

Statement of Work

1. Objective

Parks Canada Agency's (PCA's) fire management program requires the provision of camp facilities on an as and when requested basis in various National Parks within Alberta, Saskatchewan, British Columbia, Northwest Territories, Manitoba and the Yukon Territory (See Appendix A). The Contractor must provide incident facilities and/or catering services located near active wildfires to support operations which would be located at road accessible locations.

2. Definitions

2.1 When used in this Agreement:

- a) "PCA Representative" means a Logistics Section Chief or designate.
- b) "location" means one (1) of ten (10) national parks outlined in Appendix A.

3. Scope of Work

3.1 Part I – Infrastructure Requirements and Standards

3.1.1 The initial dispatch for incident facilities shall contain the trailers or packages as requested by the PCA Representative and shall be of a size appropriate to accommodate the number of people identified in the request.

3.1.2 The Contractor must be able to provide the following facilities as requested* by the PCA Representative:

- a) **Kitchen and Dining Complex**
 - i. Kitchen Trailer – capable of feeding the number of people stipulated by the PCA Representative in the request.
 - ii. Dining Trailer – capable of seating comfortably a minimum of 2/3 of people indicated at the request at any one (1) sitting, with an area aside for lunch distribution each morning.
 - iii. Hand wash Station – one (1) four-person equivalent
- b) **Washroom Trailers**
 - i. Include adequate toilets, urinals, showers and sinks to accommodate male and female
- c) **Sleeping Package**
 - i. Trailer accommodations for 16 people, single occupancy
- d) **Office Package**
- e) **Conference Trailer**
- f) **Pilot's Ready Room**
- g) **Laundry Facilities**
- h) **Portable Latrines**
- i) **Hand Wash Station**

*Note: at the time of the request the PCA Representative will request individual facilities on the list, this list is not considered a package, but a list of options to be chosen at the time of request

3.1.3 All trailers supplied throughout the term of the Supply Arrangement must:

- a) meet or exceed all applicable codes to the Provincial/Territorial standards (e.g. electrical, propane, building, etc.);
- b) be free-standing, skid-mounted, framed units;
- c) be securely blocked up for stability;

- d) be equipped with stairs to the outside and walkways to cover the length of trailer;
- e) have outside lighting over/ beside each door;
- f) be equipped with indoor lighting;
- g) be pumped out at the Contractor's expense for 'wet' trailers equipped with grey water storage;
- h) be equipped with fire extinguishers and smoke alarms to the Provincial/ Territorial Fire Code standard (e.g. *Alberta Fire Code*);
- i) be equipped with first aid kits mounted on a wall and marked appropriately as identified in the Provincial/ Territorial *Occupational Health and Safety Code*;
- j) come with all-weather signage identifying infrastructure facilities;
- k) be equipped with windows that open, complete with screens;
- l) be equipped with wall-mounted heating and air conditioning systems;
- m) be non-smoking facilities;
- n) be equipped with interior and exterior doors with locks and keys; and
- o) be equipped with generators that are located far enough away from office trailers and sleeping areas so that noise levels and generator fumes do not disrupt fire operations personnel.

3.1.4 Parks Canada reserves the right to refuse any trailers which are deemed unfit for use.

3.1.5 The following are strict guidelines to be provided by the Contractor when incident facilities and catering services are required:

3.1.5.1 Kitchen and Dining Complex

Kitchen and Dining Facilities

- Layout provides for a smooth flow of people for the purpose of dispensing food during meals
- The kitchen and dining facilities will be joined units, separate from the rest of the trailers and have the capability of being expanded with additional dining trailers
- Supply, set up and maintain kitchen and dining facilities; equipped with tables and chairs to comfortably seat 2/3 of the number of people indicated at the time of request at one sitting (additional staff may be accommodated at a second sitting)
- An area set aside for lunch distribution in the morning
- Fully equipped for hot and cold food preparation
- Equipped with adequate and proper food storage facilities (fridge, freezers and reefer unit if necessary at the cost to the Contractor) for any food located in this area
- Equipped with facilities for keeping hot food hot and covered; cold food cold and covered (ie sneeze guards, warming trays, ice)
- Size to be appropriate and functional to service a number of people identified by the PCA Representative
- Equipped with smoke alarms, carbon monoxide detectors
- Equipped with adequate cooking, preparation, cleaning and sanitizing equipment, utensils, dishes, cutlery and additional supplies for efficient dining room operations. Items include juice and milk dispensers (self-contained cooling and dispensing units), coolers, coffee brewers etc.
- Ensure an adequate supply and pressure of potable hot and cold water for cooking and cleaning requirements in the kitchen
- Ensure food storage facilities are secure and protected from contamination
- Facilities are level and dry, with hard floors, consisting of plywood or OSB sheeting securely fastened to a frame
- Fully sheltered from inclement weather and have adequate lighting, facilities will be hard walled, soft walled may be used when requested or approved by PCA
- Standalone dining trailers must be equipped for full food service if not attached to

- the kitchen/dining complex
- Provide outdoor serving of meals if required by the PCA in accordance with the provincial acts and regulations (ie *Alberta Public Health Act – Food Regulation*)

Hand wash Station

- Hand wash stations must be provided with the kitchen and dining complex,
- At minimum must include one (1) multi-user station, for four (4) people located near the entrance to the food service area
- Be a hands free unit, with foot pump operation, includes hand sinks with potable water, liquid soap, hand drying paper towel dispensers and garbage receptacles

