



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :**

Bid Receiving/Réception des soumissions
RCMP "E" DIVISION BID RECEIVING FRONT DESK
14200 Green Timbers Way
Surrey, BC V3T 6P3
Solicitation : 202303429A
By Mail: RCMP "E" DIV. BID RECEIVING FRONT
DESK 202303428/A
Mail Stop # 1004 14200 Green Timbers Way
Surrey, BC V3T 6P3 Solicitation : 202303429/A

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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 : Gendarmerie royale du 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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaires :

THIS DOCUMENT DOES NOT CONTAIN A
SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT NE COMPORTE PAS
UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet Catering Service for RCMP-SE District of BC		Date 2023.03.10
Solicitation No. – N° de l'invitation 202303429/A		
Client Reference No. - No. De Référence du Client		
Solicitation Closes – L'invitation prend fin		
At / à :	14 :00 h	PDT (Pacific Daylight Time) HAP (heure avancée du Pacifique)
On / le :	2023.04.12	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Delivery Required – Livraison exigée See herein — Voir aux présentes		Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur :		
Telephone No. – No. de téléphone	Facsimile No. – No. 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 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 Certification of Independent Bid Determination, the Insurance Requirements, the Task Authorization Form and any other annexes.

1.2 Summary

- 1.2.1 The Royal Canadian Mounted Police (RCMP) E Division has a requirement for catering services on an “as and when requested” basis in the South East District of British Columbia.
- 1.2.2 The period of the resulting contract will be for a one (1) year period with the irrevocable option to extend the contract for up to an additional two, (1) year periods.
- 1.2.3 This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside the resulting contract.

1.3 Debriefings



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

1.4 Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the Buyandsell.gc.ca website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the [Office of the Procurement Ombudsman \(OPO\)](#).

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>

<http://opo-boia.gc.ca/plaintesurvol-complaintoverview-eng.html>



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.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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](#) (2022-03-29) 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: 90 days

2.2 Submission of Bids

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

NOTE: The RCMP has not been approved for bid submission by Canada Post Corporation (CPC) Connect service.

Bids transmitted by facsimile or email to RCMP will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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.

2.4 Applicable Laws

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

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.

2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful Bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: corporate_accounting@rcmp-grc.gc.ca

2.6 Volumetric Data

The volumetric data (i.e. # of meals and, # of mobilizations required) has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the service identified in this bid solicitation will be consistent with this data. It is provided purely for information purposes.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders submit their bids in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

Canada requests that Bidders follow the format instructions described below in the preparation of their hard copy bid:

- a. use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b. use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Bidders should:

1. Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
2. Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
3. Unless otherwise noted, Bidders are encouraged to submit bids electronically. If hard copies are required, Bidders should:
 - a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
 - b. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.



Section I: 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-Basis of Payment in Annex B.

3.1.2 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 evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

1. INSTRUCTIONS TO BIDDER

1. The Bidder is requested to provide a response to the Evaluation Criteria in the “Substantiation” column, or indicate where the criteria are met by entering the location (e.g. section/volume number, tab, page number, resume paragraph, etc.) in the “Substantiation” column.
2. For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the qualification requirements, will not be considered "demonstrated" for the purposes of the assessment. The Bidder should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.
3. The Bidder is requested to utilize the unique item number and associated title/description of each evaluation criterion in their responses.

Example: MT4: Instructor X experience: Tab #3, Instructor X resume, Page 6, paragraph 4.

4. Phrases such as “within the past five (5) years” used in this solicitation mean “within the five (5) years preceding the closing date of the RFP”. In the event that the RFP closing date is changed after the initial publication of the RFP, the experience will be measured from the final closing date, unless otherwise directed in an RFP amendment.
5. Project timelines that overlap will only be counted once towards the number of months.
6. To demonstrate the experience of the Bidder or its personnel (i.e. proposed resources), the Bidder must provide the following details as to how the stated experience was obtained:
 - i. Name of the client organization(s) and contact information;
 - ii. Start and end dates (MM-YYYY);
 - iii. Nature, role, and scope of the services provided;
 - iv. A reference who can confirm the stated experience.



