

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**1713 Bedford Row**  
**Halifax, N.S./Halifax, (N.É.)**  
**B3J 1T3**  
**Bid Fax: (902) 496-5016**

**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**

<b>Title - Sujet</b> RATIONS/QUARTERS FOR CADETS/STAFF	
<b>Solicitation No. - N° de l'invitation</b> W0102-137346/A	<b>Date</b> 2013-03-08
<b>Client Reference No. - N° de référence du client</b> W0102-13-7346	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-220-8951	
<b>File No. - N° de dossier</b> HAL-2-69349 (220)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-04-10</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Standard Time AST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Dunphy, Nancy	<b>Buyer Id - Id de l'acheteur</b> hal220
<b>Telephone No. - N° de téléphone</b> (902) 496-5481 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 14 WING GREENWOOD, HGR. 2 WSUP STN MAIN, P.O. BOX 5000 GREENWOOD NOVA SCOTIA B0P 1N0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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

**Issuing Office - Bureau de distribution**  
Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 3C9

**TITLE: Provision of rations and quarters for Air Cadet Power Pilot Scholarship (PPS) program at the Moncton Flight College.**

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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security associated with this requirement.

### **2. Summary**

The Department of National Defence (DND) Air Cadet program provides the opportunity to train select Air Cadets in the skills to acquire a Transport Canada private pilot licence. One of DND's contract schools is the Moncton Flight College situated at 1719 Champlain Street, Dieppe, NB, E1A 7P5. The cadets and adult supervisors require rations and quarters during the period of **27 Jun - 17 Aug 2013**. Specific dates are noted in Annex A and quarters provision shall be within a thirty (30) minute drive of Moncton Flight College so as to ensure minimum interruption with the course structure and timings.

### **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 in writing, by telephone or in 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 issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website:  
<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>.

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 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **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.

Faxed bids are acceptable.

### **3. Enquiries - Bid Solicitation**

All enquiries must be submitted 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.

#### 4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of New Brunswick.

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: Financial Bid (1 copy)

Section II: Certifications (1 copy)

##### Section I: Financial Bid

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

##### Section II: Certifications

Bidders must submit the certifications required under Part 5.

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

#### 1. Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical/management and financial evaluation criteria.

#### 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 and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation 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, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

## **1. Mandatory Certifications Required Precedent to Contract Award**

### **1.1 Code of Conduct and Certifications - Related documentation (SEE ANNEC C)**

By submitting a bid, the Bidder certifies as per section 01 of Standard Instructions 2003 for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

## **2. Additional Certifications Required with the Bid**

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 Officer 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 frame will render the bid non-responsive.

### **2.1 Federal Contractors Program - Certification**

#### **2.1.1 Federal Contractors Program for Employment Equity - over \$25,000 and below \$200,000**

Suppliers who are subject to the Federal Contractors Program for Employment Equity (FCP-EE) and have been declared ineligible contractors by Human Resources and Social Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contract Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP-EE for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors will be declared non-responsive.

The Bidder certifies its status with the FCP-EE, as follows:

The Bidder

- (a) ( ) is not subject to the FCP-EE, having a workforce of less than 100 permanent full time, part-time or temporary employees in Canada,
- (b) ( ) is not subject to the FCP-EE, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) ( ) is subject to the requirements of the FCP-EE, having a workforce of 100 or more permanent full time, part-time or temporary employees in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;
- (d) ( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_.

Further information on the FCP-EE is available on the following HRSDC Web site:  
<http://www.hrsdc.gc.ca/en/labour/equality/fcp/index.shtml> .

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 2.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

### **Definitions**

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

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

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

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

### **Former Public Servant in Receipt of a Pension**

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

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

- a. name of former public servant;
  - b. date of termination of employment or retirement from the Public Service.
- By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

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### **Work Force Reduction Program**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

### **2.3 A3055T- Canadian Content Certification**

This procurement is limited to Canadian services.

The Bidder certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

### **2.4 Certification**

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **1. Security Requirement**

There is no security associated with this requirement.

### **2. Statement of Work**

The Contractor shall perform the work in accordance with the attached **Annex "A"** and in accordance with the Contractor's technical proposal dated \_\_\_\_\_ and forming part of this document.

### 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 issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website: <http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>.