3.1.5.2 Washroom Trailers

- Supply, set up and maintain wash trailers equipped as outlined below, to meet the needs of the fire operations personnel
- Equipped with grey water and sewage tanks, pumped out at the expense of the Contractor
- Equipped with flush toilets (5:1 ratio), three (3) urinals, showers (5:1 ratio), sinks (5:1 ratio) which can be divided between genders on a 60/40 male to female split unless otherwise specified.
- Private dressing area located directly outside of shower
- Supplied with an unlimited supply of potable hot water (on demand hot water system preferred) and cold water
- Equipped with fans for air circulation and vents to the outside
- Located relative to the sleeping areas and lighted for night use
- Supply and ensure an adequate supply of liquid soap, alcohol-based hand sanitizer, toilet paper and paper towels for hand drying. Products must be unscented and hypo-allergenic. Supplies shall be regularly checked and facilities maintained to ensure availability us users
- Equipped with garbage receptacles
- Ensure that all latrines and washing facilities are cleaned a minimum of three (3) times daily or as scheduled by the PCA Representative
- Maintain all toilets and shower stalls in a clean and sanitary condition in accordance with provincial health acts (ie *Alberta Public Health Act – Nuisance and General Sanitation Regulation*)
- As the incident grows in size, the ratios for toilets, showers and sinks shall be reinforced and more facilities may be required, this request will be made by the PCA Representative

3.1.5.3 Sleeping Package

- Accommodate single occupancy
- Locking rooms with 2 sets of keys per room
- Ensure adequate lighting is provided to illuminate the pathways in the sleeping area
- Ensure trailers can be heated if required
- Equipped with smoke and carbon monoxide detectors
- Locate generators away from sleeping areas, if possible

3.1.5.4 Office Package

- Trailers shall be a minimum of ten (10) feet wide by fifty (50) feet long
- Trailers will be divided into at least three (3) separate office spaces with a total of four (4) work stations complete with one (1) desk, two (2) office chairs (armrest

- type) and three (3) electrical outlets at each workstation
- Supplied with a minimum of eight (8) stacking chairs each
- Supplied with one (1) four-drawer filing cabinet within each office area
- Equipped with a wall-mounted air-conditioning and heating systems
- Equipped with one (1) mid-sized refrigerator (approx. 12 cu ft)
- Equipped with a minimum of two (2) exit doors with platform landings and stairs
- Ensure adequate lighting is provided to illuminate exits, landings, stairs and exterior doors
- Locking doors with 3 sets of keys per unit
- Equipped with one (1) or more small openings in each separate office in convenient locations for wiring (radio, satellite system and internet) to be run through into interior offices. Wiring not be run through window openings

3.1.5.5 Conference Trailer

- Trailers shall be a minimum of ten (10) feet wide, forty (40) feet long
- Open unit, not divided into separate areas
- Equipped with folding tables totaling a minimum of thirty-two (32) feet in length
- Equipped with a minimum of twenty-four (24) stacking chairs
- Equipped with three (3) sets of keys
- Equipped with a minimum of two (2) exit doors with platform landings and stairs
- Equipped with a wall-mounted air-conditioning and heating system
- Ensure adequate lighting is provided to illuminate exits, landings, stairs and exterior doors

3.1.5.6 Pilot's Ready Room

- Trailer will be a minimum of ten (10) feet wide by thirty (30) feet long
- Open unit, not divided into separate areas
- Equipped with two (2) sofas, one (1) TV (minimum 42") with satellite system, a mid-sized refrigerator (approx. 12 cu ft), one (1) conference table with six (6) stackable chairs and a bulletin board mounted on the wall
- Equipped with a minimum of two (2) exit doors with platform landings and stairs
- Equipped with a wall-mounted air-conditioning and heating system
- Ensure adequate lighting is provided to illuminate exits, landings, stairs and exterior doors
- Equipped with its own generator

3.1.5.7 Laundry Facilities

- Equipped with four (4) washers and four (4) dryers for cost free use by Parks Canada
- Equipped with non-industrial strength laundry detergent and dryer sheets and laundry bags with five (5) kilogram capacity. All products must be unscented and hypoallergenic
- Laundry facilities are available 24 hours per day for the use of Parks Canada

3.1.5.8 Portable Latrines

- Commercial molded plastic pump-out type
- Segregated for male and female workers
- Locking doors
- Equipped with alcohol based hand sanitizer

3.1.5.9 Hand Wash Stations

- At minimum must include one (1) multi-user station, for four (4) people
- Be a hands free unit, with foot pump operation, includes hand sinks with potable water, liquid soap, hand drying paper towel dispensers and garbage receptacles

3.1.6 As fire personnel increases, the PCA may request extras and miscellaneous items. The requests will include all associated utilities including power, water, heat, sewage, garbage disposal, staff and supplies, maintenance and repairs.

3.1.7 Extras and miscellaneous items may only be requested when the Contractor's incident facilities are on site and in use.

3.2 Part II – Incident Facilities and Catering Services

3.2.1 Incident Facilities Set-up, Tear Down and Operation

3.2.1.1 Compliance with Laws

- a) The Contractor agrees to adhere to and abide by all provincial and federal laws and regulations; the Provincial *Building Code, Public Health Act and Regulations, Occupational Health and Safety Act and Regulations, Traffic Safety Act and Regulations, Environmental Protection and Enhancement Act and Regulations*, and the *Dangerous Goods Transportation and Handling Act and Regulations*, and other applicable legislation.
- b) All materials and supplies utilized by the Contractor will be handled and stored in accordance with the provincial *Dangerous Goods Transportation and Handling Act and Regulations* and the provincial *Occupational Health and Safety Act and Regulations*.
- c) All vehicles utilized by the Contractor in carrying out these services will be operated, equipped, and maintained in accordance with the Provincial *Traffic Safety Act and Regulations* and the *Dangerous Goods Transportation and Handling Act and Regulations*.

3.2.2 Incident Facilities Set up

3.2.2.1 The Contractor agrees to:

- a) Supply, set-up and maintain as required the facilities as outlined in Part I and ensure that they are maintained and kept clean and sanitary on a daily basis unless otherwise specified under specific clauses in the Statement of Work.
- b) Provide catering and infrastructure requirements as set out in the request.
- c) Plan, set-up, maintain and demobilize incident camp and catering services accommodating the number of personnel identified by the PCA Representative at the time of the request, with the potential of increasing the infrastructure to accommodate personnel as the incident expands.
- d) This includes the transportation, supply, service and maintenance of all skid-mounted, framed trailers, storage facilities, washing facilities, laundry services, sewage facilities and all associated utilities, including but not limited to power, heat, air conditioning, water, fuel, oil, garbage disposal, sewage and grey water removal, and the removal of the infrastructure and equipment upon completion.
- e) Obtain a briefing from the PCA Representative in regard to the existing and anticipated number of personnel involved in wildfire operations, outlining requirements and anticipated infrastructure requirements in order to determine facility needs, priorities, maintenance requirements and any other special instructions required to perform the work and services.