1. MANDATORY EVALUATION CRITERIA

In their proposals, bidders must demonstrate in writing they meet the following mandatory criteria. Failure to meet any of the mandatory criteria will render the bid non-compliant and it will be given no further consideration. Links to web pages are not accepted and will be assessed a “NOT MET” rating.

Table 4.1.1.1.A

MANDATORY Criteria			
Description		SUBSTANTIATION	ASSESSMENT
		Please Cross Reference to Specific Pages in your Proposal (Completed by Bidder)	MET/NOT MET (Completed by RCMP Evaluator)
Mandatory Technical Criteria			
M1	The Bidder must demonstrate by providing a legible copy of their business license or incorporation documents, that they have been operating for a minimum of three (3) years		
M2	<p>The Bidder must demonstrate, by providing two (2) detailed project descriptions they have provided remote* catering services to emergency response organizations** within the last three (3) years.</p> <p>*Remote is defined as a rural location 25km or more from the nearest community with grocery, fuel and transportation services.</p> <p>**Emergency response organizations include but are not limited to:</p> <ul style="list-style-type: none"> • Fire departments • Police organizations • Public safety or Humanitarian organizations (e.g. Red Cross, United Way) <p>PROJECT DESCRIPTIONS MUST INCLUDE:</p> <ol style="list-style-type: none"> 1. Client name; 2. Duration of the work (# of days for each catering occasion, if multiple over time); 3. Start and end dates of the project commitment; 4. Summary of the scope of catering work (i.e. types and number of meals served per day, per location) 		



M3	<p>The Bidder must demonstrate, by providing a detailed copy of their mobilization plan, that they can deliver catering services for up to 45 police officers in a single location anywhere in the South East District of British Columbia, one week (seven (7) days) from receipt of the Task Authorization (TA)</p> <p>THE MOBILIZATION PLAN MUST INCLUDE:</p> <ol style="list-style-type: none"> 1. Number and type of vehicles to be loaded and sent to the location; 2. Number of food preparation, service and cleaning employees to be sent to the location; 3. Description of supplies and equipment to be kept on standby for rapid deployment; 4. Process for acquisition of ingredients at time of TA issuance; 5. Process for acquisition of additional ingredients for ongoing services; 6. Methods for ensuring food safety during transport 		
M4	<p>The Bidder must demonstrate, by providing a sample weekly menu, that they will provide a wide variety of meals in accordance with SOW, and Appendix A and B .</p> <p>THE SAMPLE WEEKLY MENU MUST INCLUDE:</p> <ol style="list-style-type: none"> 1. Breakfast, lunch and dinner options; 2. Beverage options; 3. Snacks and sweets; 4. Options for dietary preferences and restrictions including but not limited to: <ol style="list-style-type: none"> i. Gluten free ii. Vegetarian/vegan iii. Diabetic iv. Allergen-free (soy, dairy, nuts, egg, etc.) 		
M5	<p>Bidder must demonstrate, by providing legible copies, that each employee has completed, at minimum, Food Safe Level 1 training or equivalent.</p>		

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

Mandatory financial criteria are included in Annex E

4.2 Basis of Selection-Mandatory Technical Criteria

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



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 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.

5.1.1 Integrity Provisions

In accordance with the section titled Information to be provided when bidding, contracting, or entering into a real property agreement subject to 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:

- Declaration of Convicted Offences - Integrity Declaration Form (as applicable)
- Required Documentation (List of names for integrity verification form)

Please see the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html) website for further details (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html>).

5.1.2 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.

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Independent Bid Determination

The attached Certificate of Independent Bid Determination (attached Attachment 1 to part 5) has been developed by the federal Competition Bureau for use by the Contacting Authority when calling for bids, tenders or quotations. The intention of this documentation is to deter bid-rigging by requiring Bidders to disclose, to the Contracting Authority, all material facts about any communications and arrangements which the Bidder has entered into with competitors regarding the call for tenders.

