers, Foreign Military Officers and some Civilian Federal employees as well as occasional guest students. Residential student population is approximately 80 during the months of August to June with approximately 70 students and 120 staff living off campus and not subject to Entitlements. The college does host some residential courses and symposia where the entire bodies of attendees are on full rations or for lunch and dinner if the attendee is staying in a local hotel.

Located with CFC is the Armour Heights Officers' Mess (AHOM), capable of seating 220 Diners and offering a dining area, self-serve and dispersed meal unit on weekdays, weekends and statutory holidays. AHOM accommodates a variety of service styles, including Cafeteria Style,

Full Table service, catering and Dispersed Meals. Typical service styles by meal type are as follows:

Breakfast: Cafeteria Style

Lunch: Cafeteria Style / Full Table Service /Catering

Dinner: Cafeteria Style / Full Table Service /Catering

1.3 Purpose

The DND requires a Contractor to provide food services at AHOM. The services require operation of a full function kitchen up to 365 days per year if required, but in all likelihood, is approximately 315 days per year. Typical closures include a Christmas and Summer Break period, and Federal Statutory Holidays.

1.4 Food Services Objective

The objective of food services for CFC is to provide quality products and service in an innovative, customer-focused and cost effective manner. CFC is a high-profile educational establishment of the DND and CAF, regularly visited by the most senior officers in the CAF and other notable personnel. Its park-like setting and accommodations make it a popular choice for seminars, conferences and symposia, in addition to the five regularly scheduled courses held each year.

There is also opportunity for catering private functions and entertainment functions organized through the AHOM on behalf of a sponsoring member.

1.5 Expectations

The Contractor must satisfy the following expectations:

- Be customer-focused;
- Provide flexible and responsive support to CFC activities, especially with regard to course requirements;
- Provide a good variety of choice and availability of nutritious wholesome food;
- Provide continuous, effective quality control;
- Provide competitive pricing;
- Maximize ease of access with regard to hours of operation; and

- Accommodate individual dietary requirements due to medical or religious reasons, as identified by the Project Authority (PA).

1.6 Method of payment

Diners will access the food service operations through Entitlement (swiping a meal card) or Individual-paid (paying with cash, credit or debit card). Transactions are recorded via the Transaction and Payment system. The cost of public food services is borne by Canada but actual Entitlement consumption is charged to DND by meal type and the Individual-paid Diner according to individual menu item or meal rate. All remittances are the property of the Contractor and profit or loss accrues to the Contractor.

1.7 Non-Public Funds (NPF)

Regarding opportunities for catering private functions and entertainment functions organized through the AHOM on behalf of a sponsoring member. Canadian Forces Morale and Welfare Services is responsible for administering Non-Public Property, including Non-Public Funds (NPF) from catering private and entertainment functions, on behalf of the Chief of the Defence Staff, and for delivering selected public morale and welfare programs, services, and activities to eligible members and their families on behalf of the Chief of Military Personnel.

In accordance with the Government Contracting Regulations (<http://lawslois.justice.gc.ca/eng/regulations/SOR-87-402/page-1.html?term=contractante+contracting+contract#s-2>), there is **no** requirement for NPF functions within this contract. However, the Contractor may be requested by the Mess Manager to provide food services for private and entertainment functions being conducted and paid for with NPF (through mess membership or private functions sponsored by mess members). Any of the NPF related services must not be invoiced under this Contract and are the property of the Contractor.

Examples of other typical NPF functions include:

- daily coffee breaks (Mon, Tue, Wed, Fri - coffee; Thu - coffee and donuts and baked goods);
- Thank Goodness it's Thursday (TGIT) snack food (ex. chili & bun, fried chicken);
- monthly TGIT theme buffet (Italian, Chinese, Air Force birthday);
- Special mess functions (dining In, private dinners such as submariners or section party, theme dinner and dance such as Valentine's Day, unit farewells). Functions may require a childrens' menu;
- Unit luncheons (CAF Units); and
- Barbeques.

2.0 Scope of Work

The Contractor must supply all personnel and supplies required to operate the CFC kitchen. The Contractor must provide meals to Diners under Entitlement, Individual-paid Diners, Dispersed Meals and, as requested by the PA, other publicly funded catering requirements.

2.1 Scope of services

2.1.1 Meal services

a) Location of service

To accomplish this objective, the Contractor may propose alternate equipment layouts, provided it does not incur any expenses to CFC. No layout revisions requiring construction trades are permitted.

b) Days and hours of operation

The Contractor must provide up to three meals per day, for up to 365 days per year (366 days on leap year) if required, but in all likelihood, is approximately 315 days per year. On average, the student and staff population will drop significantly for one week per month, for Field Study Exercises or other scheduled down-periods. However, during the aforementioned down-period, other clients attending short-term courses or seminars may be fed at CFC. Most of these courses/seminars cater to very high-profile (i.e. VIP) Diners, and may require full table service.

It is anticipated that the kitchen will be closed for a two-week period over the Christmas holiday period.

The kitchen is typically closed on statutory holidays and may be closed over the weekend if the holiday occurs on a Friday or Monday. Should this situation occur, the Contractor will receive a minimum 2 week notification from the PA.

Federal statutory holidays include the following:

1. New Year's Day
2. Good Friday
3. Easter Monday
4. Victoria Day
5. Canada Day
6. August Civic Holiday
7. Labour Day
8. Thanksgiving
9. Remembrance Day
10. Christmas Day and
11. Boxing Day
12. National Day for Truth and Reconciliation

Family Day (which occurs on the 3rd Monday in February) is not a statutory holiday at Canadian Forces College (CFC). The Contractor must provide services at no additional charge on Family Day.

At a minimum, food services must be available during the following times:

Weekdays:

Breakfast 0700-0830

Lunch 1200-1330

Dinner 1700-1830

Weekends and Holidays:

Breakfast 0800-1030

Lunch 1130-1300

Dinner 1630-1800

Emergency and Operational Requirements

The Contractor may be required to provide meal service outside of the hours of operation to meet emergency and operational requirements such as national disasters, civil emergencies and urgent operations. Under these circumstances, the Contractor will be reimbursed for identifiable additional costs.

c) Style of service

The Contractor must provide Cafeteria Style Service during the days and hours of operation unless otherwise specified. Unless directed by the PA, all VIP meals will require full table service.

d) Transaction and Payment System

The Contractor must use and manage a Transaction and Payment System.

The following will apply:

- The Transaction and Payment System will have the ability to utilize the AHOM provided swipe cards;
- Canada will pay for the Entitlements consumed by Diners during each meal period, as recorded by the Transaction and Payment System. Food items prepared by the Contractor but not consumed must not be charged to Canada;
- The Contractor must invoice, separately from the usual monthly service invoice, or any as requested services initiated through DND 626 Task Authorization by PA (i.e. full table service);
- The Contractor must accept payment from Diners by cash, interac funds transfer and credit card;
- The Transaction and Payment System must accommodate groups and group oriented requirements subject to agreed-upon minimum, guarantees and order notice periods;
- Once a Diner's Entitlement has been expended, the Diner is responsible for payment of any additional selections; and

-
- All cash from Individual-paid transactions during regular meal periods will be the property of Contractor but, must be reported to the PA monthly by the 15th day of the next month.

2.1.2 Other services

a) Food Take Out.

Food take-out will be permitted only for exceptional circumstances (ie. meal replacement or due to COVID 19 safety protocols). The Project Authority must pre approve in writing all Take-out meals, in whole or in part, only approved food containers are to be used.

b) Dispersed meals

The Contractor is expected to provide dispersed meals (which are normally in the form of box lunches) on an as requested basis via the Task Authorization process. At least 24 hours' advance notice will be provided by the PA. Leftovers will not be reused except for sealed, single-service items (such as cans of juice, packets of cookies) that may be removed and reused.

c) Public Funded Catering Requirements

Catering requirements must follow the Directive on Travel, Hospitality, Conference and Event Expenditures, published by the Treasury Board of Canada Secretariat (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27228>).

The provision of food and beverages is acceptable in accordance with the standard and maximum per person cost limits. Specific details relating to hospitality expenditures can be found here: <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27228>

On an as-and-when requested basis, the Contractor may be required to provide food and service for special functions (including formal mess dinners, receptions, luncheons and coffee breaks) at various locations on the College grounds. The Contractor may also be required to set-up and tear down a room for special events.

Orders will be placed, using the Task Authorization process, usually with a minimum 3 days advance notice; however, last minute requirements may arise and the Contractor will be asked to respond to the best of its ability in such cases.

CFC observes a number of traditions, which revolve around or include the provision of food services. The traditions to be supported may include, but are not limited to, the following:

- Official Mess dinners (for CFC and other units supported by the Armour Heights Officers' Mess);
- Graduation Receptions;
- Garden and Tea Parties; and
- Remembrance Day Parade and ceremonies.

2.1.3 Special Dietary Needs

The Contractor must be able to accommodate special dietary and allergy needs brought to its attention by the PA. Every reasonable effort will be made to permit the observance of religious

practices by individual members, when doing so will not impose undue hardship on the organizational element responsible for the accommodation. Approval or denial of requests for the accommodation of religious practices must be based on the circumstances of each case, taking into consideration such factors as: operational readiness and effectiveness; and the health and safety of the member, as well as other members of the unit. The PA is responsible for determining what constitutes "reasonable effort" and "undue hardship."

2.1.4 Constraints

a) The Contractor has the exclusive contract for all food service operations at CFC with the following exception:

Catering: CFC reserves the right to utilize the services of other catering Contractors.