- f) Establish the incident camp and catering series plan prior to commencement of any construction. To be considered and included in the site plan: health and safety, security, number of people, sources of water, availability of parking, access to trailers and emergency evacuation procedures.
- g) Obtain any necessary licenses and permits required in the performance of services under the terms of this Supply Arrangement.
- h) The Contractor must ensure that all trailers, equipment and supplies are cleaned and ready for use when arriving at the location. All hot water tanks and domestic water lines shall be flushed out prior to use and all HVAC equipment shall be inspected for rodent droppings and must be cleaned and sanitized prior to use.
- i) All equipment and supplies owned by the Contractor and utilized under the terms of this Agreement shall be clearly marked with the Contractor's name or initials.

3.2.2.2 The Contractor Agrees to the following time frames:

- a) The Contractor must dispatch to the location specified by the PCA Representative within six (6) hours of notification or as identified in the Request for Quotation (RFQ). The PCA Representative or their designate is responsible for scheduling and mobilizing the infrastructure in an efficient and timely manner.
- b) To serve meals, if requested, within 24 hours of acceptance of a contract (off-site food preparation will be permitted) until 48 hours as indicated in clause (c) below
- c) Within 48 hours of notification, to establish, in complete operating condition, all services according to the terms outlined in the contract.

3.2.3 Camp Maintenance and Operation

The Contractor agrees to:

- a) Supply and install impermeable tanks to collect all grey water and sewage
- b) Supply, set up and maintain generator units, including fuel, to operate all facilities on a 24-hour basis and set up generators away from sleeping areas if possible
- c) Supply and adequate volume and pressure of potable hot and cold water
- d) Have only qualified employees perform maintenance duties
- e) At its expense provide all cleaning supplies and equipment, toilet paper, liquid hand soap, hand sanitizer, mops, pails, paper towels, sanitation supplies, light bulbs and garbage bags provided at the site
- f) Ensure all the facilities supplied by the Contractor are cleaned and maintained by the Contractor
- g) Should the cleaning be unsatisfactory to the requirements of the Statement of Work as defined, PCA reserves the right to request additional staff for cleaning. The additional staff will be at the cost of the Contractor.

3.2.4 Staffing

The Contractor agrees to provide all staffing requirements for the provision of the services described in the contract, including but not limited to:

- a) One (1) full-time, resident Camp Manager
- b) One (1) full-time, resident maintenance person

3.2.4.1 The Contractor agrees to provide at all times an adequate number of employees to perform the incident camp and catering services under this Statement of Work. This may include but is not limited to the cooks, assistant cooks, kitchen helpers, maintenance/cleaning staff, laundry service staff and laborers. Initial set-up and demobilization may require additional personnel such as certified trades people (plumbers, electricians etc.)

3.2.4.2 The Contractor shall ensure that all of the Contractor's employees involved in the

provision of services is eighteen (18) years of age, physically fit and accepts that the work and services at time may have to be performed under adverse conditions.

3.2.4.3 The Contractor shall ensure that all Contractor's employees providing the service are aware that government properties are non-smoking areas and that alcohol, cannabis and illegal drugs are not permitted. A disregard for these policies by the Contractor's employee shall result in the immediate removal of the wildfire camp at the Contractor's expense.

3.2.4.4 The Contractor shall provide a replacement employee, at the Contractor's expense within 24 hours should the PCA representative make a request to the Contractor when:

- a) An employee is removed from providing the services under the terms of this Standing Offer due to poor performance and/or behavior, lack of training, violation of the alcohol and drug policy, or a disregard for health and safety concerns.
- b) A Contractor employee requests or needs to be released from the performance of the work and services

3.2.4.5 The Contractor shall inform itself and comply with the applicable employment standards (i.e. *Alberta Employment Standards Code*) which describes the minimum rights and obligations of employers and employees in regards to hours of work, rest periods, wages and holidays.

3.2.4.6 The Contractor agrees to ensure that each of its employees is:

- a) Equipped with personal effects that will enable the employee to be away from home for a period of time consistent with the Contractor's employee rotation guidelines
- b) Equipped with the necessary personal protection and safety equipment required to perform services under the terms of this Standing Offer
- c) Equipped with professional and clean uniforms

3.2.4.7 The Contractor agrees to provide at its own expense living accommodations, meals and drinks for their employees, agents or representatives

3.2.4.8 The Contractor agrees to arrange and provide all transportation necessary to deliver employee services (i.e. accommodations) and personnel to the incident camp site.

3.2.4.9 The PCA may request additional Contractor staff in order to meet the Statement of Work as defined for any reason whatsoever. The additional staff will be at the cost of the Contractor.

3.2.5 Laundry Services

The Contractor agrees to provide laundry services to fire line operations personnel and if requested, personnel from surrounding line camps that have access to the incident facilities location as follows;

- a) Supply laundry services, including washers and dryers, water, detergent, laundry bags with five (5) kilogram capacity and staff to perform the services of washing, drying, folding, bagging and tagging clothing
- b) Maintain a weekly activity log recording the number of wash bags completed for the incident facilities and line camp personnel
- c) Provide laundry services with a turn-around time of no more than 48 hours

3.2.6 First Aid Room

Plan for and set up, close to washroom facilities, and provide all utilities for a first aid room supplied by PCA or by the PCA Medical services contractor. Utilities include power, potable hot and cold water, grey water and sewage removal.

