

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC / Réception des
soumissions - TPSGC
11 Laurier St. / 11, rue Laurier
Place du Portage , Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet ACCOMMODATIONS in MIDDELTOWN DE	
Solicitation No. - N° de l'invitation W8475-135220/A	Date 2012-09-06
Client Reference No. - N° de référence du client W8475-135220	
GETS Reference No. - N° de référence de SEAG PW-\$\$LP-003-61155	
File No. - N° de dossier lp003.W8475-135220	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-10-17	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Tremblay, Jacynthe	Buyer Id - Id de l'acheteur lp003
Telephone No. - N° de téléphone (819) 934-0768 ()	FAX No. - N° de FAX (819) 956-4944
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: <div>Specified Herein Précisé dans les présentes</div>	

Instructions: See Herein


Instructions: Voir aux présentes

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

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

Issuing Office - Bureau de distribution
Travel Procurement Services Division/Division des services
d'approvisionnement en voyage
Place due Portage, Phase III, 7B3
Portage III 7B3
11, rue Laurier/11 Laurier St.
Gatineau
Québec
K1A 0S5

Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - 1	HOTEL DE VILLE BLDG 105 HOTEL DE VILLE GATINEAU QC K1A 0K2 CANADA	W8475	DEPARTMENT OF NATIONAL DEFENCE 101 COLONEL BY DR. ATT: CA PREECE OTTAWA Ontario K1A0K2 Canada

 Public Works and Government Services Canada		Travaux publics et Services gouvernementaux Canada		Document No.W8475-135220/A		Part - Partie 1 of - de 2 See Part 2 for Clauses and Conditions Voir Partie 2 pour Clauses et Conditions		
Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	INITIAL CADRE TRAINING ACCOMODATIO NS	D - 1	W8475	1	SU	\$	\$	See Herein

REQUEST FOR PROPOSAL

EXTENDED STAY ACCOMMODATION SERVICES IN MIDDLETOWN, DELAWARE (DE) FOR THE DEPARTMENT OF NATIONAL DEFENCE

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PART 1 - GENERAL INFORMATION**1. Security Requirement**

There is no security requirement associated with the requirement.

2. Statement of Requirement

This Statement of Requirement outlines the provision of services to Canadian Forces (CF) members who are participating in training in Middletown, Delaware. These services must include but not be limited to: accommodations, amenities, and laundry services.

The rental facility must be located within twenty (20) driving miles of Summit Aviation which is located at 4200 Summit Bridge Road, Middletown, Delaware, 19709

The period of this requirement will be from 3 November 2012 to 13 June 2013 (inclusive), however the number of rooms required will fluctuate from two (2) to sixteen (16), in accordance with the table provided at Appendix 1 to this Annex.

Due to unforeseen circumstances, dates and numbers of members may be subject to change. Any changes to dates and numbers of members will be passed on to the Extended Stay Provider as they arise. The Extended Stay Provider will ensure that a minimum of two additional rooms are kept available to accommodate any fluctuations that may occur. The Extended Stay Provider must be flexible to changes in course dates and personnel with a minimum of 15 days' notice prior to check in.

2.1 Option

It is requested that the Bidder grants to Canada the irrevocable option to acquire the services described at Annex A for an additional period similar in size and scope to take place from September 2013 to June 2014 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 31 May 2013 by sending a written notice to the Contractor.

3. Debriefings

After contract award, 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 of receipt of the results of the bid solicitation process. The debriefing may be provided in writing, by telephone or in

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person.

PART 2 - BIDDER INSTRUCTIONS

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>) issued by Public Works and Government Services Canada.

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

The 2003 (2012-07-11) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

- 1.1** The text under Subsection 4 of Section 01 – Code of Conduct and Certifications of 2003 referenced above is replaced by:

Bidders should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has 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 provide such a list within the required time frame will render the bid non-responsive. Bidders must always submit the list of directors before contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (*Consent to a Criminal Record Verification form - PWGSC-TPSGC 229*) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

- 1.2** The text under Subsection 5 of Section 01 – Code of Conduct and Certifications of 2003 referenced above is replaced by:

The Bidder must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid, and must also provide Canada, when requested, with the corresponding Consent Forms. The Bidder will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any contract arising from this bid solicitation.

- 1.3** Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: ninety (90) days

2. Submission of Bids

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

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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 copy)

Section II: Financial Bid (1 copy)

Section III: Certifications (1 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 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 (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) 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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex C - Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Bidders are required to comply with all the mandatory criteria below to be considered responsive, a bid must meet all of the mandatory requirements of this bid solicitation. Bidders that submit proposals that are determined to be non-responsive will receive no further consideration.

M.1 Bidders property must be located within twenty (20) driving miles radius of the training facilities which are located at Summit Aviation Aviation, 4200 Summit Bridge Road, Middletown DE 19709

The driving distances will be measured using Google Maps.