Note: any other catering Contractors will not be permitted to use the CFC kitchen.

b) **Leftovers:** every effort should be made to prepare only the amount of food that will be required for any meal service. CFC recognizes that there will be instances where leftovers will exist. The following constraints apply regarding leftovers:

- Except where prohibited (see 2.1.2 b – Dispersed Meals), leftover food, freshly prepared in the kitchen, may be re-incorporated or reused, with some restrictions. Leftover food must not be used as the daily 'third choice' in any lunch or dinner menu nor will they become a 'main' salad bar choice during any lunch or dinner. They may be used as an extra stand-alone choice in addition to the three daily lunch or dinner menu choices or they may be incorporated into the salad bar as an extra addition to the daily standard salad bar menu;
- Any leftover product that has been offered as a stand alone choice or any leftover product that has been incorporated into another product and has not been consumed will not be considered for further use and will be discarded following the meal service; and
- Any leftover product older than 48 hours that has not been used must not be served under any circumstance and must be discarded.

c) CAF has the authority to periodically change the CAF National Standardized Cycle Menu (NSCM). It is anticipated that revisions could occur twice a year, every year.

2.1.5 Special Circumstances

The Contractor must be aware of the following circumstances that may affect the volume of meals served, by either increasing or decreasing the typical number of meals per day:

- Course schedules - DND will provide the Contractor with this information;
- Reserve Officer training;
- March break – one week in March;
- Summer holidays (3 weeks) and annual leave (students on leave are not entitled to rations);
- Christmas holidays (approximate 2.5 weeks from December 20th to January 5th) and annual leave (Kitchen will be shut down during this period);
- Field Study Exercises and Experiential Learning Visits;

Solicitation No. - N° de l'invitation

W8160-210024/A

Client Ref. No. - N° de réf. du client

W8160-21-0024

Amd. No. - N° de la modif.

File No. - N° du dossier
KIN-1-56098

Buyer ID - Id de l'acheteur

KIN930

CCC No./N° CCC - FMS No./N° VME

-
- House Hunting Trip week – typically one week in late April; and
 - Extra seminars or symposia.
 - Friday before a statutory holiday on Monday.

2.2 Contractor's responsibilities

2.2.1 Operations

a) Menu and Pricing

At a minimum, the Contractor must offer menus that conform to the CAF National Standardized Cycle Menu (NSCM) (reference: Appendix 2), "Standard Meal Item Availability Requirements", "Portion Size Standards", "Standard Meal Entitlement Pattern" and "Dispersed Meal Pattern" (reference: Appendix 1).

The Contractor must offer all-inclusive meals identical to the Standard Meal Entitlement Pattern to ensure that Canada-paid Diners are guaranteed a full meal.

All food items offered as Individual-paid must be individually priced.

Product offering must comply with the Canadian Armed Forces National Standardized Cycle Menu three-week menu plan which includes nutritious, wholesome and appetizing food such that all Diners will have access to well balanced meals while incorporating popular food trends. The Contractor must make any changes to the 3rd choice menu item as may be reasonably requested by the PA.

b) Food Quality and Facility Cleanliness

The quality of the food to be served must be in accordance with the requirements of applicable standards governing the operation of food services. All food purchased by the Contractor must meet or exceed the DND Food Quality Standards (reference: Appendix 3).

The cleanliness of the facilities and other sanitary standards must be in accordance with Food Safety Code of Practice for Canada's Food Service Industry – most current Edition. The officials enforcing such applicable laws and standards must be permitted to inspect the facilities or any portion of the facilities or anything in connection with the facilities at any time during the period of the Contract. CAF Preventive Medicine Technicians, the PA, a CAF qualified Food Services Officer, Cook or any other DND requested parties will conduct periodic, unannounced inspections of the kitchen and dining room.

c) Inventory

The Contractor must purchase and hold at its own expense all food, beverages and supplies required to fulfill this Contract.

d) Customer feedback

The Contractor must implement quality assurance processes for Diner feedback. A comment book must be kept in dining room by the Contractor and must be reviewed daily by the Contractor for response. Additional methods for quality assurance processes used must include, but are not limited to, Diner surveys. The PA will review with the Contractor the results of survey and comment book on a quarterly basis.

e) Marketing and merchandising

The Contractor must provide and actively promote programs to add interest and enjoyment to the dining experience. DND must approve all marketing and merchandising programs prior to their implementation. The Contractor is not permitted to market its services, from the CFC location, to outside customers (other than visitors to CFC).

f) Environmental programs

The Contractor must actively participate in CFC's environmental program.

g) Publications

All menus, price lists and signs must be posted in an area that is clearly visible to the Diner.

Written materials intended for public display must be in both official languages, English and French in accordance with DND Official Languages policy.

The Contractor must include the "Healthier Choice" and the "Vegetarian Choice" logos beside each applicable menu item. The logos will be provided by DND.

h) Health and safety

The Contractor must provide any health and safety concerns to the PA for consideration by the unit's Joint Occupational Safety, Health, and Environmental (JOSHE) Committee.

i) Health inspection reports

DND will provide to the Contractor, forthwith upon receipt, copies of all health certificates, inspection and safety reports made by authorized parties and relating to the food services.

2.2.2 Personnel

a) Language of Work: Service will be available in both official languages, English and French.

b) On-Site Manager

The Contractor must provide the services of an on-site Manager to be available during all hours of kitchen operation and must be at CFC from Monday to Friday. The on-site Manager must act on behalf of the Contractor, ensuring the smooth conduct of operations and compliance with deadlines including liaising with the PA.

c) Uniforms and safety equipment

The Contractor must ensure all personnel wear clean, coordinated uniforms consisting of a black bottom and white top, head covering and name tag. Uniform components will be professional in appearance, and must not include jeans. The Contractor must also provide disposable gloves, cutting gloves and aprons. Non slip footwear dedicated for use in the kitchen only must be worn.

Dining room personnel must be dressed in industry standard black and white uniforms with bow ties for formal functions such as mess dinners, at the discretion of the PA.

Jewelry: Food handlers should remove their rings and jewelry before working with food. Loose fitting jewelry (e.g., earrings) which could become detached and contaminate food should not be worn while engaging in food handling activities. Medical bracelets are exceptions to this requirement.

d) Training Requirements

Prior to commencement of services, the Contractor must ensure all personnel have received the following minimum training and orientation:

- General explanation of the individual's duties and assignment;
- Explanation of the operation of kitchen equipment with the assistance of a qualified individual and of the safety procedures to be followed when using and cleaning it;
- Explanation of the production sheet and compliance with prescribed portions;
- Basic training on the WHMIS (Workplace Hazardous Materials Information System) program;
- Sanitation requirement with monthly follow-up in-service sessions to maintain a high standard in compliance with the requirements;
- The applicable provisions of the Canada Labor Code, in order to ensure that work procedures are carried out in complete safety. Including, but not limited to reporting, to the On Site Manager, any hygiene and safety problems encountered in the performance of his or her duties, with a view to preventing accidents, injuries, infestations and the transmission of disease;
- Explanation of the procedure in the event of an accident and first aid procedures;
- Explanation of the procedure in the event of fire and location of alarms, fire protection and firefighting equipment;
- Location of the notice board where local directives on safety are posted;
- The Food Safety Code of Practice;
- The policy of the federal government and of DND regarding harassment in the workplace;
- Explanation of the rules and principles of hygiene;
- Visit to and familiarization with the premises; and
- Explanation of the policy on parking visits and use of the telephone.

e) Certification of Compliance

- Prior to commencement of the Contract, the Contractor must provide the PA proof all personnel have received the training.
- Within twenty-four (24) hours of request by the PA, the Contractor must provide all relevant information confirming all personnel have all minimum required qualifications.
- The PA reserves the right to request, from the Contractor, any resume for any personnel.

2.2.3 Equipment and Facilities

a) Use of the facilities

Except for NPFs related functions, the Contractor's use of these facilities is limited to functions which pertain directly to the Contract. The facilities cannot be used for other purposes (such as training for Contractor personnel who will not be assigned to the CFC facility) without the prior written consent of the PA.

b) Existing Facilities

DND will provide and maintain existing food service building structures to the extent that they currently exist. DND will maintain all grounds in the vicinity of the food service building structure.

DND will be responsible for all pest control at the premises. The Contractor must immediately report any suspected infestations or sightings of insects or rodents to the PA.

DND will provide utilities which include heat, light, electrical power, plumbing, gas and air conditioning and will be responsible for all related charges, subject to the condition that the food service operations demonstrate compliance with energy conservation measures.

c) Equipment

The Contractor and the PA will meet prior to Contract commencement to review the kitchen equipment inventory listed in Appendix 4.

Responsibilities of the Contractor:

The Contractor must purchase of all new equipment it determines to be necessary (including computer equipment). Exceptions include the replacement of DND provided equipment deemed by DND to have reached the end of its life cycle.

The Contractor must provide a credit card / interac machine.

All equipment supplied by the Contractor will remain the property of the Contractor.

Responsibilities of DND:

DND will provide all existing equipment to the Contractor at the start of the Contract period. DND will purchase any replacement equipment required throughout the Contract period in the event that it is jointly determine the existing equipment needs replacement.

DND will provide and maintain the transaction system.

d) Consumables, Linens and Small Wares

Responsibilities of the Contractor:

The Contractor must provide, at its own expense, any consumables (including packaging required for box lunches) and all linens (with the exception of crested linen which will be provided by DND).

Linens: When requested through a Task Authorization, the Contractor must provide full linen service.

Small wares: The Contractor and the PA will meet at Contract commencement to review the small wares inventory. At the conclusion of the Contract, existing small wares must be returned to DND in their original condition (subject to normal wear and tear).