3.2.7 Garbage, Sewage and Grey Water Disposal

The Contractor agrees to:

- a) The storage and removal of all waste will meet the conditions specified in the provincial acts and regulations (i.e. Alberta Public Health Act – Nuisance and General Sanitation Regulation and the Environmental Protection and Enhancement Act – Waste Control Regulation)
- b) Collect all garbage, grey water and sewage and dispose of it at an authorized waste disposal facility at the cost of the Contractor
- c) Ensure that all refuse from the incident facility operations is disposed of in a designated waste disposal site
- d) Secure all designated pick-up waste sites against bears or other animals that may scatter garbage (ie take away on a regular basis or store in a building to prevent bears and/or rodents from spreading garbage)
- e) Establish a means of separating recyclable material and properly disposing of the material where recycling facilities are available
- f) Ensure that hazardous material is disposed of according to all applicable laws and regulations

3.2.8 Janitorial

3.2.8.1 The Contractor shall provide all janitorial services, supplies (i.e. garbage bags) and equipment (i.e. brooms, mops, etc.) to maintain the incident camp in accordance with the Alberta Public Health Act.

3.2.8.2 The Contractor shall provide liquid soap, alcohol based hand sanitizer, toilet paper, hand drying paper towels and laundry soap/dryer sheets. Products must be unscented and hypoallergenic.

3.2.8.3 The Contractor agrees to a janitorial schedule specified to minimize interruption to the people using the facilities.

3.2.8.4 The Contractor will provide the following janitorial services for the dining facilities:

- a) Pick up garbage off the floor, counters, shelves etc. and deposit in garbage receptacle twice daily.
- b) Sweep and wash floors twice per day.
- c) Clean and sanitize dining tables after each meal.
- d) Maintain dining room cleanliness during meal times.
- e) Clean and sanitize all hand touched equipment/utensils after each meal (e.g. condiment bottles, salt/pepper shakers, napkin dispensers, juicers etc.).

3.2.8.5 The Contractor shall provide the following janitorial services for male and female washrooms, laundry facilities and first aid rooms:

- a) Pick up garbage off the floor, counters, shelves etc. and deposit in garbage receptacle twice daily.
- b) Sweep and wash floors twice per day or as required.
- c) Clean and sanitize toilets and urinals twice per day.

- d) Clean and sanitize showers twice per day.
- e) Clean and sanitize counters, sinks and fixtures twice per day.
- f) Empty garbage containers, deposit sealed bags of garbage in central bin and affix a new bag in receptacle daily or as required.
- g) Clean mirrors with glass cleaner daily.
- h) Refill soap, hand sanitizer, laundry soap, toilet paper, and hand drying paper towel dispensers as required.
- i) Clean and wipe outside of washer and dryer appliances daily.
- j) Clean and sanitize portable latrines (outhouses) when supplied twice per day, including refilling hand-sanitizer and toilet paper.
- k) Cleaning maintenance records shall be provided by the Contractor and shall be posted in appropriate areas, which shall be initialed by the Contractor's employee upon completion of cleaning.

3.2.8.6 The Contractor shall provide the following janitorial services for office, pilot ready room and conference trailers:

- a) Sweep and wash floors once per day.
- b) Empty garbage containers, deposit sealed bags of garbage in central bin and affix a new bag in receptacle daily or as required.
- c) Clean and dust/wipe furniture if requested.

3.2.8.7 The Contractor shall provide the following janitorial services for sleeping accommodations:

- a) Clean bedrooms between occupants including: spot cleaning walls and sanitizing surfaces, vacuum and sanitize bed structure and mattress and window sills, sweep and mop floors and remove garbage.
- b) Sweep and mop floors once every two (2) days or as requested.
- c) Empty all garbage cans and remove garbage from within the buildings and dispose in receptacles on site daily.
- d) For accommodation trailers with washrooms, the janitorial services outlined in clause 3.2.8.5 must be completed.

3.2.9 Incident Facilities Safety

3.2.9.1 The Contractor agrees to:

- a) Ensure that the site is constructed, equipped and maintained as to be free from any condition that may endanger the health and safety of the staff or employees of the location
- b) ensure hazards such as ditches, holes and sumps are clearly marked or roped off;
- c) ensure that sewage tanks are marked against accidental entry and pumped out regularly;
- d) check for low electrical wires or cords in the site and ensuring all electrical drop cords and connections are protected to prevent electrical shock and are safely situated or clearly marked; and
- e) ensure all appropriate safety and directional signage is in place.

3.2.10 Demobilization

The Contractor agrees to:

- a) provide expertise in the planning for progressive demobilization of the Contractor's infrastructure
- b) Demobilize the incident facility infrastructure upon completion of the operation including the dismantling of support facilities, cleaning and packaging of all support equipment, cleaning all facilities, removing garbage and waste and arranging transportation
- c) Fill in all sewage facility holes

3.2.11 Report Submissions for Additional Services/ Supplies

The Contractor agrees to submit to the PCA Representative immediately the details of any anticipated expenses which are not covered under the terms of the contract. In any case where the PCA requests such services the Contractor will be entitled to be paid for such fees and expenses as are pre-approved by the PCA in writing.

3.3 Part III – Catering Provisions and Standards

3.3.1 The Contractor will provide the requested service, including without limitation the ordering and purchasing of all food, establishing, planning, preparing and serving meals at the facilities and maintaining a clean and hygienic environment in support of forest fire operations. This includes ensuring procedures are in place for establishing suppliers, ordering, purchasing, providing transport and delivery, receiving and handling of all food requirements. The Contractor will obtain a briefing from the PCA Representative with regard to the existing and anticipated number of personnel involved in the incident facilities.