#### 3.1 General Conditions

2010C (2012-11-19) Services - Medium Complexity

### 4. Term of Contract

#### 4.1 Period of Work:

This work shall be carried out during the period **June 27 - August 17, 2013** inclusive.

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

**Nancy Dunphy**  
**Supply Officer**  
**Public Works and Government Services Canada**  
**Acquisitions Branch**  
**Telephone: (902) 496-5481**  
**Facsimile: (902) 496-5016**  
**E-mail address: nancy.dunphy@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 Project Authority

The Project Authority for the Contract shall be named in the contract.

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

#### 5.3 Contractor's Representative (to be filled in by bidder)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_



Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**6. Payment****6.1 Basis of Payment**

The Contractor shall be paid its costs reasonably and properly incurred in the performance of this work in

**6.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_ Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting

Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

(a) when it is 75 percent committed, or

(b) four (4) months before the contract expiry date, or

(c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

**6.3 Method of Payment:**

SACC Manual Clauses: H1000C (2008-05-12) Single Payment

**7. Invoicing Instructions**

1. The Contractor must submit invoices as per General Conditions 2035 (2008-05-12) Subsection 12.

**Invoicing Instructions**

1. Invoices shall be submitted on the Contractor's own form and must be prepared to show:

- (a) the date; and description of services performed;
- (b) name and address of the CONSIGNEE;
- (c) Contract Number, Serial Number and Financial Code(s);
- (d) charges claimed in accordance with the Basis of Payment as stated herein;

(e) Applicable taxes shall be shown separately;

2. Mailing address for the invoices is shown on page 1 of this document.

## 8. Certifications

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 entire contract period. 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 the Province of New Brunswick.

## 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) the general conditions 2010C (2012-11-19) Services (Medium Complexity);
- (c) Annex A, Statement of Work
- (d) Annex B Basis of Payment
- (d) the Contractor's proposal dated \_\_\_\_\_

## 11. Defence Contract

The Contract is a defence contract within the meaning of the Defence Production Act, R.S.C. 1985, c. D-1, and must be governed accordingly.

Title to the Work or to any materials, parts, work-in-process or finished work must belong to Canada free and clear of all claims, liens, attachments, charges or encumbrances. Canada is entitled, at any time, to remove, sell or dispose of the Work or any part of the Work in accordance with section 20 of the Defence Production Act.

## 12. Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

## ANNEX A STATEMENT OF WORK

**TITLE: Provision of rations and quarters for Air Cadet Power Pilot Scholarship (PPS) program at the Moncton Flight College.**

### OBJECTIVE

The objective is to provide rations and quarters for twelve Air Cadets and two adult supervisors in the immediate vicinity of the Moncton Flight College for the duration of the PPS program.

### BACKGROUND

The DND Air Cadet program provides the opportunity to train select Air Cadets in the skills to acquire a Transport Canada private pilot licence. One of DND's contract schools is the Moncton Flight College situated at 1719 Champlain Street, Dieppe, NB, E1A 7P5. The cadets and adult supervisors require rations and quarters during the period of 27 Jun - 17 Aug 2013. Specific dates are noted below in schedule and cost requirements. Rations and quarters provision shall be within a thirty (30) minute drive of Moncton Flight College so as to ensure minimum interruption with the course structure and timings.

### SCOPE

The contractor shall provide rations and quarters for the designated time period and within the driving distance specified, which fulfill the requirements as stated in the tasks below

### TASKS

The contractor shall provide accommodations for twelve (12) cadets and two (2) adult supervisory staff. The following specifics shall be fulfilled

Rations to include breakfast, lunch and supper meals daily, and box lunches if required. Meals are required as follows:

**27 June until 17 Aug 2013 inclusive:** Breakfast, lunch and supper for two (2) staff member for 52 days.

**30 Jun - 17 Aug 2013 inclusive:** Breakfast, lunch and supper for ten (12) cadet students for 49 days.

Menu compositions are as follows:

- (1) Breakfast - The following types and number of food items and prepared dishes to be provided at the breakfast meal:

- (a) citrus fruit and fruit/vegetable juice;
- (b) cereal - one cooked and three ready to eat;
- (c) at least one style of eggs and one breakfast entrée (e.g. Pancakes);
- (d) one kind of breakfast meat and one type of cheese or yogurt;
- (e) one kind of vegetable (e.g. baked beans, fried potato);
- (f) one freshly baked product and two kinds of bread products with accompaniments; and
- (g) at least two hot and two cold beverages including milk.