The Contractor must maintain the original supply of small wares (excluding crested wares and silver-plated flatware), throughout the term of the Contract. To ensure DND assets are safeguarded, an inventory will be undertaken by the Contractor and CFC:

- 1) within 30 calendar days from the Contract start date;
- 2) at a minimum, on an annual basis, during the life of the Contract;
- 3) at the change of Command of CFC Commandant;
- 4) as requested by Commandant CFC (i.e. if required for a Military Police Investigation); and
- 5) during the final month of the Contract term and submitted to the PA no later than 2 weeks prior to Contract's expiry date. CFC reserves the right to verify the final inventory at the expiry date.

Responsibilities of DND:

At Contract commencement, DND will provide all small wares (including crested wares and silver-plated flatware used for mess functions) to the Contractor. DND will replace small wares, subject to normal wear and tear.

e) Improvements and alterations

All improvements, alterations the Contractor wishes to undertake must receive prior written approval from the PA.

f) Preventive maintenance program (PMP)

Responsibilities of the Contractor:

The Contractor must implement and maintain a written preventive maintenance program in order to ensure that Contractor-owned and DND-provided facilities and equipment are maintained to ensure uninterrupted service. The program as it concerns DND-provided equipment and facilities must be turned over to DND at the end of the Contract.

Responsibilities of DND:

DND will manage the PMP for semi-annual exhaust hoods cleaning and inspection.

g) Repairs and maintenance

Responsibilities of the Contractor:

The Contractor must pay the cost of cleaning, service and repairs to all Contractor owned food service equipment located at AHOM. DND reserves the right to audit the program during the life of the contract.

Responsibilities of DND:

DND will arrange and pay for servicing or repair of all DND supplied equipment. The Contractor must inform the PA when those types of services are required.

h) Cleaning and sanitation

Responsibilities of the Contractor:

The Contractor must provide a cleaning schedule and, upon request, supply a copy to the PA.

The Contractor must provide all equipment and supplies required for normal and customary cleaning of the food services facilities. The Contractor is responsible for the following areas:

- Kitchens, serveries and Contractor's staff change rooms and lavatories
 - The Contractor must maintain all areas of the kitchens and serveries, including floors, walls, windows (inside only) and equipment serving the food services in a clean and sanitary manner;
 - The Contractor must maintain the change rooms and lavatories used by its employees in a clean and sanitary manner; and
 - The Contractor must ensure all kitchen organic waste containers, recycling containers, garbage bins and grease bins are regularly emptied and moved to the designated collection area(s).
- Dining areas
 - The Contractor must clean all dining and patio areas after meal hours including floors, carpet vacuuming, walls to a height of three metres, windows (inside only), tables and chairs;
 - The Contractor must ensure all recycling containers and garbage bins are regularly emptied and moved to the designated waste disposal area(s). Particular attention must be paid to the garbage disposal area (dumpsters) and the Contractor must keep these areas clean and tidy at all times. Garbage must be properly bagged and contained to ensure wildlife and the prevailing winds do not have access and opportunity of distributing garbage on the College grounds;
 - The Contractor must ensure that its personnel immediately clean up periodic spills during service hours; and
 - The Contractor must clean the kitchen entrances and exits including emergency doorways and loading docks, public entrances, vestibules, cloakrooms and public washrooms.

Responsibilities of DND

Kitchen and Dining Rooms and other assigned areas

DND will arrange for cleaning and maintaining areas of existing kitchen and serveries higher than three metres and for grease traps and ventilation ducts in existing facilities.

DND will be responsible for periodic carpet steam cleaning and waxing of floors as it determines necessary.

Refuse and Recycling

DND will arrange for the removal of garbage and recycling from the exterior designated collection areas.

2.2.4 Deliverables

a) Regular Consultation

The Contractor's On-Site Manager must meet with the PA on a recurring and regular basis as dictated by the PA.

b) Contractor Compliance

The Contractor is subject to periodic DND audits by the PA regarding general service, quality, safety, sanitation maintenance and financial management of the facilities and operations. The Contractor must ensure that its representative is available in connection with such audits. The PA will be the judge of the adequacy and completeness of performance and will notify the Contractor of conditions requiring modification or improvement. The Contractor must remedy any deficiencies to the satisfaction of PA within a reasonable time frame that cannot exceed ten working days.

c) Annual Report

The Contractor must prepare an annual report summarizing the results and highlights of operations in the preceding year and outlining programs, systems and plans which will be implemented in the coming year to ensure a high level of food and service quality as well as customer satisfaction. The Contractor must submit the report to the PA no later than December 15th of each year.

d) Inventory Reports

The Contractor must provide inventory reports as per the schedules indicated in paragraph 2.2.3 d) and Appendix 4.

e) Monthly Statement of Sales

The Contractor must provide the PA with a monthly statement of gross sales by course function or other descriptor given by the PA (for Canada paid and cash sales in the dining room, catering, dispersed meals, etc.) as well as a count of all meals served. The report must be submitted by the 15th day of the following month.

2.2.5 Access by the DND/Right to Show

DND will have the right to access the food service facilities at any time with no notice, for any reason. DND may show the subject facilities to any other parties if it so desires, with 24 hours' notice (no notice in emergency situations).

2.2.6 Site Access

Access to the site where the Work is being carried out may be subject to restrictions due to troop movements or other security requirements. All possible steps will be taken to provide the Contractor with access to delivery areas at all times; however, DND activity may require some closure of the areas at times.

All Contractor personnel must be prepared to show their government issued photo identification (such as a driver's license or other piece of identification which the PA deems acceptable) while on site. Canada will not be responsible for costs or delays incurred by the Contractor if Contractor's personnel are refused entry to the Site.

Appendix 1– Standard Meal Item Availability, Portion Size Standards, Standard Meal Entitlement Pattern and Dispersed Meal Pattern

The Contractor must comply with all Standard Meal Item Availabilities, Portion Size Standards, and Standard Meal Entitlement Patterns, at all times.

NOTE: the tables may be subject to revisions by DND throughout the life of the contract.

1.1 Standard Meal Item Availability

Category	Meal Item Availability Standard	Definition/ Specification/ Healthier Choices based on grams, % Daily Value (DV) etc. as per product nutritional labels
BREAKFAST		
Fruit	6 - 8 varieties IAW season	May include a maximum of 2 canned and 1 dried varieties. The remainder should be ripe and cut when possible/required. Canned fruit: in fruit juice, water or light syrup Fresh, frozen without added sugar.
Entrée	Eggs any style; Cereals: 5 varieties Cold; 1 hot variety; and 1 breakfast entrée	Cooked with little or no fat. A minimum of 4 varieties must have: <ul style="list-style-type: none"> • a minimum of 3 grams of fibre; • a maximum of 12 g of sugar (may exceed 12 g of sugar if high fibre cereal containing dried fruit); • Contains 10% or more of the DV of one of vitamin A, C E, calcium, magnesium, potassium or iron; and • No more than 30% of calories from the total fat. Hot cereal with no added sugar (may include instant hot cereal mix with no sugar eg. Instant Regular Oatmeal). E.g. pancakes, French toast, waffles, etc. (during preparation use ½ whole grain or whole wheat flour or use whole grain whole wheat toast).
Meats	1 - 2 hot breakfast meats; and 2 cold meats or 1 cold meat and 1 meat spread	E.g. bacon, ham, sausage, back bacon. One meat must be: <ul style="list-style-type: none"> • Lean meat (less than 5 g fat/serving or less than 10% DV for fat/serving); and • Reduced sodium varieties or less than 480 mg/serving.
Cheese/Yogurt	2 - 3 varieties of cheese; and	To include a minimum of 2 with: <ul style="list-style-type: none"> • Milk Fat (M.F.) 2% or less (Usually labelled low-fat, fat-free or made with skim milk); and

Category	Meal Item Availability Standard	Definition/ Specification/ Healthier Choices based on grams, % Daily Value (DV) etc. as per product nutritional labels
BREAKFAST		
	4 varieties of yogurt	<ul style="list-style-type: none"> At least 15% of DV for Calcium/175g. To include a minimum of 2 with M.F. 2% or less and 10% DV of Calcium
Starch	1 - 2 breakfast starch items	E.g. baked beans, potatoes. Both choices to be prepared with little or no fat.
Vegetable	1 breakfast vegetable	E.g. sliced tomatoes, stewed tomatoes, etc.
Bread Products	1 - 3 baked products; and 2 - 4 varieties of sliced bread	E.g. bagels, English muffins, muffins, sweet buns, etc. One of 3 must be freshly baked. One must be: <ul style="list-style-type: none"> whole grain containing a minimum of 2.5 g of fibre per serving. One must be low-fat/high fibre containing: <ul style="list-style-type: none"> less than 30% of calories from fat; and a minimum of 2.5 g of fibre per serving). Minimum of 50% of choices offered must be: <ul style="list-style-type: none"> whole grain with a minimum of 2.5 g of fibre per slice. Choose items that list the grains as the first or second ingredient.
Beverage	3 hot beverages; Fruit juice: 2 - 3 varieties; Vegetable juice/blends: 1 - 2 varieties; Dairy (2 - 3 varieties); Optional: fruit flavoured drinks; and (0 - 2 varieties) Non-dairy beverages, up to 2 varieties, if required	Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated) and Hot Chocolate. All fruit juice must be from 100% juice or juice concentrate. No more than one fruit juice may have added sugar, such as cranberry cocktail. One choice must be less than 480mg sodium/250ml. A minimum of one must be skim milk or 1% M.F. If provided, to include a maximum of 2 flavours. <ul style="list-style-type: none"> Must contain 24 - 48 mg of vitamin C per 100 ml of ready to serve portion. Fortified Lactose-free containing calcium, vitamin D and vitamin A. E.g. soy beverage, etc. Note: <ul style="list-style-type: none"> Where potable water is available, bottled water must not be provided; sports drinks, energy drinks, thirst quenchers,

Category	Meal Item Availability Standard	Definition/ Specification/ Healthier Choices based on grams, % Daily Value (DV) etc. as per product nutritional labels
BREAKFAST		
		flavoured/sparkling/fortified bottled water products are not authorized; and <ul style="list-style-type: none"> • Single item hot beverage dispenser products are not authorized.
Condiments	2 types of spreads; and 3 - 5 varieties jam/jellies plus: -honey -syrup -butter and/or margarine -ketchup -mustard -mayonnaise -hot sauce -meat sauce (e.g. HP, Plum Sauce, BBQ sauce etc.	E.g. peanut butter, chocolate nut spread, cheese spread, etc. Offer a variety or regular and reduced sugar/fat varieties. Condiments should match the entrées provided.