3.3.2 The Contractor agrees to:

- a) Provide an adequate supply, at all times, of food and foodstuffs and to prepare meals of such quantity and variety as the PCA may reasonably require; hot and cold food preparation shall take place on-site
- b) Deliver, store, handle and serve food in accordance with the requirements of provincial acts and regulations e.g. *Alberta Public Health Act – Food Regulation*
- c) Maintain in a clean and sanitary condition as prescribed in provincial acts and regulations, such as the *Alberta Public Health Act – Food Regulation* all clothing, equipment, utensils and facilities used in the preparation, serving, and storage of food and beverages
- d) Ensure for the hygienic handling of all food stuffs
- e) Ensure cooks and helpers are conversant with and adhere to all related health regulations
- f) To supply qualified and sufficient numbers of staff to prepare for, cook, serve, and clean up after meals
- g) Supply, arrange for and maintain proper dry, freezer and refrigeration facilities for the orderly storage of food and associated supply items, ensuring perishable food has proper refrigeration or remains frozen to avoid spoilage and to advise the PCA Representative on a timely basis of any problems
- h) Supply an adequate volume and pressure of potable water as described in the *Work Camp Regulations*, to meet the needs of the facilities operations
- i) Supply and ensure that a sufficient supply of ice is maintained for use
- j) Not to stockpile food and upon closure of the incident camp all surplus food shall remain the property of the Contractor and PCA shall not be invoiced for this food
- k) Provide as requested, hot meals for transport to firefighting personnel on the fireline, providing sufficient portable thermal containers to maintain food temperatures as per

provincial acts and regulations, e.g. *Alberta Public Health Act– Food Regulation*.

- 3.3.2.1** The Contractor shall ensure that each camp has on shift at all times one (1) cook with a journeyman cook certificate or as an equivalent three (3) years remote camp experience in a lead role.
- 3.3.2.2** All Contractor employees involved in the handling, packaging and delivery of food must have successfully completed an approved provincial food sanitation and hygiene training program (i.e. Alberta Health Services). Documentation of training shall be posted in the kitchen.
- 3.3.2.3** Upon the request of PCA, the Contractor shall provide documentation relating to any certification requirements for employees and equipment utilized under the terms of this Standing Offer.
- 3.3.2.4** The Contractor shall provide disposable items as requested by PCA which will include coffee cups, stir sticks, plates, full-sized cutlery and clamshells. All disposable items must be eco-friendly and biodegradable.

3.3.3 Meal and Menu Provisions

- 3.3.3.1** The Contractor shall plan menus and prepare meals for the estimated personnel and time period, as well as purchase, deliver and store the necessary food and supplies.
- 3.3.3.2** The Contractor may only use trans-fat free oil in the deep fryers. Used oil must be disposed of in appropriate cooking oil containers provided by the Contractor and removed from the camp by the Contractor.
- 3.3.3.3** Grade AAA must be used for beef and Grade A for poultry.
- 3.3.3.4** Canada Fancy and Canada #1 must be used for fresh fruit and vegetables. Canada Fancy or Canada Choice must be used for canned, dehydrated and frozen fruit and vegetables.
- 3.3.3.5** The Contractor Agrees to:
 - a) Prepare and serve three (3) meals per day, with a variety of menus, consisting of sufficient quantities and quality of food prepared at the incident facilities in an attractive and tasty manner, served cafeteria style by the Contractor employees
 - b) Alternate menu items regularly and provide for an assortment of selections
 - c) Provide a minimum of 4500 calories per person per day, consisting of 55% carbohydrates, 15% protein and 30% fats as outlined in section 3.3.3.6
 - d) Submit weekly menus to the PCA representative for audit purposes
 - e) Ensure coffee, tea, fresh milk (white and/or chocolate), natural juices, sports drinks, pop, drinking water and individually packaged snacks are available from 0400 – 2300 hours. Quantities shall allow for occasional visitors to the wildfire camp who will not be consuming billable meals. There will be no additional cost to PCA.
 - f) Provide foods from approved sources as per applicable provincial regulations (ie *Alberta Public Health Act*) using a mid-stream quality food brand (ie Sysco's Classic or Imperial brand, Gordon Food Services GFS brand or Signature) or equivalent as approved by PCA
 - g) Accompany all meals with a supply of beverages: water, fresh milk (white and/or chocolate), tea, coffee, juice, pop, hot chocolate
 - h) Supply condiments such as butter, sugar, jam, jelly, peanut butter, salt and

- pepper etc in individual packets or approved dispensers
- i) All meals shall be accompanied by a sufficient supply of condiments and sauces, in squeeze bottles available at the dining table such as syrup, ketchup, salad dressing, hot sauce etc. The Contractor will be responsible to remove and sanitize the squeeze bottles after each meal served and stored according to the package instructions.
- j) Provide information on meal ingredients where vegetarian/vegan, gluten free, food allergies and/or intolerance have been identified
- k) Where special needs such as vegan/vegetarian, gluten free, food allergies or intolerance have been identified the Contractor will provide alternate meal choices as acceptable to PCA
- l) Provide all meals at regularly schedule times and if requested serve hot plate meals at times other than the scheduled times or store hot meals for late arrivals
- m) Make meals available according to a daily schedule directed by PCA between the hours of 0400 and 2200 hours. The Contractor must accommodate changes to meal times when required due to planned and unforeseen operational requirements
- n) Stagger meal times during times of rapid manpower build-up due to the capacity of the kitchen and dining facilities
- o) Maintain meal sign-in sheets, pre-approved by PCA, recording the number of meals and/or bag lunch and signed by the PCA Representative daily. Meal sign-in sheets to be one meal per sheet, with the exception of breakfast and bagged lunches which may be on one sheet
- p) Permit second helpings with no charge to PCA

3.3.3.6 The Contractor agrees to the standard menu items and minimum requirements per person as listed below for each type of meal. Freshly prepared food is required on a daily basis. The following are strict guidelines to be utilized when planning and preparing a variety of daily menus.