M.2 Accommodations must include all services required at Annex A - Statement of Requirement

Financial Evaluation

Responsive bids will be evaluated based on prices submitted in Annex C - Basis of Payment.

1.2 Financial Evaluation

The price of the bid will be evaluated in US dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded as submitted in Annex C - Basis of Payment.

2. Basis of Selection

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

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, 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.

1. Code of Conduct Certifications – Certifications Required Precedent to Contract Award

1.1 Bidders should provide, with their bids or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid non-responsive.

The Contracting Authority may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (*Consent to a Criminal Record Verification form* - PWGSC-TPSGC 229) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

The Contractor must provide the services described at Annex A - Statement of Work.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

3.1 General Conditions

2010C (2012-07-16), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

The text under Subsection 4 of Section 27 – Code of Conduct and Certifications of 2010C referenced above is replaced by:

During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

4. Term of Contract

4.1 Period of the Contract

4.1 Period of the Contract

The period of the Contract is from the date of Contract to 2013-06-13, inclusive.

4.2 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at 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 31 May 2013 by sending a written notice to the Contractor.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Jacynthe Tremblay
Supply Specialist
Public Works and Government Services Canada
Traffic Management Directorate
Travel Procurement Services Division - LP
11 Laurier Street, 6B3-37
Gatineau QC K1A 0S5

Telephone: 819-934-0768

Facsimile: 819-956-4944

E-mail address: jacynthe.tremblay@tpsgc-pwgsc.gc.ca

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

5.2 Technical Authority To be added at the award of the Contract

The Technical Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-____

Facsimile: ____-____-____

E-mail: _____.

The Technical Authority named above 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 Technical Authority, however the Technical 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.

5.3 Procurement Authority To be added at the award of the Contract

The Procurement Authority for the Contract is:

_____ (Name of Procurement Authority)

_____ (Title)

_____ (Organization)

_____ (Address)

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

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

5.4 Contractor's Representative

To be added at the award of the Contract

6. Payment

6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex C, Basis of Payment.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.2 Taxes - Foreign-based Contractor

Unless specified otherwise in the Contract, the price includes no amount for any federal excise tax, state or local sales or use tax, or any other tax of a similar nature, or any Canadian tax whatsoever. The price, however, includes all other taxes.

If the Work is normally subject to federal excise tax, Canada will, upon request, provide the Contractor a certificate of exemption from such federal excise tax in the form prescribed by the federal regulations.

6.3 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice 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 performed has been accepted by Canada.

7. Invoicing Instructions

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

7.2 Invoices must be distributed as follows:

a) The original and one (1) copy must be forwarded to the following address for certification and payment:

To be inserted at the issuance of the Contract

b) One (1) copy must be forwarded to the Contracting Authority.

8. Certifications

8.1 Compliance

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

10. 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) 2003 (2012-07-11), Standard Instructions Goods or Services - Competitive Requirements;
- c) 2010C (2012-07-16) General Conditions - Services (Medium Complexity);
- d) annex A, Statement of Work;
- e) annex C, Basis of Payment;
- f) the Contractor's bid dated _____

11. Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

12. Renovations

The Contractor agrees to give 30 days notice of any construction or remodeling to be performed in the property, which might interfere with the participants' safety and/or comfort. In such case, Canada may terminate the contract at any time without liability or cancellation fees. If Canada elects to terminate this contract in accordance with this provision, the Contractor must, if requested by Canada, use its best effort to assist Canada in locating an alternate accommodation establishment with comparable facilities at a comparable price and to offset additional costs incurred by Canada in order that it can relocate.

ANNEX A - STATEMENT OF REQUIREMENT

1. GENERAL REQUIREMENT

1.1 This Statement of Requirement outlines the provision of services to Canadian Forces (CF) members who are participating in training in Middletown, Delaware. These services must include but not be limited to: accommodations, amenities, and laundry services.

1.2 The period of this requirement will be from 3 November 2012 to 13 June 2013 (inclusive), however the number of rooms required will fluctuate from two (2) to sixteen (16), in accordance with the table provided at Appendix 1 to this Annex.

1.3 Due to unforeseen circumstances, dates and numbers of members may be subject to change. Any changes to dates and numbers of members will be passed on to the Extended Stay Provider as they arise. The Extended Stay Provider will ensure that a minimum of two additional rooms are kept available to accommodate any fluctuations that may occur. The Extended Stay Provider must be flexible to changes in course dates and personnel with a minimum of 15 days' notice prior to check in.