Category	Meal Item Availability Standard	Definition/ Specification/ Healthier Choices based on grams, % Daily Value (DV) etc. as per product nutritional labels
LUNCH AND DINNER		
Soup	2 soups	One Healthier Choice IAW National Standardized Cycle Menu (NSCM) recipes containing: <ul style="list-style-type: none"> • Maximum of 3 g of Fat (target trans fat content of less than 5% of total fat); • Maximum of 480 mg of sodium (Na); and • 2 g or more Fiber or at least 5% of the DV for Vitamin A or Vitamin C or iron or calcium or folate. One hearty choice (may be pre-prepared) eg: chowder.
Crackers	1 - 2 types	To be served with soup.
Healthier	Healthier Choice entrée;	One Healthier Choice in accordance with (IAW) the

Category	Meal Item Availability Standard	Definition/ Specification/ Healthier Choices based on grams, % Daily Value (DV) etc. as per product nutritional labels
LUNCH AND DINNER		
<p>choice</p> <p>Vegetarian Protein Choice</p>	<p>Vegetarian entrée;</p> <p>3rd Entrée; and</p> <p>3 - 5 varieties of sandwich fillings (optional at dinner depending on location/demand/labour)</p>	<p>NSCM recipes containing:</p> <ul style="list-style-type: none"> • Maximum of 400 Calories (kcal); • Maximum of 15 grams (g) of Fat (Max 5 g Saturated Fat, 10 g unsaturated fat); and • Maximum of 600 milligrams (mg) Sodium (Na). <p>One Vegetarian choice IAW the NSCM recipes. In Local choice IAW operational requirements and basic food cost (BFC).</p> <p>1-2 mixed filling (e.g. tuna, salmon, egg, etc).</p> <p>2-3 sliced meats or one sliced meat and one meat alternative with at least 1 containing:</p> <ul style="list-style-type: none"> • less than 5 grams of fat per serving; and • less than 800 mg of sodium per serving. <p>A variety of regular, low calorie/fat condiments must be available</p> <p>Cheese:</p> <ul style="list-style-type: none"> • at least 15% DV of calcium; and • less than 20 % M.F. (labelled as low-fat, fat free or made with skim milk). <p>2-3 varieties of sliced bread, one must be:</p> <ul style="list-style-type: none"> • whole grain containing a minimum of 2.5 g of fibre per slice. Choose items that list the grains as the first or second ingredient. <p>1-2 specialty bread, e.g. roll/bun, flat bread, sliced bread, tortilla wrap, etc. One choice must be a whole grain containing:</p> <ul style="list-style-type: none"> • a minimum of 2.5 of fibre per serving; on rotation.
<p>Starch</p>	<p>2 starch items</p>	<p>One at either lunch or dinner must be</p> <ul style="list-style-type: none"> • whole grain with at least 1.5 to 2 g of fibre, • low sodium; and • low-fat . <p>NSCM recipes will meet these criteria.</p> <p>When two choices are offered that do not the above criteria, one must be prepared with little or no fat</p>
<p>Vegetables</p>	<p>2 cooked vegetables</p>	<p>At least one prepared with little or no fat or salt.</p> <p>Offer at least one dark green and one orange</p>

Category	Meal Item Availability Standard	Definition/ Specification/ Healthier Choices based on grams, % Daily Value (DV) etc. as per product nutritional labels
LUNCH AND DINNER		
		vegetable daily.
Salads	Salads	Selection of salads as per the Salad Bar standard below.
Fruit	6 - 8 varieties IAW season	May include a maximum of 2 canned and 1 dried varieties. The remainder should be ripe and cut when possible/required. Canned fruit: -in fruit juice, water or light syrup. Fresh, frozen without added sugar.
Dessert	1 - 2 prepared desserts; 1 - 2 baked desserts; Optional-Ice cream/frozen yogurt (1 - 2 flavours); and Yogurt (4 flavours)	At least one healthier prepared dessert containing (according to nutrition label for prepared products) at least one of the following: <ul style="list-style-type: none"> • 10% or more of the DV of vitamin A, C, E, calcium, magnesium, potassium, iron, fibre, protein; • at least a half-serving of fruit or vegetable; • at least 5 g of whole grain; or • 100 calories/serving (with no more than 30% of the calories coming from the total fat). At least one healthier baked dessert containing 2g fiber or more. To include a minimum of two with M.F. 2% or less and 10% DV of calcium.
Bread Products	2 - 4 varieties of sliced bread; and 1 - 2 types of specialty bread products	Minimum of 50% of choices offered must be whole grain with a minimum of 2.5 g of fibre per slice. Choose items that list the grains as the first or second ingredient E.g. bagels, pita bread etc. One choice must be whole wheat containing a minimum of 2.5 g of fibre per serving.
Beverage	3 hot beverages; Dairy (2 - 3 varieties); Fruit juice (2 - 3 varieties);	Tea (regular, decaffeinated, herbal), Coffee (regular, decaffeinated) and Hot Chocolate. A minimum of one must be skim milk or 1% M.F. All fruit juice must be from 100% juice or juice concentrate. No more than one fruit juice may have added sugar, such as cranberry cocktail.

Category	Meal Item Availability Standard	Definition/ Specification/ Healthier Choices based on grams, % Daily Value (DV) etc. as per product nutritional labels
LUNCH AND DINNER		
	<p>Veg juice (1 - 2 varieties);</p> <p>Non-dairy beverages, up to 2 varieties, if required;</p> <p>Optional: fruit flavoured drinks (0 - 2 varieties); and</p> <p>Optional: pop (0 - 4 varieties)</p>	<p>One choice must be less than 480mg sodium/250ml.</p> <p>Fortified Lactose-free containing calcium, vitamin D and vitamin A. E.g. soy beverage, etc.</p> <p>If provided, to include a maximum of 2 flavours.</p> <ul style="list-style-type: none"> • Must contain 24 - 48 mg of vitamin C per 100 ml of ready to serve portion. <p>If provided, to include a minimum of one low-calorie variety and a maximum of 4 flavours.</p> <p>Note:</p> <ul style="list-style-type: none"> • Where potable water is available, bottled water will not be provided; • sports drinks, energy drinks, thirst quenchers, flavoured/sparkling/fortified bottled water products are not authorized; and • Single item hot beverage dispenser products are not authorized.

Category	Meal Item Availability Standard	Definition/ Specification/ Healthier Choices based on grams, % Daily Value (DV) etc. as per product nutritional labels
SALAD BAR Standard (Offered during lunch and dinner meals)		
Leaf Salads	1 leaf salad without dressing; and Optional: 1 other salad that may contain dressing/ ingredients	Leafy salad greens/mixes only. E.g. Caesar salad, garden salad, etc.
Raw Vegetables	6 - 8	E.g. radishes, green onions, celery sticks, carrot sticks, turnip sticks, sliced cucumber, tomato wedges, mushrooms, sliced zucchini, green/red pepper, broccoli, cauliflower, etc.
Marinated and /or Starch Salad	2 Vegetable, Bean, or Lentil; and 1 Starch	Ensure a variety at each meal. At least one choice must contain: <ul style="list-style-type: none"> • less than 15% of calories from saturated and trans fat/100g; • Less than 1.4g fat/100g; and • Less than 240mg salt/100g. Some healthier choice recipes will be provided
Cheese	2 - 3 types of cheese	At least one hard choice and one soft cheese choice. At least one choice must contain: <ul style="list-style-type: none"> • Milk Fat (M.F.) 2% or less (Usually labelled low-fat, fat-free or made with skim milk); and • At least 15% of DV for Calcium/175g.
Vegetarian Protein	1 vegetarian protein choice	E.g. chick peas, other legumes, egg, hummus, tofu, etc. (this is in addition to the Vegetarian Protein Choice entrée)
Pickles/Olives	2 - 3 varieties of pickles/olives	E.g. olives, beets, onions, dill pickles, gherkin pickles, etc.
Condiments	2 types of spreads; 2 - 3 varieties of Salad Dressings; plus: -honey -syrup -butter and/or margarine -ketchup -mustard -mayonnaise -hot sauce -meat sauce (e.g. HP, Plum Sauce, BBQ sauce etc.	E.g. peanut butter, chocolate nut spread, cheese spread, etc. Offer a variety or regular and reduced sugar/fat varieties. No more than 3 types of meat sauce to be offered and will compliment the entrées provided.