5.1.3.2 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: 2019-01](#) 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.

5.1.3.3 Status and Availability of Resources

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

5.1.3.4 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-06) Education and Experience

5.1.3.5 Workers Compensation Certification – Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within fifteen (15) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.



ATTACHMENT 1 to PART 5 - CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid or tender (hereinafter "bid") to:

(Corporate Name of Recipient of this Submission)

for: _____
(Name and Number of Bid and Project)

in response to the call or request (hereinafter "call") for bids made by:

(Name of Tendering Authority)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Corporate Name of Bidder or Tenderer [hereinafter "Bidder"])

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. for the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
 - (a) has been requested to submit a bid in response to this call for bids;
 - (b) could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. the Bidder discloses that (check one of the following, as applicable):
 - (a) the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - (b) the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached



document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;

7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) methods, factors or formulas used to calculate prices;
 - (c) the intention or decision to submit, or not to submit, a bid; or
 - (d) the submission of a bid which does not meet the specifications of the call for bids; except as specifically disclosed pursuant to paragraph (6)(b) above;

8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;

9. the terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

(Printed Name and Signature of Authorized Agent of Bidder)

(Position Title)

(Date)



PART 6 - OTHER REQUIREMENTS

6.1 Insurance Requirements

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

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



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 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at section 7.17 of Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

7.1.2 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.

7.1.2.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form specified in Annex D.
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 two (2) calendar 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.

7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$10,000, Applicable Taxes included, inclusive of any revisions.



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

7.1.2.3 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 1%.
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.

7.2 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.

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

7.2.1 General Conditions

[2035](#) (2022-12-01), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to _____ (1 year after contract award).



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 two additional one (1) year period 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 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.

7.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified in each task authorization.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Gursharn Dhadwal
Title: Senior Procurement Officer
Royal Canadian Mounted Police
Address: #909-14200 Green Timbers Way, Surrey BC V3T 6P3
Telephone: 236-330-4260
E-mail Address: gursharn.dhadwal@rcmp-grc.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 *(to be inserted at contract award)*

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____



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

7.5.3 Contractor's Representative *(to be inserted at contract award)*

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
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: 2019-01](#) 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 Limitation of Expenditure - Cumulative Total of all Task Authorizations

a. 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 inserted at contract award). Customs duties are included and Applicable Taxes are extra.

- b. 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.
- c. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - i. when it is 75 percent committed, or
 - ii. four (4) months before the contract expiry date, or
 - iii. 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
- d. 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.

7.7.3 Method of Payment Single Payment (per Task Authorization)

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada

7.7.4 Time Verification

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

7.8 Invoicing Instructions

- 7.8.1** 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 TA form and any other documents as specified in the Contract;

- 7.8.2** 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.



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.

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*to be inserted after contract award*)

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 general conditions [2035](#) (2022-12-01) High Complexity-Services;
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements
- (f) Attachment 1 to Part 5: Certificate of Independent Bid Certification;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated _____,

7.12. Procurement Ombudsman

7.12.1 Dispute Resolution

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-bo.gc.ca. For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

7.12.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act*



will review a complaint filed by the complainant respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.

7.13 Insurance – Specific Requirements

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



ANNEX A – STATEMENT OF WORK

TITLE

CATERING SERVICE FOR RCMP-SOUTH EAST DISTRICT OF BRITISH COLUMBIA (B.C.)

2. BACKGROUND

The Royal Canadian Mounted Police (RCMP) E Division has a requirement for catering services on an “as and when required” basis in the South East District of British Columbia. The catering services may be required on short notice and in remote or rural locations to support approximately 20-45 police officers responding to emergencies such as forest fires, floods or protests. Catering services may be required on an ongoing basis for two-weeks or more, depending on the nature of the emergency.

The Contractor must supply all labour, transportation, accommodation of its own staff, supervision, materials, supplies, equipment, and products to prepare and serve three meals per day, and to ensure the cleanliness and sanitization of all food preparation and service areas and equipment.

3. ACRONYMS

PA	Project Authority
RCMP	Royal Canadian Mounted Police
SOW	Statement of Work
TA	Task Authorization

4. APPLICABLE DOCUMENTS & REFERENCES

[Apply for a catering license in BC](#)
[BC Public Health Act](#)
[BC Regional Health Authorities](#)
[BC Transportation Acts & Regulations](#)
[Food Safety Courses - Province of British Columbia \(gov.bc.ca\)](#)
[Map of South East District](#)
[Interior Health](#)

5. MEAL REQUIREMENTS

The Contractor must prepare and serve the following food options (see Appendix A for portion/serving sizes):

5.1 Breakfast

Continental style for up to 45 people:

- Hot and cold cereals;
- Meat selection (Bacon, ham and/or sausages);
- Eggs (scrambled, hard boiled);



- Hash browns;
- Bread (white, whole wheat);
- Breakfast sandwich (toasted English muffin with fried egg, bacon or ham, cheese slice);
- Individual cheese portions (hard, semi-soft and cream);
- Individual butter or margarine portions;
- Assortment of pastries, muffins, croissants, and other baked goods suitable for breakfast;
- Assortment of fruit (bananas, oranges, apples, grapefruit);
- Selection of juices (apple, orange, fruit punch);
- Milk (white and chocolate);
- Coffee (regular and decaffeinated), Tea (black, green and herbal varieties), hot water, and individual hot chocolate packets;
- Condiment packets (mayonnaise, ketchup, mustard, salt, pepper); and
- Single use, disposable/compostable plates, cups, cutlery, napkins, straws

5.2 Cold Lunch (24 hours)

“Build Your Own” style for up to 45 people

Officers must be able to select from the following to pack their own lunch 24 hours per day:

- One sandwich or wrap with 4oz deli meat (e.g. ham, turkey, chicken);
- Vegetables (crudités) (carrots, celery, broccoli) with dip (ranch, herb and garlic);
- Individual cheese portion;
- Variety of single-serve chips or pretzels;
- Protein or granola bars;
- Muffin or cookies;
- Fruit (apple, pear);
- Selection of beverages (energy/performance drinks, bottled water, canned soft drinks, bottled juices);
- Paper or recyclable lunch bag;
- Single use, disposable/compostable cutlery, napkins, straws; and
- Single use package of alcohol-based hand sanitizer wipes.

5.3 Dinner - Hot

Buffet style for up to 45 people

- Two (2) proteins to select from (e.g. beef, chicken, fish – steaks, burgers, roasts);
- Two (2) starch sides to select from (e.g. rice pilaf, baked or mashed potatoes, pasta with cream or tomato sauce);
- Two (2) vegetable sides to select from (e.g. steamed mixed or roasted vegetables – broccoli, carrots, green beans, bell peppers);
- Two (2) cold salads to select from (e.g. tossed green/chef salad, Caesar salad, pasta salad, rice salad, tabbouleh, fattoush salad);
- Two (2) desserts to choose from (e.g. slice of cake or pie, pudding, mousse, ice



- cream, fruit)
- Selection of beverages (e.g. energy/performance drinks, bottled water, canned soft drinks, bottled juices);
- Coffee (regular and decaffeinated), Tea (black, green and herbal varieties), hot water;
- Condiment packets (mayonnaise, ketchup, mustard, salt, pepper);
- Single use, disposable/compostable plates, cups, cutlery, napkins, straws; and
- Prepare “late plates” upon request (see section 6).

***NOTE 1: All items requiring refrigeration must remain in refrigerators or chilled serving equipment; All hot items must be served in warming trays.**

***NOTE 2: Vegan, vegetarian, gluten-free, allergen-free and other special dietary options must be available on request.**

***NOTE 3: In the event that restrictions are imposed due to COVID-19 or other health-related issues, the Contractor may be required to provide plated meals in lieu of continental or buffet style service.**

6. MEAL SCHEDULE

The Contractor must serve the meals according to the following schedule:

Meal	Service time	Estimated Number of Members*
Continental-style Breakfast	05:30 to 09:00	20 to 45
Build Your Own-style Lunch	24 hours**	
Buffet Dinner	17:00 to 21:00***	

*to be estimated in each TA and confirmed by the PA no later than 16:00 the day before.