a) Hot Breakfast

- i. Eggs – two (2) fresh eggs – offer two different styles, such as poached, scrambled, fried or hard boiled
- ii. Meat – four (4) oz. serving (raw weight) offer two (2) different choices such as bacon, sausage or ham
- iii. Muffins, bagels, French toast, pancakes or waffles – offer two different choices, equivalent to three slices of bread
- iv. Potatoes – six (6) oz. serving
- v. Fresh Fruit – offer two (2) different choices of good quality ripe, and ready to eat fresh fruit which changes daily and will include one (1) melon, one (1) berry and one (1) other fruit (no apples or oranges). One (1) serving of canned fruit can be used, at maximum two (2) times per seven (7) day period
- vi. Hot cereal – either prepared in bulk or individual packets of dry mix, offered daily at breakfast
- vii. Additional breakfast items individually packaged, will be made available – a variety of cold dry cereal, hot chocolate, yogurt and a variety of bread items for making toast

b) Bag Lunch

Individuals will pack their own bag lunches, monitored by the Contractor, from a selection of sandwiches, snacks, vegetables and fresh fruit for pickup

in the morning. PCA may direct the Contractor to pack bag lunches when deemed necessary. All sandwiches and snacks must be individually wrapped and dated for self-service assembly. The Contractor will provide and/or prepare ingredients for bag lunches as follows:

- i) Supply adequate sized bags, bags must be paper or other compostable materials
- ii) Provide individually wrapped hand sanitizing wipes
- iii) Allow four (4) sandwiches (equivalent of eight pieces of bread) per person
- iv) Sandwiches – have available a minimum of four (4) varieties of individually wrapped sandwiches, wraps, pizzas, donairs, quiche etc. made from a variety of bread and buns (i.e. white, whole wheat, rye) and wraps (i.e. plain, spinach, tomato). Three (3) sandwich varieties must contain a minimum of three (3.0) oz. of whole meat on each sandwich such as ham, corned beef, roast beef, turkey, chicken (regular or smoked), pork, beef pastrami (no ground meat permitted) which shall vary on a daily basis. One (1) sandwich variety may contain process meat such as tuna, bologna, salami or peanut butter; these sandwiches must contain a minimum of three (3.0) oz. of processed meat. The maximum number of wraps, pizza, donairs, quiche etc. must not exceed one (1) in the total of sandwiches provided each day. The Contractor shall make vegetarian, vegan, gluten free and other food allergy/intolerance suitable sandwiches, wraps, pizza etc. containing acceptable caloric and nutritional requirements as per Canada's Food Guide available upon request by the PCA Representative.
- v) In a separate contained each lunch will be provided with natural cheese, lettuce and one (1) other vegetable sandwich topping in sufficient amount for four (4) sandwiches. A variety of condiments (salt, pepper, mustard, mayonnaise etc.) included on the side in individual packets.
- vi) Fruit – three (3) servings. One (1) fruit shall be a fresh high quality apple or orange, one (1) serving will be high quality fresh fruit in season (melon, berries, pears etc.) and one (1) serving of a selection of a small can of fruit or pre-wrapped dried fruit.
- vii) Fresh Vegetables – one (1) six (6.0) oz. serving of a variety of fresh cut high quality vegetables (i.e. carrots, celery, cucumbers, broccoli). Condiments suitable for vegetable dip (i.e. ranch dressing, blue cheese dip) will be included on the side in individual packets.
- viii) Granola Bars – two (2) granola bars of different varieties daily (approximately 140 – 200 calories per bar)
- ix) Snack – two (2) four (4) oz. servings of snack items, varying daily, such as candy, nuts, cheese (natural only) pretzels etc. Servings shall be individually packaged by the manufacturer or small bags shall be provided.
- x) Dessert – two (2) four (4) oz. servings of dessert items, varying daily, such as cookies, brownies, squares etc. Servings shall be individually wrapped, or small bags shall be provided.
- xi) Drinks – a total of two (2) liters of self-contained drinks from a variety of natural juice, pop Gatorade, Poweraid or other sports drinks.

- xii) Ice – at the request of the PCA representative, the Contractor shall provide bagged ice cubes suitable to keep bagged lunches and drinks cool in the field.

c) Hot Lunch

The hot dish portion of the lunch is to be rotated daily so the same lunch is not served two (2) times in a seven (7) day period. Deep fried foods (i.e. French fries) are not to be served more than two (2) times per week for lunch.

- i) Hot dish – one (1) six (6) oz. serving of protein consisting of items such as a casserole, chili, spaghetti and meat sauce, lasagna, stew, hearty soup, stir-fry or hamburgers.
- ii) Non-meat protein – two (2) varieties of non-meat substitute equaling eight (8) oz. servings such as veggie patty, cottage cheese, vegetarian chili, vegetarian lasagna, hearty bean dish, eggs or equivalent. Alternate choices daily when vegetarian options are required.
- iii) Salad – two (2) varieties of salads offered consisting of one (1) tossed green salad and choice of one (1) other type of salad (i.e. pasta salad, potato salad, vegetable salad or fruit salad) All must be fresh and no older than one (1) day since it has been made.
- iv) Fresh vegetables – one (1) six (6.0) oz. serving of a variety of fresh cut high quality vegetables (i.e. carrots, celery, cucumbers, broccoli). Condiments suitable for vegetable dip (i.e. ranch dressing, blue cheese dip) will be included on the side in individual packets.
- v) Bread – assortment of fresh bread and buns for sandwiches, the selection shall provide an assortment of white, wheat or rye etc.
- vi) Lunch meat and cheese – an assortment of a minimum of three (3) different lunch meats and three (3) natural cheeses. Meat selections shall include two (2) whole meat choices (ham, roast beef, turkey, chicken etc.) and one (1) processed meat selection (tuna, salami, bologna etc.).
- vii) Fresh fruit – two (2) servings of good quality, ripe and ready to eat fresh fruit which changes daily and shall include one (1) melon, one (1) berry or grape and one (1) citrus fruit. One (1) serving may include canned fruit a maximum of three (3) times per week.
- viii) Dessert – two (2) four (4) oz. servings of dessert items, varying daily, such as cookies, brownies, squares etc.

d) Supper

- i) Meat – government-inspected whole/full muscle meat (raw weight) as follows:
 - Minimum of one (1) time per week:
 - Steak – ten (10) oz. boneless – strip loin or prime rib or fourteen (14) oz. bone-in – wing or T-bone steak
 - A variety of the following a minimum of three (3) times per week:
 - Beef, Pork or Lamb – ten (10) oz. boneless or twelve (12) oz. bone-in
 - Pork Ribs – eighteen (18) oz. bone-in
 - Ground beef, Pork or Poultry – ten (10) oz.