1.2 Portion Size Standards

Breakfast	
Eggs, large	2 each
Ham/Back Bacon	45 g (raw)
Bacon	3 slices (40/48 slices per Kg raw)
Sausages	2 each (12/500 g raw)
Hot cakes	2 X 90 ml ladles of batter
French Toast	2 slices
Cereal w/milk - hot	175 ml (cooked) plus 125 ml of milk
Cereal w/milk - cold	1nd pkg or 250 ml plus 125 ml of milk
Cheese	30 g
Muffin	1 each (130 g)
Bagel	1 each (110 g)
Croissants	1 each (60 g)
Toast	2 slices (each 35 g)

Lunch and Dinner	
Soup	250 ml
Steaks and chops (bone in)	250g (raw)
Chicken pieces (bone-in)	275g (raw)
Steak (boneless)	225 g (raw)
Boneless meat/poultry	150 g cooked (180 g raw)
Fish (steaks, fillet)	150 g (raw)
Fish (battered)	150 g (cooked)
Stews	300 g (cooked) (250 ml ladle)
Casserole dishes	300g (cooked) (250 ml ladle)
Pasta w/ sauce (main entrée)	150 g of pasta, 175 ml of sauce
Three decker sandwich	1 each (90 g of meat total)
Hamburger	1 each (167 g raw)
Hot dog	80 g (2 ea @ 40 g or 1 ea @ 80 g)
Pizza	1 each (1/6 of a 40 cm diameter pizza) 240 g
Tacos	2 each
Burritos	1 each (150g)
Submarine (15 cm long)	1 each (90 g sliced meat or 110 g mixed filling)
Sandwich	1 each
Sandwich filling - salad	110 g
Sandwich filling - sliced meat	90 g
Sliced meat – for cold plate	90 g
Starch Item - potatoes, rice, pasta	125 g (cooked) (2 ea 125 ml spoon, 2 ea #16 scoop)
Vegetables	90 g (125 ml spoon)

Lunch and Dinner	
Salad Items	15 cm bowl or 20cm plate
Canned fruit	175 ml
Fresh fruit (individual)	1 each
Fresh grapes/berries/sliced fruits	125 ml or 90 g
Pudding/Jello/Ice Cream	125 ml
Fruit yogurt	175 ml
Cake	1 piece (5 cm X 5 cm X 7 cm)
Pie	1 piece (1/8 of a 22 cm diameter pie)
Squares	1 piece (5 cm X 5 cm X 2.5 cm)
Cookies (7.5 cm diam.)	2 each
Cookies (12.5 cm diam.)	1 each
Doughnuts / Sweet Buns	1 each
Bread	1 slice (35 g)
Dinner Roll	1 each
Juice/Fruit Drinks/Pop	250 ml
Milk (2%, 1%, skim, choc, non dairy)	250 ml
Hot Beverages	250 ml

1.3 Standard Meal Entitlement Pattern

Breakfast	Lunch	Dinner
Juice Fruit Breakfast entrée Breakfast meat or alternative Cheese or Yogurt Breakfast starch Breakfast vegetable Bread product Two beverages Condiments/Preserves	Soup Main Entrée: Choice of freshly prepared protein dish, pasta (optional) or sandwich Starch Cooked vegetable Salad Bar Fruit Dessert Bread product Three beverages Condiments	Soup Main Entrée dish: Choice of freshly prepared protein dish, or pasta (optional) Starch Cooked vegetable Salad Bar Fruit Dessert Bread product Three beverages Condiments

1.4 Dispersed Meal Pattern

Hot Meals

Dispersed hot meals will be produced using foods that travel and hold temperature for reasonable periods of time in food storage containers.

Lunch
Soup Main protein dish Starch item Vegetable Tossed salad, coleslaw or assorted raw vegetables Fresh fruit One prepared or baked dessert Bread or rolls and butter or margarine Two beverages Appropriate condiments

Cold Meals

Box Lunch
2 sandwiches - 1 of sliced solid meat (90 g meat, less than 5 grams of fat and less than 1,000 mg of sodium per serving) and 1 with a mixed filling (110 grams filling)
Or 1 sandwich with a mixed filling e.g. tuna, salmon, egg, etc. (110 grams filling) and
1 solid meat item with a roll (90 grams meat less than 5 grams of fat and less than 1,000 mg of sodium per serving) Or 1 cold plate with sliced meats that are from a federally inspected source and CFIA approved, with 2 rolls (90 grams meat)
(Note: at least one bread product must be whole grain.) Vegetable salad and assorted raw vegetables (125 ml) (Note: if salad is rice, pasta or potato, and additional serving of vegetables must also be provided.)
Condiments including at least 1 low-calorie/reduced fat condiment (e.g. mustard)
Fresh or canned fruit (1 piece fresh or 175 ml canned) 1 dessert or pocket supplement (e.g. granola bar or cookies) IAW portion size standard
1 milk and 1 juice (250 ml each). Milk may be substituted with another juice of a different variety. Note: canned pop and bottled water are not permitted.
Note: potato chips are not permitted.

Appendix 2 - Canadian Armed Forces National Standardized Cycle Menu

The Contractor must conform with all menu items. Recipes for all main courses will be provided by DND.

Week 1							
BREAKFAST							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Main Menu							
Healthier Breakfast	Mini Breakfast burritos	Rise and shine Breakfast Sandwich	Egg Salad English Muffins Melt Sandwich	Breakfast Parfait	Cinnamon Oatmeal Breakfast Pudding	Veggie Egg White Omelette	Bananas and Bran Muffins
Lunch							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Main Menu							
Healthier Soup	Country-Style Turkey and Vegetable	Purée of Butternut Squash and Apple	Cabbage	Beef and Noodle	Hot and Sour Chicken	Vegetable and Red Lentil Soup	Penne, Tomato and Chickpea
Heartier Soup	Corn Chowder	Chicken Noodle	Cream of Mushroom	Tomato Rice	Clam Chowder	French Onion	Cream of Broccoli
Healthier Choice	Pan-Fried Fillet of Haddock	Honey Garlic Pork Loin	Baked Herbed Fillet of Sole	Turkey Divan	Braised Meatballs with Roasted Tomato Sauce	Baked Lasagna	Best Ever Lean Burgers
Vegetarian Choice	Broccoli Quiche	Tofu Mushroom Stir-Fry	Masa (Corn) Pancakes	Fragrant Red Lentils	Vegetarian Roasted Rosquitos	Whole Wheat Garden Pizza	Basil and Parmesan Bows with Sugar Snap Peas
Third Choice							
Gravy/Sauce							

Week 1							
Starch	Wild & Brown Rice Pilaf		Pepper Plenty Barley Pilaf		Brown Rice w/ Broccoli and Walnuts		Herbed Farro Pilaf
Starch							
Vegetable	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables
Vegetable							
Sandwich Bar							
Choice One	Cashew Chicken Salad Burger	Vegetarian Chickpea Pita and/or Wrap	Roast Chicken and Cranberry Sandwiches	Glazed Salmon Burger Pickled Cucumber	Mexipollo Wrap		
Optional Mixed	Roasted Red Pepper Hummus	Seafood Salad	Chicken Salad	Turkey Salad	Chicken W/ Almonds & Celery		
Choice Two	Lean Turkey Breast	Montreal Smoked Meat	Bologna	Black Forest Ham	Corned Beef		
Choice Three	Smoked Maple Ham	Roast Beef	Lean Chicken Breast	Pastrami	Salami		
Optional Sliced							
Salads Bar							
Healthier Choice	Curried Quinoa and Peach Salad	Fusilli Pasta Salad with Salsa and Feta	Red Wheat Berry Salad with Black Bean and Edamame	Black-Eyed Pea Salad	Red Skin Potato Salad	Whole Wheat Rotini Pasta Salad	Summer Barley Salad
Supper							
Main Menu							
Healthier Soup	Country-Style Turkey and Vegetable	Purée of Butternut Squash and Apple	Cabbage	Beef and Noodle	Hot and Sour Chicken	Vegetable and Red Lentil Soup	Penne, Tomato and Chickpea
Heartier Soup	Corn Chowder	Chicken Noodle	Cream of Mushroom	Tomato Rice	Clam Chowder	French Onion	Cream of Broccoli

Week 1							
Healthier Choice	Caribbean Chicken Breast	Quinoa and Beef-Stuffed Peppers	Milk-Braised Veal Roast	Herbed Pork Loin Steak with Mustard Sauce	Tilapia Florentine	Veal Brochettes with Four Vegetables	Honey Glazed Skinless Chicken Quarters
Vegetarian Choice	Vegetable Paella	Indian-Style Curried Vegetables	Tofu Fajitas on Whole Wheat Tortillas	Vegetarian Casablanca Stew	Garden Chili	Black-Eyed Peas with Grilled Tempeh & Kale	Tofu Vegetable Stir-Fry
Third Choice							
Gravy/Sauce							
Starch		Bulgur w/ Apricots & Almonds		Vegetable Couscous		Mediterranean Barley & Brown Rice	
Starch							
Vegetable	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables
Vegetable							
Sandwich Bar							
Choice One	Cashew Chicken Salad Burger	Vegetarian Chickpea Pita and/or Wrap	Roast Chicken and Cranberry Sandwiches	Glazed Salmon Burger Pickled Cucumber	Mexipollo Wrap		
Optional Mixed							
Choice Two	Lean Turkey Breast	Montreal Smoked Meat	Bologna	Black Forest Ham	Corned Beef		
Choice Three	Smoked Maple Ham	Roast Beef	Lean Chicken Breast	Pastrami	Salami		
Optional Sliced							
Salads Bar							
Healthier Choice	Curried Quinoa and Peach Salad	Fusilli Pasta Salad with Salsa and Feta	Red Wheat Berry Salad with Black Bean and Edamame	Black-Eyed Pea Salad	Red Skin Potato Salad	Whole Wheat Rotini Pasta Salad	Summer Barley Salad