** most officers will pack their lunch during breakfast to bring with them, but these items must be available at all times.

***late meals may be required on occasion due to operational requirements. The number of meals required will be provided to the Contractor during dinner service. The Contractor must plate and cool the meals and keep them refrigerated and ready to be reheated in a microwave by the member(s) upon their return.

7. MOBILIZATION, SET-UP AND MAINTENANCE TASKS

The Contractor must:

- 7.1 Acknowledge the RCMP TA by email within 48 hours of receipt;
- 7.2 Obtain site permit or other permissions as required;



- 7.3 Identify the required number of employees required for the work based on the number of RCMP members indicated in the TA;
- 7.4 Arrange all transportation and accommodations required for Contractor employees;
- 7.5 Plan menu for length of time identified in the TA; Submit to PA by email for approval;
- 7.6 Identify equipment, ingredients, products and supplies required for food preparation, food service and cleaning/sanitization;
- 7.7 Load equipment, products and supplies into vehicle(s);
- 7.8 Load ingredients into climate-controlled transport vehicles to ensure food safety;
- 7.9 Transport employees, equipment, products, supplies and ingredients to the location identified in the TA;
- 7.10 Offload equipment, products, supplies and ingredients; set up and test equipment, and store ingredients (refrigerate/freeze if required); Food must be wrapped securely and raw and cooked foods must be kept separate;
- 7.11 Clean and sanitize kitchen area prior to preparing food;
- 7.12 Begin preparing items for first service (e.g. cold lunch selections);
- 7.13 Set up tables and chairs in the dining hall;
- 7.14 Set out reusable carrying trays;
- 7.15 Place garbage and recycling containers in the kitchen, service and dining hall areas;
- 7.16 Replenish ingredients and supplies as required; stockpiling of items is not permitted and must not be billed to the RCMP. Any surplus items remain the property of the Contractor;
- 7.17 The Contractor may be requested to supply the following equipment if not available at the chosen facility.
 - Refrigerator – 19-25 cubic feet
 - Chest Freezer – 19-25 cubic feet
 - Water Tank – 5000 gallon

8. DAILY CATERING AND MAINTENANCE SERVICES

The Contractor must:

- 8.1 Ensure carrying trays are cleaned and available for each meal service;
- 8.2 Ensure meals are freshly prepared and ready for service according to the schedule in section 6;
- 8.3 Replenish food, beverages, condiments and napkins as they run out;
- 8.4 Clean up spills and remove any hazards (e.g. broken glass).
- 8.5 Sanitize common-touch surfaces (i.e. countertops, table tops, handles) every 30 minutes throughout each meal service;
- 8.6 Collect and remove garbage and recycling daily or more frequently as required; and
- 8.7 Sweep after each meal service, and mop and sanitize the kitchen and dining hall at the end of each day.

9. DE-MOBILIZATION AND TEAR-DOWN TASKS

The Contractor must:

- 9.1 Remove and load all remaining food, equipment and supplies into their vehicles;
- 9.2 Clean and sanitize food preparation and service areas;
- 9.3 Remove and dispose of grease and other kitchen waste;



- 9.4 Remove and store tables and chairs as per facility requirements; and
- 9.5 Sweep and mop kitchen, service area and dining hall floors.

10. DELIVERABLES AND REPORTING REQUIREMENTS

The Contractor must:

- 10.1 Record the number of members served at each meal time and provide this information to the PA by email no later than 16:00 the following day;
- 10.2 Provide an estimated total for each day of service to the PA by email no later than 16:00 the following day;
- 10.3 Report any accidents, incidents (e.g. fire, fuel spill) or injuries to the PA immediately.