2.0 SCOPE OF SERVICES

2.1 The Extended Stay Provider will be responsible for providing the specific services described within this Statement of Requirements to CF members during periods as indicated in advance. The Extended Stay Provider must provide services and sufficient accommodations at the same facility for the dates requested and must remain flexible to adapt to any changes in dates of CF members check-in and check-out or the total number of rooms required. The requirement will cover the period commencing 3 November 2012 to 13 June 2013, with an option for a second period similar in size and scope to take place from September 2013 to June 2014.

3.0 MANDATORY REQUIREMENTS

3.1 The Extended Stay Provider must provide single occupancy rooms in the same facility for the number of CF members indicated when called upon, including full use of amenities. The requirement for single-occupancy rooms may be met using apartments or condo-style housing with multiple bedrooms (ie, a 3 bedroom condo would be suitable for 3 CF members) so long as each bedroom has its own full door. If meeting the requirement using an apartment with multiple bedrooms, the full bathroom must be directly accessible from a common area. The number of CF members for each period will vary as detailed in Appendix 1, and any changes will be communicated to the Extended Stay Provider at the earliest possible time but no later than 48 hours prior to the anticipated date of arrival of the first group. While the Extended Stay Provider must remain flexible to ongoing needs, it is anticipated that the maximum number of CF members at any one instance will be 50. Dates and numbers of CF members will be subject to change with at least 24 hours notice to the Extended Stay Provider.

3.2 Other contracted amenities noted within this Statement of Requirement must be available and functioning on staff arrival and remain until departure or until released by the Technical Authority.

3.3 The Extended Stay Provider must have reasonable flexibility to adapt to any changes in dates as a result of unforeseen circumstances.

3.4 The Extended Stay Provider must designate and make available a staff member who will act as the primary point of contact for all matters. This Liaison will assist CF members during their stay at the rental facilities and should be available during regular business hours and on an on call basis after normal business hours.

3.5 The Extended Stay Provider must deliver laundry services to CF members when required. Laundry must be turned around within 24 hours. This requirement can be met by having a washer and dryer located en suite or a suitable number of washers and dryers located in a common area of the building or property.

4. LOCATION REQUIREMENT

4.1 The rental facility must be located within twenty (20) driving miles of Summit Aviation which is located at 4200 Summit Bridge Road, Middletown, Delaware, 19709.

5.0 RENTAL FACILITIES REQUIREMENTS

5.1 The Extended Stay Provider must provide, at a minimum, the facilities noted below.

5.2 Facilities consistent with a standard three star rating including:

5.2.1 Suitable Health Club/physical fitness facilities. This area must include free weights, a minimum of 2 treadmills/elliptical machines and sufficient space for up to 10 persons to participate at one time. Within this area, the Extended Stay Provider must provide disinfectant cleaner at equipment stations for hygiene purposes between users;

5.2.2 Air conditioned/ heated rooms with individual room controls for each room.

5.3 Single occupancy rooms for the indicated period for each CF member. It is preferable that these rooms be located in the same area of the rental facility. CF members must not be relocated to another room during their stay unless it becomes necessary as a result of a maintenance issue. The Extended Stay Provider must be able to accommodate late and/or early check-in and check-out times. Further, all rooms must be available within two hours of arrival and must have a minimum of:

5.3.1 A single bed or larger with comfortable bedding, linens and newer mattress. Cots, pullouts, or sofa beds are not acceptable;

5.3.2 Private full-bath to include a toilet, sink and shower per room and appropriate linens;

5.3.3 Serviceable television with remote and cable or satellite feed;

5.3.4 Telephone with free local service capable of making international calls. CF members will pay long-distance phone charges at time of check-out.

5.3.6 A chair or sofa and coffee table;

5.3.7 A desk and chair;

5.3.8 Armoire or dresser with a minimum of two (2) drawers;

5.3.9 Alarm clock or easy access to reliable wake-up call services;

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5.3.10 Ironing board and iron;

5.3.11 Kitchenette with a minimum of a sink, fridge, microwave, stove and oven; along with suitable cooking hardware, utensils, flatware and silverware.

5.3.12 Wireless internet access with a minimum of 16 Mbps capacity throughout the rental facility including rooms.

5.4 Weekly service must include:

5.4.1 Room cleaning to North American standards including bathroom;

5.5 The rental facility must have available an area where CF members can access the internet at no additional charge on computers provided by the Extended Stay Provider. This area must consist of a minimum of two internet stations and must be accessible on a 24-hour basis.

6.0 EXTENDED STAY PROVIDER SERVICES REQUIREMENTS

6.1 The Extended Stay Provider must provide, at a minimum, the facilities noted below.

6.2 Complimentary use of all rental facilities typical for all guests;

6.3 A secure location to store luggage from the check-out time until members depart.

6.4 Safe, Clean and Comfortable:

As a minimum, rates must be for the provision of safe, clean and comfortable accommodation.