Week 2							
BREAKFAST							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Main Menu							
Healthier Breakfast	Mini Breakfast Burritos with Tomato Salsa	Ham and Cheese Quesadillas	Cinnamon Oatmeal Breakfast Pudding	Egg Salad English Muffins Melt Sandwich	Mini Breakfast Burritos	White Omelette Ranchero	Veggie Egg White Omelette
Lunch							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Main Menu							
Healthier Soup	Carrot and Potato	Tomato and Vegetable Florentine Soup	Navy Bean	Purée of Roasted Sweet Potato and Red Pepper	Chicken and Okra	Beef and Barley	Yellow Split Pea
Heartier Soup	Italian Wedding	Cream of Chicken	Goulash	Turkey Noodle	Seafood Chowder	Cream of Asparagus	Cream of Tomato
Healthier Choice	Apple Jelly Pork Medallions	Lemon Rice-Stuffed Cod	Hawaiian Glazed Turkey Breast	Beef Teriyaki	Chicken Cacciatore	Veal Cutlets Continental	Chicken Pocket Sandwich on Pita Bread Whole Wheat
Vegetarian Choice	Vegetarian Three Sisters Stew	Tex Mex Wrap	Mushroom Tofu Ragout	Tofu Chili	Vegetable Frittata	Tofu Cauliflower Shepherd's Pie	Veggie Pot Pie
Third Choice							
Gravy/Sauce							
Starch		Couscous w Lemon & Basil		Quinoa Pilaf		Festive Coconut Wild Rice w/ Cranberries & Pears	

Week 2							
Starch							
Vegetable	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables
Vegetable							
Sandwich Bar							
Choice One	Creamy Avocado and White Bean Wrap	Mango Chutney Chicken Sandwich	Greek Style Tuna Sandwich	Curried Chicken Pita and/or Wrap	Grilled Veggie and Hummus Wraps		
Optional Mixed	Chicken Salad	Egg & Avocado	Chicken Salad w/ Almonds & Celery	Tuna Salad	Seafood Salad		
Choice Two	Bologna	Montreal Smoked Meat	Black Forest Ham	Corned Beef	Lean Turkey Breast		
Choice Three	Roast Beef	Leam Chicken Breast	Pastrami	Salami	Smoked Maple Ham		
Optional Sliced	Grilled Reuban	Grilled Pesto Chicken & Spinach Panini	Grilled BLT	Turkey Cranberry & Cheese Wrap	Club House		
Salads Bar							
Healthier Choice	Golden Quinoa Salad with Lemon, Dill and Avocado	Quinoa Salad with Nuts and Fruits	Couscous Salad with Butternut Squash and Cranberries	Whole Wheat Rotini Pasta Salad	Pearled Couscous Salad with Cherries and Arugula	Quinoa and Chickpea Salad	Quinoa Greek Salad
Supper							
Main Menu							
Healthier Soup	Carrot and Potato	Tomato and Vegetable Florentine Soup	Navy Bean	Purée of Roasted Sweet Potato and Red Pepper	Chicken and Okra	Beef and Barley	Yellow Split Pea Soup
Heartier Soup	Italian Wedding	Cream of Chicken	Goulash	Turkey Noodle	Seafood Chowder	Cream of Asparagus	Cream of Tomato

Week 2							
Healthier Choice	Beef Meatloaf with Tomato and Vegetable Sauce	Curried Lamb	Polynesian Chicken Breast	Baked Fillet of Trout	Loaded Taco Salad	Tandoori Chicken Breast	Island Spiced Pork Tenderloin
Vegetarian Choice	Spanakopita	Tunisian Vegetable Couscous	Kung Pao Tempeh	Classic Macaroni & Cheese	Moroccan Chickpea Stew	Spicy Black Bean Burritos	Portobello Mushroom Stroganoff
Third Choice							
Gravy/Sauce							
Starch	Fresh Herb and Lemon Bulgur Pilaf		Wild Rice and Mushroom Pilaf		Garlicky Brown Rice		Quinoa with Garlic, Pine Nuts and Raisins
Starch							
Vegetable	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables
Vegetable							
Sandwich Bar							
Choice One	Creamy Avocado and White Bean Wrap	Mango Chutney Chicken Sandwich	Greek Style Tuna Sandwich	Curried Chicken Pita and/or Wrap	Grilled Veggie and Hummus Wraps		
Optional Mixed							
Choice Two	Bologna	Montreal Smoked Meat	Black Forest Ham	Corned Beef	Lean Turkey Breast		
Choice Three	Roast Beef	Lean Chicken Breast	Pastrami	Salami	Smoked Maple Ham		
Optional Sliced							
Salads Bar							
Healthier Choice	Golden Quinoa Salad with Lemon, Dill and Avocado	Quinoa Salad with Nuts and Fruits	Couscous Salad with Butternut Squash and Cranberries	Whole Wheat Rotini Pasta Salad	Pearled Couscous Salad with Cherries and Arugula	Quinoa and Chickpea Salad	Quinoa Greek Salad

Week 3							
BREAKFAST							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Main Menu							
Healthier Breakfast	Mini Breakfast Burritos	Blueberry and Cheese Muffins	Egg Salad English Muffins Melt Sandwich	Breakfast Parfait	Cinnamon Oatmeal Breakfast Pudding	Veggie Egg White Omelette	Bananas and Bran Muffins
Lunch							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Main Menu							
Healthier Soup	Asian Chicken Rice Noodle	Three Legume	Bean Rice Noodle	Mediterranean Chicken	Purée of Roasted Carrot	Country-Style Beef and Vegetable	Bean and Beet Borscht
Heartier Soup	Mulgatawny	Barley Mushroom	Pepper Pot	Vegetable Soup	Clam Chowder	Chicken Tortellini	Potato Chowder
Healthier Choice	Curried Shrimp	Lemon Pepper Chicken Breast	Ginger Lemon Beef and Broccoli	Turkey and Five Bean Chili	Lamb Tagine	Whole Wheat Spaghetti with Italian Meat Sauce	Sautéed Pork with Rainbow Sweet Peppers
Vegetarian Choice	Black Bean and Avocado Whole Wheat Tortilla Wrap	Szechuan Tempeh	Portobello Penne Pasta Casserole	Spinach and Cheese Pie	Asparagus and Mushroom Gratin	Cheese Omelet	Pan-Fried Polenta with Corn, Kale & Goat Cheese
Third Choice							
Gravy/Sauce							
Starch	Raisin and Spice Brown Rice		Barley Risotto			Toasted Millet Pilaf	Bulgur with Fresh Ginger and Spring Onions
Starch							
Vegetable	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables
Vegetable							

Week 3							
Sandwich Bar							
Choice One	Stuffed Italian Pita	Shrimp Salad Sandwich	Chicken Salad Pita Sandwich	Luxury Veggie Sandwich	Turkey and Cranberry Spread Sandwich		
Optional Mixed	Lobster Salad	Tuna Salad	Crab Salad	Seafood Salad	Devilled Ham		
Choice Two	Bologna	Montreal Smoked Meat	Lean Turkey Breast	Black Forest Ham	Corned Beef		
Choice Three	Pastrami	Salami	Smoked Maple Ham	Roast Beef	Lean Chicken Breast		
Optional Sliced	Philly Cheesesteak Panini	Grilled Turkey & Bacon Wrap	Buffalo Chicken Wrap	Ham & Cheese on Garlic Focaccia	Meatball Sub		
Salads Bar							
Healthier Choice	Curried Quinoa and Peach Salad	Fusilli Pasta Salad with Salsa and Feta	Red Wheat Berry Salad with Black Bean and Edamame	Black-Eyed pea Salad	Red Skin Potato Salad	Whole Wheat Rotini Pasta Salad	Summer Barley Salad
Supper							
Main Menu							
Healthier Soup	Asian Chicken Rice Noodle	Three Legume	Bean Rice Noodle	Mediterranean Chicken	Purée of Roasted Carrot	Country-Style Beef and Vegetable	Bean and Beet Borscht
Heartier Soup	Mulgatawny	Barley Mushroom	Pepper Pot	Vegetable Soup	Clam Chowder	Chicken Tortellini	Potato Chowder
Healthier Choice	Roast Beef Inside Round with Au Jus	Moroccan-Flavoured Pork Ragù	Maple Glazed Salmon Loin	Oriental Skinless Chicken Quarter	Hickory Pork Loin with Spicy Apple Chutney	Thai BBQ Chicken Breast	Roast Turkey with Giblet Gravy
Vegetarian Choice	Butternut Squash Dhal	Lentil Sloppy Joe	Curried Tempeh	Roasted Vegetable and Black Bean Tacos	Vegetable Quesadillas	Lentil Loaf	Spaghetti with Red Lentil Sauce

Week 3							
Third Choice							
Gravy/Sauce							
Starch		Couscous with Dried Fruits		Herbed pearly Couscous	Brown Rice with Butternut Squash, Black Beans and Cranberries		
Starch							
Vegetable	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables
Vegetable							
Sandwich Bar							
Choice One	Stuffed Italian Pita	Shrimp Salad Sandwich	Chicken Salad Pita Sandwich	Luxury Veggie Sandwich	Turkey and Cranberry Spread Sandwich		
Optional Mixed							
Choice Two	Bologna	Montreal Smoked Meat	Lean Turkey Breast	Black Forest Ham	Corned Beef		
Choice Three	Pastrami	Salami	Smoked Maple Ham	Roast Beef	Lean Chicken Breast		
Optional Sliced							
Salads Bar							
Healthier Choice	Curried Quinoa and Peach Salad	Fusilli Pasta Salad with Salsa and Feta	Red Wheat Berry Salad with Black Bean and Edamame	Black-Eyed pea Salad	Red Skin Potato Salad	Whole Wheat Rotini Pasta Salad	Summer Barley Salad