11. PERSONNEL REQUIREMENTS

The Contractor must:

- 11.1 Provide the name and phone number for the on-site supervisor who will be responsible for all matters pertaining to the contract;
- 11.2 Provide clean uniforms and name tags for each member of their team;
- 11.3 Provide all health and safety products for their employees (i.e. hair nets, gloves, masks, etc.);
- 11.4 Supervise food preparation and service and ensure all employees follow safe food handling practices;
- 11.5 Have a first aid kit in the event of an accident; and
- 11.6 Provide meals (at no cost to the RCMP), breaks and rest time for all employees.

12. LANGUAGE OF WORK

The language of all work and deliverables must be English.

13. DELIVERY LOCATION

Location of service to be provided in the Task Authorization.

14. TRAVEL

The RCMP will not reimburse for travel or living expenses for any activity required for the performance of the work under the Contract.

15. MEETINGS

Meetings may be required to discuss food selection or service-related issues. The Project Authority will advise the Contractor by phone or email when meetings are required and arrange a mutually convenient time.

16. CONTRACTOR RESPONSIBILITIES



The Contractor must:

- 16.1 Maintain their business license and all required permits in good standing throughout the contract period;
- 16.2 Ensure their employees are trained, certified as applicable and competent to perform the services;
- 16.3 Follow safe food handling and storage practices at all times;
- 16.4 Follow provincial laws for transportation of food, equipment, supplies and personnel;
- 16.5 Provide safe, secure and comfortable accommodations for their employees;
- 16.6 Respect the regulations, instructions and directives in force at the work site; and
- 16.7 Use environmentally-friendly products where possible.

17.RCMP RESPONSIBILITIES

The RCMP will:

- 17.1 Secure a facility with kitchen and dining facilities with the following items where possible:
 - Refrigerator
 - Electric or gas range
 - Freezer
 - Sink and countertops
 - Tables and chairs
 - Utilities including water and electricity
 - Garbage and recycling pick-up services
- 17.2 Provide the TA to the Contractor for confirmation with as much advance notice as possible;
- 17.3 Provide the estimated number of days for each requirement;
- 17.4 Provide the estimated number of officers for each requirement;
- 17.5 Provide the estimated number of officers for each meal no later than 16:00 the day before; and
- 17.6 The RCMP will not be responsible for any loss of or damage to the Contractor's supplies or equipment or any Contractor personnel personal belongings brought on-site.

18.EQUIPMENT AND SUPPLIES

The RCMP recommends the following equipment and supplies (including but not limited to):

18.1 Kitchen equipment

- Pots and pans
- Knives
- Serving Utensils (e.g. spoons, ladles)
- Small appliances such as warming trays, microwaves, coffee makers/dispensers
- Reusable carrying trays

18.2 Cleaning equipment and supplies

- Cloths
- Towels



- Soap*
- Disinfectant*
- Mops
- Brooms
- Garbage bags
- Brushes
- Buckets
- Hand sanitizer*
- Gloves

*The Contractor must have copies on hand of Material Safety Data Sheets (MSDS) for all chemical products used on site.



ANNEX “B” - BASIS OF PAYMENT

Firm unit prices include but are not limited to all labor, materials, equipment, food, transportation, employee accommodation, supervision and overhead costs necessary to perform the work. In accordance with the Statement of Work, Annex A.

Prices are in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

The Contractor will be paid the following upon completion of each Task Authorization:

B1. Location: Any location in South East District (Mandatory)