- Grade A Poultry – eight (8) oz. boneless or sixteen (16) oz. bone-in
 - Ham – eight (8) oz. boneless or ten (10) oz. bone-in
 - Fish – eight (8) oz.
- ii) Hot dish with meat for the remaining three (3) days of the week such as lasagna, chili, stew, stir-fry, goulash hamburgers or specialty stew. The meat protein quantity used shall be the same as listed above.
 - iii) Non-Meat Protein – two (2) varieties of non-meat substitute equaling eight (8) oz. serving of non-meat substitute such as veggie patty, cottage cheese, vegetarian chili, vegetarian lasagna, hearty bean dish, eggs or equivalent. Alternate choices daily when vegetarian options are required.
 - iv) Salad – one (1) tossed green salad with a variety of salad toppings/dressings and one (1) prepared salad such as coleslaw, pasta salad, Greek salad, Caesar salad, potato or grain based salad. Prepared salad options shall be different than was offered at lunch. All salads shall be fresh and no older than one (1) day since it has been made.
 - v) Assortment of pickles and fresh sliced vegetables.
 - vi) Starch – one (1) six (6) oz. serving of potatoes, rice or pasta to accompany the meal choice appropriately. Potatoes shall be prepared in a variety of ways such as mashed, roasted, baked. Fried potatoes shall be served no more than one (1) time per week.
 - vii) Vegetables – one (1) six (6) oz. serving such as broccoli, cauliflower, corn, peas, green beans, mixed vegetables etc. Fresh vegetables shall be provided at least four (4) days per week, the remaining days frozen or canned vegetables will be acceptable.
 - viii) Bread or Buns – two (2) slices or equivalent, with a variety of selections such as whole wheat, white, French, rye or garlic.
 - ix) Dessert – one (1) four (4) oz. serving of at least two (2) choices varying daily such as cakes, cookies, pies, puddings, pastries, fresh fruit/fresh fruit salad, ice cream etc. Items shall differ from lunches and the snack tray provided after supper.

e) Bottled Water

The Contractor shall supply eight (8) liters of water per person per day. The water supplied shall be sealed, commercially packaged in not less than 500mL and not greater than 1L bottles. Water coolers will also be available for those who prefer to fill their own water bottles. The bottled water will be stored and distributed by the Contractor as directed by the PCA Representative.

f) Surplus Food

The Contractor agrees to:

- i) Not stockpile food and that upon termination of the incident facilities and catering services, all surplus food will remain the property of the Contractor holder and PCA will not be invoiced for this food; and
- ii) Dispose of perishable items and all open and damaged food containers with the garbage.

3.3.4 Meal Counts and Meal Sign-In Sheets

3.3.4.1 PCA shall provide meal estimates to the Contractor for breakfast, lunch and supper. Any changes to the meal estimates will be communicated as soon as possible to the Contractor or their approved representative.

3.3.4.2 The Contractor shall maintain meal sign-in sheets, supplied by PCA, verifying the number of meals served for each meal. All invoices submitted for payment shall include meal sign-in sheets.

3.4 Part IV – Contractor’s Commitments

3.4.1 Timelines

3.4.1.1 The Contractor agrees to:

- a) Respond to PCA within thirty (30) minutes of accepting a contract
- b) Include with the acceptance, the name of the Contractor’s Representative for the incident facilities and catering services
- c) Provide a representative to the location within six (6) hours of each contract
- d) Provide the requested services to the incident facilities location, as requested by the PCA Representative, within forty-eight (48) hours of acceptance of a contract
- e) Serve meals, if requested within twenty-four (24) hours of acceptance of a contract (off-site food preparation will be permitted) until forty-eight (48) hours as indicated in clause d) above.

3.4.1.2 There will be no guarantee of the number of days the Contractor’s incident camp will be on site.

3.4.2 Contractor’s Representative

The Contractor agrees that the Contractor’s Representative will:

- a) Deal directly with the PCA Representative in respect to matters arising at the incident facility and catering services site
- b) Be responsible for the performance, health, safety, welfare and discipline of the Contractor’s staff
- c) Keep accurate records of services provided and provide daily reports to the PCA Representative as required
- d) Ensure all record keeping documents are completed daily, or as required, are neat and accurate and are turned over to the PCA Representative within the timelines specified
- e) Review the work and services provided with the PCA Representative prior to the completion of the facility operation
- f) Be equipped with a cell phone in areas where there is cell phone coverage
- g) Review the services provided under the terms of this agreement with the PCA’s representative prior to completion of the camp operation

3.4.3 Contractor’s Employee Qualifications

3.4.3.1 The Contractor will ensure that all of the Contractor’s employees involved in the provision of services:

- a) Are 18 years of age, physically fit and understand and accept that the work and services at times may have to be performed under adverse conditions
- b) Ensure that at all times only duly trained and qualified employees perform the

work and services

- c) Pay all expenses associated with the operations, except those expenses for which PCA is made expressly responsible

3.4.3.2 Upon request by the PCA, the Contractor will provide documentation relating to any certification requirements for staff and equipment utilized under the terms of the Supply Arrangement.

3.4.3.3 The Contractor will ensure that all of the Contractor's employees are made aware that alcohol and illegal drugs are not permitted in or around PCA sites and/or operations and that a disregard for the policy by the Contractor's employee will result in the employee's removal.

3.4.3.4 The Contractor will be in possession of a valid COR or SECOR or certifying program recognized by PCA throughout the term of the Supply Arrangement.