Week 4							
BREAKFAST							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Main Menu							
Healthier Breakfast	Mini Breakfast Burritos with Tomato Salsa	Ham and Cheese Quesadillas	Cinnamon Oatmeal Breakfast Pudding	Egg Salad English Muffins Melt Sandwich	Mini Breakfast Burritos	White Omelette Ranchero	Veggie Egg White Omelette
Lunch							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Main Menu							
Healthier Soup	Yellow Split Pea Soup	Vegetable and Red Lentil Soup	Purée of Butternut Squash and Apple	Cabbage Soup	Country-Style Beef and Vegetable Soup	Carrot and Potato Soup	Tomato and Vegetable Florentine Soup
Heartier Soup	Turkey Noodle	Italian Wedding	Muligatawny	Barley mushroom	Cream of chicken	Vegetable soup	Cream of broccoli
Healthier Choice	Roast Pork Loin with Robert Sauce	Best Ever Lean Burgers	Ginger Coconut Chicken Breast	Poached Haddock Loin	Chicken Breast Dijonnaise	Baked Fillet of Sole à l'Orange	Chicken and Vegetable Stir-Fry
Vegetarian Choice	Bean and Goat Cheese Quesadillas	Red-Cooked Tofu	Potato and Cheddar Cheese Latkes with Brown Sugar Applesauce	Spinach Lasagna with Tomato Sauce	Quinoa Veggie Burger	Sun-Dried Tomato Hummus Cakes	Classic Macaroni & Cheese
Third Choice							
Gravy/Sauce							
Starch	Quinoa and Lentil Pilaf		Barley Risotto with Fennel		Barley Mushroom Pilaf		Spiced Couscous
Starch							
Vegetable	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables
Vegetable							
Sandwich Bar							

Week 4							
Choice One	Mexipollo Wrap	Chicken and Vegetable Wrap	Chicken Tzatziki Sandwich	Curried Egg Salad Sandwich	Mango Chicken Sandwich		
Optional Mixed							
Choice Two	Bologna	Montreal Smoked Meat	Black Forest Ham	Corned Beef	Lean Chicken Breast		
Choice Three	Roast Beef	Lean Turkey Breast	Pastrami	Salami	Smoke Maple Ham		
Optional Sliced							
Salads Bar							
Healthier Choice	Golden Quinoa Salad with Cherries and Arugula	Quinoa Salad with Nuts and Fruits	Couscous Salad with Butternut Squash and Cranberries	Whole Wheat Rotini Pasta Salad	Pearled Couscous Salad with Cherries and Arugula	Quinoa and Chickpea Salad	Quinoa Greek Salad
Supper							
Main Menu							
Healthier Soup	Yellow Split Pea Soup	Vegetable and Red Lentil Soup	Purée of Butternut Squash and Apple	Cabbage Soup	Country-Style Beef and Vegetable Soup	Carrot and Potato Soup	Tomato and Vegetable Florentine Soup
Heartier Soup	Turkey Noodle	Italian Wedding	Muligatawny	Barley mushroom	Cream of chicken	Vegetable soup	Cream of broccoli
Healthier Choice	Maple Glazed Loin of Salmon	Veal and Vegetable Stew	Baked Potato Salmon Cake	Veal Marengo	Apple Cranberry Chicken Breast	Chicken Chili Wrap	Herbed Citrus Pork Loin Steak
Vegetarian Choice	Curried Chickpea and Summer Vegetable Stew	Cheesy Stuffed Potatoes	Spaghettini with Marinara Sauce	Veggie Topped Potato	Mostaccioli with Arrabiata Sauce	Tofu cacciatore	Lentils Burritos
Third Choice							
Gravy/Sauce							
Starch		Brown Rice with Carrots and Mushrooms		Mashed Potatoes with Kale and Olive Oil		Corn and rice medley	
Starch							

Week 4							
Vegetable	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables	Orange Vegetables	Dark Green Vegetables
Vegetable							
Sandwich Bar							
Choice One	Mexipollo Wrap	Chicken and Vegetable Wrap	Chicken Tzatziki Sandwich	Curried Egg Salad Sandwich	Mango Chicken Sandwich		
Optional Mixed							
Choice Two	Bologna	Montreal Smoked Meat	Black Forest Ham	Corned Beef	Lean Chicken Breast		
Choice Three	Roast Beef	Lean Turkey Breast	Pastrami	Salami	Smoke Maple Ham		
Optional Sliced							
Salads Bar							
Healthier Choice	Golden Quinoa Salad with Cherries and Arugula	Quinoa Salad with Nuts and Fruits	Couscous Salad with Butternut Squash and Cranberries	Whole Wheat Rotini Pasta Salad	Pearled Couscous Salad with Cherries and Arugula	Quinoa and Chickpea Salad	Quinoa Greek Salad

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Appendix 3 – DND Food Quality Standards

Item #	Description	Solicitation Number	Link to buyandsell.gc.ca
1	Beef / Bœuf	E6TOR-13RM06	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6530
2	Variety Meats / Abats comestibles	E6TOR-17RM06	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-224-7452
3	Bread and Baked Products / Pain et produits de boulangerie	E6TOR-13RM07	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6529
4	Game / Gibier	E6TOR-17RM07	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-224-7451
5	Butter and Margarine / Beurre et margarine	E6TOR-13RM08	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6528
6	Prepared Meats and Meat By-products / Viande et sous-produits de viande préparés ou conservés	E6TOR-17RM08	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-224-7448
7	Canned Fruits / Fruits en conserve	E6TOR-13RM09	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6527
8	Grains / Grain céréalier	E6TOR-17RM09	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-224-7450
9	Canned Vegetables / Légumes en conserve	E6TOR-13RM10	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6526
10	Cereal / Céréales	E6TOR-13RM11	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6525
11	Miscellaneous Grocery / Produits d'épicerie divers	E6TOR-17RM11	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-224-7517
12	Cheese – Fromage	E6TOR-13RM12	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6524
13	Coffee and Tea / Café et Thé	E6TOR-13RM13	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6523
14	Condiments and Condiment Sauces / Condiments et sauces condimentaires	E6TOR-13RM14	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6522
15	Dehydrated Vegetables / Légumes déshydratés	E6TOR-13RM15	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6521
16	Dried Fruit / Fruits séchés	E6TOR-13RM16	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6520
17	Eggs and Egg Products / Œufs et produits d'œufs	E6TOR-13RM17	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6519
18	Fish and Seafood / Poissons et produits de la mer	E6TOR-13RM18	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6518
19	Flour and Cake, Pancake and Waffle Mixes / Farines, mélanges pour gateaux et mélanges pour pâtisseries	E6TOR-13RM19	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6517
20	Fresh Fruit – Fruits frais	E6TOR-13RM20	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6516
21	Fresh Vegetables / Légumes frais	E6TOR-13RM21	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6515
22	Frozen Fruit / Fruits congelés	E6TOR-13RM22	

Item #	Description	Solicitation Number	Link to buyandsell.gc.ca
23	Frozen Vegetables / Légumes congelés	E6TOR-13RM23	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6511
24	Fruit Juices / Jus de fruits	E6TOR-13RM24	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6513
25	Herbs and Spices / Fines herbes et épices	E6TOR-13RM25	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6512
26	Ice cream and Sorbets (sherbert) / Crème glacée et sorbet laitier	E6TOR-13RM26	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6510
27	Lamb – Agneau	E6TOR-13RM27	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6509
28	Legumes / Legumineuses	E6TOR-13RM28	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6508
29	Milk and Dairy Products / Lait et produits laitiers	E6TOR-13RM29	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6507
30	Pasta and Noodles / Pâtes alimentaires et nouilles	E6TOR-13RM30	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6506
31	Pie Fillings and Pie Fruits / Garniture de tarte et fruits à tarte	E6TOR-13RM31	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6505
32	Pork / Porc	E6TOR-13RM32	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6504
33	Poultry / Volaille	E6TOR-13RM33	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6503
34	Rice / Riz	E6TOR-13RM34	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6502
35	Shortenings, Fat and Oil / Graisses et huiles	E6TOR-13RM35	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6501
36	Sugars and Preserves / Sucres et conserves	E6TOR-13RM36	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6500
37	Veal / Veau	E6TOR-13RM37	https://buyandsell.gc.ca/procurement-data/tender-notice/PW-TOR-033-6499

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Appendix 4 - Assets Available to the Contractor

Item	Description	Quantity	Location
1	Walk-In Cooler	1	
2	Walk-In Freezer	1	
3	Vegetable Cooler	1	
4	Refrigerator/Freezer Shelving	18	Veg Cooler
5	Storage Shelving	4	Dry Storage
6	High Density Storage Shelving	6	Dry Storage
7	Hand Basin	3	Throughout
8	Garbage Cans	5	Throughout
9	Pot Racks	2	Coffee Brew Area/Pass Through Window
10	Pot Washing Sink	1	
11	Vegetable Prep Table	1	Veg Prep Area
12	Vegetable Sink	1	Veg Prep Area
13	Vegetable Prep Table	1	Veg Prep Area
14	Work Table	1	Cooks Area
15	Cooks Table/Sink	1	Cooks Area
16	Work Table	1	Pass Through Window
17	Work Table/Sink	1	Cook Prep Area
18	Bake Table	1	Cook Prep Area
19	Bun Pan Rack	1	Cook Prep Area
20	Hot Holding Cabinet	2	Next to Pass Through Window
21	Ingredient Bins	3	Dry Storage/Cook Prep Area
22	Hobart Mixer	1	Cook Prep Area
23	Mixer Parts Rack	1	Cook Prep Area
24	Hobart Slicer Portable	1	Veg Prep Area
25	Food Processor	1	Veg Prep Area
26	Receiving Truck	1	Portable
27	Utensil Rack	1	Cooks Area
28	Vulcan Convection Oven	1	Cook Prep Area
29	Rational/Alto Shaam Combi Oven	1	Cook Prep Area
30	Cleveland Steamer and Stand	1	Cook Prep Area
31	Cleveland Table Top Kettle	1	Cook Prep Area
32	Cleveland Kettle Stand	1	Cook Prep Area
33	Cleveland Electric Kettle	1	Cook Prep Area
34	Garland Range	1	Cooks Area
35	Garland Griddle	1	Cooks Area
36	Garland Range Mount Salamander/Broiler	1	Cooks Area
37	Garland Char Broiler	1	Cooks Area
38	Pitco Fryer Station	1	Cooks Area