MOBILIZATION, SERVICE AND MAINTENANCE AND DE-MOBILIZATION

Line	Description	Column B1-1-Cost (Initial Contract Period) From: __ To: __	Column B1-2-Cost (Option Period 1) From: __ To: __	Column B1-2-Cost (Option Period 2) From: __ To: __
1	Mobilization and Set-up anywhere in the South East District of BC as per Annex A-Statement of Work Section 7 (includes staff transportation)	\$ _____ per mobilization B1 ₁	\$ _____ per mobilization B1 ₄	\$ _____ per mobilization B1 ₇
2	Catering and maintenance services as described in Annex A – Statement of Work – Section 8	\$ _____ per week B1 ₂	\$ _____ per week B1 ₅	\$ _____ per week B1 ₈
3	De-mobilization and tear-down as described in Annex A – Statement of Work –Section 9 (includes staff transportation)	\$ _____ per de-mobilization B1 ₃	\$ _____ per de-mobilization B1 ₆	\$ _____ per de-mobilization B1 ₉



B2. Meals

Description	Column B2-1 Cost (Initial Contract Period) From: __ To:	Column B2-2 Cost (Option Period 1) From: __ To:	Column B2-2 Cost (Option Period 2) From: __ To:
Minimum daily charge (includes all staffing and their accommodation costs) The minimum daily charge is a flat rate paid regardless of the number of meals. The actual number of meals served will be charged on top of the minimum daily charge.	\$ _____ flat fee per day B2 ₁	\$ _____ flat fee per day B2 ₅	\$ _____ flat fee per day B2 ₉
Breakfast	\$ _____ / person per day B2 ₂	\$ _____ / person per day B2 ₆	\$ _____ / person per day B2 ₁₀
Lunch	\$ _____ / person per day B2 ₃	\$ _____ / person per day B2 ₇	\$ _____ / person per day B2 ₁₁
Dinner	\$ _____ / person per day B2 ₄	\$ _____ / person per day B2 ₈	\$ _____ / person per day B2 ₁₂



B3. Optional Equipment Rental

Line	Description	Column B3- 1 (Initial Contract Period) From__To__	Column B3-2 (Option Period 1) From__To__	Column B3- Cost (Option Period 2) From__To__
1	Fridge, 19-25 cubic feet (including all transportation costs)	\$ _____ per week B3 ₁	\$ _____ per week B3 ₄	\$ _____ per week B3 ₇
2	Chest Freezer 19-25 cubic feet rental (including all transportation costs)	\$ _____ per week B3 ₂	\$ _____ per week B3 ₅	\$ _____ per week B3 ₈
3	5,000 Gallon Water tank rental (including all transportation costs)	\$ _____ per week B3 ₃	\$ _____ per week B3 ₆	\$ _____ per week B3 ₉



ANNEX “C” – INSURANCE REQUIREMENTS

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



ANNEX “D” TASK AUTHORIZATION FORM

Contract Number:	<i>(to be filled in at contract award)</i>	Contractor’s Name and Address:	<i>(to be filled in at contract award)</i>
Task Authorization (TA) Number			

For Revision Only:

TA Revision Number, if applicable	TA Value before this Revision:	Value of Revision (+ increase, or – decrease)	TA value after Revision
	\$	\$	\$

Required Work:

	Description	
Location		
Estimated length of requirement		
Estimated number of RCMP personnel requiring food per day		
Time frame for dispatch and date/ time first meal must be served		
	Estimated Cost	<p>Limitation of Expenditure: Total Cost of TA excluding Applicable Taxes: \$ _____ + Applicable Taxes: \$ _____</p>

Authorizations:

By signing this TA, the Authorized Client and/or the Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract. The client’s authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the Contracting Authority for authorization.

Contractor’s Signature	Name and Title of Individual Authorized to Sign for Contractor	Date
Authorized Client (RCMP) Signature	Name and Title of Individual Authorized to Sign for RCMP	Date
If the value of the Task exceeds \$10,000 including taxes, one more signature is required before Work starts:		
Procurement Unit’s Signature	Name and Title of Individual Authorized to Sign for RCMP	Date



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Appendix A-Portion Sizes

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



Portion Size Standard	
Squares	1 piece (5 cm X 5 cm X 2.5 cm)
Cookies (7.5 cm diam.)	2 each
Cookies (12.5 cm diam.)	1 each
Doughnuts / Sweet Buns	1 each
Bread	1 slice
Dinner Roll	1 each
<i>Beverages</i>	
Juice	250 ml
Milk (2%, 1%, skim, choc, non dairy)	250 ml
Fruit Drinks	250 ml
Pop	250 ml
Hot Beverages	250 ml



Appendix B-Typical Meal Requirements

The Contractor will rotate menus daily and will meet the standards detailed below. The Contractor will also ensure that members with food allergies or dietary restrictions will be accommodated accordingly.