It is a mandatory requirement that the accommodation provided be safe, clean and comfortable. If a traveler does not stay because the accommodation was not safe, clean or comfortable, Canada will not be responsible for any charges relating to the accommodation for that traveler other than the rate times the number of nights the traveler actually stayed in the accommodation.

6.5 Sufficient parking for up to twenty (20) vehicles

6.6 Extended Stay Provider to provide each CF member a welcome kit, this kit will include:

- Local attractions
- Restaurants
- Material provided by the Technical Authority

7. QUALITY ASSURANCE

7.1 The Extended Stay Provider will ensure that all of the requirements outlined in this Statement of Requirements are met at all times. Discrepancies in the provision of services to the required standard will be first dealt with by the liaison staff at the rental facility and escalated to the Technical Authority and Contract Authority if the issue remains unresolved.

8. CONTRACT KICK-OFF MEETING

8.1 Within 14 days following the issuance of the contract, the Technical Authority will contact the Extended Stay Provider to establish an acceptable time to stage a kick-off meeting, if required. The intent of this meeting is to allow all stakeholders and opportunity to review the Statement of Requirements together and ensure there is a common understanding of the requirement.

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File No. - N° du dossier

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Buyer ID - Id de l'acheteur

Ip003

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

W8475-135220

CCC No./N° CCC - FMS No/ N° VME

9. CLIENT SUPPORT

9.1 In order to facilitate the payment process for the CF personnel, Canada requires that the accommodations invoices be apportioned accordingly:

- a) the invoice for accommodations rental will be sent to Canada;
- b) any other personal expenses e.g. Telephone calls, pay movies incurred by the CF personnel Will be charged to the individual who incurred that expense.

APPENDIX 1**Number of Students and Rooms required**

	Number of Days	Numbe of Students*	Start Date	End Date**
Wave 1	48	16	3-Nov-12	21-Dec-12
Wave 2	25	6	13-Nov-12	8-Dec-12
Wave 3	21	10	24-Nov-12	15-Dec-12
Wave 4	65	16	2-Jan-13	8-Mar-13
Wave 5	121	6	21-Jan-13	22-May-13
Wave 6	78	16	20-Feb-13	9-May-13
Wave 7	110	8	23-Feb-13	13-Jun-13
Wave 8	24	2	23-Feb-13	19-Mar-13
Wave 9	24	2	20-Fev-13	16-Mar-13
Wave 10	24	10	18-May-13	11-Jun-13
Wave 11	6	8	25-Apr-13	1-May-13
Wave 12	4	8	22-Apr-13	26-Apr-13

* Number of Students relates to the number of rooms required each day plus two additional (Ref to 1.3)

** End date is the check out date

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ANNEX B

PROPERTY INFORMATION

1. Bidder Information

Name:	
Position/title:	
Telephone number:	
Cellular number:	
Fax number:	
E-mail address:	

2. Extended Stay Provider Information

Property name:	
Street address:	
City:	
Province/ State:	
Postal /Zip code:	
Direct phone number:	
Fax number:	
Toll free number:	
Reservation phone number:	
Reservation e-mail address:	
Website address:	

ANNEX C - BASIS OF PAYMENT

The Bidder must provide accommodation services in accordance with Annex A – Statement of Requirement at the following rates. Basis of payment will be firm daily rate per accommodation, US dollars, taxes not included.

The Bidder must figure the number of apartments requested versus the type of apartments proposed to fulfill the requirement described at Annex A. Bidders can offer more than one type of apartment unless they have the capacity to respond to the requirement.

Wave	Start Date	End Date**	Number of Days	Number of Students*	Type of accommodation submitted	Daily Rate USD Per Apartment	Total estimated value for the period USD
1	3-Nov-12	21-Dec-12	48	16			
2	13-Nov-12	8-Dec-12	25	6			
3	24-Nov-12	15-Dec-12	21	10			
4	2-Jan-13	8-Mar-13	65	16			
5	21-Jan-13	22-May-13	121	6			
6	20-Feb-13	9-May-13	78	16			
7	23-Feb-13	13-Jun-13	110	8			
8	23-Feb-13	19-Mar-13	24	2			
9	20-Feb-13	16-Mar-13	24	2			
10	18-May-13	11-June-13	24	10			
11	25-Apr-13	1-May-13	6	8			
12	22-Apr-13	26-Apr-13	4	8			
Total estimated value of contract:							

* Number of Students relates to the number of rooms required each day plus two additional (Ref to 1.3)

** End date is the check out date

ANNEX D

INSURANCE REQUIREMENT

The Contractor must comply with the insurance requirements specified in this annex. 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.

SACC Manual clause G2001C (2008-05-12) - Commercial General Liability Insurance

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

(l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(m) Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(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 acknowledgment 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.