Item	Description	Quantity	Location
39	Soiled Dish Table w/Pre-rinse sink, basket, pre-rinse faucet, undershelf with cross rails and removable sections, sorting shelf	1	Dishwashing Area
40	Hobart side loader for C44 Dishwasher	1	Dishwashing Area
41	Hobart C44 Dishwasher	1	Dishwashing Area
42	Hatco Elec Mod S-36 Booster for C44 Dishwasher	1	Dishwashing Area
43	Clean Dishtable and Rollers with limit switch, undershelf and overshelf	1	Dishwashing Area
44	Utility Dish Carts	2	Portable
45	Metro Wire Rack Dollies	2	Dishwashing Area/Portable
46	Stand up cooler with glass door	1	Outside office door
47	Beverage counter with sink	1	Coffee Brew Area
48	Artica Refrigerator Display Case	1	Servery
49	Tea Display Unit	1	Servery
50	G196 Griddle	1	Servery
51	Delfield Refrigerated Display Case	1	Servery
52	Hot Entree Counter w/food shield, hot food wells, radiant heater and cutting boardT	1	Servery
53	Carving Station w/casters, carving shelf, 2 heat lamps and cutting board	1	Servery
54	Hatch Portable Plate dispenser	3	2 in Servery, 1 in dishwashing area
55	Hatch Salad Plate Dispenser	2	Servery
56	Refrigerated Dessert Case	1	Servery
57	Refrigerated Salad and Fruit Bar	1	Servery
58	Holman Rotary Toaster QCS2	1	Servery
59	Pastry Display Rack	1	Servery
60	Soup Wells	2	Servery
61	Hoshizaki Ice Maker	1	Receiving Area
62	Manitowoc Ice Maker	1	Coffee Brew Area
63	Clean Dish Truck	1	Portable/Dishwashing Area
64	Elevating Dispensers	2	Servery/Coffee/Tea Counter
65	Kelvinator Drinking Fountain	1	Cook Prep Area
66	Carving Station Counter w/Heated Gravy Insert	1	Servery
67	True Portable Sandwich Bar	1	Dining Room
68	ValueLine Portable Steam Table	1	NCO Dining Room
69	Portable Salad Bar	1	Receiving Area
70	Bulk Milk Dispenser	1	Coffee Brew Area
71	Microwave Oven	2	Kitchen/NCO Dining Room
72	Automatic Hand Washing Stations	3	Coffee Brew Area, Pot wash Area, Veg Prep Area
73	BreMixer B2000 Hand Mixer	1	Cooks Area

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Item	Description	Quantity	Location
74	Robotocoup R2 Food Processor	1	Cooks Area
75	SS Hand Cart	2	Kitchen Area
76	SS "L" Work Table	1	NCO Dining Room
77	Portable Electric Soup Warmer	3	NCO Dining Room and Dry Storage

ANNEX B

BASIS OF PAYMENT

All pricing herein are firm, exclusive of applicable taxes, in Canadian funds. Total price for breakfast , lunch or dinner and dispersed meals are based on –the Standard Meal Entitlement Pattern and Portion Size Standard (reference Appendix 1 to Annex “A”).

Pricing Periods:

- Year #1 - 01 January 2022 to 31 December 2022
- Year #2 - 01 January 2023 to 31 December 2023
- Year #3 - 01 January 2023 to 31 January 2024
- Year #4 OPTION - 01 February 2024 to 31 January 2025

PRICING BASIS “A” REGULAR MEALS

Payments will be made based on firm total price per meal consumed (within the Entitlement allowance), or a-la-carte price for individually-paid consumption. The Contractor’s prices for items 1.2 and 2.2 must not exceed the DND entitlement meal rate which is equal to the meal expenses provided in Appendices C of the [National Joint Council Travel Directive](#)

1. Breakfast	Year #1	Year #2	Year #3	Year #4 OPTION
1.1 "a-la-carte" Price				
Fruit	To be filled in at contract award			
Juice				
Entree - cereal hot and ready-to-eat				
Breakfast meat				
Entree - eggs any style				
Cheese				
Yogurt				
Starch				
Vegetable				
Baked Product				
One hot Beverage				
One cold Beverage				
Condiments (eg. salt, pepper, jam, butter, syrup)				
1.2 Total Breakfast Price				

2. Lunch	Year #1	Year #2	Year #3	Year #4 OPTION
2.1 "a-la-carte" Price				
Soup	To be filled in at contract award			
Main Entree				
Starch Item				
Cooked Vegetable				
Salad Bar - 6" Plate				
Fruit				
Sandwich Bar				
Dessert item				
Yogurt				
Bread Product				
One hot Beverage				
One cold Beverage				
Condiments				
2.2 Total Lunch or Dinner Price				

3. Dinner	Year #1	Year #2	Year #3	Year #4 OPTION
3.1 "a-la-carte" Price				
Soup	To be filled in at contract award			
Main Entree				
Starch Item				
Cooked Vegetable				
Salad Bar - 6" Plate				
Fruit				
Sandwich Bar				
Dessert item				
Yogurt				
Bread Product				
One hot Beverage				
One cold Beverage				
Condiments				
3.2 Total Dinner Price				

Pricing Basis "B" DISPERSED MEALS

The Contractor has provided firm unit prices

1. Dispersed Meals	Year #1	Year #2	Year #3	Year #4 OPTION
Total Boxed Lunch Price				

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Pricing Basis "C" – Catering Requirements

Catering requirements should be quoted using the a-la-carte prices detailed in Pricing Basis "A". Any items not listed in Pricing Basis "A" will be at the Contractor's cost plus markup.

The Contractor has provided firm percentages

Catering	Year #1	Year #2	Year #3	Year #4 OPTION
Markup on a-la-carte items not listed in Pricing Basis "A"	To be filled in at contract award			
Gratuity Rate (applicable only to full table service)				

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ANNEX C

SECURITY REQUIREMENTS CHECK LIST

See following

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ANNEX D to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International)
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);

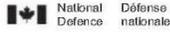
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ANNEX E

TASK AUTHORIZATION / DND FORM 626



**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. - N° du contrat
		Task no. - N° de la tâche
Amendment no. - N° de la modification	Increase/Decrease - Augmentation/Réduction	Previous value - Valeur précédente
To - À	TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract. À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.	
Delivery location - Expédiez à	Date _____ for the Department of National Defence pour le ministère de la Défense nationale	
Delivery/Completion date - Date de livraison/d'achèvement		
Contract Item no. N° d'article du contrat	Services	Cost Prix
		GST/HST TPS/TVH
		Total
APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. NE S'APPLIQUE QU'AUX CONTRATS DE TPSCG : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.		
for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		

**Instructions for completing
DND 626 - Task Authorization**

Contract no.
Enter the PWGSC contract number in full.

Task no.
Enter the sequential Task number.

Amendment no.
Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease
Enter the increase or decrease total dollar amount including taxes.

Previous value
Enter the previous total dollar amount including taxes.

To
Name of the contractor.

Delivery location
Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date
Completion date for the task.

for the Department of National Defence
Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services
Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments, per diem rates/labour category hourly rates, travel and living rates, firm price/celling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost
The cost of the Task broken out into the individual costed items in **Services**.

GST/HST
The GST/HST cost as appropriate.

Total
The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts
This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:
Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold, and by both DND and PWGSC for those tasks over the DND threshold.

**Instructions pour compléter le formulaire
DND 626 - Autorisation des tâches**

N° du contrat
Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche
Inscrivez le numéro de tâche séquentiel.

N° de la modification
Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction
Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente
Inscrivez le montant total précédent, y compris les taxes.

À
Nom de l'entrepreneur.

Expédié à
Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement
Date d'achèvement de la tâche.

pour le ministère de la Défense nationale
Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Note :** la personne qui signe cette attache de signature confirme que les travaux respectant la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services
Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliqueront à la soumission pour la tâche à accomplir (p.ex. acompte forcé sur les étapes franchies, taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre, frais de déplacement et de séjour, prix fixe ou prix plafond, etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Pris
Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH
Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total
Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC
Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrit dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Note :
Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

ANNEX F

INSURANCE REQUIREMENTS

D1. 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 \$5,000,000 per accident or occurrence, which includes food poisoning 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 Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

-
- 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. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- o. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- p. 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.
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.

D2. Automobile Liability Insurance

The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.

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

-
- d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

ANNEX G

ADDITIONAL CERTIFICATION INFORMATION

1. Board of Directors

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

Director Name/Position - _____

2. Procurement Business Number (PBN)

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

Procurement Business Number - _____

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

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ANNEX H

FACILITY PHOTOS

See attachment titled FACILITY PHOTOS PHOTOS DE L'ÉTABLISSEMENT

ANNEX I to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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)

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