Unlimited Breakfast Buffet Menu

Selection will vary from hot or cold cereals, bacon, hash browns, sausage, breakfast sandwiches, toast, pastries and baked goods, yogurts, fresh fruit, coffee, tea, milk and juices.

Lunch

Selection will vary daily and will consist of the following: sandwich or wrap, selection of fresh fruits and vegetables (with packaged dressings or dips), chips, pretzels, power bars and other snacks such as muffins, or cookies, along with a variety of beverages such as energy / performance drinks, bottled water, selection of canned pop, or bottled juices. Take away bags, utensils, napkins, alcohol hand wipes to also be provided.

Bagged lunch selection must be available 24/hours per day where members can pick out what they'd like.

Hot Dinner Buffet

Selection will vary daily, with different protein options such as 6oz Sirloin and New York steaks, burgers, pork chops, pork or beef roasts, seasoned chicken breast, etc. Appropriate salads and other sides to accompany the protein selection will be available, along with dessert, and unlimited beverages (pop, juice, coffee & tea, water).



APPENDIX C - Daily Meal Report

As per the requirements of Annex "A" – Statement of Work

Location:	
Date:	

A. Meals requested and served:

MEAL TYPE	ESTIMATE PROVIDED BY PA	ACTUAL NUMBER SERVED
Breakfast		
Lunch		
Dinner		
Special dietary needs		

RCMP Representative:	Name: _____
	Signature: _____
Contractor Representative	Name: _____
	Signature: _____

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Annex E-Mandatory Financial Criteria

Bidders must submit a Financial Bid in accordance with Annex “B” Basis of Payment. Any changes to the basis of payment table will result in the bid being declared non-responsive. Bidders must submit pricing for all cost elements in the table. Bidders are requested to insert “\$0.00” for any cost elements for which it does not intend to charge. If any cost element is left blank, Canada will insert “\$0.00” for that element.

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

The financial bid information will be evaluated based on the following calculations.

From Basis of Payment Table in Annex “B.”

Mobilization, Service and Maintenance, and De-mobilization

Column B1-1* (1 mobilization x B1₁) +(1 mobilization x B1₂) +(1 mobilization x B1₃) = _____

Column B1-2* (1 week x B1₄) +(1 week x B1₅) +(1 week x B1₆) = _____

Column B1-3* (1 demobilization x B1₇) +(1 demobilization x B1₈) +(1 demobilization x B1₉)= _____

Meals Cost

Column B2-1* 7 days(B2₁) + 7 days (25 persons x B2₂) + 7 days (25 persons x B2₃) + 7 days(25 persons x B2₄)_____

Column B2-2* 7 days(B2₅) + 7days (25 persons x B2₆) + 7(25 persons x B2₇) + 7 days(25 persons x B2₈)_____

Column B2-3* 7days (B2₉) + 7 days (25 persons x B2₁₀) + 7days (25 persons x B2₁₁) + 7 days (25 persons x B2₁₂)_____

Optional Equipment Rental

Column B3-1* (1 week x B3₁) +(1 week x B3₂) +(1 week xB3₃)= _____

Column B3-2* (1 week x B3₄) +(1 week x B3₅) +(1 week xB3₆)= _____

Column B3-3* (1 week x B3₇) +(1 week x B3₈) +(1 week xB3₉)= _____

Bid Evaluated Price= B1-1+B1-2+B1-3+B2-1+B2-2+B2-3+B3-1+B3-2+B3+3= _____

*Estimated usage specified is only an approximation of the requirement given in good faith for evaluation purposes only.