3.4.4 Inspections

The Contractor agrees to:

- a) Permit a Representative of PCA to inspect and approve any and all facilities that the Contractor may utilize in the performance of the services
- b) Permit a Representative of PCA to inspect any and all food provisions for quality and quantity during the performance of services
- c) Permit any authorized Representative of the PCA free access to facilities, at any reasonable hour, to examine the condition of the facilities, equipment and supplies.

3.5 Part V – PCA Commitments

3.5.1 Request for Quote (RFQ)

3.5.1.1 Upon each Request for Quote (RFQ) the PCA will provide at minimum the following information:

- a) The expected facility location with a legal land description or GPS coordinates and a map, if available, designating the facility location and directions to the location
- b) The type and number of facilities requested
- c) Time frames for dispatch of the Contractor's Representative to the designated location and time for the first meal to be served
- d) Expected number of wildfire personnel to be in the facility
- e) Completed Incident Facility and Catering Services Request as referenced in Appendix B.

3.5.1.2 PCA will be responsible for incident facility site selection, preparation and reclamation.

3.5.2 Cancellation of Request

3.5.2.1 Where the PCA cancels a contract within six (6) hours of the Contractor's acceptance, the PCA will guarantee a minimum of one (1) day's Infrastructure Fee for the incident facility package(s) ordered and any other costs incurred.

3.5.2.2 Where the PCA cancels a contract after six (6) hours of the Contractor's acceptance, but before 24 hours, the PCA will guarantee a minimum of two (2) day's Infrastructure Fee for the incident facility packages(s) ordered and any other incurred costs.

3.5.3 PCA Representative

- 3.5.3.1** PCA agrees to appoint an on-site Representative, normally the Logistics Section Chief or designate, at each incident facilities location where the work and services are being provided.
- 3.5.3.2** PCA will advise the Contractor of an instance of a problem employee(s) and may request the removal and replacement of any employee(s) from performing the work and services either on a temporary basis or permanent basis, should that employee(s) in the opinion of the PCA, perform or act in a manner that is detrimental to the operations or is contrary to the PCA's policies and standards.
- 3.5.3.3** The PCA Representative and Contractor's Representative will meet regularly to discuss and attempt to resolve any conflicts that arise at any incident facility location between the PCA and the Contractor.
- 3.5.3.4** All refundable containers, and any resulting deposit refund, remain the property of PCA. PCA staff will oversee the collection, storage, and return of these items.
- 3.5.3.5** During operations, the PCA Representative will routinely inspect and audit food services and the facilities, equipment, and supplies to ensure compliance.

3.5.4 Briefings

- 3.5.4.1** PCA agrees to provide the Contractor's Representative an initial briefing upon arrival at the location in regard to work and service requirements and safety measures.
- 3.5.4.2** During fire operations, PCA shall provide the Contractor with:
 - a) six (6) hour advance notice of personnel increase/decreases
 - b) six (6) hour advance notice for daily "bag lunch" requirements;
 - c) food service requirements;
 - d) current and forecasted number of people on the fire;
 - e) the necessary support to maintain site rules;
 - f) infrastructure or other applicable resources on or around the site; and
 - g) a daily briefing in regard to work and service requirements based on the fire plan for the day and level of service provided.
- 3.5.4.3** PCA will keep the Contractor informed of possible release dates for incident facilities and catering services and provide the Contractor with twenty-four (24) hours' notice prior to release.
- 3.5.4.4** PCA will provide the Contractor's Representative a debriefing prior to release. The debriefing will include, but it not limited to:
 - a) achievement of assigned targets
 - b) problem areas or concerns
 - c) safety issues
 - d) recommendations for future deployments

APPENDIX A Service Locations

Zone 1 - British Columbia

- Mount Revelstoke National Park
- Glacier National Park
- Kootenay National Park
- Yoho National Park

Zone 2 - Alberta

- Banff National Park
- Jasper National Park
- Waterton Lakes National Park

Zone 3 - Saskatchewan

- Prince Albert National Park

Zone 4 - Manitoba

- Riding Mountain National Park

Zone 5 - Northwest Territories

- Wood Buffalo National Park

Note: Wood Buffalo National Park is in both Alberta and Northwest Territories with the main office in Fort Smith, NT.

Or any other National Park within Western and Northern Canada

APPENDIX B

INCIDENT FACILITIES AND CATERING SERVICES REQUEST FORM

Date and Time Requested:
Fire # and Name (if known):
Specific Camp Location:

Number of Personnel:					
<input type="checkbox"/> 0-20	<input type="checkbox"/> 21 -30	<input type="checkbox"/> 31 – 40	<input type="checkbox"/> 41 – 50	<input type="checkbox"/> 51 – 60	<input type="checkbox"/> 61 – 80
<input type="checkbox"/> 81 – 100	<input type="checkbox"/> 100 – 120	<input type="checkbox"/> 121+	<input type="checkbox"/> Specify _____		

Incident Facilities <i>(please check all that apply):</i>		
<input type="checkbox"/> Kitchen and Dining Facilities	<input type="checkbox"/> Washroom Trailers	<input type="checkbox"/> Sleeping Package
<input type="checkbox"/> Office Package x_____	<input type="checkbox"/> Conference Trailer x_____	<input type="checkbox"/> Pilot's Ready Room x _____
<input type="checkbox"/> Laundry Facilities x_____	<input type="checkbox"/> Laundry Service x_____	<input type="checkbox"/> Portable Latrines x_____
<input type="checkbox"/> Hand Wash Station x_____		

Meals <i>(please check all that apply and give estimated quantities):</i>
First meal to be served: _____

Meal Type	Estimated Quantity
<input type="checkbox"/> Hot Breakfast	
<input type="checkbox"/> Bag Lunch	
<input type="checkbox"/> Hot Lunch	
<input type="checkbox"/> Supper	
<input type="checkbox"/> Bottled Water	

Comments (detail any extras or amendments):

All Work must be performed in accordance with Annex A - Statement of Work of the Supply Arrangement.