- (2) Dinner - The following types and number of food items or prepared dishes to be provided at the lunch meal:

- (a) soup or appetizer;

- 
- (b) one freshly prepared hot main protein dish with appropriate accompaniments;
- (c) one hot sandwich;
- (d) one cold sandwich;
- (e) one potato or alternative;
- (f) one other hot vegetable;
- (g) selection of salads as per the Salad Table Menu detailed above;
- (h) three prepared dessert items, two fresh fruit choices and ice cream or yoghurt;
- (i) bread and rolls (three varieties); and
- (j) at least two hot and two cold beverages including milk.
- (3) Supper - The following types and number of food items or prepared dishes to be provided at the supper meal:
- is
- (a) soup or appetizer;
- (b) two freshly prepared hot protein dishes with appropriate accompaniments - at least one to be solid meat, fish or poultry (e.g. roast, cutlet, steak, chop or fillet);
- (c) one potato or alternative;
- (d) two other cooked vegetables; (e) selection of salads as per the Salad Table Menu as detailed above;
- (f) three prepared desserts, two fresh fruits and ice cream or yogurt;
- (g) bread and rolls (three varieties); and
- (4) Evening Snack
- (a) One beverage and two food items per person shall be served.
- (b) Tea and Coffee will be served as well as at least two of the following: partially skimmed milk, chocolate milk, hot chocolate, and fruit beverage.
- (c) A minimum of three of the following shall be offered: fresh fruit, sandwiches, cookies, cakes, muffins, squares, pies, doughnuts, cheese and crackers

The contractor shall provide quarters for twelve (12) cadets and two (2) adult supervisory staff.

The following specifics shall be fulfilled:

- Cadet rooms should be single occupancy
- Adult staff rooms shall be single occupancy
- All rooms shall have individual closet storage for cadet clothing
- All rooms shall have individual storage for personal clothing and equipment
- All rooms shall have a desk or workspace for each cadet for study purposes
- All rooms should have an individual washroom attached- A group or individual house phone shall be provided
- There should be a common area equipped with cable TV
- High speed internet should be available in each room
- Washers and dryers shall be available on site for daily use
- Air conditioned rooms should be provided for cadets and adult staff
- Two master keys for all rooms shall be provided
- House keeping shall occur once per week
- Provision should be provided to extend the contract for individual room up to one week if the course is extended due to unforeseen delays. (i.e. weather, equipment, etc)
- The Supplier shall ensure that there is enough sheets, pillows, blankets, pillows on hand to allow for a once a week bedding exchange. As well bedding shall be available for cadets/staff that

have allergies in addition to the bedding held by the Landlord. The Supplier will be responsible for all cleaning/laundry of the laundry.  
 .- The Supplier shall ensure there is space in each accommodation area that would facilitate ironing. Sufficient amounts of electrical outlets and adequate lighting (to national building code) shall be the responsibility of the Supplier.

### CONSTRAINTS

The rations and quarters shall be within a thirty (30) minute drive of the Moncton Flight College so as to ensure minimum disruption to the course. All buildings and facilities occupied or utilized by the Crown in any way shall be maintained at the expense of the Supplier such that they are in compliance with the National Building Code at all times. Messing facilities shall meet the regulations as set forth in the Sanitation Code of Canada's Food Service Industry (C-85-011-009/FP-001), Feral Halocarbon Regulations and Canadian Environment Protection Act and DND Food Services Manual.

For security reasons, facilities that are to be assigned to Staff and Cadets shall be occupied by the Crown on an exclusive use basis notwithstanding, the availability of areas that may result from temporary reduction of the forecasted number of personnel housed as contemplated. No other guests shall be permitted to occupy areas or transit through facilities or areas assigned to officers or cadets without Crown consent.

**Figure 1 lists the approximate maximum number of persons and size of rooms required from 27 June to 17 Aug 12. These room numbers represent the full camp establishment.**

Group	Total Rooms	Type	Notes
Staff Captain	1	Single Room (11.6m2/p)	Single rooms with sink. washroom and shower desirable
Staff Lt/2LT	1	Single Room (11.6m2/p)	Single rooms with sink. washroom and shower desirable
Cadets	12	3.7m2 in open dormitories or 2.8m2 in partitioned dormitories.	1 per room based on 11.6 M room, 1 desks, 1 lockers

FIGURE 1. Accommodation Requirements

### CLIENT SUPPORT

Contractor to provide suitable rations and quarters which meet normal industry standards and provincial requirements.

### SCHEDULE AND COSTS

The contractor shall provide the required twelve cadet rations for the period 30 Jun 13 - 17 Aug 2013. Also the contractor shall provide the adult staff rations for the period 27 Jun - 17 Aug 2013. Additionally, costs should be provided for the option of extending individual rations and quarters for a one week period from 18 -24 Aug 2013 to accommodate any unforeseen delays in the training program. The forecasted number of personnel requiring rations and quarters based on the arrival/departure schedule may be increased or decreased by not more than 10% at any time at the Crown's option with notice

### DELIVERABLES

The contractor is to deliver commercial standard rations which meet the health and safety standards for the province and municipality in which the service is to be delivered.

**Annex "B"**  
**Basis of Payment**  
**RATIONS/ACCOMMODATIONS**

You shall be paid your costs reasonably and properly incurred in accordance with the following:

**RATIONS (A)**

SEE ANNEX A for Meal details.

\*\*\*Same rates apply if the extra week is required from 18 - 24 Aug, 2013.(7 days)

**27 June - 17 Aug, 2013: Breakfast, lunch and supper for two (2) staff members for 52 days**

Breakfast	52 days x \$	each x 2	Total \$
Lunch	52 days x \$	each x 2	Total \$
Supper	52 days x \$	each x 2	Total \$
Snack	52 days x \$	each x 2	Total \$

*BOX LUNCHES*                      \$              *EACH*

Box Lunches will be on an as required basis with sufficient notice, from 01 July to 16 August.

FYI: Box lunch costs will not be used in the calculation for the basis of selection.

**30 Jun - 17 Aug 13, 2013: Breakfast, lunch and supper for twelve (12) Cadets for 49 days**

Breakfast	49 days x \$	each x 12	Total \$
Lunch	49 days x \$	each x 12	Total \$
Supper	49 days x \$	each x 12	Total \$
Snack	49 days x \$	each x 12	Total \$

*BOX LUNCHES*                      \$              *EACH*

Box Lunches will be on an as required basis with sufficient notice, from 01 July to 16 August.

FYI: Box lunch costs will not be used in the calculation for the basis of selection.

**Total estimated Cost for RATIONS (A) (excluding HST) \$**

**ACCOMMODATIONS (B)**

ALL SINGLE OCCUPANCY:

SEE ANNEX A for Room Details.

\*\*\*Same rates apply if the extra week is required from 17 - 23 Aug, 2013 (7 nights)

**1. Two single rooms for two (2) staff June 27 - August 16, 2013 (51 nights)**

2 single rooms x \$ /night x 51 nights \$

**period from 17 -23 August, 2013 = 7 nights (if required)**

2 single rooms x \$ /night x 7 nights \$

**2. 12 single rooms for Twelve Cadets June 30 - August 16, 2013 (48 nights)**

12 single rooms x \$ /night x 48 nights \$

**period from 17 -23 August, 2013 = 7 nights (if required)**

12 single rooms x \$ /night x 7 nights \$

**3. Washer and Dryer Usage June 27 - August 17, 2013 (52 days)**

\$ /day x 52 days \$

period from 18 -24 August, 2013 = 7 days (if required)

\$ /day x 7 days \$

**Total estimated Cost of Accommodations (B) (excludes HST 13%) \$****(A) + (B) = \$****(LOWEST OVERALL TOTAL WILL BE RECOMMENDED FOR AWARD)**

Solicitation No. - N° de l'invitation

W0102-137346/A

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-2-69349

Buyer ID - Id de l'acheteur

hal220

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

CCC No./N° CCC - FMS No/ N° VME

W0102-13-7346

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### **Annex C**

#### **Board of Directors**

PROVIDE A COMPLETE LIST OF INDIVIDUALS WHO ARE CURRENTLY ON THE BOARD OF DIRECTORS.

NOTE TO BIDDERS

WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS